

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

REGULAR BOARD MEETING

District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, April 22, 2013

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

1. Call to Order:

2. Acknowledgment of Visitors and Special Presentations:

1. Recognition of State Wrestling Tournament Participants:

Coach Stauffacher

2. Recognition of Belle Plaine Robotics Team:

Advisor Jeff Heine

3. Recognition of State Speech Tournament Participants:

Coach Jacobson

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

4. Consensus Items:

1. Previous Board Meeting Minutes:

3

2. Approve Monthly Expenditures:

7

3. Personnel:

4. Student Enrollment:

5. Donations:

6. Contract Renewal:

14

5. Discussion Items:

1. <u>Superintendent Update:</u>	Dr. Smith	
2. <u>Board Member Reports:</u>	Board Members	
3. <u>Building Administrator Reports:</u>	Building Administrators	<u>25</u>
6. <u>Action Items:</u>		
1. <u>Approve Budget Adjustments for 2012-2013 Year:</u>	Mr. Chuck Keller	<u>30</u>
2. <u>Approve Plan for Make-Up of Canceled School Days:</u>	Dr. Smith	<u>37</u>
3. <u>Approve MSHSL Membership Resolution:</u>	Dr. Smith	<u>38</u>
4. <u>Approve Second Reading of Policy #807 - Health & Safety:</u>	Dr. Smith	<u>40</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The School Board of Belle Plaine Public Schools

A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, March 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, Lenz, Bigaouette and Supt. Smith. Board member Ludvik was absent.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Vision Card C - Learning and Work Environment

Vision Card C is the fourth card that has been reviewed and focuses on Learning and Work Environment. Current markings on this card were pulled from student and parent surveys, staff surveys, discipline referrals and class reports regarding enrollment in particular courses.

This is the first year of the report with additional reports regarding this card planned for each year in March.

Presenter: Dr. Smith

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 Bigaouette and second by Daly to adopt the agenda after removing item 4.6. 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 Bigaouette and second by Nagel to approve all of the following consensus items except 4.6 which was removed from the agenda until a later date. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the February 25, 2013 board meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of March were reviewed.

Administration recommends approval of the March, 2013 disbursements totaling \$1,416,216.36. This includes hand payables of \$148,525.74 and electronic payments of \$953,753.10.

4. 3. Personnel:

Approve the hire of Katie Cates as a long-term substitute Phy-Ed Teacher at Chatfield for Katie Graff from April 2, 2013 through May 3, 2013.

Approve the hire of Katie Graff for an additional .75 FTE for the 2013-14 school year bringing her to a 1.0 FTE physical education teacher at Chatfield Elementary at BA, Step

1, \$32,292.

Approve the hire of Robin Banks for an additional .17 FTE for the 2013-14 school year bringing her to a 1.0 FTE Art teacher at Oak Crest Elementary at BA, Step 12, \$42,549.

Approve the hire of Lindsay Sawatzky as Softball / 2nd Assistant / 8th Grade Coach at \$1,308.00 for the 2012-13 school year.

Approve the maternity leave for Christina Kienlen, Chatfield Speech Teacher, beginning approximately August 28, 2013 through November 20, 2013.

4. 4. Student Enrollment:

Approve a new Belle Plaine, grade 12, resident to continue to attend New Prague Schools effective February 11, 2013.

Approve a Belle Plaine Kindergarten student to attend Edina Schools effective March 25, 2013.

4. 5. Donations:

Accept with sincere thanks and appreciation two donations from Friends of the Library. One in the amount of \$500 to benefit the "I Love to Read" group at Oak Crest and the other in the amount of \$1,000 to benefit the Trapshooting Club.

4. 6. Contract Renewal:

Tabled until a later date.

Approve the renewal of the IEA, Inc Contract for Environmental, Health, and Safety (EH&S) Management Services Fiscal Years 2013 through 2016. Estimated costs for these services are as follows:

July 1, 2013-June 30, 2014 \$14,476.00

July 1, 2014-June 30, 2015 \$14,860.00

July 1, 2015-June 30, 2016 \$15,231.00

This is a continuation of our contract with our existing provider of health and safety services. We work through the South Central Service Cooperative for better pricing on this contract. We receive tremendous service from our IEA representative, Shannon O'Connor, and recommend approval of this contract continuation.

4. 7. Approve 2014 New York Band Trip:

The Senior High Band has proposed to take their spring break trip to New York in March, 2014. The trip will begin March 21 and conclude on March 26. A full slate of activities including sightseeing and performance work with several music professionals is planned. Approval of this trip is recommended.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on current items of interest including Area Legislator meeting on 3/26 at Prior Lake, Robotics competition on March 28-30, legislative session and action that is impacting the Belle Plaine School. We will have an overview of lock down procedures and the status of safety upgrades within our school buildings as well as an update on the work of the technology committee.

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.

Presenter: Board Members

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. Request to Use Staff Development Reserve for PLC Training:

As discussed in our work session two weeks ago, this summer will be the third summer that we would like to send our staff to the Professional Learning Communities Summit in Minneapolis. I feel that the training that our staff has received there about Professional Learning Communities, Response to Intervention and improving academic performance has been invaluable and has really helped move our work with PLCs forward in the district.

I am proposing that we allocate approximately \$30,000 from staff development reserves to send 30+ staff to this training. This is the last year that we will be sending such a large group to this conference although we may continue to seek funding for new staff members to attend in future years.

Presenter: Dr. Smith

Motion by Bigaouette and second by Nagel to approve the use of the Staff Development Reserve for PLC Training. Motion carried unanimously.

6. 2. Policy Review:

The three policies that are up for review this month are 616, 709 and 806. There is only one major revision to 616 - School District System Accountability. The curriculum review cycle was revised with current schedule. We have also left the policy with a single committee handling the responsibilities of this group instead of multiple committees. Policy 709 - Student Transportation remains the same with the clarification on the discipline policy that we have been following within the district since 1993. The Crisis Management Policy - 806 - has some minor revisions based on changes to statute regarding number of fire drills, lock downs, etc.

Presenter: Dr. Smith

Motion by Nagel and second by Daly to approve the review of Policies 616, 709 and 806. Motion carried unanimously.

6. 3. Policy First Reading:

Policy 807 - Health and Safety - is a new policy receiving it's first formal reading at the board level. Recommendation is for approval of this first reading.

Presenter: Dr. Smith

Motion by Daly and second by Nagel to approve the first reading of Policy 807 – Health and Safety. Motion carried unanimously.

6. 4. Resolution to Review Programs for Possible Reductions:

This is an annual resolution that directs administration to review all programs in the event that reductions need to take place. We are not anticipating any reductions at this time, but in the event that we have some significant enrollment fluctuations from now until the end of the year, I ask that this resolution be approved.

Presenter: Dr. Smith

Motion by Daly and second by Nagel to approve the resolution to review programs for possible reductions. Motion carried by a roll call vote 5-0 with Ludvik absent.

7. Upcoming Meetings:

March 26, 5 p.m. to 7 p.m. - Legislative Meeting at Prior Lake District Offices

March 28-30, Robotics Team Competition at University of Minnesota

April 8, 6 p.m. - School Board Work Session

April 22, 5:30 p.m. - School Board Finance Committee

6:00 p.m. - School Board Meeting

8. Adjourn:

Motion by Bigaouette and second by Daly to adjourn at 6:46 pm. Motion carried unanimously.

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2649	N	AARP	V31001	38469	12305	304.00	0.00	304.00	04/09/2013	04/09/2013	04/09/2013
1	2649	N	AARP	V31001	38633	12326	246.00	0.00	246.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$550.00			
1	1125	N	BELLE PLAINE HERALD	V31001	38617	14347	38.25	0.00	38.25	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$38.25			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V31001	38620	10903	12,013.92	0.00	12,013.92	04/15/2013	04/15/2013	04/15/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V31001	38619	10943	9,640.80	0.00	9,640.80	04/15/2013	04/15/2013	04/15/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V31001	38640	10973	10,072.30	0.00	10,072.30	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$31,727.02			
1	3876	N	CENTERPOINT ENERGY SERVICE	V31001	38636	2597762	2,292.70	0.00	2,292.70	04/17/2013	04/17/2013	04/17/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V31001	38637	2597692	4,514.94	0.00	4,514.94	04/17/2013	04/17/2013	04/17/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V31001	38635	2597752	3,731.99	0.00	3,731.99	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$10,539.63			
1	4565	N	DE LAGE LANDEN	V31001	38612	17640409	418.00	0.00	418.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$418.00			
1	3393	N	DEPT OF HEALTH	V31001	38632	12329	45.00	0.00	45.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$45.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V31001	38622	17818	200.00	0.00	200.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$200.00			
1	4404	N	ELISE'S KLOTHES PATCH	V31001	38628	1696	9.27	0.00	9.27	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$9.27			
1	1528	N	GROTH MUSIC	V31001	38626	2029253	5,181.00	0.00	5,181.00	04/15/2013	04/15/2013	04/15/2013
1	1528	N	GROTH MUSIC	V31001	38623	2029242	59.00	0.00	59.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$5,240.00			
1	4112	N	HANOVER INSURANCE GROUP	V31001	38641	AHX 3470613 04	169.00	0.00	169.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$169.00			
1	1618	N	JANESVILLE WALDORF SCHOOL	V31001	38643	03172013	138.00	0.00	138.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$138.00			
1	4333	N	JP's MOBILE SOUND	V31001	38470	12309	150.00	0.00	150.00	04/09/2013	04/09/2013	04/09/2013
							Check Amount:		\$150.00			

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	3120	N	KENNEDY & GRAVEN	V31001	38621	113243	331.50	0.00	331.50	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$331.50			
1	1697	N	LAKE CRYSTAL COACHES	V31001	38468	14837	560.00	0.00	560.00	04/09/2013	04/09/2013	04/09/2013
							Check Amount:		\$560.00			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V31001	38642	03252013	2,433.33	0.00	2,433.33	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$2,433.33			
1	5341	N	MCDOWELL AGENCY INC	V31001	38611	41587	25.85	0.00	25.85	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$25.85			
1	1812	N	MESPA	V31001	38625	08012013	600.00	0.00	600.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$600.00			
1	1991	N	PRAIRIE FIRE THEATRE	V31001	38631	12325	400.00	0.00	400.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$400.00			
1	2029	N	REGION 4A	V31001	38644	04152013	522.00	0.00	522.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$522.00			
1	2030	N	REGION V	V31001	38634	8498	5,251.50	0.00	5,251.50	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$5,251.50			
1	4562	N	SARA LINQUIST	V31001	38467	141	800.00	0.00	800.00	04/09/2013	04/09/2013	04/09/2013
							Check Amount:		\$800.00			
1	2067	N	SCHMITT MUSIC COMPANY	V31001	38613	124198313	7.95	0.00	7.95	04/15/2013	04/15/2013	04/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31001	38616	124740783	13.58	0.00	13.58	04/15/2013	04/15/2013	04/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31001	38615	124735373	6.79	0.00	6.79	04/15/2013	04/15/2013	04/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31001	38614	124736083	41.40	0.00	41.40	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$69.72			
1	6008	N	SHERLOCK STUDIOS LLC	V31001	38618	05032013	500.00	0.00	500.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$500.00			
1	5308	N	SHOUT POINT	V31001	38624	8176	2,070.00	0.00	2,070.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$2,070.00			
1	4278	N	SPRINGSTED INC	V31001	38638	5	250.00	0.00	250.00	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$250.00			
1	4582	N	TAHER - BELLE PLAINE SCHOOLS	V31001	38627	18	410.00	0.00	410.00	04/15/2013	04/15/2013	04/15/2013
							Check Amount:		\$410.00			

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	2188	N	TAHER INC	V31001	38639	0037044-IN	45,915.66	0.00	45,915.66	04/17/2013	04/17/2013	04/17/2013
							Check Amount:		\$45,915.66			
							Report Total:		\$109,363.73			

*Does not meet minimum amount
**Exceeds maximum amount

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P31002	0716	30327	SBC	55026	CH	1	6003	ANGELA SCHNEIDER	Y	N	3/25/2013	C N	USD	105.00
P31002	0716	30324	SBC	55027	CH	1	1625	JEAN JOHNSON	Y	Y	3/25/2013	C N	USD	60.00
P31002	0716	30328	SBC	55028	CH	1	6004	JENNIFER ROGGEMAN	Y	Y	3/25/2013	C N	USD	30.00
P31002	0716	30325	SBC	55029	CH	1	4145	MEDICAREBLUE RX	Y	Y	3/25/2013	C N	USD	313.50
P31002	0716	30326	SBC	55030	CH	1	5996	PRAIRIE CARE	Y	N	3/25/2013	C Y	USD	40.00
P31002	0716	30326	SBC	55030	CH	1	5996	PRAIRIE CARE	Y	N	4/9/2013	0 C Y	USD	-40.00
P31002	0716	30329	SBC	55031	CH	1	2137	SOUTH CENTRAL ECSU	Y	N	4/1/2013	0 C N	USD	30.00
P310p1	0716	30338	SBC	55032	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/5/2013	0 C N	USD	4,129.99
P310p1	0716	30339	SBC	55033	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	4/5/2013	0 C N	USD	3,852.11
P310p1	0716	30340	SBC	55034	CH	1	1178	BPESPA	Y	N	4/5/2013	0 C N	USD	861.34
P310p1	0716	30344	SBC	55035	CH	1	5721	GISLASON & HUNTER LLP	Y	N	4/5/2013	0 C N	USD	42.37
P310p1	0716	30341	SBC	55036	CH	1	1753	MADISON NATIONAL LIFE	Y	N	4/5/2013	0 C N	USD	390.00
P310p1	0716	30341	SBC	55036	CH	1	1753	MADISON NATIONAL LIFE	Y	N	4/5/2013	0 C N	USD	1,306.50
P310p1	0716	30342	SBC	55037	CH	1	1836	NCPERS MINNESOTA	Y	N	4/5/2013	0 C N	USD	16.00
P310p1	0716	30343	SBC	55038	CH	1	5360	Reliance Standard Life	Y	N	4/5/2013	0 C N	USD	1,092.53
P310p1	0716	30345	SBC	55039	CH	1	5961	STEWART, ZLIMEN & JUNGERS, LTD	Y	N	4/5/2013	0 C N	USD	122.65
P31002	0716	30346	SBC	55040	CH	1	1787	MASSP	Y	N	4/4/2013	0 C N	USD	50.00
p31002	0716	30348	SBC	55041	CH	1	3227	SAMS CLUB	Y	N	4/8/2013	0 C N	USD	135.00
P31002	0716	30354	SBC	55042	CH	1	4349	ACCESS COMMUNICATIONS INC.	Y	N	4/8/2013	0 C N	USD	1,100.29
P31002	0716	30353	SBC	55043	CH	1	4031	MARK LAGERGREN	Y	N	4/8/2013	0 C N	USD	125.00
P31002	0716	30349	SBC	55044	CH	1	1791	MAUREEN CARLSON	Y	N	4/8/2013	0 C N	USD	75.00
P31002	0716	30350	SBC	55045	CH	1	1968	PAUL FOGARTY	Y	N	4/8/2013	0 C N	USD	70.00
P31002	0716	30351	SBC	55046	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	4/8/2013	0 C N	USD	35,487.15
P31002	0716	30356	SBC	55047	CH	1	5605	SAMANTHA FLYNN	Y	N	4/8/2013	0 C N	USD	120.00
P31002	0716	30352	SBC	55048	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	4/8/2013	0 C N	USD	57,577.08
P31002	0716	30355	SBC	55049	CH	1	4802	USPS	Y	N	4/8/2013	0 C N	USD	352.45
P31002	0716	30360	SBC	55050	CH	1	6005	ANY KIND OF MUSIC	Y	N	4/9/2013	0 C N	USD	150.00
P31002	0716	30357	SBC	55051	CH	1	1262	CITY OF BELLE PLAINE	Y	N	4/9/2013	0 C N	USD	3,846.50
P31002	0716	30358	SBC	55052	CH	1	5631	KERRI WILLIAMSON	Y	N	4/9/2013	0 C N	USD	47.69
P31002	0716	30359	SBC	55053	CH	1	5996	PRAIRIE CARE	Y	N	4/9/2013	0 C N	USD	20.00
P31002	0716	30375	SBC	55054	CH	1	5304	DYLAN O'BRIEN	Y	N	4/11/2013	C N	USD	120.00
P31002	0716	30376	SBC	55055	CH	1	6009	KAREN PARSONS	Y	N	4/11/2013	C N	USD	120.00
P31002	0716	30424	SBC	55056	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	4/15/2013	C N	USD	285.00
P31002	0716	30423	SBC	55057	CH	1	1184	BRENDA GARDNER	Y	N	4/15/2013	C N	USD	25.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
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Total

\$ 112,058.15

Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P310p1	0716	30330	SBC		WX	1	1555	HEALTH PARTNERS	N	N	4/5/2013	OC N	USD	10,869.75
P310p1	0716	30331	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/5/2013	OC N	USD	34,332.70
P310p1	0716	30332	SBC		WX	1	1977	PERA	N	N	4/5/2013	OC N	USD	10,278.77
P310p1	0716	30333	SBC		WX	1	2330	FEDERAL	N	N	4/5/2013	OC N	USD	23,447.12
P310p1	0716	30333	SBC		WX	1	2330	FEDERAL	N	N	4/5/2013	OC N	USD	9,102.38
P310p1	0716	30333	SBC		WX	1	2330	FEDERAL	N	N	4/5/2013	OC N	USD	38,920.34
P310p1	0716	30334	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/5/2013	OC N	USD	10,982.41
P310p1	0716	30335	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	4/5/2013	OC N	USD	545.00
P310p1	0716	30336	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/5/2013	OC N	USD	1,539.51
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	1,197.28
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	100.00
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	1,608.34
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	100.00
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	1,915.00
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	3,838.54
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	512.38
P310p1	0716	30337	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2013	OC N	USD	1,651.52
P31002	0716	30371	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/11/2013	C N	USD	3.00
P31002	0716	30371	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/11/2013	C N	USD	27.40
P31002	0716	30371	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/11/2013	C N	USD	118.12
P31002	0716	30371	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/11/2013	C N	USD	289.24
P31002	0716	30371	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/11/2013	C N	USD	617.16
P31002	0716	30371	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/11/2013	C N	USD	843.88
P31002	0716	30372	SBC		WX	1	1486	FRONTIER	N	N	4/11/2013	C N	USD	89.30
P31002	0716	30372	SBC		WX	1	1486	FRONTIER	N	N	4/11/2013	C N	USD	95.37
P31002	0716	30372	SBC		WX	1	1486	FRONTIER	N	N	4/11/2013	C N	USD	106.74
P31002	0716	30372	SBC		WX	1	1486	FRONTIER	N	N	4/11/2013	C N	USD	1,751.69
P31002	0716	30373	SBC		WX	1	2336	XCEL ENERGY	N	N	4/11/2013	C N	USD	1,030.55
P31002	0716	30374	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	4/11/2013	C N	USD	254.37
P31002	0716	30425	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/4/2013	OC N	USD	3,411.58
P31002	0716	30426	SBC		WX	1	2336	XCEL ENERGY	N	N	4/5/2013	OC N	USD	6,478.38
P31002	0716	30426	SBC		WX	1	2336	XCEL ENERGY	N	N	4/5/2013	OC N	USD	5,039.04
P31002	0716	30427	SBC		WX	1	2336	XCEL ENERGY	N	N	4/8/2013	OC N	USD	219.46
P31002	0716	30427	SBC		WX	1	2336	XCEL ENERGY	N	N	4/8/2013	OC N	USD	3,214.20
P31002	0716	30428	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/8/2013	OC N	USD	365.12
P31002	0716	30428	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/8/2013	OC N	USD	203.08

Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P31002	0716	30428	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/8/2013	OC	N	USD	143.02
														39,048.10	
														220,295.65	
														\$ 434,585.49	

PCARD
Payroll 4/05/2013

Total

IEA, INC.

PROPOSAL



A Service-Disabled Veteran-Owned Small Business

Contact Us:

BROOKLYN PARK OFFICE

9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE

610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE

210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

OMAHA OFFICE

7887 L STREET
RALSTON, NE 68127
402-339-6240

www.ieainstitute.com

Info@ieainstitute.com

800-233-9513

Environmental, Health, and Safety (EH&S) Management Services Fiscal Years 2013 through 2016 for Belle Plaine Schools

FEBRUARY 14, 2013

PROPOSAL #2947A



EH&S Management Services Fiscal Years 2013-2016

Jeff Heine
Director of Buildings and Grounds
Belle Plaine Schools
130 South Willow Street
Belle Plaine, MN 56011
Phone: 952-873-2406

Project Introduction

IEA is pleased to provide this proposal for environmental, health and safety (EH&S) management services. The Occupational Safety and Health Administration (OSHA) enforces standards that require employers to develop and implement safety and health programs. In addition to these standards, the Department of Education establishes rules and guidelines through their annual health and safety policy letter that are specific to public and charter schools. IEA will assist the district in the implementation of these programs based on our understanding of the priorities of the district.

Scope of Services

IEA will provide EH&S management services to assist in compliance with OSHA standards and regulations from the Minnesota Department of Health, Minnesota Pollution Control Agency, International Fire Code, or other applicable agencies. Please see *Appendix B: Environmental, Health and Safety Management Services* for a list of possible projects and related tasks.

IEA will discuss the priorities of the district to collectively determine a course of action for time allotted in the contract period. IEA will continue to communicate with the district on a regular basis to confirm that the district's priorities have not changed. IEA will remain flexible to accommodate the district's needs.

Actual compliance remains wholly the responsibility of Belle Plaine Schools. Regulatory compliance is ongoing and the participatory process is critical for reaching district objectives.

Limitations & Assumptions

Belle Plaine Schools is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and network connection to internet) as required to perform services under this contract.

Compensation

- IEA will act as your on-site environmental, health, and safety consultant and will provide 24 days of service annually under this contract. IEA will bill Belle Plaine Schools per the SCSC (South Central Service Cooperative) agreement. You will only be invoiced for actual work on your projects. Estimated costs for these services are as follows:

July 1, 2013 – June 30, 2014	\$14,476. ⁰⁰
July 1, 2014 – June 30, 2015	\$14,860. ⁰⁰
July 1, 2015 – June 30, 2016	\$15,231. ⁰⁰

All travel, mileage, and expenses are included in this amount.

EH&S Management Services Fiscal Years 2013-2016

Compensation (continued)

2. Additional EH&S management service hours are available to the district upon request and will be billed at the contract rate plus reimbursable expenses. For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a new proposal or client-authorized change order.

Schedule

IEA's services will commence on July 1, 2013 pending receipt of the signed proposal. The contract will be valid from July 1, 2013 through June 30, 2016.

Proposal Terms


Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

Authorization to Proceed

Authorization to Proceed – Client Signature Required

We appreciate the opportunity to present this proposal for environmental, health, and safety management services. Please sign this authorization to proceed and fax to 507-345-5301 or e-mail to shannon.oconnor@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

IEA, INC.



Shannon O'Connor
Sr. Project Manager



Pat Weir
Regional Manager

* * *

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal # 2947A dated February 14, 2013.

Printed Name

Authorized Signature

Date

UFARS Code or PO number

Appendix A

General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or proprietary information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed

by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages.

Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
- (a) Workers Compensation with statutory limits.
 - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
 - (c) Comprehensive General Liability with the following coverage:
 - I. Limit \$1,000,000.00 per occurrence
 - II. \$2,000,000.00 general aggregate
 - III. \$2,000,000.00 products completed/ operations aggregate
 - IV. \$1,000,000.00 personal and advertising injury
 - V. \$300,000.00 fire Damage (any one fire)
 - VI. \$25,000.00 medical expenses (any one person)

General Conditions (cont'd)

- (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
- (e) Professional Liability (claims made) with the following coverage: \$1,000,000.00 per occurrence
- (f) Contractor Pollution Liability (claims made): \$1,000,000.00 each occurrence
- (g) Umbrella Liability. \$5,000,000.00 each occurrence

- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.
- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. **Assignment**

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. **Independent Contractor**

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. **Restriction to hire employees of Consultant**

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. **Notices**

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. **Applicable Law**

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. **Extent of Agreement**

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. **Termination**

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

Appendix B

*Environmental, Health, and Safety
Management Services*



A Workplace Accident & Injury Reduction Program (AWAIR)

- Develop and implement a written management plan for workplace accident and injury reduction.
- Develop and implement a written plan for OSHA-mandated safety committees.
- Conduct safety committee meetings at least quarterly to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze and control new or existing hazards.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of workplace accidents and corrective actions.

Air Permitting

- Conduct assessment and perform calculations to identify equipment and processes that require an air discharge permit.
- Develop and implement a written management plan for air permitting, if applicable.
- Complete monthly and annual reports and submit to the Minnesota Pollution Control Agency.
- Maintain all air permitting records.

Americans with Disabilities Act (ADA)

- Conduct an assessment of facilities to determine compliance with ADA.
- Recommend and coordinate projects to address identified ADA issues.

Asbestos

- Coordinate abatement projects.
- Conduct asbestos awareness training as needed.
- Maintain all records.
- Maintain/implement written management plan.

Bleacher Safety

- Develop and implement a written bleacher safety plan.
- Coordinate inspection of bleacher units and abatement of hazards.

Bloodborne Pathogens Standard-Exposure Control Plan

- Develop and implement a written Bloodborne Pathogens-Exposure Control Plan encompassing OSHA Standard 29 CFR 1910.1030.
- Survey the facility to identify job categories in which employees may be at risk for exposure (Exposure Control Plan exposure determination). **Document this process.**
- Train affected employees on proper specific and universal precaution methods and techniques.
- Coordinate and keep records of Hepatitis B vaccinations and declination/consent forms.
- Develop post exposure procedures.
- Evaluate engineering controls and document on an annual basis.

Community Right to Know

- Develop and implement a written Community Right to Know plan.
- Compile an inventory of products and develop product file.
- Complete annual Tier Two report and submit to Minnesota Emergency Response Commission and local fire department(s).

Compressed Gas

- Develop and implement a written management plan for compressed gases.
- Conduct inventory and evaluation of compressed gases.
- Conduct annual audit of inventory, postings/warning labels, and documentation.
- Conduct annual training as needed for applicable employees in compressed gas handling and use, respiratory protection, and emergency response procedures.

Confined Space

- Develop and implement a written management plan for confined space procedures.
- Conduct a workplace inventory and determine whether confined spaces are permit-required or non-permit required. Develop, distribute and post entry/exit permit requirements.
- Conduct annual review of program compliance, audit entry/exit procedural compliance, review permit use history and documentation, and provide initial and annual refresher training.

Confined Space *Continued*

- Designate emergency rescue team and coordinate annual drills.
- Assist with purchase of specialized confined space equipment.

Electrical Safety

- Develop and implement a written management plan for electrical safety.
- Conduct annual training for affected employees.

Emergency Action Plan

- Develop and implement a comprehensive written crisis management plan with procedures for potential crises.
- Survey the facility and create severe weather and emergency exit route maps using CAD drawings.
- Conduct training for staff on crisis management, troubled persons/staff recognition, and violence prevention.
- Coordinate response action with local agencies.
- Develop quick reference emergency procedures flip chart for employees.

Employee Right to Know (ERK)

- Develop and implement a written management plan.
- Compile an inventory of chemicals and gather material safety data sheets for each product.
- Provide annual training for applicable employees.
- Maintain training records.

Ergonomics

- Develop and implement a written management plan for ergonomics.
- Conduct an assessment of employees (office, custodial, etc.).
- Coordinate abatement of identified ergonomic issues.

Fall Protection

- Develop and implement written management plan.
- Conduct an assessment of facilities.

Fire Protection / Fire Prevention

- Develop and implement a written management plan for fire protection/prevention.
- Conduct an assessment of facilities.
- Conduct annual review/update of written plan.

First Aid/CPR

- Develop and implement a written management plan for first aid/CPR.
- Survey the facility for first aid/CPR needs.

Forklift Safety

- Develop a written plan if applicable.
- Provide required training
- Assist with inventory, inspection, and carbon monoxide monitoring.

Hazardous Waste

- Develop and implement a written management plan for hazardous waste. These are defined as wastes that are toxic, combustible, corrosive, or reactive.
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine the potential for generating hazardous waste products each facility.
- Implement proper waste disposal procedures. Complete waste disposal manifests.
- Acquire an EPA generator number and MPCA annual permit for each building that generates hazardous waste.
- Provide training to affected employees. Conduct annual training if applicable according to VSQG or SQG criteria.
- Complete annual hazardous waste report for MPCA or local County government

Hearing Conservation

- Develop and implement a written management plan for hearing conservation.
- Assess all facilities and employees for occupational noise exposure.
- Coordinate annual hearing tests for affected employees.
- Recommend noise abatement or administrative controls to reduce or eliminate employee exposure, and coordinate the distribution of hearing protection devices.
- Conduct noise dosimeter testing.
- Conduct employee training and annual review/update of training records.

Hoist / Lift / Crane Safety

- Develop a written plan if applicable.
- Inventory of hoists and backhoes
- Assist with inspection and supporting documentation
- Provide training
- Assist with required recordkeeping

Indoor Air Quality (IAQ)

- Develop, implement and maintain an IAQ management plan and building walk through.
- Provide training to employees in indoor air quality.
- Maintain appropriate IAQ records.
- Coordinate IAQ investigations.
- Assist with any mold abatement.
- Coordinate any HVAC redesign, and or upgrades.

Infectious Waste

- Develop and implement a written management plan for infectious waste, if any. NOTE: Blood or other potentially infectious materials are covered under the Bloodborne Pathogens Standard.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Evaluate current infectious waste recordkeeping forms and procedures (including archiving).
- Provide annual training to affected employees.

Integrated Pest Management (IPM)

- Develop and implement a written management plan for integrated pest management.
- Prepare required notifications to the community.
- Coordinate with pest control companies to ensure proper pest management.
- Provide training to employees in IPM techniques, if applicable.

Lead Contamination Control Act

- Develop and implement a written management plan for lead contamination control.
- Report testing results and provide recommendations for areas with excess lead levels present.
- Assist with any lead abatement projects.

Lockout/Tagout

- Develop and implement a written management plan for lockout/tagout.
- Compile an inventory of applicable machinery and equipment.
- Develop lockout/tagout procedures for applicable equipment.
- Assist with purchasing of appropriate locks and tags.
- Provide training for affected personnel.
- Conduct annual audit of compliance with lockout/tagout plan procedures.

OSHA Inspections

- Conduct mock OSHA and other regulatory agency inspections.
- Participate in OSHA review of facility and provide management activity for programs.

OSHA Recordkeeping

- Develop and implement a written management plan for OSHA recordkeeping.
- Complete OSHA 300 Log.
- Review and investigate accidents, develop trend information, and recommend procedures and policies to reduce occurrences.
- Assist with the management of the Workers' Compensation Program.

Personal Protective Equipment (PPE)

- Develop and implement a written management plan.
- Conduct assessment of facilities to determine equipment needs.
- Provide training to employees on the proper care and usage of personal protective equipment.

Phase I Environmental Site Assessments

- Coordinate environmental site assessments of properties being considered for purchase.

Playground Safety

- Develop and implement a written management plan for each playground.
- Conduct periodic site reviews and management plan updates.
- Conduct an audit of outdoor playground facilities for the purpose of identifying equipment and site-related hazards referenced in ASTM 1487 and the Consumer Product Safety Commission's (CPSC) current guidelines.

Process Safety Management

- Develop and implement a written process safety management plan.
- Provide employee training as required.
- Conduct periodic review/update of written plan.

Radon

- Develop and implement a written management plan for radon.
- Review prior test data or initiate testing of at- or below-grade classrooms consistent with federal or state requirements.
- Provide recommendations for abatement for areas with excess radon levels present.

Respiratory Protection Program

- Develop and implement a written management plan for respiratory protection.
- Conduct workplace evaluation to determine respiratory protection needs.
- Provide annual respiratory protection program training to applicable employees.
- Coordinate annual medical exams, conduct and document annual fit test and records update.

Underground Storage Tanks (USTs) / Aboveground Storage Tanks (ASTs)

- Develop and implement a written management plan for underground and aboveground storage tanks.
- Complete an inventory of tanks including age, size, type, contents, spill protection, overfill devices, corrosion protection or leak detection systems.
- Develop and coordinate tank removal prioritization for under-equipped or leaking tanks.
- Coordinate removal/installation of tank systems.

Welding, Cutting or Brazing

- Develop a written plan.
- Provide training and assist with required recordkeeping.

Board Report
April 21, 2013
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- The Chatfield elementary schedule is finalized. Thanks to all of the staff for their professional input.
- The first night of Kindergarten Information night is complete. Thanks to all of the wonderful Kindergarten staff for helping welcome all of the future kindergarten students and families. We are looking forward to the second night!
- We had our school wide tornado drill practice on Thursday to coincide with Emergency Preparedness Week. The students and staff did a great job.

Acceleration:

- **PLC: K-** They are continuing to create common formative assessments and are going to be working on scope and sequence for math and reading. **1st**-Working on choosing the remainder of their power benchmarks and using the complete set of Common Core Standards. They will also be working on scope and sequence for reading after the new curriculum is chosen. They are also being very contentious to provide education in which there are no gaps in content in grade levels above and below. **2nd**- Completed vertical teaming process and noticed some gaps and they will be communicating the grade level to ensure consistency. **Special Education**-They have received the Literacy Power Benchmarks for each grade level and are moving forward with their scope and sequence. They will also be talking about next year and how best to utilize the PLC time and how to connect with special education teachers at Oak Crest to create a system in which students who move from second grade to third grade have a seamless transition. **Specialists**- Talked about gaps in learning and discovered some from elementary to junior high. Technology is going to be developing new lessons pertaining to Internet safety. The media people would like to have a more defined role for next school year. The counselors would like to have more time with individual students and with the new schedule at Chatfield it will help accomplish the goal. They are all going to be working on scope and sequence for subjects and content. **Early Childhood**-The members have completed unwrapping the math standards and are now moving on to the literacy standards. They will also be meeting with Kindergarten for vertical teaming to ensure all needs and standards are met.
- There has been much discussion about our math Tiger Time for the 2013-2014 school year. Kindergarten will be moving forward with the Daily 5 math model and providing math interventions that match student need via the push-in model. First grade and second grade will be continuing with Tiger Time in which students are also receiving instruction at their specific level.

Anticipation:

- Music Programs: April 25th at 2:15 p.m. Rehearsal is on April 24th from 8:30-9:15, Dress Rehearsal on April 25th at 8:30.
- We are currently discussing ideas on how to schedule September conferences and provide a positive experience for families.
- We are in the beginning stages of discussion of what interventions will look like and how can we provide more specific instruction/interventions to help them achieve academic progress.
- Summer school dates and times have been set. We are currently talking about student enrollment and the process in which we will be servicing students.
- Mary Bleckwehl will be coming to speak to students at Chatfield on May 8, 2013.
- Second grade field trip will be April 29 to the Minnesota Zoo, Kindergarten will be going to the Children's Museum on May 2, and First grade will be going to the Children's Theater on May 24th.

- Spring Picture Day is April 23 in the morning.

Board Report
April 22nd, 2013
Oak Crest Elementary
Liann Hanson

Appreciation:

- **Jump Rope for Heart** Thanks to the Michelle Amundson, Chelsea Earney, and Pat Schultz who brought together 2nd and 3rd grade students for Jump Rope for Heart! Another successful event!
- **April 1st Workshop** Thanks to Education Minnesota for bringing out a Workplace Bullying workshop to our staff members! Great information!
- **Terrific Tiger Breakfast** Thanks to our Character Education Committee for another successful Terrific Tiger Breakfast! Also, thanks to the parents and students who joined us!
- **Book BINGO** Thanks to our PTO for hosting another successful Book Bingo!

Acceleration:

- **Big Band Extravaganza** We had a full house at our 5-12th grade Big Band Extravaganza on Thursday, April 18th! Writer's Conference in Mankato on March 12th!
- **MCA Testing** MCA Testing has started at Oak Crest. Students are starting with reading and then they will do math and science. Testing will take place April 15-May 9th.
- **NWEA Testing** Testing will continue for NWEA testing on May 13th-24th.
- **Spring Pictures** We will have our spring pictures on Tuesday, April 23rd.
- **Take the Challenge** Students at Oak Crest are turning off the TVs and video games the week of April 15th to participate in Take the Challenge.

Anticipation:

- **DARE Run/Graduation** Staff and students will be participating in our DARE Run and Graduation on Friday, May 3rd!
- **NWEA Testing** NWEA testing will take place for Oak Crest students May 13th-24th.

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

4/16/13
School Board Report

Appreciation

1. Thank you to Janelle Laurent and Peter Jacobson for their efforts in hosting the Section Speech meet! We have 4 students advancing to the State Speech meet: Erin Winters, Jake Hartmann, Alec Lorenz, Mitchell Farmer-Lies
2. Thanks to our Counselors for their efforts promoting, "Turn off the screen, Turn on Life" campaign for testing week! We are challenging our students to limit screen time in an effort to improve test scores.
3. Congratulations to Jeff Heine and the Robotics team for a great effort in their first ever Robotics Competition at Mariucci Arena. We were named Top Seeded Rookie Team! They finished 45th out of 180 teams.

Acceleration

1. Cheryl Gorton and the 8th grade choir have a trip scheduled to Minnesota State University in Mankato to perform and be judged by a group of Vocal Music Majors, April 17th.
2. The Big Band Extravaganza is Friday, April 19th. The 5th-12th grade bands come together to perform in the South Gym at the High School starting at 7pm. Melanie McDonald and Jeanine Kruschke are ready to "show off their programs"!
3. Testing in the Junior High begins April 22nd.
4. Spring sports....are hoping to be competing by April 22nd! Our spring athlete's and coaches have been working hard to "make due" with the "spring weather".

Anticipation

1. Prom is May 4th
2. The 7th graders take their field trip to the Twins game on May 15th
3. The FFA Banquet is May 15th

**Belle Plaine High School
School Board Report
Submitted by Dave Kreft
April 22, 2013**

Appreciation:

- The hiring process is in full swing! Thank you to the board for approving the additional positions. With the additions being approved in such a timely way, we have been able to secure talented candidates to interview and subsequently offer the positions. Our interview teams are to be commended for the extra time and effort that they have put in to find the best candidate for the position. We have had the focus of finding the best candidate available and then adjusting our department to maximize the skills of all of the educators. The extra time devoted to finding a candidate now is worth it for securing a talented educator.
- MCA testing is upon us. This week (April 15-19) welcomed 9th grade writing, 10th grade reading, and 11th grade math GRAD tests. With our PLC initiative, more consistent and focused conversation on student achievement has taken place. All teachers are preparing our students for standardized tests. Next week (April 22-26) will bring the first round of junior high testing (reading).

Acceleration:

- Our administrative team has had some glimpses into the power of Tableau. PLC teams have been yearning for easy to access and manipulate data to make informed decisions. Since we are now meeting consistently as professionals, the need for relevant data is greater than ever.
- Our grade level PLCs are examining policies for next year. These policies have student safety and academic achievement in mind. Some of the discussions:
 - Utilizing our commons area for students before school before they are allowed in to the academic wings. We have students arriving at very early hours of the morning.
 - Limiting backpacks and coats in classrooms.
 - Expanding the ZAP (zeros aren't permitted) to the 9th and 10th grade.
 - Enhancing the ZAP process at the JH level to make it more impactful

Anticipation:

- On Friday, April 19th we will be hosting a bullying speaker for grades 7-12 in the south gym. The speaker comes with rave reviews from student groups and administrators who have heard him speak. We are looking forward to accessing another tool to address student safety.
- Prom plans are well under way. We have implemented a "guest" form for graduates or people from other schools. This form must be completed in advance of the dance. Lyle Noah is once again utilizing his many years of experience to make prom a safe and fun event for our students.



**2012-13
REVISED BUDGET**

**Belle Plaine Public Schools
April 8, 2013**

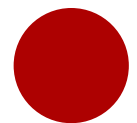
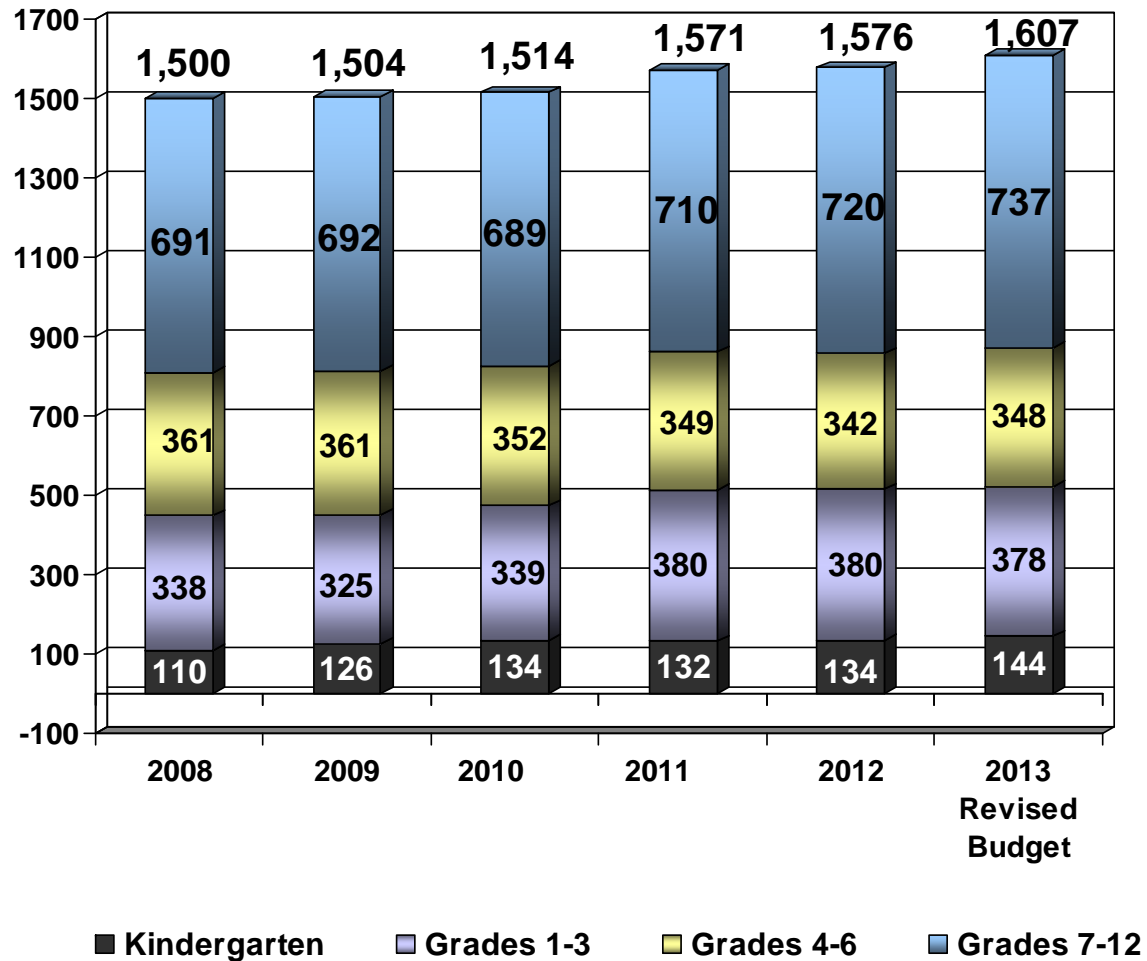
2013 GF REVISED BUDGET CHANGES

- Revenue increase of \$235,340
 - Basic Formula increase of \$90,000:
 - Increased number of projected students by 7 (\$37,000)
 - Addition of Targeted Services Revenue (\$53,000)
 - Special Ed Revenue increase of \$130,000
 - Misc. adjustments of \$15,340

- Expenditure increase of \$124,452
 - Salaries and benefits increased \$112,531
 - Hire of Alcohol/Chemical Dependency Counselor
 - Previously purchased from Carver Scott
 - Hire of .5 FTE ELL Teacher
 - Salary and benefit adjustments
 - Purchased Services increase of \$32,290
 - Targeted Services expenditures
 - PSEO Program
 - Other expenditures decreased by **\$20,369**



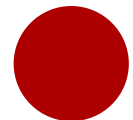
AVERAGE DAILY MEMBERSHIP



2012-13 GENERAL FUND

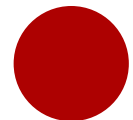
General Fund*	Adopted 2013	Revised 2013
Fund Balance Beginning of Year	\$ 3,051,524	\$ 3,051,524
Revenues	13,492,409	13,727,749
Expenses	13,873,480	13,997,932
Surplus(Deficit)	(381,071)	(270,184)
Projected Fund Balance End of Year**	\$ 2,670,453	\$ 2,781,340
**Fund Balance Breakdown		
Unreserved Fund Balances End of Year	\$ 2,140,187	\$ 2,228,144
Reserved Fund Balances End of Year	530,266	553,196
Total Projected General Fund Balance End of Year	\$ 2,670,453	\$ 2,781,340

*Includes all unreserved and reserve funds



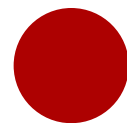
2012-13 GENERAL FUND

<i>General Fund</i>	June 30, 2012	Revised June 30, 2013	Net Change vs. FY12
Unreserved/Undesignated	\$1,885,237	\$1,797,575	(\$87,662)
Nonspendable Fund Balance	\$50,563	\$50,000	(\$563)
Chatfield Special Account	\$23,558	\$40,000	\$16,442
Oak Crest Special Account	\$62,478	\$60,000	(\$2,478)
Designated For Integration	\$102,416	\$100,226	(\$2,190)
Designation For Severance	\$180,343	\$180,343	\$0
Designation For Staff Development	\$0	\$0	\$0
Total Unreserved	\$2,304,595	\$2,228,144	(\$76,451)
Reserved			
Staff Development	\$89,802	\$79,802	(\$10,000)
Deferred Maintenance	\$0	\$0	\$0
Health & Safety	(\$47,290)	(\$51,873)	(\$4,583)
Designation For Severance	\$0	\$0	\$0
Operating Capital (facilities & equipment)	\$704,416	\$525,267	(\$179,149)
Safe Schools	\$0	\$0	\$0
Total Reserved	\$746,929	\$553,196	(\$193,733)
Total General Fund	\$3,051,524	\$2,781,340	(\$270,184)



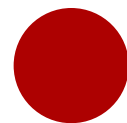
2012-13 OTHER FUNDS

<u>Other Funds</u>	<u>June 2012 Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Increase or Decrease</u>	<u>Projected June 2013 Balance</u>
Food Service	\$98,364	\$616,000	\$635,000	(\$19,000)	\$79,364
Community Education	\$9,434	\$18,100	\$19,000	(\$900)	\$8,534
Community Ed	\$73,872	\$382,750	\$414,900	(\$32,150)	\$41,722
ECFE	\$32,401	\$120,761	\$130,761	(\$10,000)	\$22,401
School Readiness	\$5,245	\$29,221	\$29,221	\$0	\$5,245
Total Community Education	\$120,952	\$550,832	\$593,882	(\$43,050)	\$77,902
Debt Service	\$502,478	\$3,508,844	\$3,344,244	\$164,600	\$667,078
Trust	\$1,350	\$2,000	\$2,000	\$0	\$1,350



2012-13 REVISED BUDGET

	Revised <u>2012-13</u>
Revenues	
General Fund	\$13,727,749
Food Services Fund	\$ 616,000
Community Services Fund	\$ 550,832
Debt Redemption Fund	\$ 3,508,844
Trust and Agency Fund	<u>\$ 2,000</u>
Totals All Funds	\$18,405,425
Expenditures	
General Fund	\$13,997,932
Food Services Fund	\$ 635,000
Community Services Fund	\$ 593,882
Debt Redemption Fund	\$ 3,344,244
Trust and Agency Fund	<u>\$ 2,000</u>
Totals All Funds	\$18,573,058



April 17, 2013

To: Belle Plaine Teaching Staff

Re: Options for Make Up of Three Instructional Days Lost Due to Inclement Weather

Fr: Kelly D. Smith, Superintendent

As you are all aware, this year has been a difficult weather year and the Belle Plaine Schools has currently cancelled three days of school. According to the Master Agreement between the BPEA and the School District, school days missed due to inclement weather or other causes will be made up at the discretion of the school board. At our board meeting on Monday, April 22, I will be proposing to the school board that no student days be made up at this point and two days be made up by staff through the options that are available at the bottom of the page. In order to meet student instructional hours for the year, any additional days missed from now to the end of the school year will need to be made up by adding student contact days to the end of our current calendar.

If you had a personal leave day granted for one of our cancelled school days during the school year, you may use a personal day to cover that rescheduled day. Otherwise, no personal leaves will be allowed as the make-up days are after the April 30th deadline.

Also, if you were on a child care leave or some other extended leave during the time of our three missed days and you ended up having a deduction from your salary during the leave, you may work two of these days to have that deduction restored.

Please print off this letter, check your choice for making up two days and submit it to your building principal who must sign off on this form as well. Please leave the form with your principal after both have signed the form. Requests should be submitted to your principal no later than May 10th. Thank you for your attention to this matter.

_____ Mankato PLC Training – June 12, 13 at East High School

_____ Solution Tree PLC Training – July 8 – 10 at Mpls Convention Center

_____ Tech Boot Camp – July 8 - 11 at Belle Plaine Schools

_____ Innovation Zone Technology Conference – July 31 & Aug. 1, MSU, Mankato

_____ Other two day workshop that is approved by the principal and the staff development committee.

_____ Two Days as approved by your building administrator to work with grade level or subject matter on Power Standards, Scope & Sequence for New Curriculum or Learning Targets. (Proposal must be presented to building administrator for approval of this choice.)

Employee Signature _____ Date _____

Principal Signature _____ Date _____

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.



Member of the National Federation of State High School Associations

April 2013

Dear Superintendent:

Minnesota Statutes 1993, Section 128C.01, requires individual school boards each year to authorize membership in the Minnesota State High School League. The Resolution for Membership affirms (1) that the board of education for your school delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the Constitution, Bylaws and Rules and Regulations of the League; and, (3) that the administration for and the responsibility for supervising the activities are assigned to your official school representative.

Formal approval by the governing board of your school district or school must be made prior to August 1, 2013, to enable the League office to certify your continuation or new membership in the League. If your Designated School Board Representative has changed from the fall, please make that change in the MSHSL website database.

I am enclosing the resolution form which provides for the appropriate school board action. The resolution form is provided in duplicate. **Please return one copy of the 2013-2014 Resolution for Membership to the Minnesota State High School League and retain one copy for your school files. The deadline for returning the resolution form is September 1, 2013. If the form is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in post-season tournaments unless the Resolution for Membership is on file in the League office.**

A billing for services, rule books and other supplies will be mailed to schools in mid-August as has been the accepted procedure in the past. This billing, which includes a \$100 service fee, will be based on the information your school has submitted to the League office regarding the activities your school will sponsor during the 2013-2014 school year.

Please be reminded of the following:

1. **September 1 is the due date for return of the resolution form.** If you do not submit the resolution, your students ARE NOT covered by the catastrophic insurance plan, your school district must assume that responsibility, and your students will not be allowed to participate in League-sponsored events.
2. **The resolution form must be completed in full,** including signatures of the superintendent and clerk/secretary of the board of education.

I am sure that membership in the Minnesota State High School League will provide your students with rewarding benefits as they participate in the interscholastic activities sponsored by your school.

I would suggest that you place this resolution on your agenda as soon as possible and certainly not later than a June or July board meeting in order to avoid last-minute efforts late in the summer which may create problems for your board and administrative staff to meet the September 1, 2013 deadline.

Sincerely,

David V. Stead
Executive Director

DVS/lmj
Enclosures

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2013-2014 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number _____, County of _____, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
School Enrollment (9-12): _____
OR;
_____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: _____ Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2013
Retain one copy for the school files.

1st Reading: 3/25/2013
2nd 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)