

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 Tuesday, May 28, 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. <u>State Art Festival Participant Recognition:</u> | Mrs. Carol Hannon-Orr | <u>3</u> |
| 2. <u>Report on Demographic Study:</u> | Jim Sheehan & Ann Thomas | <u>4</u> |

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

4. Consensus Items:

- | | | |
|--|--|------------------|
| 1. <u>Previous Board Meeting Minutes:</u> | | <u>40</u> |
| 2. <u>Approve Monthly Expenditures:</u> | | <u>44</u> |

3. Personnel:

4. Student Enrollment:

5. Donations:

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 |

6. Action Items:

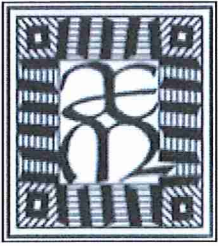
1. <u>Approve 2013-14 Operating Capital Budget:</u>	Dr. Smith/Mr. Keller	<u>61</u>
2. <u>Approve Lunch Prices for 2013-14:</u>	Dr. Smith/Mr. Keller	
3. <u>Approval District Model for Principal Evaluation Process:</u>	Dr. Smith	<u>66</u>
4. <u>Program Reduction Resolution:</u>	Dr. Smith	<u>74</u>
5. <u>Resolution for Non-Renewal of a Probationary Teacher:</u>	Dr. Smith	<u>75</u>
6. <u>Approve New SW Metro Educational Cooperative Joint Powers Agreement:</u>	Dr. Smith/ Director Nagel	<u>76</u>
7. <u>Enhanced Learning Initiative Discussion:</u>	Dr. Smith	<u>91</u>
8. <u>Policy Review and Action:</u>	Dr. Smith	<u>92</u>
9. <u>Close Meeting to Discuss Potential Property Purchase:</u>	Dr. Smith	

7. Upcoming Meetings:

8. Adjourn:

Board Clerk

Date



2013 SPOTLIGHT ON THE ARTS AWARD EXHIBITION PARTICIPANTS



Perpich Center for Arts Education
May 19th, 2013

DRAWING

Kayla Adams - Forest Lake
Shannon Balstad - Fosston
Emma Beatrez - New Prague
Katherine Bockelmann - Waconia
Cassie Etienne - Roseville
Kennedy Her - Westbrook-Walnut Grove
Taylor Kleven - Rogers
Royce Mars - Saint Anthony Village
Claire Miller - St. Cloud Cathedral
Alexie Randall - East Grand Forks
Mat VonBank - Jordan
Aurora Webster - Esko

PAINTING

Annie Asp - Anoka
Nicole Fricke - Rogers
Kiley Hallgren - Belle Plaine
Taylor Kleven - Rogers
Brady Larson - Crookston
Mackenzie Maher - New London Spicer
Rachel Matlon - Anoka
Molly Meysembourg - Esko
Marianne Morrell - Cromwell
Ethan Mundt - St. Charles
Jenny Sherren - Andover
Rebecca Sistad - Fosston
Katrina Springer - Saint Anthony Village

SCULPTURE

Matthew Ashmore - Moose Lake
Emily Colwell - Breck School
Cory Gartner - Park Rapids
Spencer Jenniges - Red Rock Central
Kat Mast - Jordan
Graham McKee - Orono
Siera McNallan - Pine Island
Maya Moeller - New Prague
Shelly Peterson - Champlin Park
Emerald Roemer - Saint Anthony Village
Eddie Saengphachane - St. Michael-Albertville
Raychel Virnig - Pierz Healy
Sam Wolff - East Grand Forks
Maddi Youngdale - Breck School

MIXED MEDIA

Luise Benkert - Warroad
Colette Bersie - Delano
Jared Bush - Barnum
Ruby Johnson - St. Anthony Village
Hannah Kingman - New London Spicer
Lonie Paulo - St. Michael-Albertville
Stevie-Ravae Reebie - Annandale
Katelyn Schmidt - Belle Plaine
Maria Schmidt - Rochester Century

MEDIA ARTS

Kaitlyn Albers - Waconia
Alanna Ault - St. Anthony Village
Dee Bardell - Columbia Heights
David Chase - Northeast Range
Patty Funk - Nevis
Jackie Lee - Warroad
Draven Oberg - Hutchinson
Yue Pan Vue - Westbrook-Walnut Grove
Jake Raddatz - Belle Plaine
Jacquelyn Roberts - Pine Island
Jordan Smith - New Prague
Elizabeth Walcher - Providence Academy
Chelsea Williams - South Ridge

CRAFTS

Tanya Beaulieu - Greenbush-Middle River
Will Cypher - Annandale
Kristen Grochowski - Tri County
Kiley Hallgren - Belle Plaine
Brittany Klingfus - Southland
Jacob Laundergan - Esko
Paige Mattfeld - Hawley
Ashley Rolf - Win-E-Mac
Andrew Silber - Rochester Mayo
Drew Steinke - Orono

PRINT MAKING

Haley Brennan - Waconia
Anna Casperson - Warroad
Carly Christensen - Cambridge-Isanti
Mackenzie Maher - New London Spicer
Kylee Pass - Belle Plaine
Melissa Paulson - Aitkin
Claire Ryan - Rochester Century
Benji Wilebski - Goodridge

CERAMICS

Bailey Brockoff - Sibley East
Tyler Gilbek - St. Charles
Diana Gumeniuc - Orono
Jordyn Lloyd - Sacred Heart
Laura Salmela - North Woods
Daniel Wocken - St. Cloud Cathedral

GRAPHIC DESIGN

Katey Floistad - Annandale
Calvin Haferman - Fair School
Katy Koetting - Orono
Corey Krautkramer - Belle Plaine
Kendra Mashuga - South Ridge
Alison Newton - Pine Island
Anne Par - New Prague
Joseph Runnels - Warroad
Katelyn Schmidt - Belle Plaine
Tiffany Tran - St. Anthony Village



Executive Summary

The Belle Plaine Schools District #716 provides education to students in the community of Belle Plaine and the surrounding area. The district encompasses 105.38 sq. miles in Scott County along Highway 169.

The total enrollment change in District #716 has averaged 15 students per year for the past 5 years (from 2007-08 through 2012-13).

The enrollment history of the district and the births in the zip codes served by the district were reviewed as part of the study. Interviews were conducted with representatives from the city of Belle Plaine and Scott County, local business, realtors, nonpublic school administrators and school district staff to gain their perspective on growth and development within the district. This review and information provided the basis for making the assumptions to develop enrollment projections for the next 10 years.

Based on the analysis of the enrollment history, the information reviewed and the interviews conducted the study team made the following observations:

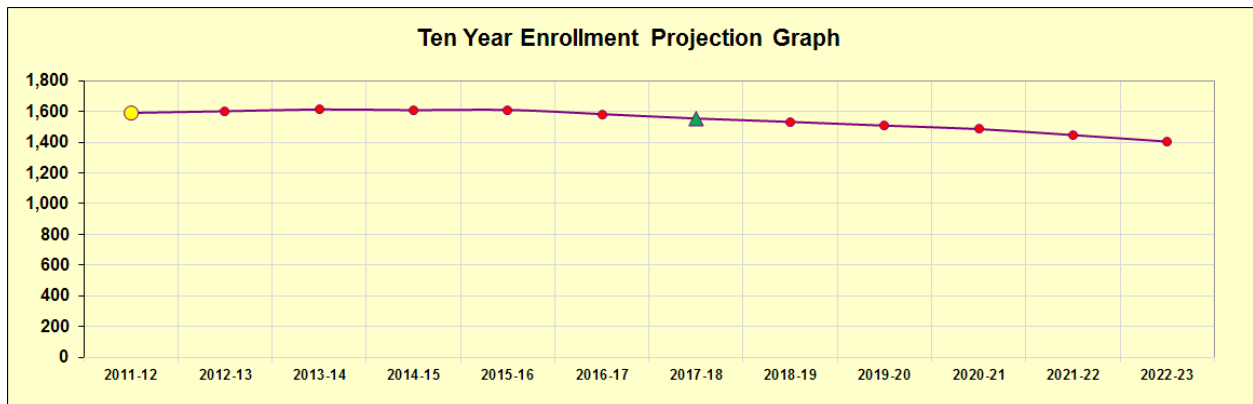
1. Scott County was the fastest growing county in Minnesota between 2000 and 2010.
2. The population of the district is projected to increase 1.11% annually between the 2012 estimates and the projections for 2017.
3. The total number of children ages 0-14 is projected to decrease from the 2012 estimates to the 2017 projections. The number of children ages 15-18 is projected to increase between the 2012 estimates and 2017 projections.
4. 35% of the female population of the district is of child bearing age in 2012. By 2017, this population is projected to be 33% of the female population.
5. More than half (51.25%) of the homes in the district have school aged children in 2012. This percentage is projected to remain stable through the projections for 2017.
6. The number of building permits issued for single-family homes in the district has slowed in recent years.
7. An average of 103 single family homes and 9 townhomes have sold in District #716 in the years from 2008 through March 2013.
8. In neighboring districts, LeSueur-Henderson is the only district which saw enrollment decline in the fall 2012-13.
9. The total enrollment change in the district has averaged +15.3 students per year for the years 2007-08 through 2012-13.
10. The variation between the entering Kindergarten class and the graduating 12th grade class averaged 15.3 students from 2007-08 through 2012-13. The entering Kindergarten class was larger than the graduating 12th grade class from the previous spring.

11. District #716 loses more resident students to charter or other districts than it gains through open enrollment into the district.
12. The enrollment of the nonpublic schools in the district will continue at similar levels for the next 10 years.

Recommendations

1. This enrollment must be reviewed annually to determine if the projections are realized and to modify the projections each year based on the actual enrollment realized. The district may consider convening a committee to annually review the enrollments realized and dialogue the factors in the district that may have changed in the previous year. Also, these projections are for 10 years – which assume the anticipated Kindergarten enrollment of children who are not yet born. This requires additional attention to ensure the accuracy of these enrollments.
2. Enrollment projections are now significantly influenced by parental choices and program offerings. This complicates the exactness of enrollment planning. In Minnesota, in addition to competition from charter schools, we see and hear television and radio ads for the Minnesota Online Public Schools and for other school districts. Some school districts have developed programs such as all-day kindergarten, Spanish or other language immersion programs that are attractive to parents seeking alternative programs for their children.
3. Competition for K-12 students is likely to increase. Public schools must compete for students. School districts have some influence over the course of events but must manage their resources to remain solvent. School districts must plan, analyze current information, and plan again and again.

The enrollment history for 2011-12, the realized enrollment for 2012-13 and the projected enrollment for 2013-14 through 2022-23 are presented in the following graph.



BELLE PLAINE SCHOOLS

DEMOGRAPHIC STUDY AND ENROLLMENT PROJECTIONS

April 2013



Ann Thomas, M.A.
James D. Sheehan, Ed.D.
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I. Introduction

Estimating the number of students that will enroll in a school district in future years is important because:

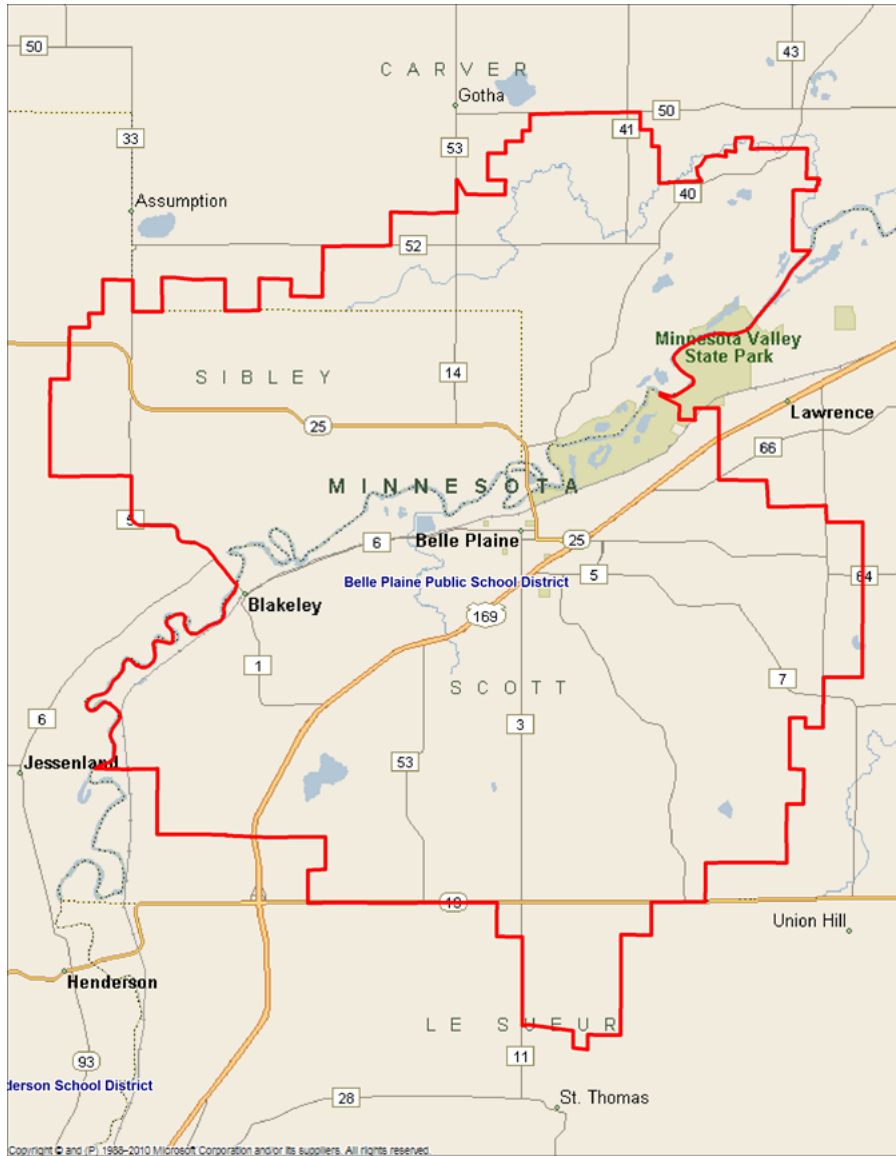
- District revenues are based on the number of students that enroll
- The number of teachers needed is based on enrollment
- The need for new or expanded school facilities is based on enrollment

Given the importance of enrollment projections, the Belle Plaine Schools #716 retained SchoolFinances.com to complete a demographic analysis of the district and prepare enrollment projections for 10 years.

The enrollment projections contained in this report were prepared using the enrollment history of the district, population and population projections for the district, school age population, housing development, migration and the number of births in the primary zip codes served by the district.

II. Map of the District

The following map shows the geographic region of the Belle Plaine Schools. The district encompasses 105.385 miles in Scott County along Highway 169.



III. General Characteristics and Community Development

A. Description of the District - A demographic profile was developed for the Belle Plaine Schools using the 2010 Census, data from the state demographer, Scott County and a demographic database. Interviews were conducted with key individuals within the district to gain their perspectives on growth and development within the district. (Individuals interviewed are listed in **Appendix I**.) Some highlights of the review of information include:

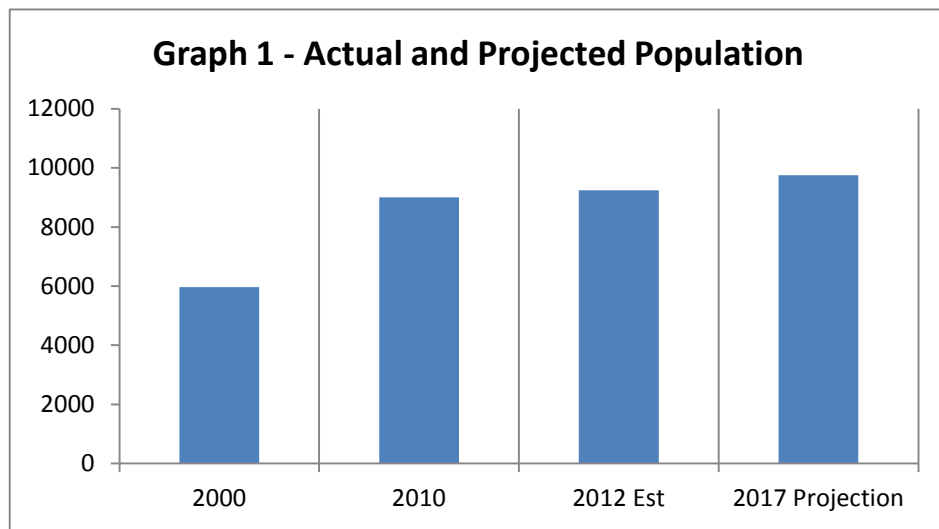
- Scott County was the fastest growing county in Minnesota from 2000-2010.

- In a comprehensive housing study completed in 2011, the Maxwell group forecasted that the population and household growth of Scott County will be stable for the next few years with greater growth after 2015.
- In 2012, the median age of the population within the district was 34.9, and the average age of the population was 35.7. Five years from now, the median age is projected to be 36.5.
- For 2012 the population of the Belle Plaine School District:
 - 93.4% are White
 - 1.2% are Black or African American
 - .4% are American Indian or Alaska Native
 - 1.8% are Asian
 - 0.5% are Some Other Race, and 2.8% are Two or More Races
- For 2012, the average household income was estimated to be \$70,016 and is projected to increase 16.8% over the next five years.
- In 2012, 6.2% of the population over age 25 in Belle Plaine was estimated to have earned a Masters, Professional, or Doctorate Degree and 19.4% have earned a Bachelor's Degree.

B. Population Trends and Estimates - A profile of the geographic region of the district was prepared that used a database that includes the census of 1990, 2000, estimates for 2012 and projections for 2017. The data includes Medicare and Social Security files, Internal Revenue Service statistics on tax filers and a household level credit and demographic database, which cover the vast majority of households. The detail of this information is presented in a supplement to this report, "Census Geographic Report." Some information from that report is presented in the graphs which follow.

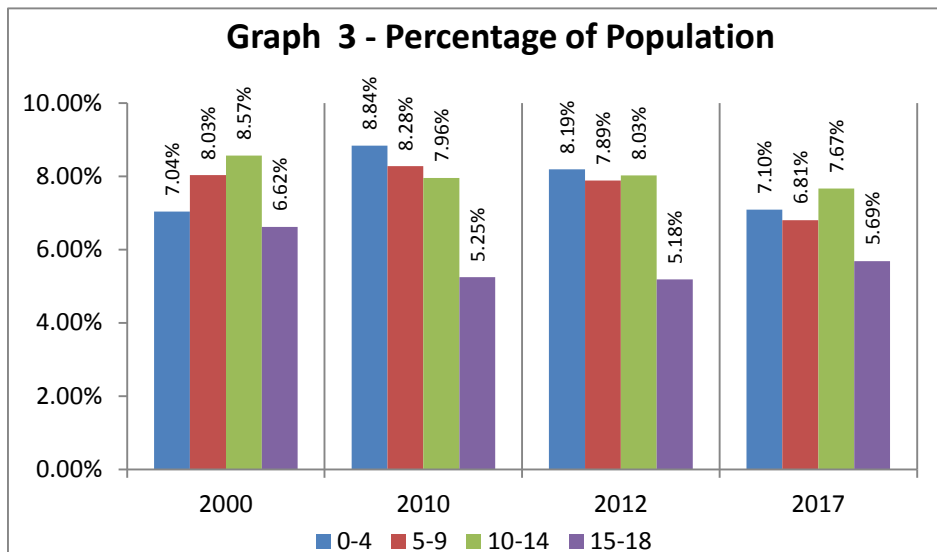
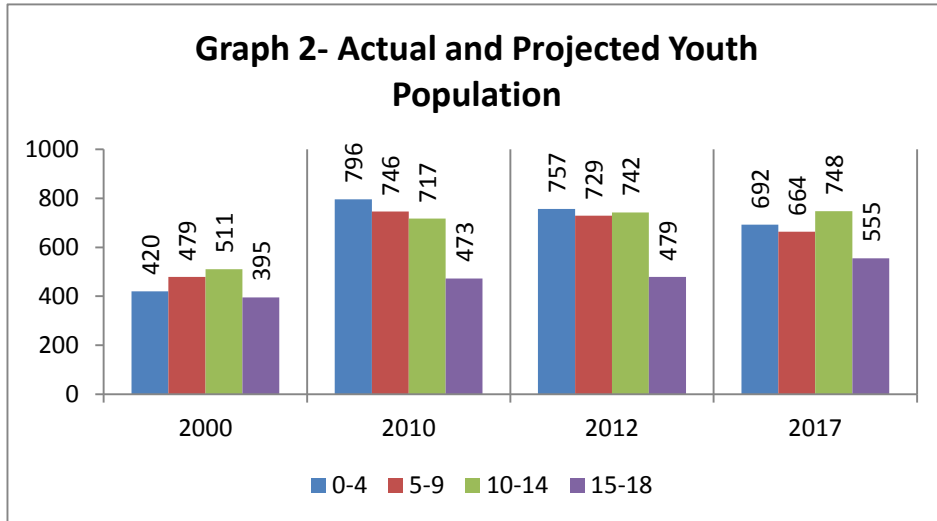
1. Actual and Projected Population Growth

Graph 1 presents the population of the Belle Plaine Schools from 2000 through the projected population in 2017. The population of the district is projected to increase 1.11% annually between the 2012 estimates and the projections for 2017.



2. Actual and Projected Youth Population

Graphs 2 and 3 presents the population of children in the Belle Plaine Schools in both the number and the percentage of the total population from the 2000 and 2010 Census data, 2012 Estimates and 2017 projections.



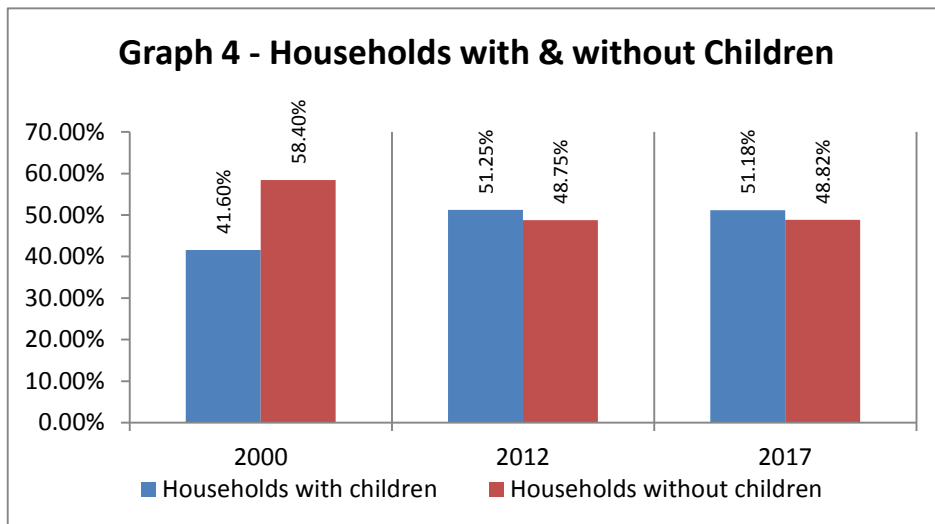
3. Female Population in Child Bearing Years

Table 1 presents the female population within the district in childbearing years; ages 18-44. In 2017, 33.0% of the women in the Belle Plaine School District are projected to be in child bearing years.

Table 1 – Female Population in Child Bearing Years					
2012 Estimates		% of Population	2017 Projections		% of Population
18 years	60	1.0%	18 years	73	1.0%
19 years	61	1.0%	19 years	73	1.0%
20 to 24 years	238	4.0%	20 to 24 years	362	7.0%
25 to 29 years	277	5.0%	25 to 29 years	278	6.0%
30 to 34 years	387	6.0%	30 to 34 years	299	6.0%
35 to 39 years	362	8.0%	35 to 39 years	324	7.0%
40 to 44 years	281	9.0%	40 to 44 years	268	5.0%
Child Bearing Years	1,666	34.0%	Child Bearing Years	1677	33.0%

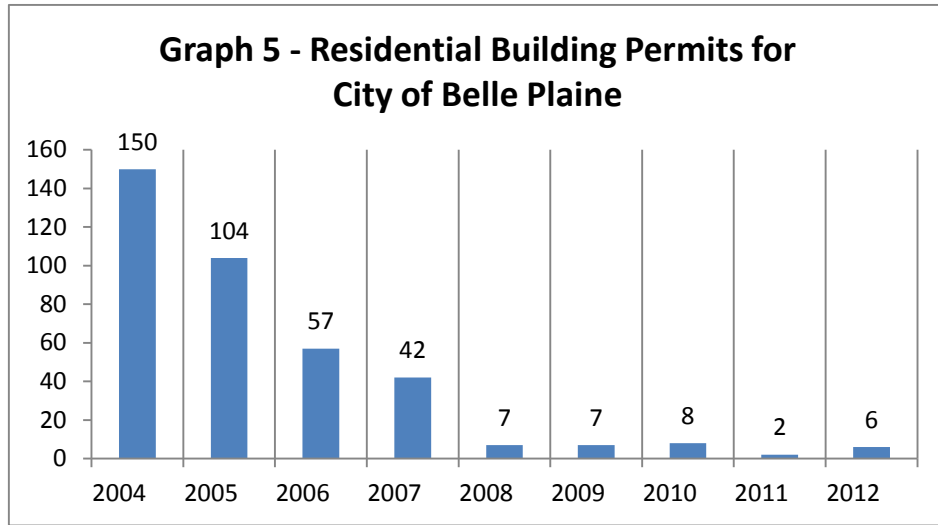
4. Households with and without children

Graph 4 presents the percentage of households with and without children. The majority of households within the district have children. The percentage of households with children is projected to remain stable between the 2012 estimates and projections for 2017.



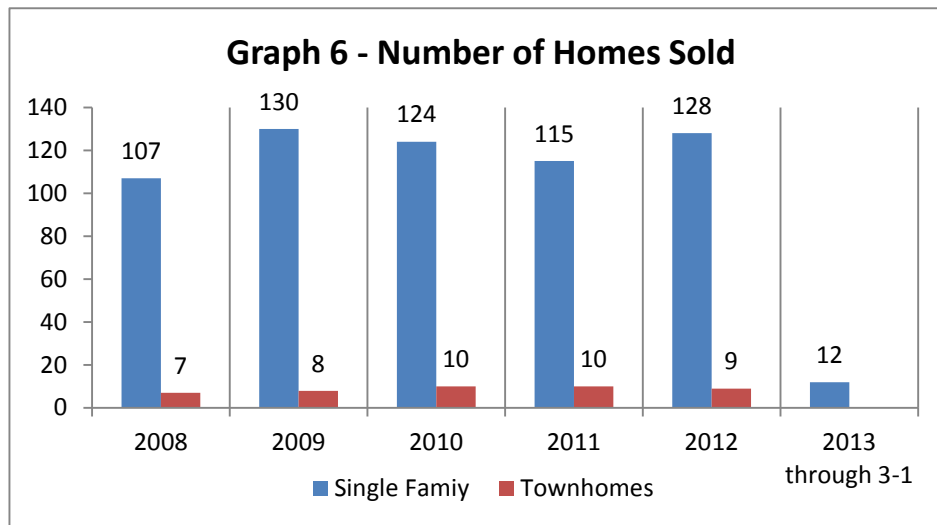
C. Development within Belle Plaine Schools

Graph 5 presents the number of residential building permits issued by the City of Belle Plaine since 2004.

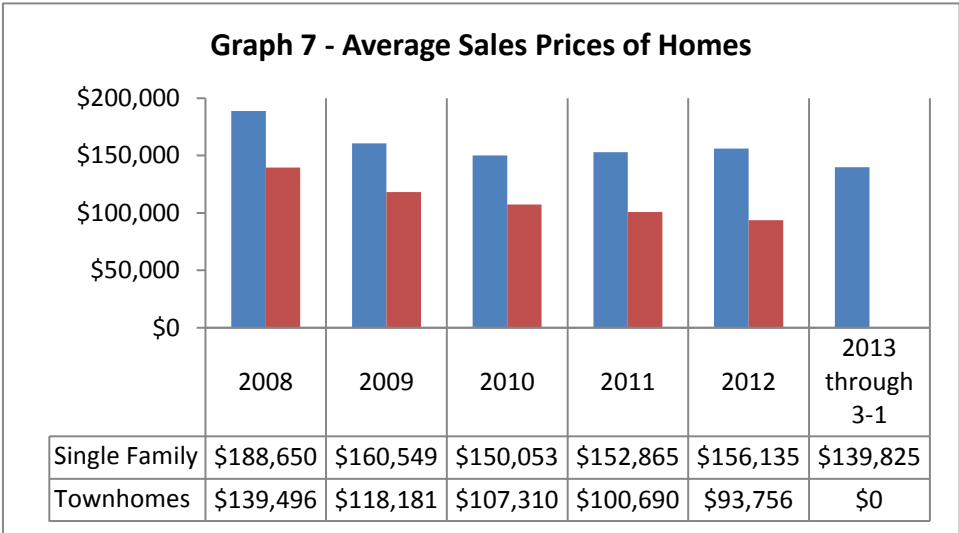


D. Real Estate Sales in the Belle Plaine School District

Graph 6 presents the real estate sales in the Belle Plaine School District from 2008 through March 1, 2013. During this time, an annual average of 103 homes and 9 townhomes were sold and the average length of time homes were on the market was 96 days.



Graph 7 presents the average sales price of town homes and single family homes in the Belle Plaine Schools from 2008 through March 1, 2013.



IV. Enrollment History and Trends

A. Enrollment History - all methods of projecting enrollment rely on understanding the history of realized enrollment. While some of the data presented does not have a direct bearing on projecting enrollment, it is included as background information for understanding the student and demographic changes that are taking place within the district. This information is available from the Minnesota Department of Education.

1. Home Primary Language – This data presents the primary language spoken in the student’s home. **Appendix A** of this report presents a (16) year graph of this data. English is, and always has been, the primary language within the district. The percentage of homes with English as the primary language has changed from 99.9% in 1997 to 98.1% in 2012. The second and third most common home languages within the district are Spanish and Russian.

Statewide, the English percentages for Home Primary Language were 95.1% in 1997 and 87.3% in 2012. The second through seventh most common languages statewide were Spanish, Hmong, Somali, Vietnamese, Russian, and Mandarin Chinese. Spanish as the primary home language increased every year for (16) years to the level of 39,187 in 2012. This is 4.8% on a statewide basis.

2. Student Ethnicity – The student ethnicity is reported in (5) categories. These are American Indian, Asian Pacific, Hispanic, Black and White. The changing student ethnicity in these (5) categories is presented and graphed in **Appendix B**. The minority enrollments have begun a gradual increase to their present numbers. In 2013 the Belle Plaine Schools enrolled (10) Indian students, (37) Asian Pacific students, (41) Hispanic students, and (29) Black students. All minorities combined totaled 117 students or 7.18% of the total 2013 enrollment. In 2013 the white enrollment was 1513 of the total 1630 students enrolled.
3. Special Student Population – The data collected in this area is whether the student is enrolled in a program of Limited English Proficiency (LEP) or a special education program (SPED). Also collected is the number of students eligible for free or reduced price school lunch. The number of free/reduced lunch students in a district is the best indicator available of the economic well-being of the district population. **Appendix C** presents a (9) year trend in the number of students in 716 that are enrolled in LEP and SPED programs and the total number of students eligible for free/reduced price lunch. The percentages in these three categories in the Belle Plaine Schools versus the State totals are:

2012 Percentage of Special Student Populations			
	Free/Reduced	LEP	Special Education
District #716	21.4%	0	11.3%
State of Minnesota	37.0%	7.5%	13.4%

District 716 has a significantly lower percentage of economically disadvantaged students as well as lower percentage of students enrolled in LEP and SPED programs. **Appendix C** shows the number and percentage of Free/Reduced eligible students in District #716 for the past ten years.

4. **Enrollment History** - The enrollment realized in District #716 for the years 2006-07 through 2012-13, is the basis for projecting the enrollments that will be realized in 2013-14 through 2022-2023. **Table 2** presents the Fall Seat Count enrollment history by grade.

Table 2 - Enrollment History							
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
K	111	108	131	136	135	136	143
1	104	107	115	131	134	126	119
2	123	109	105	112	131	130	130
3	133	124	106	99	114	127	126
4	102	123	130	106	105	113	125
5	119	112	124	129	112	112	106
6	101	124	110	118	128	117	115
7	114	103	130	110	131	134	122
8	118	116	105	140	113	136	132
9	122	115	112	110	133	113	140
10	124	122	113	120	106	126	118
11	108	129	111	115	113	109	118
12	131	109	122	112	111	112	108
Total K-12	1510	1501	1514	1538	1566	1591	1602
Enrollment Change		-9	13	24	28	25	11

Graph 8 presents the enrollment change as percentages from 2008-09 through 2012-13 of District #716 and the neighboring districts. With the exception of LeSueur-Henderson and Tri-County* (the history presented includes the history of Montgomery, Lonsdale and LeCenter), all districts experienced an increase from the Fall 2011-12 Enrollment to the Fall Enrollment of 2012-13.

Table 3 - Percentage Change in Enrollment of Neighboring Districts									
	Belle Plaine	New Prague	Jordan	Eastern Carver County	Waconia	Central	Sibley East	LeSueur Henderson	Tri County*
2005-06	1.94%	3.39%	2.16%	3.67%	6.63%	-0.20%	-1.64%	-3.83%	-0.60%
2006-07	2.51%	6.08%	2.11%	2.27%	4.19%	5.11%	-2.63%	-3.03%	1.68%
2007-08	-0.86%	3.68%	0.32%	1.06%	3.57%	1.17%	-1.63%	0.74%	3.78%
2008-09	1.14%	0.31%	5.74%	0.01%	3.14%	-1.15%	0.75%	-5.80%	-1.25%
2009-10	0.53%	3.62%	2.93%	1.84%	5.02%	-3.79%	-3.05%	-1.21%	2.19%
2010-11	2.89%	1.83%	-0.83%	1.05%	4.28%	-0.81%	0.34%	-1.75%	-1.80%
2011-12	1.72%	2.60%	2.63%	0.46%	3.20%	-0.41%	2.20%	-3.39%	4.19%
2012-13	0.69%	1.23%	1.34%	2.33%	4.09%	1.23%	1.16%	-2.68%	-1.60%

B. Migration

Migration refers to how students move through the grades of a school district along with students entering or leaving a school district and the resulting enrollment changes that occur by grade. It is important for anyone studying enrollment projections to understand the concept of 'migration' and the varying methods of applying this 'history of student movement' to future enrollment projections.

If the grade 3 enrollment of a school district is 100 students, it is anticipated that the grade 4 enrollment of the school district in the next year will be 100 students (plus the migration). If this migration is (-5) the enrollment will be 95. If the migration is (+7) the enrollment will be 107. Migration is a net sum of all the students leaving and all the students entering.

Some of the reasons that students leave and enter a district could be:

1. Parents leaving the community
2. Students enrolling in a non-public school, charter or another public school district through open enrollment
3. Students beginning home schooling or an on-line school program
4. Students enrolling in a special program under a tuition agreement
5. Students discontinuing school after the age requirement is met
6. Student deaths
7. Parents losing their jobs in a community forcing families to relocate

The reasons why students enter the district are typically opposite of the above items with the main reasons being:

1. The highest-grade level in a non-public or charter school is achieved and students enroll in the public school district at the next grade level
2. Community growth in housing and/or employment attracts additional families and the children enroll in the public schools
3. Transportation/roadways make it reasonable for families to live in a district while they work in another location
4. Employment opportunities attracting new families to move to the community

For the reasons listed above, there is always some turnover in the students enrolled in a district from year to year. Some migration takes place during the school year and other migration of students takes place during the summer months.

The enrollment migration is computed by grade level and is reviewed for several prior years in an attempt to see enrollment trends that can be used for projecting future enrollment. The enrollment migration can be used as a percentage; i.e. 100 to 105 would be 1.05 and 100 to 93 would be .93. In addition, the enrollment migration can be viewed as a number without converting to a ratio. And for our example it would be +5 or -7. **Table 4** presents the migration of students in District #716 by grade level from 2007-08 through 2012-13.

Table 4 - Total Migration by Grade						
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
12 - K	(23.0)	22.0	14.0	23.0	25.0	31.00
1	(4.0)	7.0	0.0	(2.0)	(9.0)	(17.00)
2	5.0	(2.0)	(3.0)	0.0	(4.0)	4.00
3	1.0	(3.0)	(6.0)	2.0	(4.0)	(4.00)
4	(10.0)	6.0	0.0	6.0	(1.0)	(2.00)
5	10.0	1.0	(1.0)	6.0	7.0	(7.00)
6	5.0	(2.0)	(6.0)	(1.0)	5.0	3.00
7	2.0	6.0	0.0	13.0	6.0	5.00
8	2.0	2.0	10.0	3.0	5.0	(2.00)
9	(3.0)	(4.0)	5.0	(7.0)	0.0	4.00
10	0.0	(2.0)	8.0	(4.0)	(7.0)	5.00
11	5.0	(11.0)	2.0	(7.0)	3.0	(8.00)
12	1.0	(7.0)	1.0	(4.0)	(1.0)	(1.00)
Total Migration	14.0	(9.0)	10.0	5.0	0.0	(20.0)
Total Enrollment Change	(9.0)	13.0	24.0	28.0	25.0	11.0

Table 4 includes a row designated as 12 – K. This number is the enrollment variation in the number of grade 12 students leaving a district in a spring of one year versus the number of Kindergarten students entering the district in the fall of the next school year. This is called the ‘natural change.’ Therefore, by definition, the enrollment change in a school district from the preceding year is the total of the grade level migration and the ‘natural change’.

What conclusions can be drawn from the data that is presented in *Table 3*?

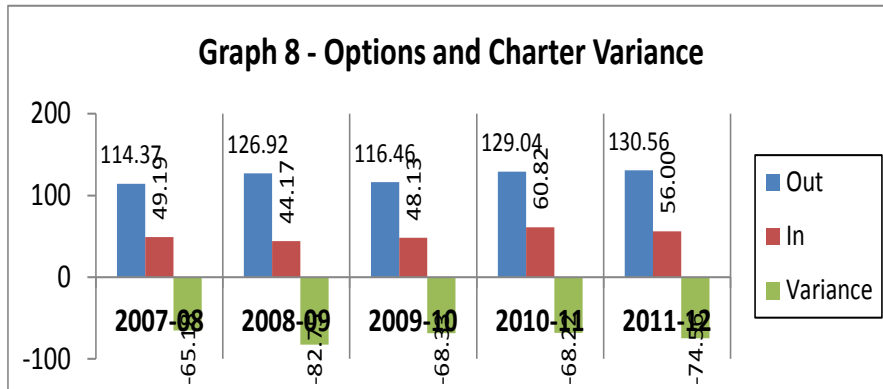
1. The total enrollment change in the District #716 has averaged 15 students per year for the past 5 years (from 2007-08 through 2012-13).
2. From 2008-09 through 2012-13, there has been a positive change in the number of Kindergarten students who enrolled in the fall from the previous year’s graduating 12th grade class. This is correlated directly to the positive enrollment change in the district.
3. Grades 1, 3, and 12 have experienced enrollment decreases in 4 of the last 6 years.

C. Enrollment and Charter Options Influencing Enrollment

Enrollment options and charter enrollment must also be considered when making enrollment projections. Options to neighboring districts come about for many reasons, which include:

1. The belief that the student will receive a better education in the neighboring district.
2. The proximity of the school facilities in neighboring districts to the residence of the optioning student.
3. The extra-curricular programs in a district versus those in neighboring districts also influence the decision of parents to pursue an enrollment option.
4. Parent jobs in neighboring districts.

Graph 8 presents an overview of the variance between District #716 students enrolling to other districts or charter schools and the number of students from other districts open enrolling to District #716 from 2007-08 through 2011-12.



Some additional reports are presented in **Appendix D, E, F** and **G**. This data includes:

1. **Appendix D** is a report presenting where resident students of District #716 attended school in 2011-12. This table presents enrollment by grade, listing all districts and the number of enrolled District #716 students.
2. **Appendix E** presents a resident student comparison review for Belle Plaine and 9 comparison districts for school year 2011-12.
3. **Appendix F** presents from which districts District #716 enrolled students in 2011-12; i.e., resident districts of students served. This table presents enrollment by grade, listing all districts and number of enrolled students in District #716.
4. **Appendix G** presents the resident students served for District #716 for 2011-12.

From reviewing the information of District #716 resident students and resident students of other districts being served by District #716, the following observations were made:

1. In 2011-12, District #716 had 1661 resident students. (See **Appendix D** for the detail.)
2. In 2011-12, District #716 served 1518 resident students, or 91.4% of the resident students in District #716. The remaining 8.6% of District #716 residents were served in 31 other public school districts and charter schools. (See **Appendix D** for the detail.)
3. In 2011-12, only one of the comparison districts, Albany, served a higher percentage of resident students than did Belle Plaine. Albany served 93.4% of the resident students compared to Belle Plaine serving 91.4% of resident students. (See **Appendix E** for the detail).
4. In 2011-12, District #716 served 1517.89 Resident students, or 96% of students served. The remaining 4% of students served were resident students of 8 other school districts. (See **Appendix F** for the detail).
5. In 2011-12, the four districts that enrolled the largest number of students in District #716 were LeSueur-Henderson – 29.67, Jordan – 8.51, New Prague – 5.0 and Norwood – 4.0. (See **Appendix F** for the detail.)
6. In 2011-12, every grade in the Belle Plaine Schools lost resident enrollment in every grade level; for a loss of (-86) students. (See **Appendix G** for the detail)

Appendix H presents several graphs which summarize residents enrolled in districts bordering District #716, the students enrolled in District #716 from bordering districts and the variance in open enrollment in and out of the district from 2000-01 through 2011-12.

Observations based on a review of District #716 students open enrolling to bordering districts include:

1. There are (8) districts bordering District #716; New Prague, Jordan, Eastern Carver County, Waconia, Central, Sibley East, LeSueur Henderson and the newly consolidated Tri-City United. Since the 2012-13 is the first year that the Tri City district is operational, the data for this district was not included in the analysis.
2. From 2005-06 through 2011-12, the variance between neighboring district students entering and leaving District #716 has been negative. That is, more resident students of the Belle Plaine Schools open enroll to neighboring districts than resident students of the neighboring districts open enroll to Belle Plaine.

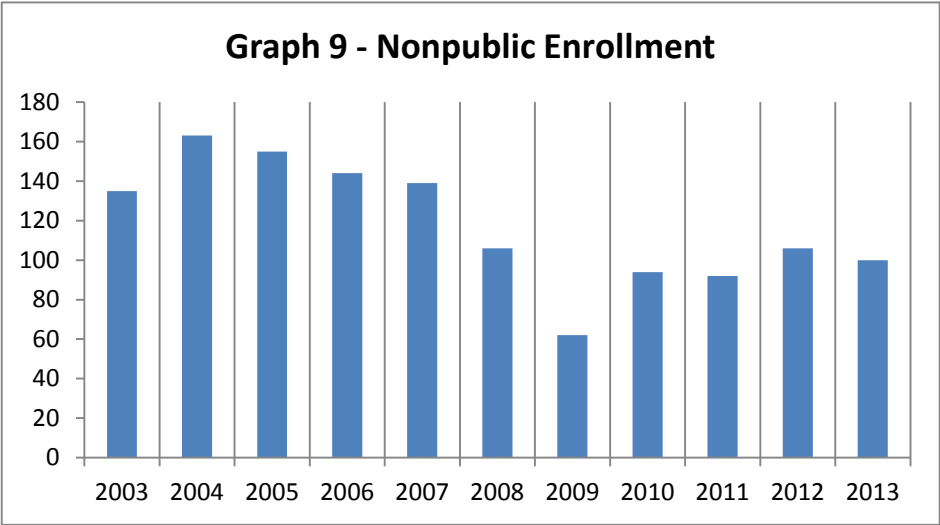
D. Nonpublic enrollment

There are two nonpublic schools within the Belle Plaine School District; Our Lady of the Prairie and Trinity Lutheran School.

Our Lady of the Prairie provides education for students in grades Kindergarten through 6. The school is in the final stages of a building program and plan to open a new school in the fall of 2014. The school hopes to increase enrollment to 60 students.

Trinity Lutheran provides education for 3 year old preschool through Grade 8. The school has no plans for expansion of either the facility or the program. Enrollment growth has been steady; 3-4 students/year. Most students enter the Belle Plaine Schools after Grade 8.

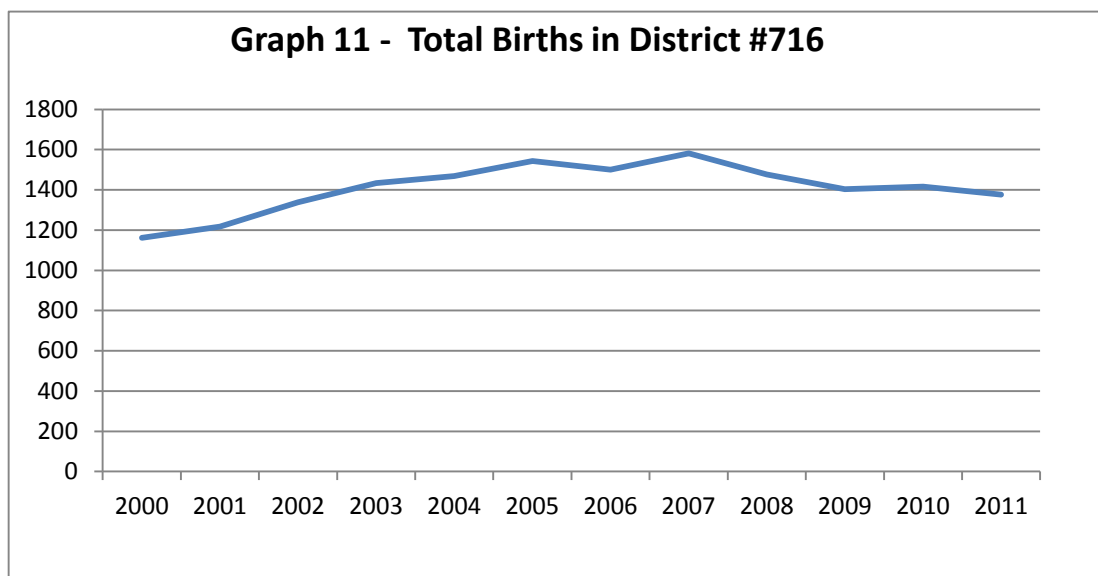
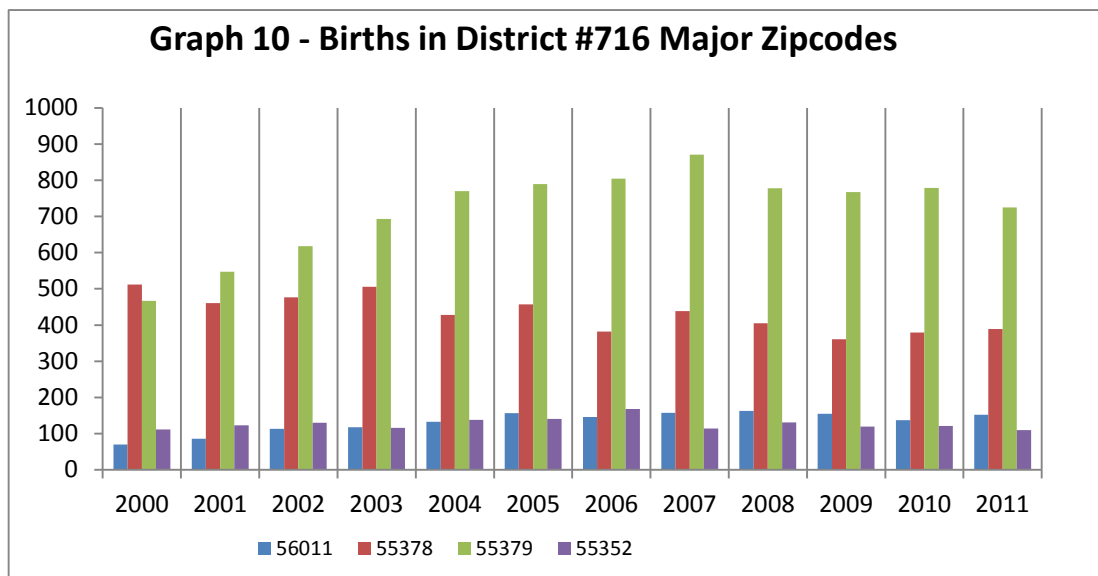
Graph 9 presents the history of enrollment in the nonpublic schools in the last 10 years.



V. Birth Patterns and Kindergarten enrollment

The future enrollment of Belle Plaine Schools must be projected as accurately as possible. This requires that we analyze the birth rates within the area of district and is best accomplished by securing data from the Minnesota Department of Health on the births in the zip codes within the district. Then, we must analyze how many births resulted in kindergarten enrollment 5 years later. This number is enhanced by the families with kindergarten students that move into the district and is reduced by the families that move out of the district for all reasons.

The kindergarten enrollment projections for this study used birth data in the major zip codes served by the school district. **Graph 10** presents the number of births in zip codes 56011, 55378, 55379 and 55352 and **Graph 11** is a line graph which presents total births within the District from 2000 to the most recent data available from the State Health Department.



In projecting the Kindergarten enrollment for Belle Plaine, the study team opted to use the most recent year as the best indicator of future Kindergarten. The Kindergarten enrollment for 2013-14 through 2022-23 is projected to be:

2013-14	140
2014-15	132
2015-16	131
2016-17	129
2017-18	123
2018-19	118
2019-20	114
2020-21	109
2021-22	105
2022-23	101

VI. Enrollment Projections

A. Method of Projecting Enrollment

The method of projecting enrollment used by SchoolFinances.com is determined by the dynamics of enrollment in the district. One method is the cohort survival method and the other, the numeric survival method. Both methods are based on the concept that students' progress routinely from one grade to another and that factors that influenced grade progression in the past will continue to influence the progression of students from grade to grade in the future.

In the cohort survival methodology a ratio is developed for each grade that compares the number of students in a grade to the number of students in the previous grade in the prior year. This cohort survival ratio indicates whether the change between grades was an enrollment increase or decrease. This cohort methodology is calculated for several years. The ratios can then be used for any prior year, the ratios can be averaged and the ratios can also be weighted to give the most recent year's ratio the greatest influence.

The numeric survival method is similar in that grade to grade progressions are compared, but rather than calculate a ratio, the changed enrollment – either positive or minus, is added or subtracted to the enrollment in a particular grade to project future enrollment. Using the same data that was presented above, if a school had 100 fourth graders and the next year has 95 fifth graders, the numeric survival would be -5. The numeric changes can be averaged and weighted to make projections.

The following table presents an example of the difference in enrollment that would be projected using the cohort survival method and numeric survival method.

Grade	2010-11 Enrollment	2011-12 Enrollment	Grade 5 Proj 12-13 - Cohort Survival Method	Grade 5 Proj 12-13 Numeric Survival
4	232	249		
5	248	260	279.1	277.00

The cohort ratio is $260/232 = 1.1207$

The numeric change is $260-232 = +28$.

The cohort projection is $1.1207 \times 249 = 279.1$

The numeric projection is $28+249 = 277$

Both methods collectively encompass all the variables that account for an increase or decrease in the size of a grade cohort as it moves on to the next grade and then represent the cumulative effect of the following factors:

1. Migration, in or out, of the schools
2. Retention in the same grade
3. Changes in school program
4. Drop-outs, transfers, etc.
5. Births and deaths
6. Housing growth

For this study, one year of history and the numeric survival method was used.

It is recommended that these enrollment projections be reviewed annually so that adjustments can be made that include actually enrollment realized. At any given time, the following factors may have an effect on the projections:

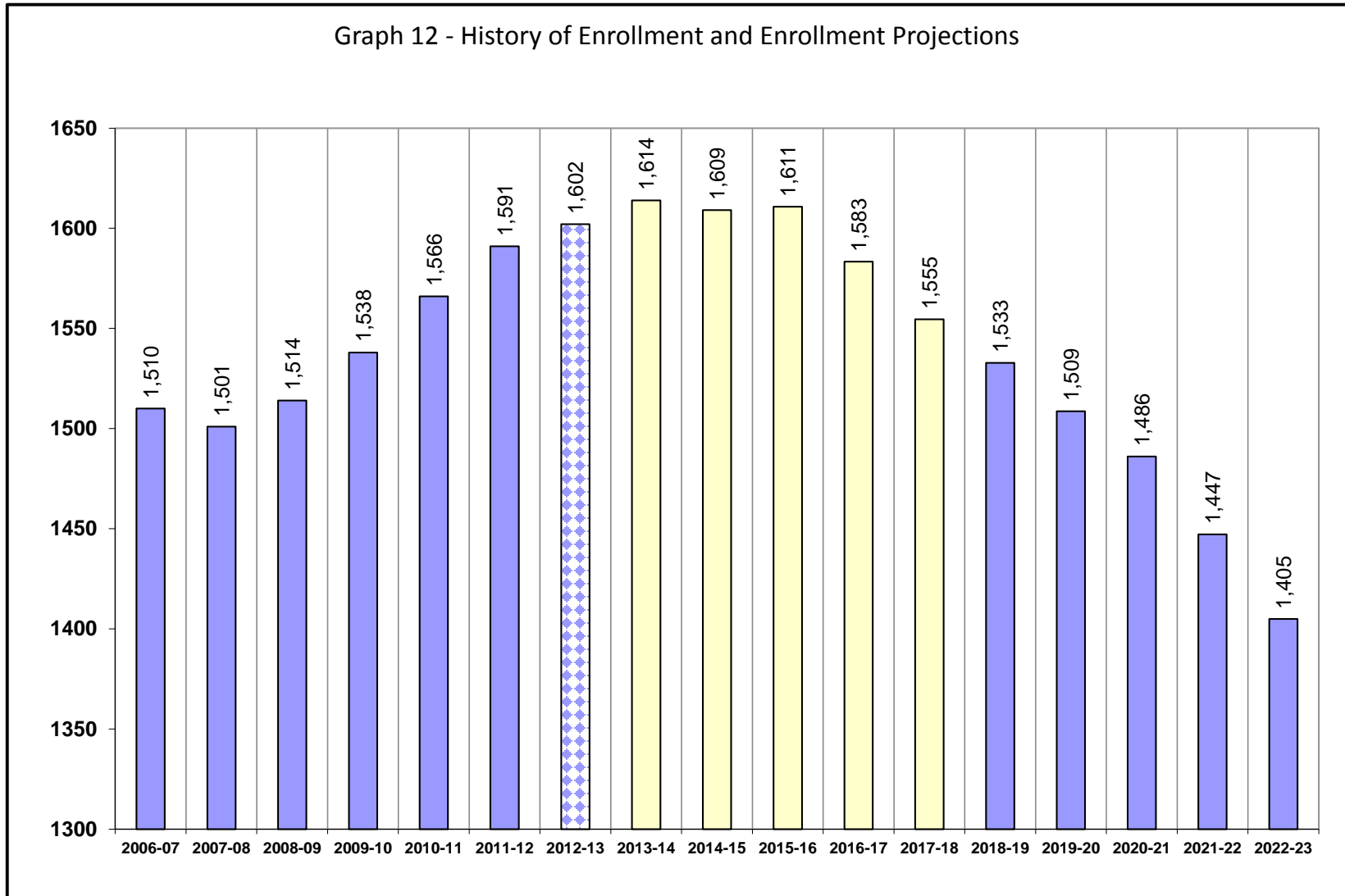
1. economic conditions
2. changes in charter school or nonpublic enrollment
3. changes in the rate of new housing development
4. changes in interest rates which could increase or decrease home sales

B. Enrollment Projections

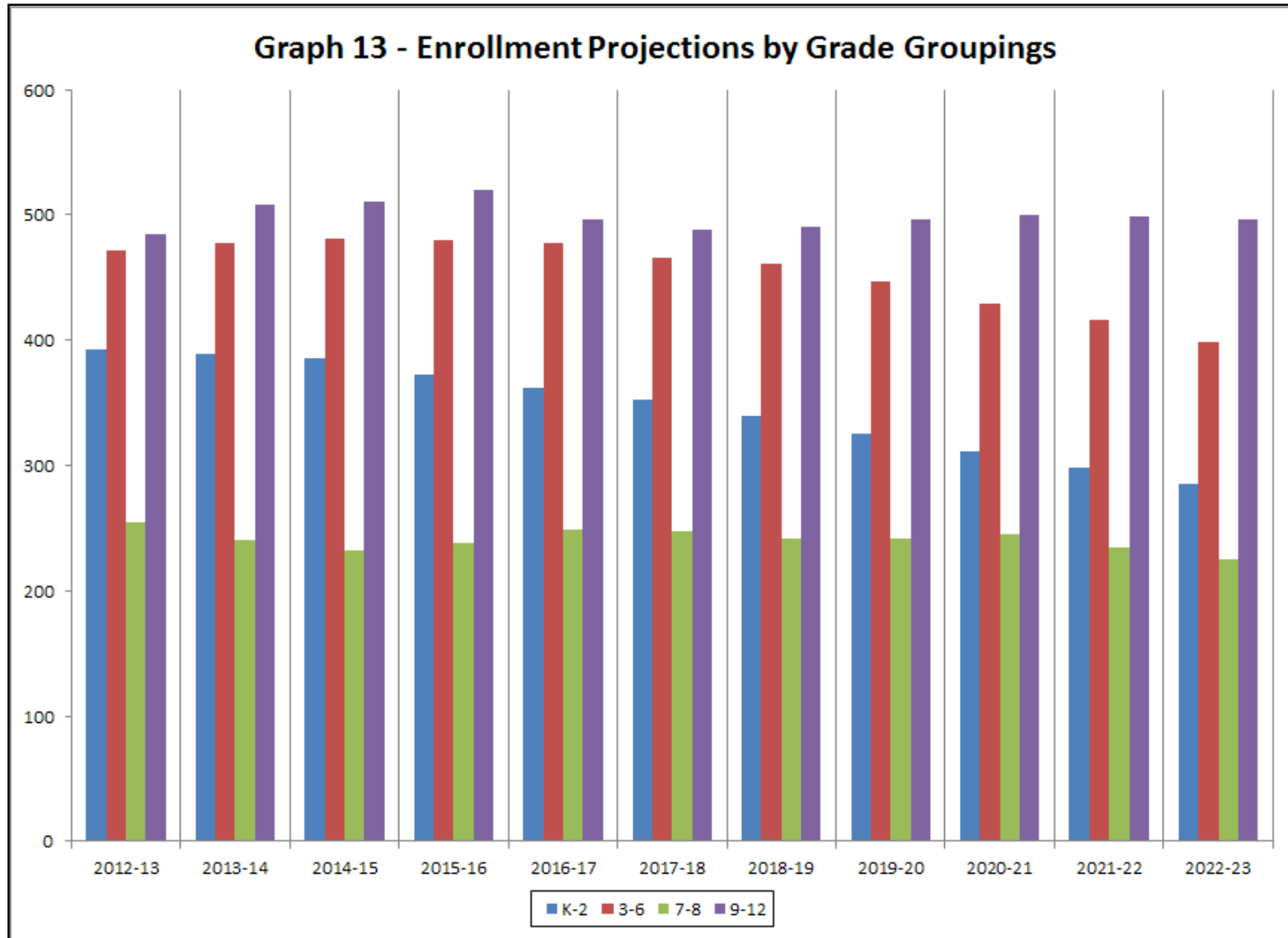
The enrollment projections for District 716 are presented in **Table 5**. These enrollment projections are 'soft'. By this, we mean that certain factors not within the control of the school district can dramatically influence these projections.

Table 5 - BELLE PLAINE PUBLIC SCHOOLS ENROLLMENT PROJECTIONS										
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Kindergarten	143	140	132	131	129	123	118	114	109	105
Grade 1	119	126	123	115	114	112	106	101	97	92
Grade 2	130	123	130	127	119	118	116	110	105	101
Grade 3	126	126	119	126	123	115	114	112	106	101
Grade 4	125	124	124	117	124	121	113	112	110	104
Grade 5	106	118	117	117	110	117	114	106	105	103
Grade 6	115	109	121	120	120	113	120	117	109	108
Grade 7	122	120	114	126	125	125	118	125	122	114
Grade 8	132	120	118	112	124	123	123	116	123	120
Grade 9	140	136	124	122	116	128	127	127	120	127
Grade 10	118	145	141	129	127	121	133	132	132	125
Grade 11	118	110	137	133	121	119	113	125	124	124
Grade 12	108	117	109	136	132	120	118	112	124	123
Total-Graph Below	1602	1614	1609	1611	1583	1555	1533	1509	1486	1447
Change		12	-5	2	-27	-29	-22	-24	-23	-39
% Change		0	0	0	0	0	0	0	0	0
Grade 12 to K Change		32	15	22	-7	-9	-2	-4	-3	-19
Grade 1-12 Migration		-20	-20	-20	-20	-20	-20	-20	-20	-20

Graph 12 presents the enrollment history and projected enrollment from 2006-07 through 2022-23.



Graph 13 presents the projected enrollment by the grade groupings of the Belle Plaine Schools.



In addition to this written report, SchoolFinances.com is providing the district with an enrollment projection system and a census geographic report. The enrollment system is interactive and has been designed to examine and easily adjust enrollment assumptions and modify the enrollment projections.

VII. Observations and recommendations

1. Scott County was the fastest growing county in Minnesota between 2000 and 2010.
2. The population of the district is projected to increase 1.11% annually between the 2012 estimates and the projections for 2017
3. The total number of children ages 0-14 is projected to decrease between from the 2012 estimates to the 2017 projections. The number of children ages 15-18 is projected to increase between the 2012 estimates and 2017 projections.
4. 35% of the female population of the district is of child bearing age in 2012. By 2017, this population is projected to be 33% of the female population.
5. More than half (51.25%) of the homes in the district have school aged children in 2012. This percentage is projected to remain stable through the projections for 2017.
6. The number of building permits issued for single-family homes in the district has slowed in recent years.
7. An average of 103 single family homes and 9 townhomes have sold in District #716 in the years from 2008-March 2013.
8. In neighboring districts, LeSueur-Henderson is the only district which saw enrollment decline in the fall 2012-13 seat count.
9. The total enrollment change in the district has averaged +15.3 students per year for the years 2007-08 through 2012-13.
10. The variation between the entering Kindergarten class and the graduating 12th grade class averaged 15.3 students from 2007-08 through 2012-13. In other words, the entering Kindergarten class was larger than the graduating 12th grade class from the previous spring.
11. District #716 loses more resident students to charter or other districts than it gains through open enrollment into the district.
12. The enrollment of the nonpublic schools in the district will continue at similar levels for the next 10 years.

Recommendations

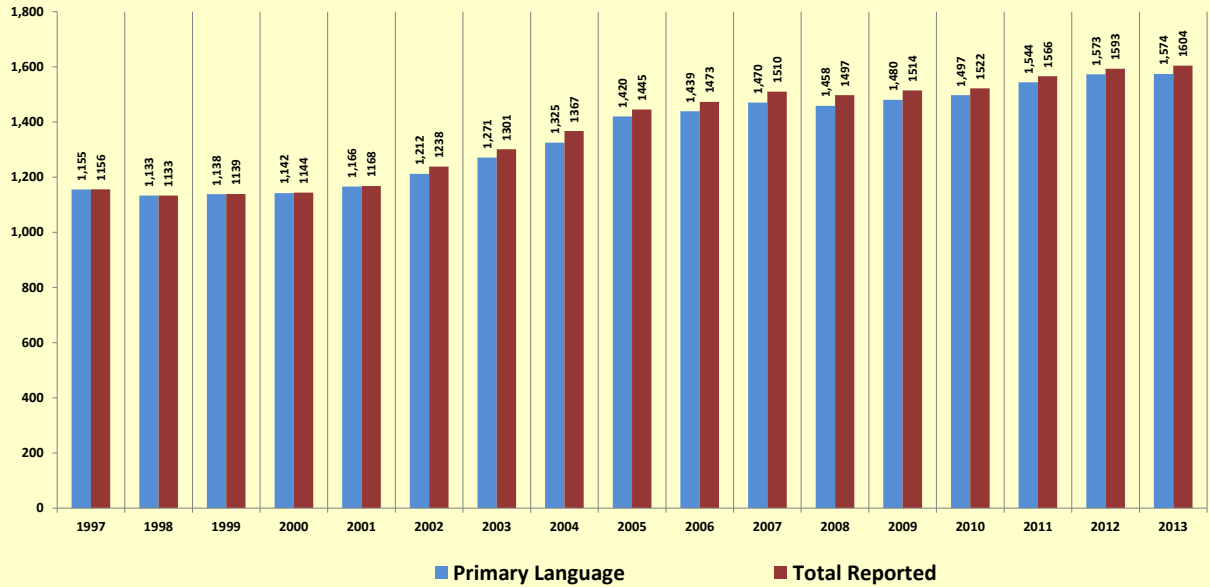
1. This enrollment must be reviewed annually to determine if the projections are realized and to modify the projections each year based on the actual enrollment realized. The district may consider convening a committee to annually review the enrollments realized and dialogue the factors in the district that may have changed in the previous year. Also, these projections are for 10 years – which assume the anticipated Kindergarten enrollment of children who are not yet born. This requires additional attention to ensure the accuracy of these enrollments.
2. Enrollment projections are now significantly influenced by parental choices and program offerings. This complicates the exactness of enrollment planning. In Minnesota, in addition to competition from charter schools, we see and hear television and radio ads for the Minnesota Online Public Schools and for other school districts. Some school districts have developed programs such as all-day kindergarten, Spanish or other language immersion programs that are attractive to parents seeking alternative programs for their children.

3. Competition for K-12 students is likely to increase. Public schools must compete for students. School districts have some influence over the course of events but must manage their resources to remain solvent. School districts must plan, analyze current information, and plan again and again.

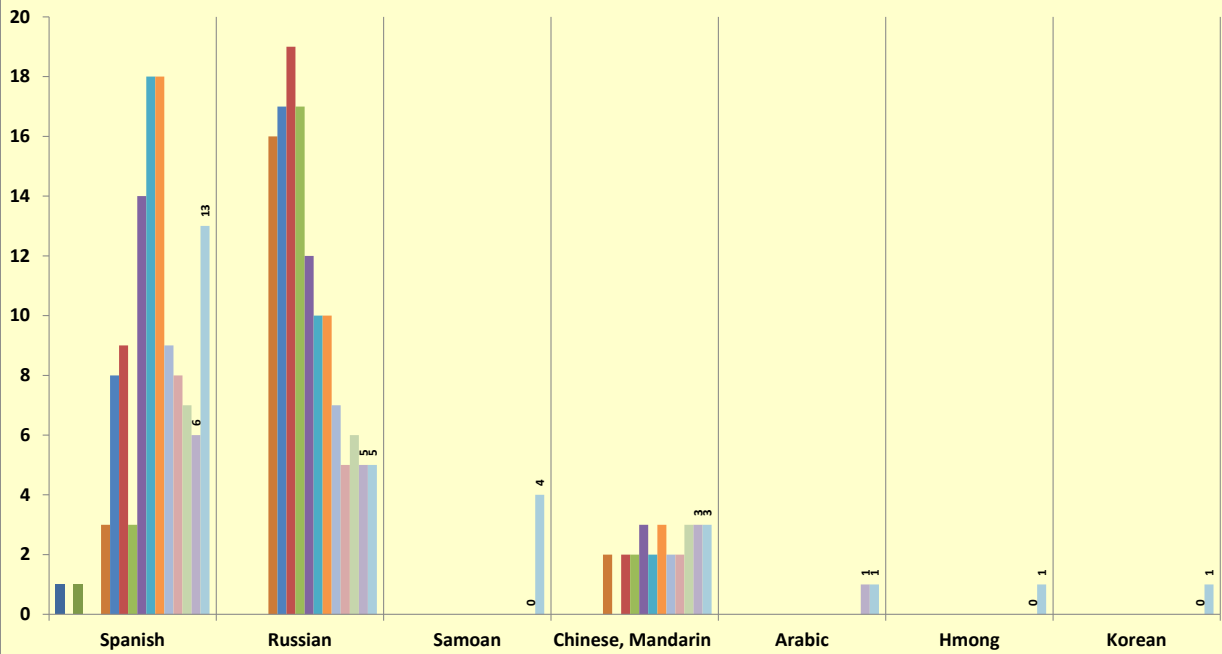
716

BELLE PLAINE PUBLIC SCHOOL DISTRICT

The Primary Language Spoken in the home in BELLE PLAINE PUBLIC SCHOOL DISTRICT is English



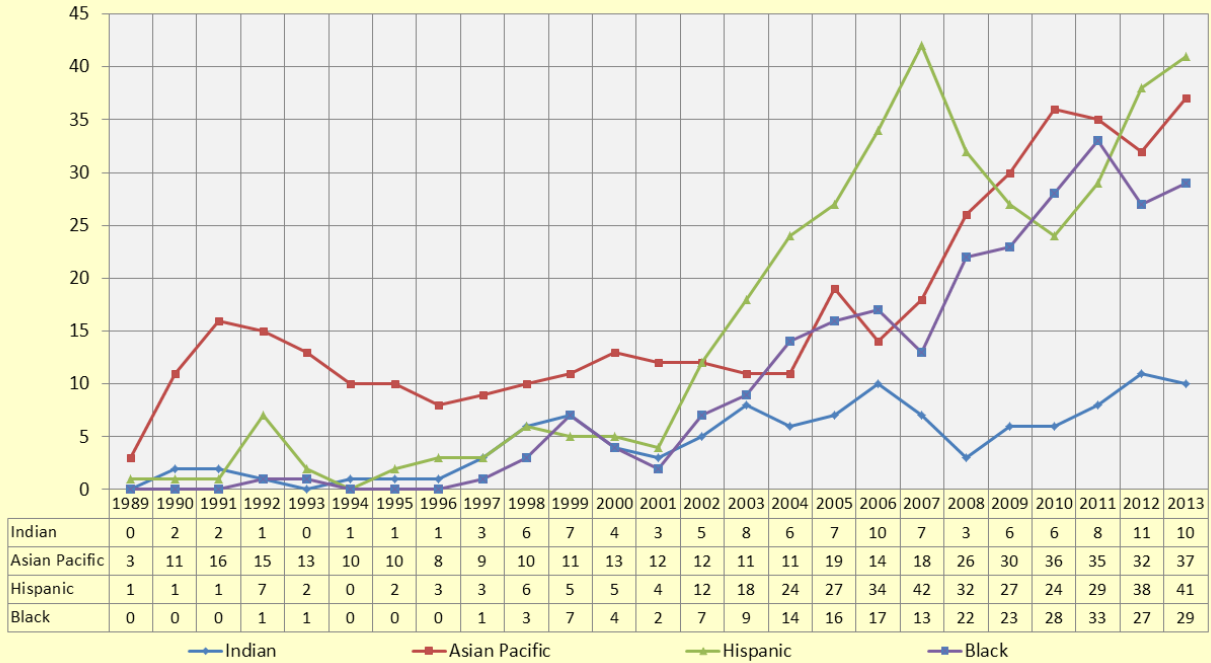
Languages Ranked 2-8 in 2013 for the Years 1997-2013



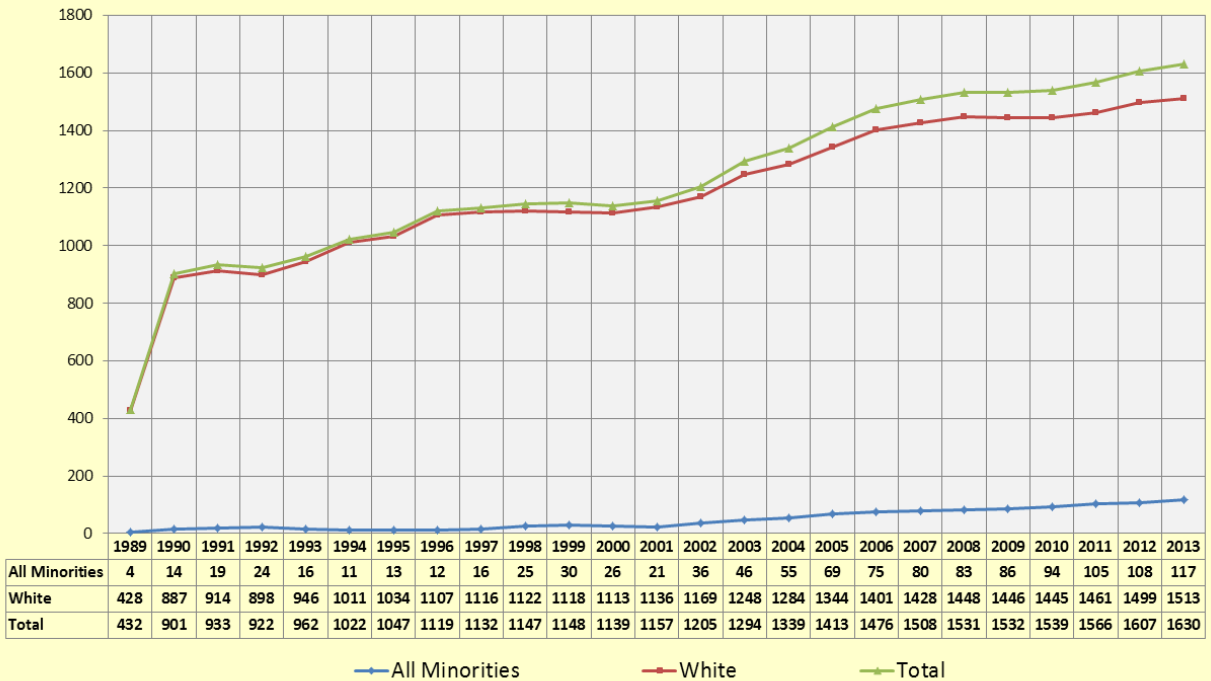
BELLE PLAINE PUBLIC SCHOOL DISTRICT 716

Appendix B

The Minority Students in BELLE PLAINE PUBLIC SCHOOL DISTRICT for the past (24) years

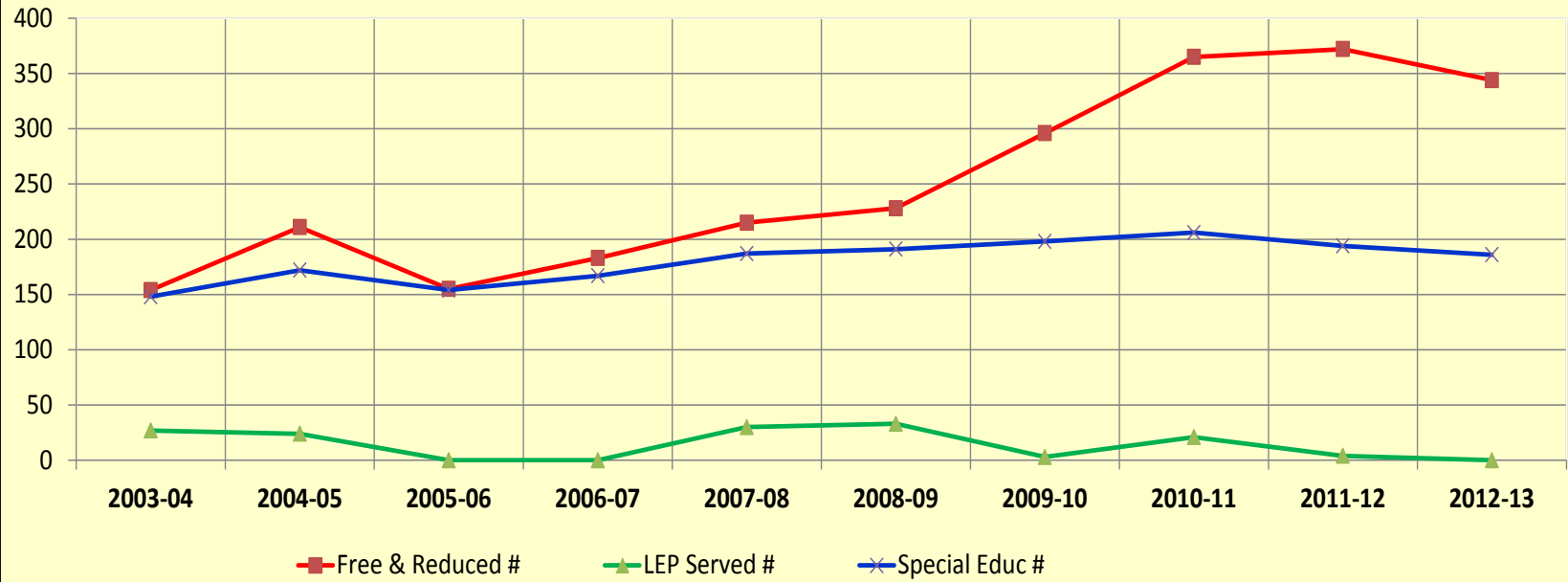


Total Enrollments, Minority, White and Total for the past (24) years in BELLE PLAINE PUBLIC SCHOOL DISTRICT



The Changing Population of Special Populations is 716

Appendix C



Where did the resident students of this district attend school in the 2011-12 year, how many and in which grades?



Residents Attending Report for 2011-12

Grade Level	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Total	(%)	
BELLE PLAINE	716	121	122	123	109	106	110	128	132	109	120	102	94	12	15	114	1518	91.4%
Residents Attending Other Districts	10	11	12	6	9	11	10	12	6	10	16	15	2	3	10	143	8.6%	
Total Resident Students	131	133	135	114	116	121	138	144	115	130	118	108	14	18	124	1661	100%	

Sorted by Rank

BELLE PLAINE

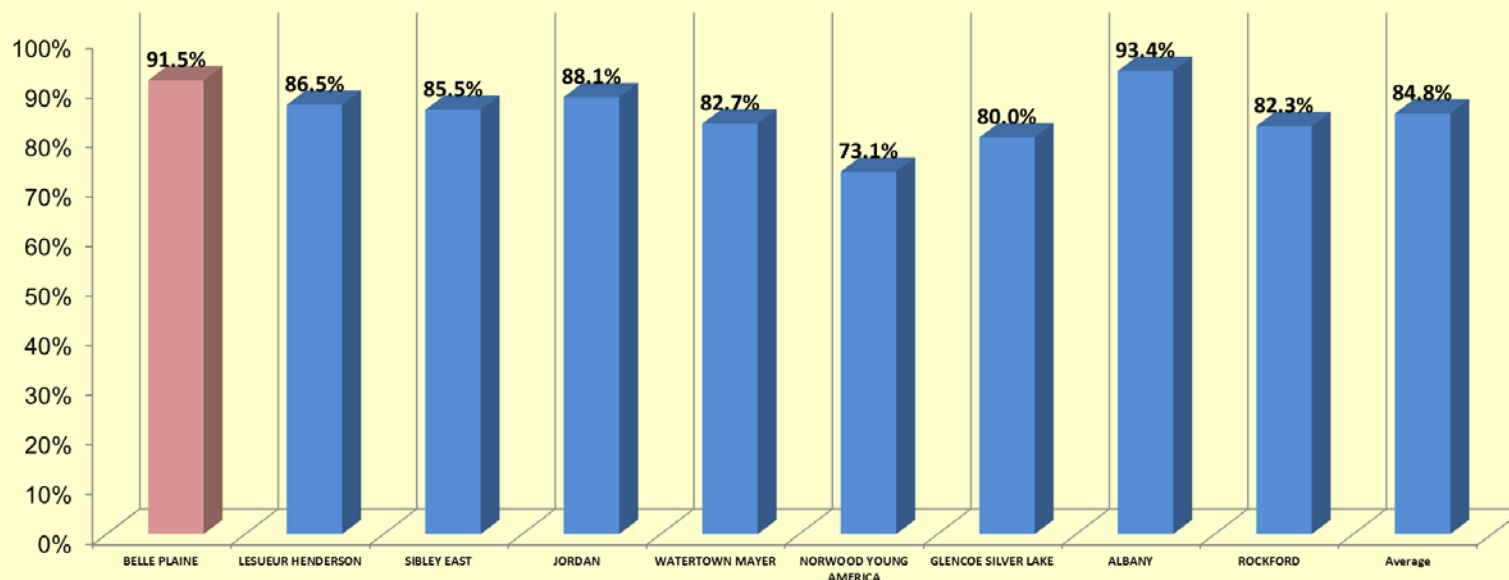
Adjusted Average Daily Membership for 2011-12

School District	Svc Dist	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Grand Total	RANK
BELLE PLAINE	716	120.85	122.28	123.12	108.56	106.49	110.25	128.17	132.24	109.01	119.81	102.20	93.77	11.56	15.38	114.20	1517.89	(1)
JORDAN	717	4.00	2.00	4.25	3.00	2.00	5.00	2.00	5.51	2.00	2.37	1.30	2.99		1.12	3.88	41.42	(2)
EASTERN CARVER COUNTY	112	1.00	1.00	2.00	1.00	2.00	1.00		1.11	1.24	2.15	1.54				1.00	15.04	(3)
SHAKOPEE	720	1.00	1.00				1.00	0.21	1.00	0.04		0.50	1.95	1.27	0.36	0.30	8.63	(4)
GREEN ISLE COMMUNITY	4144	1.00	2.00			3.00	2.00										8.00	(5)
No Name on File	930	0.00	0.07	0.00	1.01	0.08	0.02	0.00	0.09	0.03	1.79	0.60	3.85			0.00	7.54	(6)
NEW PRAGUE AREA S	721							1.00	1.00	1.09		1.00	1.00		0.26	1.97	7.32	(7)
LESUEUR-HENDERSON	2397		1.00				1.00	2.00		0.27		1.00	1.00		1.00		7.27	(8)
NORWOOD	108						1.00	1.00	2.00	0.28	1.00	0.98		0.84			7.10	(9)
COLOGNE	4188	2.00	1.00	1.00		1.00		1.00								1.00	7.00	(10)
No Name on File	993		0.68	2.00	0.83				0.13			2.87					6.51	(11)
PRIOR LAKE-SAVAGE AREA S	719		1.00	1.00		1.00							1.00				4.00	(12)
HOUSTON	294	0.06	1.06	0.06							1.00	1.00	0.00				3.18	(13)
MINNESOTA TRANSITIONS	4017							1.00	0.09	0.00	0.11	1.72					2.92	(14)
MINNESOTA NEW COUNTRY	4007							1.92	0.56				0.27				2.75	(15)
BLUESKY	4082											1.31	1.00				2.31	(16)
EDVISIONS OFF CAMPUS	4151								0.42	1.00	0.58						2.00	(17)
EDEN PRAIRIE	272			1.00									0.28				1.28	(18)
TRIO WOLF CREEK ANCE LEARNING	4095									0.14			1.00				1.14	(19)
WACONIA	110								0.10							1.00	1.10	(20)
HOPKINS	270	1.00															1.00	(21)
MONTGOMERY-LONSDALE	394															1.00	1.00	(21)
MAIN STREET PERFORMING ARTS	4110										1.00						1.00	(21)
PERPICH CENTER FOR ARTS	1000											0.98					0.98	(24)
R.A.V.E.	196											0.94					0.94	(25)
Intermed. Dist. 287	287	0.31	0.03		0.05												0.39	(26)
ONAMIA	480												0.27				0.27	(27)
COLUMBIA HEIGHTS	13			0.26													0.26	(28)
Intermediate Dist. 917	917								0.02			0.10					0.12	(29)
BROOKLYN CENTER	286										0.12						0.12	(30)
MINNEAPOLIS	1.1											0.07					0.07	(31)
ST. CLOUD	742						0.01										0.01	(32)

Resident Students Comparison Review for BELLE PLAINE 2011-12

Dist #	District Name	2011-12	Resident Students Served	% Resident Students Served	Rank of %age	Residents Served by Other Dist & Charters	% Served by Other Dist & Charter	Rank of %age	Served by other Public	% Served by Other Public	Rank of %age	Served by Charters 4000's	% Served by Charters 4000's	Rank of %age
716	BELLE PLAINE	1,646.89	1506.33	91.5%	(2)	140.56	8.5%	(8)	113.44	6.9%	(8)	27	1.6%	(5)
2397	LESUEUR HENDERSON	1,165.95	1009.00	86.5%	(4)	156.95	13.5%	(6)	87.67	7.5%	(6)	69.28	5.9%	(3)
2310	SIBLEY EAST	1,278.42	1093.18	85.5%	(5)	185.24	14.5%	(5)	93.76	7.3%	(7)	91.48	7.2%	(2)
717	JORDAN	1,778.29	1566.28	88.1%	(3)	212.01	11.9%	(7)	198.94	11.2%	(5)	13.07	0.7%	(7)
111	WATERTOWN MAYER	1,610.68	1332.67	82.7%	(6)	278.01	17.3%	(4)	266.29	16.5%	(2)	11.72	0.7%	(8)
108	NORWOOD YOUNG AMERICA	1,149.37	839.70	73.1%	(9)	309.67	26.9%	(1)	187.81	16.3%	(4)	121.86	10.6%	(1)
2859	GLENCOE SILVER LAKE	1,935.69	1547.68	80.0%	(8)	388.01	20.0%	(2)	317.76	16.4%	(3)	70.25	3.6%	(4)
745	ALBANY	1,560.59	1456.97	93.4%	(1)	103.62	6.6%	(9)	92.72	5.9%	(9)	10.9	0.7%	(9)
883	ROCKFORD	1,659.20	1364.85	82.3%	(7)	294.35	17.7%	(3)	275.62	16.6%	(1)	18.73	1.1%	(6)
	Average			84.8%			15.2%			11.6%			3.6%	

Percent of Resident Students Served

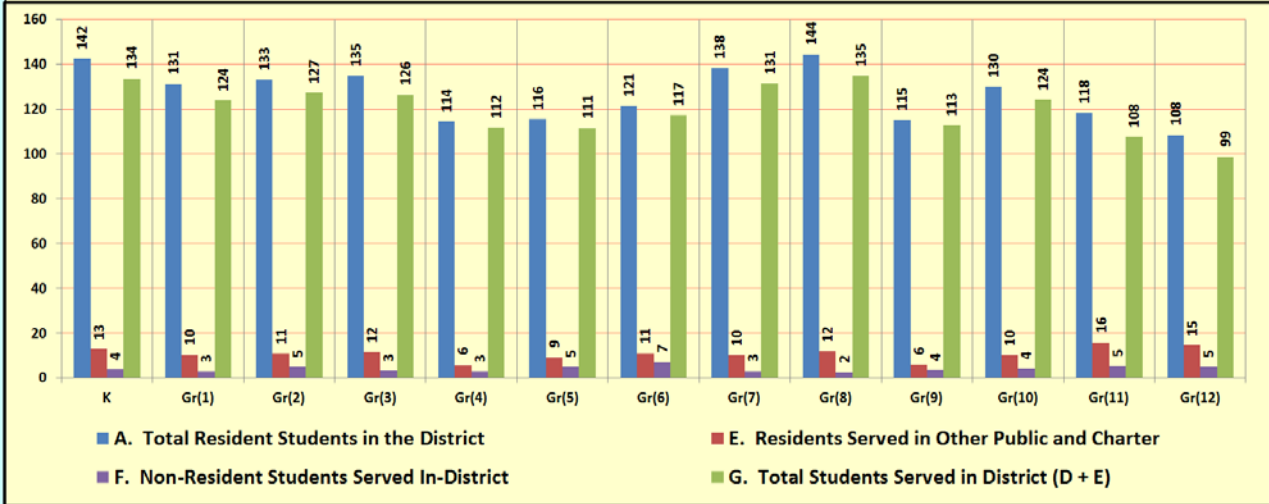


Students Served Report for the 2011-12 School Year

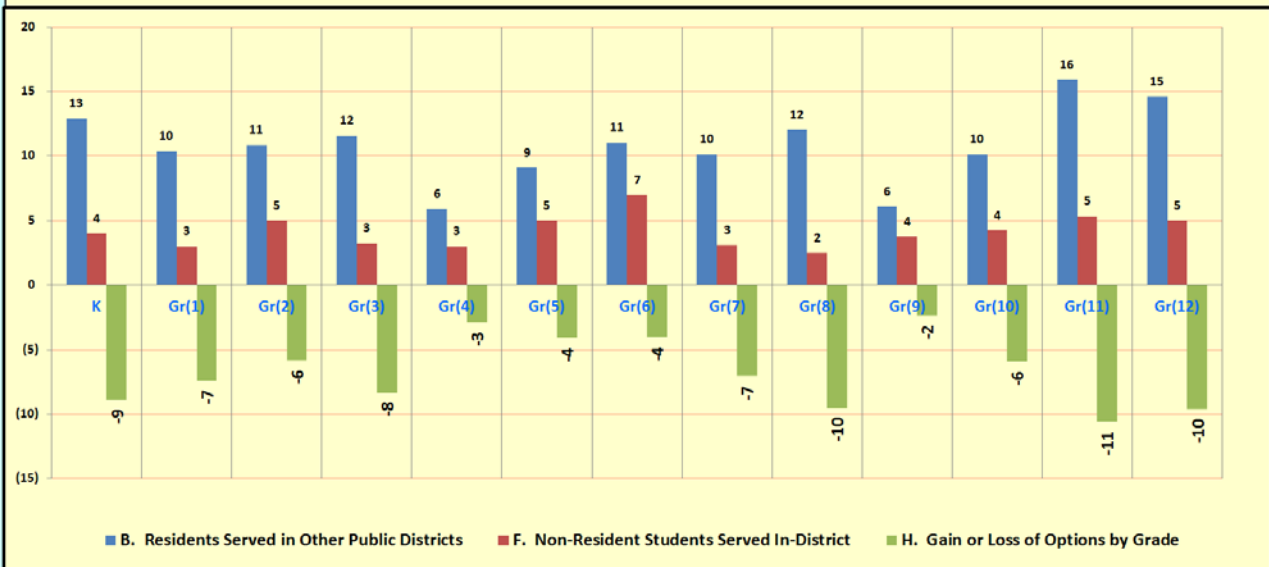
Grade Level		01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Total	(%)
Major District	716	121	122	123	109	106	110	128	132	109	120	102	94	12	15	114	1518	96%
Served FROM other Districts		3	5	3	3	5	7	3	2	4	4	5	5	1	1	3	55	4%
Total Students Served		124	127	126	112	111	117	131	135	113	124	108	99	13	16	117	1573	100%
Sorted by Rank		Belle Plaine Schools																
School District	Res Dist	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Grand Total	RANK
BELLE PLAINE	716	120.85	122.28	123.12	108.56	106.49	110.25	128.17	132.24	109.01	119.81	102.20	93.77	11.56	15.38	114.20	1517.89	(1)
LESUEUR-HENDERSON	2397	1.00	4.01		2.00	2.00	5.00	1.00	2.49	2.00	2.00	3.00	2.00	1.17		2.00	29.67	(2)
JORDAN	717	1.00			1.00	2.00	1.00	0.09		1.76	0.33	0.33	1.00				8.51	(3)
NEW PRAGUE AREA S	721			1.00		1.00		1.00				1.00	1.00				5.00	(4)
NORWOOD	108	1.00		1.00							1.00		1.00				4.00	(5)
SIBLEY EAST	2310		1.00				1.00	1.00									3.00	(6)
PRIOR LAKE-SAVAGE AREA S	719			0.24							0.24	1.00				1.00	2.48	(7)
SHAKOPEE	720										0.64				1.00		1.64	(8)
MONTGOMERY-LONSDALE	394			1.00													1.00	(9)

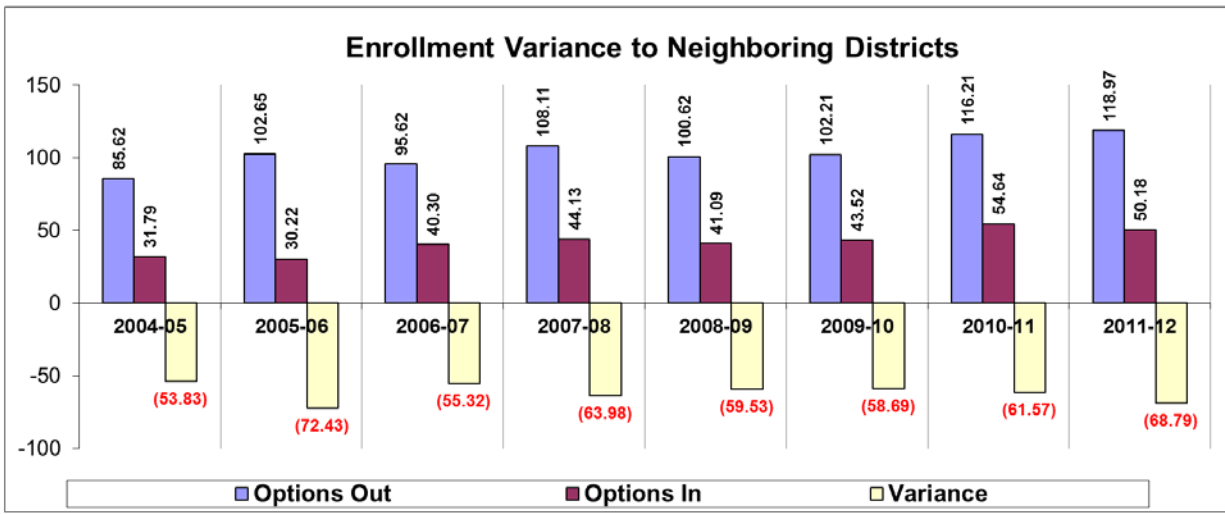
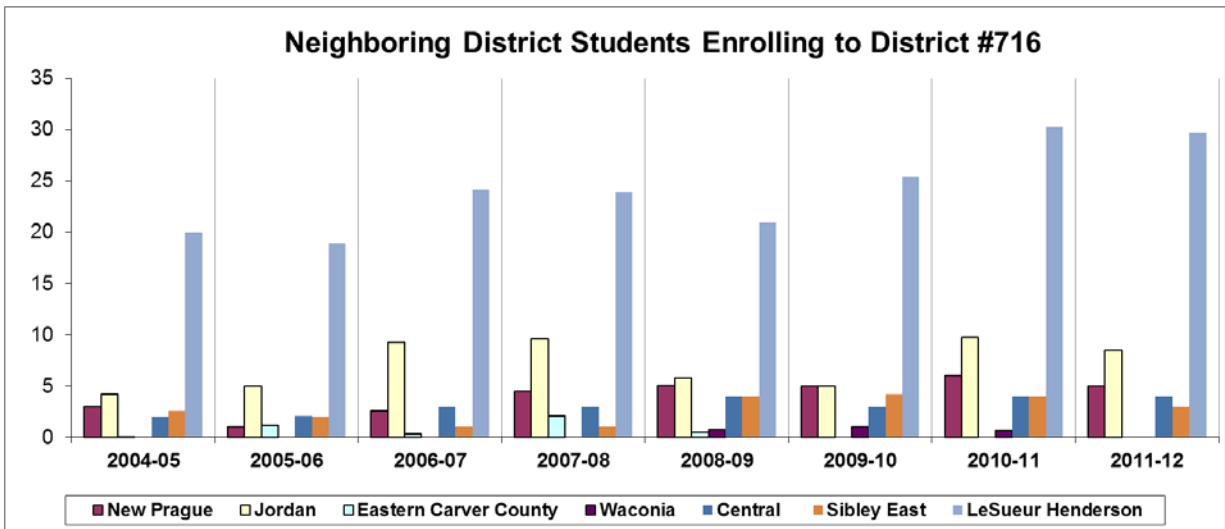
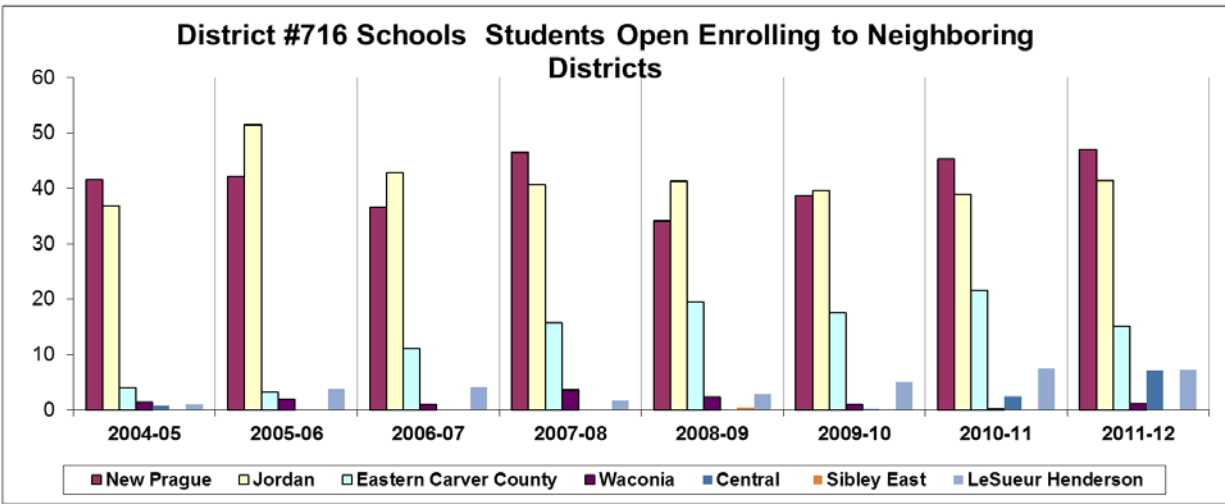
716		BELLE PLAINE															
<i>SchoolFinances.Com</i>		2011-12 School Year Average Daily Membership														Totals	Totals
		PreK	K	Gr(1)	Gr(2)	Gr(3)	Gr(4)	Gr(5)	Gr(6)	Gr(7)	Gr(8)	Gr(9)	Gr(10)	Gr(11)	Gr(12)	PK-12	K-12
A. Total Resident Students in the District		14	142	131	133	135	114	116	121	138	144	115	130	118	108	1661	1647
B. Residents Served in Other Public Districts		2	12	7	8	11	6	5	9	6	11	5	8	13	12	116	113
C. Residents Served in Charter Schools		0	1	3	3	1	0	4	2	4	1	1	2	3	2	27	27
D. Residents Served in Resident District (A - B - C)		12	130	121	122	123	109	106	110	128	132	109	120	102	94	1518	1506
F. Non-Resident Students Served In-District		1	4	3	5	3	3	5	7	3	2	4	4	5	5	55	54
G. Total Students Served in District (D + E)		13	134	124	127	126	112	111	117	131	135	113	124	108	99	1573	1560
H. Gain or Loss of Options by Grade		-1	-9	-7	-6	-8	-3	-4	-4	-7	-10	-2	-6	-11	-10	-87	-86

2011-12 School Year Average Daily Membership for BELLE PLAINE # 716



2011-12 Variance in Options by Grade for BELLE PLAINE #716





Interviews Conducted

Brad Davis, Manager of Planning, Scott County

Chuck Keller, Business Manager, Belle Plaine Schools

Laurie King, Realtor, Edina Realty

David Murphy, City Administrator, Belle Plaine

Mindy Reeder, Principal, Our Lady of the Prairie

Dr. Kelly Smith, Superintendent, Belle Plaine Schools

Cindy Stender-Becker, Chestnut Realty

Daniel Whitney, Principal, Trinity Lutheran

Marian Wiebusch, Executive Director, Lutheran Home

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, April 22, 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, April 22, 2013 at 6:00 pm at the District Center Board Room with the following members present: Nagel, Steinhagen, Daly, Lenz, Bigaouette, Ludvik 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. Recognition of State Wrestling Tournament Participants:

Scott West wrestling had several individuals qualify for the State Tournament in February. Coach Stauffacher along with Luke Zilverberg and Jake Siegle were recognized for their accomplishments and updated the school board on their successful season.

Presenter: Coach Stauffacher

2. 2. Recognition of Belle Plaine Robotics Team:

Advisor Jeff Heine and the Belle Plaine Robotics team had a successful experience in their first competition in the FIRST Robotics Regional competition at Mariucci Arena. Mr. Heine, along with team member Ben Preusser were present to discuss their inaugural season, explain the scoring process for Robotics competition and demonstrate the climbing capabilities of their robot.

Presenter: Advisor Jeff Heine

2. 3. Recognition of State Speech Tournament Participants:

The Belle Plaine School District recently hosted the Region 4A Speech Meet at Oak Crest Elementary. As the competition wrapped up, Belle Plaine had four competitors earn the right to advance to the State Meet in Blaine. Coaches Jacobson and Laurent along with 3 of 4 state qualifiers – Alec Lorenz, Jake Hartmann and Erin Winters were present to be recognized for their accomplishments and to inform the school board about their season highlights.

Presenter: Coaches Jacobson & Laurent

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 Bigaouette 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 Ludvik and second by Daly to approve all of the following consensus items. Motion

carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the March 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 April were reviewed. Administration recommends approval of the April, 2013 disbursements totaling \$656,007.37. This includes hand payables of \$112,058.15 and electronic payments of \$434,585.49.

4. 3. Personnel:

Approve the maternity leave request for Kristine Tocko, Chatfield Second Grade Teacher, beginning approximately June 5, 2013.

Approve the medical leave request for Marty Hartmann beginning February 25, 2013 through April 30, 2013.

Approve with regrets the resignation of Jason Rahn, Early Childhood Special Education teacher, effective June 5, 2013.

Approve the hire of Brianna Velzke, K-12 Music Instructor, for the 2013-14 school year at BA Step 1, \$32,292.

Approve the hire of Kirsten Urke, STEM teacher at Oak Crest for the 2013-14 school year at BA Step 1, \$32,292.

Approve the hire of John Ristvedt, High School Science teacher for the 2013-14 school year at BA 45/30 Step 9, \$44,857.

Approve the hire of Julene Nolan, School Psychologist, who is currently an intern at .8 FTE for the 2013-14 school year at MA 60/40 Step 2, \$31,920.

Approve the increase in FTE from .8 to 1.0 for Heather Wilmoth, School Psychologist for the 2013-14 school year at MA 60/400 Step 4, \$39,900.

Approve the transfer of Don Fraser from 3rd grade teacher to STEM teacher for the 2013-14 school year.

Approve the hire of Katherine Stevens as a High School Math Teacher for the 2013-14 school year at BA15/10 Step 1, \$32,939.

Approve the hire of Dorothy Saulsbury as Childcare Coordinator and Recreation Program Assistant beginning April 1, 2013 part-time and effective June 1, 2013 full time at \$15.00/hour.

Approve the hire of Bernadette Loegering an Oak Crest 5th grade teacher for the 2013-14 school year at BA Step 5, \$36,022.

4. 4. Student Enrollment:

Approve a Belle Plaine Kindergarten student to attend Jordan Elementary for the 2013-14 school year.

Approve a Belle Plaine grade 12 student to attend New Prague schools effective March 22, 2013.

Approve a Belle Plaine grade 6 student to attend Prior Lake schools effective April 12, 2013.

4. 5. Donations:

Accept with sincere thanks and appreciation a donation from Belle Plaine Chamber of Commerce in the amount of \$2,500 to be used for the purchase of drinking fountains in the Jr/Sr High School.

Accept with sincere thanks and appreciation a donation from Mary Beth Hauser in

the amount of \$190.38 to benefit the Chatfield Music Program.

4. 6. Contract Renewal:

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.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on hiring status, Kindergarten Information Night, negotiations with BPEA, health insurance renewals, current status of MN legislative bills and current school activities.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Board member Nagel reported on recent CSEC/MRVSEC meetings as the two cooperatives continue to work toward their July 1, 2013 merger. It appears that new cooperative, SW Metro Educational Cooperative will use the former state ID number of 930 as it's district number. There is an open house at the 401 building in Chaska on May 21st beginning at 5 p.m.

In addition, Nagel reported on the most recent Curriculum Advisory Council meeting. Topics were alignment of math classes after transitioning to new textbooks, opportunities for gifted students for acceleration and handwriting discussions at the elementary school.

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. Approve Budget Adjustments for 2012-2013 Year:

At our April school board work session, Business Manager Chuck Keller reviewed the recommended adjustments to our current year (2012-2013 school year) budget. A copy of his presentation is attached for your review. Overall, we saw improvements in our general fund revenue projections and a slight increase in our expenditures as well. Administration recommended that approval be given to the revised budgets of:

	Revenues	Expenditures
General Fund	\$13,727,749	\$13,997,932
Food Service	\$ 616,000	\$ 635,000
Community Services	\$ 550,832	\$ 593,882
Debt Redemption	\$ 3,508,844	\$ 3,344,244

Trust & Agency	\$ 2,000	\$ 2,000
Total	\$18,405,425	\$18,573,058

Presenter: Mr. Chuck Keller

Motion by Nagel and second by Ludvik to approve the Budget Adjustments for the 2012-13 school year. Motion carried unanimously.

6. 2. Approve Plan for Make-Up of Canceled School Days:

At our board work session we discussed a plan for make up of the two days that we had missed at that time. We have since missed two additional days. My recommendation to the school board for make up days is that teachers will make up two days through a variety of professional development activities that they will get approved by their building principal and the third missed day will not be made up. The last day missed on Friday will be made up with students on Wednesday, June 5th pushing our last day with teachers back to Thursday, June 6th. Any additional days missed (let's hope we don't see any more snow this spring!) will be added on to the end of the school year.

Presenter: Dr. Smith

Motion by Daly and second by Nagel to approve the plan for making up school days cancelled due to weather conditions. Motion carried unanimously.

6. 3. Approve MSHSL Membership Resolution:

This is an annual resolution that is needed to confirm our membership in the MN State High School League for the coming school year. A roll call vote is required. Approval is recommended.

Presenter: Dr. Smith

Resolution moved by Daly and second by Bigaouette to approve continued membership in the MN State High School League for the 2013-14 school year. Motion carried by a 6-0 roll call vote.

6. 4. Approve Second Reading of Policy #807 - Health & Safety:

This is the second reading of a new Health & Safety Policy #807. Approval of this second reading is recommended.

Presenter: Dr. Smith

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

7. Upcoming Meetings:

Monday, May 13 6:00 School Board Work Session

Tuesday, May 28 5:30 Finance Committee

6:00 School Board Meeting

8. Adjourn:

Motion by Daly and second by Nagel to adjourn at 6:59 pm. Motion carried unanimously.

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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P30301	0716	28615	SBC	54298	CH	1	5736	MCGRAW-HILL EDUCATION	Y	N	5/9/2013	0CY	USD	-3,360.61
P30502	0716	28866	SBC	54447	CH	1	3465	HOUGHTON MIFFLIN HARCOURT	Y	N	5/9/2013	0CY	USD	-4,072.04
P30502	0716	28866	SBC	54447	CH	1	3465	HOUGHTON MIFFLIN HARCOURT	Y	N	5/9/2013	0CY	USD	-503.84
P30802	0716	29982	SBC	54890	CH	1	5092	POCKETS FULL OF FUN	Y	Y	4/29/2013	CY	USD	-350.00
P31002	0716	30349	SBC	55044	CH	1	1791	MAUREEN CARLSON	Y	N	5/14/2013	CY	USD	-75.00
P310p2	0716	30446	SBC	55058	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/19/2013	CN	USD	4,129.99
P310p2	0716	30447	SBC	55059	CH	1	1134	BELLE PLAINE SCHOOL	Y	Y	4/19/2013	CN	USD	3,852.11
P310p2	0716	30448	SBC	55060	CH	1	1178	BPESPA	Y	Y	4/19/2013	CN	USD	861.34
P31102	0716	30505	SBC	55087	CH	1	4272	AMY FRANCK	Y	Y	4/23/2013	CN	USD	106.79
P31102	0716	30508	SBC	55088	CH	1	4647	ANGIE KAHLE	Y	Y	4/23/2013	CN	USD	52.55
P31102	0716	30509	SBC	55089	CH	1	4844	ANN STUDER	Y	N	4/23/2013	CN	USD	52.17
P31102	0716	30491	SBC	55090	CH	1	2700	BONITA HENTGES	Y	N	4/23/2013	CN	USD	33.86
P31102	0716	30477	SBC	55091	CH	1	1215	CAREN GROTEBERG	Y	Y	4/23/2013	CN	USD	59.89
P31102	0716	30478	SBC	55092	CH	1	1227	CARVER-SCOTT EDUCATIONAL CO	Y	Y	4/23/2013	CN	USD	4,596.49
P31102	0716	30480	SBC	55093	CH	1	1542	CHERI HANNA	Y	N	4/23/2013	CN	USD	50.29
P31102	0716	30480	SBC	55093	CH	1	1542	CHERI HANNA	Y	N	4/23/2013	CN	USD	23.55
P31102	0716	30480	SBC	55093	CH	1	1542	CHERI HANNA	Y	N	4/23/2013	CN	USD	66.69
P31102	0716	30479	SBC	55094	CH	1	1262	CITY OF BELLE PLAINE	Y	Y	4/23/2013	CN	USD	1,677.50
P31102	0716	30492	SBC	55095	CH	1	2730	DAVE KREFT	Y	Y	4/23/2013	CN	USD	313.15
P31102	0716	30510	SBC	55096	CH	1	5071	DAVE KRUSCHKE	Y	Y	4/23/2013	CN	USD	52.17
P31102	0716	30475	SBC	55097	CH	1	1066	DOUGLAS ANDERSON	Y	Y	4/23/2013	CN	USD	123.74
P31102	0716	30494	SBC	55098	CH	1	2993	GWEN KELLER	Y	N	4/23/2013	CN	USD	187.13
P31102	0716	30495	SBC	55099	CH	1	3335	HEATHER O'CONNOR	Y	Y	4/23/2013	CN	USD	195.55
P31102	0716	30476	SBC	55100	CH	1	1202	JANIS BUESGENS	Y	N	4/23/2013	CN	USD	61.59
P31102	0716	30504	SBC	55101	CH	1	4227	JEAN MATA	Y	N	4/23/2013	CN	USD	36.08
P31102	0716	30490	SBC	55102	CH	1	2542	JEANINE KRUSCHKE	Y	Y	4/23/2013	CN	USD	120.44
P31102	0716	30514	SBC	55103	CH	1	5787	JENNIFER GRABOW	Y	N	4/23/2013	CN	USD	375.83
P31102	0716	30520	SBC	55104	CH	1	6021	JENNIFER JUNGWIRTH	Y	N	4/23/2013	CN	USD	262.44
P31102	0716	30481	SBC	55105	CH	1	1637	JEROLD STAUFFACHER	Y	Y	4/23/2013	CN	USD	644.08
P31102	0716	30507	SBC	55106	CH	1	4525	JILL WALLERT	Y	N	4/23/2013	CN	USD	36.73
P31102	0716	30497	SBC	55107	CH	1	3830	JODI BRISTLIN	Y	N	4/23/2013	CN	USD	65.27
P31102	0716	30513	SBC	55108	CH	1	5725	JOHN GARVEY	Y	Y	4/23/2013	CN	USD	121.48

Hand Pays

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P31102	0716	30499	SBC	55111	CH	1	3853	KELLY VOURLOS	Y	Y	4/23/2013	CN	USD	213.64
P31102	0716	30515	SBC	55112	CH	1	5789	KIM DEWITTE	Y	Y	4/23/2013	CN	USD	227.13
P31102	0716	30482	SBC	55113	CH	1	1711	LAURIE GREEN	Y	Y	4/23/2013	CN	USD	109.61
P31102	0716	30511	SBC	55114	CH	1	5357	LIANN HANSON	Y	N	4/23/2013	CN	USD	216.96
P31102	0716	30483	SBC	55115	CH	1	1746	LYNN MOLLENHAUER	Y	N	4/23/2013	CN	USD	24.77
P31102	0716	30483	SBC	55115	CH	1	1746	LYNN MOLLENHAUER	Y	N	4/23/2013	CN	USD	70.98
P31102	0716	30493	SBC	55116	CH	1	2896	MARILEE SCHWICHTENBERG	Y	N	4/23/2013	CN	USD	30.87
P31102	0716	30484	SBC	55117	CH	1	1783	MARY KAY LUNDBORG	Y	N	4/23/2013	CN	USD	57.63
P31102	0716	30484	SBC	55117	CH	1	1783	MARY KAY LUNDBORG	Y	N	4/23/2013	CN	USD	55.10
P31102	0716	30503	SBC	55118	CH	1	4145	MEDICAREBLUE RX	Y	Y	4/23/2013	CN	USD	313.50
P31102	0716	30485	SBC	55119	CH	1	1809	MELANIE MCDONALD	Y	N	4/23/2013	CN	USD	115.02
P31102	0716	30486	SBC	55120	CH	1	1823	MICHELLE AMUNDSON	Y	N	4/23/2013	CN	USD	46.16
P31102	0716	30502	SBC	55121	CH	1	3979	MRCI MANKATO	Y	Y	4/23/2013	CN	USD	270.00
P31102	0716	30487	SBC	55122	CH	1	1884	MRVSEC	Y	N	4/23/2013	CN	USD	4,115.30
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P31102	0716	30501	SBC	55124	CH	1	3944	RACHEL BENSON	Y	N	4/23/2013	CN	USD	44.07
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P31102	0716	30500	SBC	55125	CH	1	3866	RACHELLE KERKOW	Y	N	4/23/2013	CN	USD	79.02
P31102	0716	30496	SBC	55126	CH	1	3380	RENEE MALECHA	Y	N	4/23/2013	CN	USD	51.22
P31102	0716	30498	SBC	55127	CH	1	3836	ROSS NELSON	Y	N	4/23/2013	CN	USD	121.00
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P31102	0716	30488	SBC	55129	CH	1	2169	SUE STIER	Y	N	4/23/2013	CN	USD	55.37
P31102	0716	30489	SBC	55130	CH	1	2195	TERI KIEWATT	Y	Y	4/23/2013	CN	USD	134.31
P31102	0716	30516	SBC	55131	CH	1	5790	TRICIA DENZER	Y	N	4/23/2013	CN	USD	510.38
P31102	0716	30506	SBC	55132	CH	1	4464	VICKI BORUFF	Y	Y	4/23/2013	CN	USD	40.00
p31102	0716	30526	SBC	55133	CH	1	2027	REGION 2A - MSHSL	Y	N	4/24/2013	CN	USD	215.00
P31102	0716	30530	SBC	55134	CH	1	4589	BANC OF AMERICA LEASING	Y	N	4/26/2013	CN	USD	8,256.74
P31102	0716	30528	SBC	55135	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	4/26/2013	CN	USD	1,500.00
P31102	0716	30529	SBC	55136	CH	1	4405	PROBLEM SOLVING SOLUTIONS	Y	N	4/26/2013	CN	USD	1,350.00
P31102	0716	30531	SBC	55137	CH	1	6025	SARAH OR CHARLES JACOBS	Y	N	4/26/2013	CN	USD	75.00

Hand Pays

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P31102	0716	30548	SBC	55140	CH	1	4254	CAREY PIAMPIANO	Y	N	5/1/2013	OC N	USD	373.55
P31102	0716	30555	SBC	55141	CH	1	6029	CHRIS HORTON	Y	N	5/1/2013	OC N	USD	145.00
P31102	0716	30543	SBC	55142	CH	1	3192	GERALD SMITH	Y	N	5/1/2013	OC N	USD	100.00
P31102	0716	30545	SBC	55143	CH	1	3533	GFW HIGH SCHOOL	Y	N	5/1/2013	OC N	USD	60.00
P31102	0716	30539	SBC	55144	CH	1	1646	JOE KREGER	Y	N	5/1/2013	OC N	USD	145.00
P31102	0716	30544	SBC	55145	CH	1	3429	JOSH PAGGEN	Y	N	5/1/2013	OC N	USD	145.00
P31102	0716	30553	SBC	55146	CH	1	6027	LISA DAHM	Y	N	5/1/2013	OC N	USD	85.00
P31102	0716	30540	SBC	55147	CH	1	1768	MAPLE RIVER HIGH SCHOOL	Y	N	5/1/2013	OC N	USD	65.00
P31102	0716	30549	SBC	55148	CH	1	4392	MIKE PAGGEN	Y	N	5/1/2013	OC N	USD	145.00
P31102	0716	30547	SBC	55149	CH	1	4149	NEW PRAGUE HS ATHLETIC OFFICE	Y	N	5/1/2013	OC N	USD	75.00
P31102	0716	30541	SBC	55150	CH	1	2039	RICHARD FOUST	Y	N	5/1/2013	OC N	USD	40.00
P31102	0716	30551	SBC	55151	CH	1	5087	ST. PETER PUBLIC SCHOOLS	Y	N	5/1/2013	OC N	USD	70.00
P31102	0716	30550	SBC	55152	CH	1	4659	TOM BELL	Y	N	5/1/2013	OC N	USD	145.00
P31102	0716	30554	SBC	55153	CH	1	6028	TOM HOLZEMER	Y	N	5/1/2013	OC N	USD	145.00
P31102	0716	30552	SBC	55154	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	5/1/2013	OC N	USD	150.00
P31102	0716	30552	SBC	55154	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	5/1/2013	OC N	USD	100.00
P31102	0716	30542	SBC	55155	CH	1	2293	WATERTOWN MAYER HIGH SCHOO	Y	N	5/1/2013	OC N	USD	50.00
P311p1	0716	30567	SBC	55156	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/3/2013	OC N	USD	4,129.99
P311p1	0716	30568	SBC	55157	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/3/2013	OC N	USD	3,852.11
P311p1	0716	30569	SBC	55158	CH	1	1178	BPESPA	Y	N	5/3/2013	OC N	USD	861.33
P311p1	0716	30570	SBC	55159	CH	1	1753	MADISON NATIONAL LIFE	Y	N	5/3/2013	OC N	USD	390.00
P311p1	0716	30570	SBC	55159	CH	1	1753	MADISON NATIONAL LIFE	Y	N	5/3/2013	OC N	USD	1,306.50
P311p1	0716	30571	SBC	55160	CH	1	1836	NCBERS MINNESOTA	Y	N	5/3/2013	OC N	USD	16.00
P311p1	0716	30572	SBC	55161	CH	1	5360	Reliance Standard Life	Y	N	5/3/2013	OC N	USD	1,092.53
P31102	0716	30574	SBC	55162	CH	1	4691	GREG KASPER	Y	N	5/3/2013	OC N	USD	450.00
P31102	0716	30578	SBC	55163	CH	1	6031	JAMES FISHER	Y	N	5/3/2013	OC N	USD	50.00
P31102	0716	30579	SBC	55164	CH	1	6032	LEE MONSON	Y	N	5/3/2013	OC N	USD	145.00
P31102	0716	30573	SBC	55165	CH	1	1759	MANKATO EAST HIGH SCHOOL	Y	N	5/3/2013	OC N	USD	125.00
P31102	0716	30575	SBC	55166	CH	1	4865	MATT HENNEN	Y	N	5/3/2013	OC N	USD	75.00
P31102	0716	30576	SBC	55167	CH	1	5655	PATRICK FOGARTY	Y	N	5/3/2013	OC N	USD	150.00
P31102	0716	30577	SBC	55168	CH	1	5964	SWMASSP	Y	N	5/3/2013	OC N	USD	20.00
P31102	0716	30650	SBC	55169	CH	1	1262	CITY OF BELLE PLAINE	Y	N	5/10/2013	C N	USD	2,170.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P31102	0716	30651	SBC	55170	CH	1	1323	DARREN RIPLEY	Y	N	5/10/2013	CN	USD	1,243.19
P31102	0716	30661	SBC	55171	CH	1	6039	DOUGLAS ZIMANSKE	Y	N	5/10/2013	CN	USD	145.00
P31102	0716	30659	SBC	55172	CH	1	2372	FRED JUREWICZ	Y	N	5/10/2013	CN	USD	145.00
P31102	0716	30652	SBC	55173	CH	1	1807	MEGAN GERRES	Y	N	5/10/2013	CN	USD	44.87
P31102	0716	30660	SBC	55174	CH	1	2428	MN DEPT OF EDUCATION	Y	N	5/10/2013	CN	USD	165.00
P31102	0716	30653	SBC	55175	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	5/10/2013	CN	USD	49,097.58
P31102	0716	30654	SBC	55176	CH	1	2027	REGION 2A - MSHSL	Y	N	5/10/2013	CN	USD	120.00
P31102	0716	30655	SBC	55177	CH	1	2119	SIBLEY EAST	Y	N	5/10/2013	CN	USD	125.00
P31102	0716	30656	SBC	55178	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	5/10/2013	CN	USD	80,188.88
P31102	0716	30657	SBC	55179	CH	1	2236	TIM LUTHER	Y	N	5/10/2013	CN	USD	145.00
P31102	0716	30658	SBC	55180	CH	1	2264	TROY KOESTER	Y	N	5/10/2013	CN	USD	145.00
P31102	0716	30730	SBC	55181	CH	1	6060	AMY BRIGGS	Y	N	5/15/2013	CN	USD	145.00
P31102	0716	30722	SBC	55182	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	5/15/2013	CN	USD	285.00
P31102	0716	30726	SBC	55183	CH	1	3682	BRIAN ANDERSON	Y	N	5/15/2013	CN	USD	78.00
P31102	0716	30728	SBC	55184	CH	1	5310	CHUCK KELLER	Y	N	5/15/2013	CN	USD	355.95
P31102	0716	30723	SBC	55185	CH	1	2609	DAN KNEELAND	Y	N	5/15/2013	CN	USD	78.00
P31102	0716	30725	SBC	55186	CH	1	3429	JOSH PAGGEN	Y	N	5/15/2013	CN	USD	145.00
P31102	0716	30727	SBC	55187	CH	1	4340	KATIE READ	Y	N	5/15/2013	CN	USD	50.00
P31102	0716	30731	SBC	55188	CH	1	6061	KIM CURRAN-MOORE	Y	N	5/15/2013	CN	USD	145.00
P31102	0716	30724	SBC	55189	CH	1	3206	SELECTACCOUNT	Y	N	5/15/2013	CN	USD	254.37
P31102	0716	30729	SBC	55190	CH	1	5697	ZACH GUSTAFSON	Y	N	5/15/2013	CN	USD	145.00
P31102	0716	30740	SBC	55191	CH	1	5245	ARN KIND	Y	N	5/17/2013	CN	USD	727.77
P31102	0716	30738	SBC	55192	CH	1	1102	CAROLYN C. BANDEL	Y	N	5/17/2013	CN	USD	100.00
P31102	0716	30742	SBC	55193	CH	1	6054	MARY BETH LAURENT	Y	N	5/17/2013	CN	USD	50.00
P31102	0716	30741	SBC	55194	CH	1	6038	MECQUE MARKS LEONARD	Y	N	5/17/2013	CN	USD	50.00
P31102	0716	30739	SBC	55195	CH	1	2765	NEY CENTER	Y	N	5/17/2013	CN	USD	500.00
P311p2	0716	30751	SBC	55196	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/20/2013	CN	USD	4,129.99
P311p2	0716	30752	SBC	55197	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/20/2013	CN	USD	3,852.11
P311p2	0716	30753	SBC	55198	CH	1	1178	BPESPA	Y	N	5/20/2013	CN	USD	845.85
P311p2	0716	30755	SBC	55199	CH	1	5721	GISLASON & HUNTER LLP	Y	N	5/20/2013	CN	USD	59.15
P311p2	0716	30754	SBC	55200	CH	1	4924	MESSERLI & KRAMER	Y	N	5/20/2013	CN	USD	182.51
P31102	0716	30806	SBC	55201	CH	1	5951	BILLY BOECKER	Y	N	5/21/2013	CN	USD	70.00
P31102	0716	30807	SBC	55202	CH	1	6063	BRYAN M PIKAL	Y	N	5/21/2013	CN	USD	350.00
P31102	0716	30809	SBC	55203	CH	1	6066	CELESTE BORCHARDT	Y	N	5/21/2013	CN	USD	70.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P31102	0716	30805	SBC	55204	CH	1	5395	CLAIR STIER	Y	N	5/21/2013	C N	USD	35.00
P31102	0716	30803	SBC	55205	CH	1	5300	DAN LEHMAN	Y	N	5/21/2013	C N	USD	70.00
P31102	0716	30800	SBC	55206	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	5/21/2013	C N	USD	192.00
P31102	0716	30801	SBC	55207	CH	1	3192	GERALD SMITH	Y	N	5/21/2013	C N	USD	125.00
P31102	0716	30802	SBC	55208	CH	1	5198	JEFF SCHIPULL	Y	N	5/21/2013	C N	USD	70.00
P31102	0716	30808	SBC	55209	CH	1	6065	MATT RUEHLING	Y	N	5/21/2013	C N	USD	315.00
P31102	0716	30804	SBC	55210	CH	1	5324	NOLAN SCHROEDER	Y	N	5/21/2013	C N	USD	35.00
Total													\$ 188,838.88	

Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P310p2	0716	30438	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	Y	4/19/2013	CN	USD	35,875.06
P310p2	0716	30439	SBC		WX	1	1977	PERA	N	Y	4/19/2013	CN	USD	7,009.06
P310p2	0716	30440	SBC		WX	1	2330	FEDERAL	N	Y	4/19/2013	CN	USD	23,982.71
P310p2	0716	30440	SBC		WX	1	2330	FEDERAL	N	Y	4/19/2013	CN	USD	8,901.12
P310p2	0716	30440	SBC		WX	1	2330	FEDERAL	N	Y	4/19/2013	CN	USD	38,059.70
P310p2	0716	30441	SBC		WX	1	2331	STATE OF MINNESOTA	N	Y	4/19/2013	CN	USD	11,030.96
P310p2	0716	30442	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	Y	4/19/2013	CN	USD	545.00
P310p2	0716	30443	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	Y	4/19/2013	CN	USD	2,039.51
P310p2	0716	30444	SBC		WX	1	5277	Preferred One	N	Y	4/19/2013	CN	USD	97,323.54
P310p2	0716	30444	SBC		WX	1	5277	Preferred One	N	Y	4/19/2013	CN	USD	30,141.55
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	1,197.28
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	100.00
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	1,608.34
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	100.00
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	1,915.00
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	3,678.54
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	512.38
P310p2	0716	30445	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	4/19/2013	CN	USD	1,651.52
p31102	0716	30532	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	4/29/2013	CN	USD	856.09
p31102	0716	30532	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	4/29/2013	CN	USD	617.16
p31102	0716	30532	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	4/29/2013	CN	USD	282.81
p31102	0716	30532	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	4/29/2013	CN	USD	118.12
p31102	0716	30532	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	4/29/2013	CN	USD	27.40
p31102	0716	30532	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	4/29/2013	CN	USD	3.00
p31102	0716	30533	SBC		WX	1	2336	XCEL ENERGY	N	Y	4/29/2013	CN	USD	873.95
p31102	0716	30534	SBC		WX	1	1486	FRONTIER	N	Y	4/29/2013	CN	USD	1,754.44
p31102	0716	30534	SBC		WX	1	1486	FRONTIER	N	Y	4/29/2013	CN	USD	102.39
p31102	0716	30534	SBC		WX	1	1486	FRONTIER	N	Y	4/29/2013	CN	USD	95.15
p31102	0716	30534	SBC		WX	1	1486	FRONTIER	N	Y	4/29/2013	CN	USD	89.10
p31102	0716	30535	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	Y	4/29/2013	CN	USD	254.37
P311p1	0716	30559	SBC		WX	1	1555	HEALTH PARTNERS	N	N	5/3/2013	OCN	USD	10,869.75
P311p1	0716	30560	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/3/2013	OCN	USD	33,627.68
P311p1	0716	30561	SBC		WX	1	1977	PERA	N	N	5/3/2013	OCN	USD	10,062.09
P311p1	0716	30562	SBC		WX	1	2330	FEDERAL	N	N	5/3/2013	OCN	USD	23,022.90
P311p1	0716	30562	SBC		WX	1	2330	FEDERAL	N	N	5/3/2013	OCN	USD	8,931.38
P311p1	0716	30562	SBC		WX	1	2330	FEDERAL	N	N	5/3/2013	OCN	USD	38,188.30

Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P311p1	0716	30563	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/3/2013	0CN	USD	10,779.50
P311p1	0716	30564	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/3/2013	0CN	USD	545.00
P311p1	0716	30565	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/3/2013	0CN	USD	0.00
P311p1	0716	30565	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/3/2013	0CN	USD	1,539.51
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	1,197.28
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	100.00
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	1,608.34
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	100.00
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	1,798.29
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	3,573.54
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	512.38
P311p1	0716	30566	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/3/2013	0CN	USD	1,501.52
P311p2	0716	30743	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/20/2013	CN	USD	36,488.72
P311p2	0716	30744	SBC		WX	1	1977	PERA	N	N	5/20/2013	CN	USD	10,648.62
P311p2	0716	30745	SBC		WX	1	2330	FEDERAL	N	N	5/20/2013	CN	USD	25,713.32
P311p2	0716	30745	SBC		WX	1	2330	FEDERAL	N	N	5/20/2013	CN	USD	9,750.68
P311p2	0716	30745	SBC		WX	1	2330	FEDERAL	N	N	5/20/2013	CN	USD	41,693.84
P311p2	0716	30746	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/20/2013	CN	USD	11,988.37
P311p2	0716	30747	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/20/2013	CN	USD	545.00
P311p2	0716	30748	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/20/2013	CN	USD	1,580.21
P311p2	0716	30749	SBC		WX	1	5277	Preferred One	N	N	5/20/2013	CN	USD	96,927.05
P311p2	0716	30749	SBC		WX	1	5277	Preferred One	N	N	5/20/2013	CN	USD	-196.00
P311p2	0716	30749	SBC		WX	1	5277	Preferred One	N	N	5/20/2013	CN	USD	31,833.23
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	1,186.28
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	100.00
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	1,608.34
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	100.00
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	1,740.00
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	3,503.48
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	512.38
P311p2	0716	30750	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2013	CN	USD	1,501.52
P31102	0716	30756	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	5/20/2013	CN	USD	1,576.45
P31102	0716	30792	SBC		WX	1	2336	XCEL ENERGY	N	N	5/6/2013	0CN	USD	6,389.83
P31102	0716	30792	SBC		WX	1	2336	XCEL ENERGY	N	N	5/6/2013	0CN	USD	5,176.88
P31102	0716	30793	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/6/2013	0CN	USD	3,183.12
P31102	0716	30794	SBC		WX	1	2336	XCEL ENERGY	N	N	5/8/2013	0CN	USD	3,129.92

Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P31102	0716	30795	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/8/2013 0C N		USD	275.64
P31102	0716	30795	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/8/2013 0C N		USD	220.52
P31102	0716	30795	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/8/2013 0C N		USD	134.43
P31102	0716	30796	SBC		WX	1	2336	XCEL ENERGY	N	N	5/9/2013 0C N		USD	24.81
P31102	0716	30797	SBC		WX	1	2336	XCEL ENERGY	N	N	5/10/2013 C N		USD	210.11
P31102	0716	30798	SBC		WX	1	2336	XCEL ENERGY	N	N	5/20/2013 C N		USD	828.17
P31102	0716	30799	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2013 C N		USD	709.57
P31102	0716	30799	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2013 C N		USD	529.52
P31102	0716	30799	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2013 C N		USD	269.95
P31102	0716	30799	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2013 C N		USD	118.12
P31102	0716	30799	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2013 C N		USD	27.40
P31102	0716	30799	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2013 C N		USD	3.00
<hr/>														
PCARD														
Payroll 4/19/2013														
Payroll 5/03/2013														
Payroll 5/20/2013														
<hr/>														
Total														
\$ 1,460,241.92														

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	V31101	39113	1684	410.00	0.00	410.00	05/16/2013	05/16/2013	05/16/2013
							Check Amount:		\$410.00			
1	3753	N	AG POWER ENTEPRISES INC	V31101	39092	491963	64.19	0.00	64.19	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$64.19			
1	4589	N	BANC OF AMERICA LEASING	V31101	39068	48	8,256.74	0.00	8,256.74	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$8,256.74			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V31101	39103	10989	10,330.70	0.00	10,330.70	05/15/2013	05/15/2013	05/15/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V31101	39102	10985	35,948.29	0.00	35,948.29	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$46,278.99			
1	3876	N	CENTERPOINT ENERGY SERVICE	V31101	39123	2615882	1,456.01	0.00	1,456.01	05/16/2013	05/16/2013	05/16/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V31101	39122	2615872	2,461.37	0.00	2,461.37	05/16/2013	05/16/2013	05/16/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V31101	39124	2615812	3,506.80	0.00	3,506.80	05/16/2013	05/16/2013	05/16/2013
							Check Amount:		\$7,424.18			
1	1262	N	CITY OF BELLE PLAINE	V31101	39177	2810	534.02	0.00	534.02	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$534.02			
1	1265	1	N CLASSROOM DIRECT	V31101	39107	208110136368	304.58	0.00	304.58	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$304.58			
1	3717	N	CNA SURETY	V31101	39106	07022013	100.00	0.00	100.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$100.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V31101	39090	4953	509.06	0.00	509.06	05/15/2013	05/15/2013	05/15/2013
1	1321	N	DANIEL SCHMIDT LIGHTING	V31101	39091	4983	687.52	0.00	687.52	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$1,196.58			
1	4565	N	DE LAGE LANDEN	V31101	39120	17893955	418.00	0.00	418.00	05/16/2013	05/16/2013	05/16/2013
							Check Amount:		\$418.00			
1	4503	N	EDMENTUM	V31101	39069	INV003754	855.00	0.00	855.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$855.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V31101	39098	18180	200.00	0.00	200.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$200.00			
1	4404	N	ELISE'S KLOTHES PATCH	V31101	39094	1697	8.76	0.00	8.76	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$8.76			

**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	4840	N	GENERAL PARTS	V31101	39194	5455786	671.95	0.00	671.95	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$671.95			
1	3278	N	HUMERATECH	V31101	39080	130500	615.60	0.00	615.60	05/15/2013	05/15/2013	05/15/2013
1	3278	N	HUMERATECH	V31101	39079	130359	467.95	0.00	467.95	05/15/2013	05/15/2013	05/15/2013
1	3278	N	HUMERATECH	V31101	39078	130270	702.00	0.00	702.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$1,785.55			
1	3933	N	INFINITE CAMPUS INC	V31101	39105	ANNUAL007070	23,803.90	0.00	23,803.90	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$23,803.90			
1	5921	N	INSTITUTIONS SERVICES, INC	V31101	39071	226817	1,807.70	0.00	1,807.70	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$1,807.70			
1	6009	N	KAREN PARSONS	V31101	39116	12339	80.00	0.00	80.00	05/16/2013	05/16/2013	05/16/2013
							Check Amount:		\$80.00			
1	4843	N	KRIS ANN KRAUSE	V31101	39117	12367	756.00	0.00	756.00	05/16/2013	05/16/2013	05/16/2013
							Check Amount:		\$756.00			
1	1707	N	LANGE'S PLUMBING & HEATING	V31101	39195	122532	132.00	0.00	132.00	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$132.00			
1	4134	N	LEXIA LEARNING SYSTEMS	V31101	39104	SIN005514	3,240.00	0.00	3,240.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$3,240.00			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V31101	39178	ST2131200001N0	166.00	0.00	166.00	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$166.00			
1	5341	N	MCDOWELL AGENCY INC	V31101	39155	42302	117.10	0.00	117.10	05/20/2013	05/20/2013	05/20/2013
1	5341	N	MCDOWELL AGENCY INC	V31101	39099	41931	35.85	0.00	35.85	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$152.95			
1	4145	N	MEDICAREBLUE RX	V31101	39156	28433666	313.50	0.00	313.50	05/20/2013	05/20/2013	05/20/2013
							Check Amount:		\$313.50			
1	2762	N	MN DEPT LABOR & INDUSTRY	V31101	39190	ALR00263511,ALR00251	200.00	0.00	200.00	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$200.00			
1	4652	N	NARDINI FIRE EQUIP COMPANY INV31101		39193	S486866	220.47	0.00	220.47	05/21/2013	05/21/2013	05/21/2013
1	4652	N	NARDINI FIRE EQUIP COMPANY INV31101		39192	S486865	240.00	0.00	240.00	05/21/2013	05/21/2013	05/21/2013
1	4652	N	NARDINI FIRE EQUIP COMPANY INV31101		39191	S487024	193.78	0.00	193.78	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$654.25			

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	2002	N	PROTECTION SYSTEMS INC	V31101	39184	20705	1,136.00	0.00	1,136.00	05/21/2013	05/21/2013	05/21/2013
1	2002	N	PROTECTION SYSTEMS INC	V31101	39185	20586	4,490.00	0.00	4,490.00	05/21/2013	05/21/2013	05/21/2013
									Check Amount:	\$5,626.00		
1	2066	N	SCHINDLER ELEVATOR CORP	V31101	39189	8103421203	449.34	0.00	449.34	05/21/2013	05/21/2013	05/21/2013
1	2066	N	SCHINDLER ELEVATOR CORP	V31101	39188	7130397979	344.66	0.00	344.66	05/21/2013	05/21/2013	05/21/2013
									Check Amount:	\$794.00		
1	2067	N	SCHMITT MUSIC COMPANY	V31101	39073	124629977	10.97	0.00	10.97	05/15/2013	05/15/2013	05/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31101	39074	124653947	25.46	0.00	25.46	05/15/2013	05/15/2013	05/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31101	39072	124787746	9.34	0.00	9.34	05/15/2013	05/15/2013	05/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31101	39077	124765792	59.99	0.00	59.99	05/15/2013	05/15/2013	05/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31101	39076	124762307	152.96	0.00	152.96	05/15/2013	05/15/2013	05/15/2013
1	2067	N	SCHMITT MUSIC COMPANY	V31101	39075	124760566	22.00	0.00	22.00	05/15/2013	05/15/2013	05/15/2013
									Check Amount:	\$280.72		
1	2106	N	SEXAUER	V31101	39070	283473684	125.38	0.00	125.38	05/15/2013	05/15/2013	05/15/2013
									Check Amount:	\$125.38		
1	2112	N	SHELLY JUAIRE	V31101	39114	12368	760.00	0.00	760.00	05/16/2013	05/16/2013	05/16/2013
									Check Amount:	\$760.00		
1	2114	N	SHERI PROKOSCH	V31101	39115	12336	198.44	0.00	198.44	05/16/2013	05/16/2013	05/16/2013
									Check Amount:	\$198.44		
1	2122	N	SKATETIME	V31101	39100	8094	1,566.00	0.00	1,566.00	05/15/2013	05/15/2013	05/15/2013
									Check Amount:	\$1,566.00		
1	2137	N	SOUTH CENTRAL ECSU	V31101	39119	13800	1,941.12	0.00	1,941.12	05/16/2013	05/16/2013	05/16/2013
1	2137	N	SOUTH CENTRAL ECSU	V31101	39118	14000	48.28	0.00	48.28	05/16/2013	05/16/2013	05/16/2013
1	2137	N	SOUTH CENTRAL ECSU	V31101	39197	14019	1,987.10	0.00	1,987.10	05/21/2013	05/21/2013	05/21/2013
1	2137	N	SOUTH CENTRAL ECSU	V31101	39196	13908	1,727.46	0.00	1,727.46	05/21/2013	05/21/2013	05/21/2013
									Check Amount:	\$5,703.96		
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39182	1418	1,143.75	0.00	1,143.75	05/21/2013	05/21/2013	05/21/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39181	1416	580.00	0.00	580.00	05/21/2013	05/21/2013	05/21/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39180	1415	175.00	0.00	175.00	05/21/2013	05/21/2013	05/21/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39179	1414	950.00	0.00	950.00	05/21/2013	05/21/2013	05/21/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39089	1398	887.50	0.00	887.50	05/15/2013	05/15/2013	05/15/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39088	1394	496.25	0.00	496.25	05/15/2013	05/15/2013	05/15/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V31101	39087	1391	711.25	0.00	711.25	05/15/2013	05/15/2013	05/15/2013

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	3287	N	SPARETIME INVESTMENT GROUP	V31101	39086	1392	137.50	0.00	137.50	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$5,081.25			
1	2144	N	SPED FORMS INC	V31101	39093	3712	2,130.00	0.00	2,130.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$2,130.00			
1	4622	N	STAPLES ADVANTAGE	V31101	39101	3192614153	81.64	0.00	81.64	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$81.64			
1	2157	N	STEFFEN HARDWARE	V31101	39082	MARCH	73.43	0.00	73.43	05/15/2013	05/15/2013	05/15/2013
1	2157	N	STEFFEN HARDWARE	V31101	39081	FEBRUARY	127.34	0.00	127.34	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$200.77			
1	2188	N	TAHER INC	V31101	39121	0037303-IN	53,760.86	0.00	53,760.86	05/16/2013	05/16/2013	05/16/2013
							Check Amount:		\$53,760.86			
1	6033	N	THE NATIONAL CENTER FOR LEAF	V31101	39108	0409013	1,500.00	0.00	1,500.00	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$1,500.00			
1	2254	N	TOWN & COUNTRY GLASS	V31101	39183	7661	299.70	0.00	299.70	05/21/2013	05/21/2013	05/21/2013
							Check Amount:		\$299.70			
1	2573	N	WHITEWATER WIRELESS INC	V31101	39187	R13093704	498.50	0.00	498.50	05/21/2013	05/21/2013	05/21/2013
1	2573	N	WHITEWATER WIRELESS INC	V31101	39186	R13093367	10.50	0.00	10.50	05/21/2013	05/21/2013	05/21/2013
1	2573	N	WHITEWATER WIRELESS INC	V31101	39085	R13091357	172.45	0.00	172.45	05/15/2013	05/15/2013	05/15/2013
1	2573	N	WHITEWATER WIRELESS INC	V31101	39084	R13091355	172.45	0.00	172.45	05/15/2013	05/15/2013	05/15/2013
1	2573	N	WHITEWATER WIRELESS INC	V31101	39083	R13091354	175.45	0.00	175.45	05/15/2013	05/15/2013	05/15/2013
							Check Amount:		\$1,029.35			
							Report Total:		\$178,952.91			

*Does not meet minimum amount
**Exceeds maximum amount

Board Report
April 21, 2013
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to Peter Jacobson and Allison Jaspers for arranging the author Mary Bleckwehl to visit Chatfield.
- Thank you to the second and third grade teachers for making the first 2nd/3rd transition activity successful and fun for the students.
- Thank you to the intervention team. We have created a plan in which students will be served in a more direct 1-1 model targeting specific needs to increase academic skills.
- Thank you to everyone who works with students at Chatfield. The number of students in Tier 1 increased and in Tiers 2 and 3 decreased across all grade levels in reading and math. While this is a natural occurrence, after speaking with the intervention staff, it was stated that this year is exceptional and the data speaks for itself! Go TEAM
- Thank you to the entire early childhood screening team. During the 12-13 school year, 153 students were screened (79-3 year olds, 54-4 year olds, 12-5 year olds).

Acceleration:

- Each Professional Learning Community at Chatfield has chosen their leaders for next year: Kindergarten-Nick Zwick, First Grade-Abby Volek, Second Grade-Janel Eischens, Early Childhood-Jen Grabow, and Special Education-Angie Kahle.
- Each Professional Learning Community is working on their "TOP 5" list of items they learned and/or this year this year. Each team will be presenting on May 28, 2013.
- As a team, the PLC Leadership team did an activity to talk about things that they valued this school year. The top three were: open communication, collaboration time, and early childhood stated they were happy to have a group and be able to come together.
- This team also talked about the things they learned this year and they are: data week was a very good addition and allowed staff to talk about all kids in the grade level, felt more comfortable knowing that there may be several right answers, more comfortable trying new things, learned how to be flexible, learned more about what was happening academically throughout the school, treasured teams differences and abilities to think differently, learned valuable information about early childhood and the standards.
- The PLC Leadership team was also given a general outline/timeline for next year of items, which will be accomplished, by the end of the 13-14 school year. The list include: scope and sequence, intervention training, continue development of common formative assessments, development of a standards based report card to be implemented for the 14-15 school year, and the continuation of looking at data and talking about all of our students.

Anticipation:

- Kindergarten and First grade field day will be on Thursday, May 30. Second grade field day will be on Friday, May 31. The physical education departments have amazing activities planned for the students.
- Sack lunch in the park for Chatfield will be on Friday, May 31, 2013
- Second and Third grade have another transition activity planned for May 29. They will each lunch, have recess, and enjoy the talent show together.
- June 3 there will be a parent night for all 2nd grade families transitioning to Oak Crest. More details coming soon!

- The staff are planning their end of the year coaching sessions. The conversations will revolve around data, one thing they learned, and an update on learning goals.

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

Appreciation:

- The staff has been working through an identified problem - number of students failing classes. Through PLC discussions we have identified possible solutions (detailed below). The staff (teachers and support) are on board with making changes to how we do business. The ideas have been launched from “the ground up.” We are in support of altering how we structure our day to meet the needs of all learners.
- The Technology Committee has met consistently over the last few months. We have identified the need to select a focus group (Vanguard Team) to work through some of the actions steps identified by the committee as a whole. The five staff members from the 7-12 staff bring sound technology experience, along with an understanding of some parameters we need to work through.

Acceleration:

- As mentioned above, our grade level PLCs are engaged in conversations to provide more intervention for students. The plan provides immediate, required, and focused intervention for students. This strategy helps address one of the PLC questions of “What do we do if students do not understand the material?” The intervention is provided by the person most skilled to give assistance - the subject teacher. Some key components we are working through or have identified:
 - Making a trial run by altering the schedule one day per week to provide 25 minutes of intervention
 - Discussing what time of day for 25 minutes and what day each week
 - Discussing having subject area homes or having each teacher in their own classroom
 - Utilizing SPED staff and paras to provide focused, supportive intervention
 - Requiring students in need to be there. Absences from intervention time would be considered unexcused
 - What classifies a student for the intervention time? Failing? Missing assignments?

Anticipation:

- Graduation plans are at the forefront of our discussions. You will see some alterations to how commencement take places and some of the speakers involved.
- The night of May 29th will be very eventful with the Awards Ceremony and the Dollars For Scholars awards. Reaction to the shift has been very positive, as the spring has condensed everyone’s schedule. The night will be a nice opportunity to acknowledge the achievements of our students and prepare for graduation day.
- We have some policy changes to implement for 2013-14:
 - Students are not allowed in the academic wings until 8:00 without express permission from a staff member to be there
 - Backpacks will not be allowed in classrooms

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

May Board Report

Appreciation

- The Junior High Play this year was Snow White, and their production took place on May 18th and 19th. A special thank you to the Directors: Alicia Smith and Brandon Gaikowski for all of their hard work! The kids had a great time and put on a great production!
- Congratulations to Mrs. Orr and our Visual Arts Team members who had their work displayed at the State Visual Arts Festival the weekend of May 17th-19th. The Festival was held at The Perpich Center for Arts Education. Many of the students artwork was displayed at the Pop's concert.
- Congratulation to our Boys and Girls Track and Field Teams for winning Conference Championships this year! Mr. Foust, Mr. Smith, Mr. Schroeder, Mr. Otto, Mr. Pederson, Mrs. Otto, Mrs. Janene Meyer and Mrs. Lisa Jamison are the coaches.
- Congratulations to Mrs. Gorton and Mrs. Kruschke as well as all of our talented students on a great Pop's concert the weekend of May 10th and 11th.

Acceleration

- The Junior High is continuing its work on the ZAP Reward days. This is an opportunity to provide students a "choice hour" one hour on Friday's if all their homework is turned in and have no detentions to make up. Some of the activities have included: Bingo, Board Games/Card Games, Art projects, games in the gym or outdoors, Karaoke, hangout room and making Kettle Corn. A special thank you to our JH staff for providing a fun atmosphere for these activities.
- Softball playoff's are underway with a first round victory over Jordan 9-3.
- Baseball plays @ Jordan on Saturday, May 25th for their opening round game at 1:00pm.
- Track participates in Sub-Section: May 23rd at LSH. Section Track is June 1 at Mankato West High School.

Anticipation

- High School Awards night is at 5:15-6:30pm in the South gym on May 29th before the Dollars for Scholars Awards Ceremony at 7:00pm.
- Junior High Awards day is Monday, June 3rd during first hour: 8:40 – 9:20am
- The 8th grade field trip to Valley Fair is Monday, June 3rd. The students will leave after the first hour awards presentation.

Board Report
May 28th, 2013
Oak Crest Elementary
Liann Hanson

Appreciation:

- **Band and Choir Concerts** We had our 5th and 6th grade band concert and a 5-12th grade choir concert during May. Thanks to Melanie McDonald for her hard work in getting students prepared!
- **DARE Graduation** Thanks to our Belle Plaine Police Department, specifically Officer Vycital, and our 5th grade teachers for a successful DARE program and graduation!
- **Bounce Into Spring Event** Thanks to our PTO and our 3rd grade team of teachers for sponsoring our Bounce Into Spring Event at Oak Crest with bounce houses and other activities for students! We had over 250 people join us!
- **3rd and 4th grade Recorder Concerts** Thanks to our Melanie McDonald and Jenny Jungwirth for successful 3rd and 4th grade recorder concerts! The kids did great!

Acceleration:

- **3rd grade Interviews** We had 3rd grade interviews over the span of a couple days. Looked at 24 applicants in person and selected Sam Stark to be our newest addition to our 3rd grade team.
- **Coaching Conversations** Teachers and paraprofessionals have started meeting with me to do their end of the year coaching conversations. These are going well and the data from teachers is looking great!
- **MCA and NWEA Testing** We have finished testing and students did a very nice job! I am proud of the learning they showed us!
- **Secretary's Luncheon** MESPA and the South Suburban principal's group sponsored a secretary's luncheon. Kim and I took Janis and Patti to celebrate the hard work they do every day!
- **Terrific Tiger Awards** On Friday, May 17th, students were awarded with donuts and pennants for being a terrific tiger!
- **School of Excellence** Oak Crest's School of Excellence application is almost complete. It will be submitted by June 1st!
- **2nd Grade Transition Activities** We have been busily working with 2nd grade students and teachers and completing transition activities with 2nd grade students. 2nd grade has visited us twice already and will visit us again on the 29th for lunch, recess, and a transition activity. Ms. Trembl and I have started meeting with 2nd grade classes at Chatfield as well!

Anticipation:

- **Monday, June 3rd**--2nd grade parent night, 6:30 PM
- **Tuesday, June 4th**--5th and 6th grade to Skateville
- **Wednesday, June 5th**--Last day of school for students!
- **Wednesday, June 5th**--Grade level meet the teachers at 1:45 PM
- **Wednesday, June 5th**--All School Meeting, 2:20 PM
- **Thursday, June 6th**--End of Year Breakfast/Retiree Recognition, 7:30 AM, JH/H commons

JR / SR High	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Replace gym & stage floor	\$200,000.00				
South gym clean & repaint	\$15,000.00				
North gym clean & repaint	\$12,000.00				
Class room carpeting, 3 per year			\$7,500.00	\$7,500.00	\$7,500.00
Hallway carpeting, 1/5 annually		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Re-roofing			\$65,000.00		
HVAC maintenance	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Energy management service contract	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Audio in classrooms	\$20,000.00				
Air hand driers	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
Class room furniture	\$300.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
video platform in south gym	\$5,500.00				
JR / SR High totals	\$271,800.00	\$32,000.00	\$104,500.00	\$39,500.00	\$33,500.00
Chatfield Elem.					
**Repair univents	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
**Energy mgmt. system	\$32,000.00				
**Hlwy & classroom lighting, ceiling	\$15,000.00	\$15,000.00	\$15,000.00		
Audio in classrooms	\$12,000.00				
Classroom carpeting	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Rest room sinks	\$8,000.00	\$8,000.00			
Air hand driers	\$5,000.00	\$5,000.00	\$5,000.00		
Security cameras	\$40,000.00				
**Replace water heater	\$10,000.00				
Replace water softener	\$12,000.00				
**Replace windows	\$28,000.00				
Re-roofing	\$48,000.00				
Rebuild east driveway	\$50,000.00				
**Remodel main entrance vestibule	\$15,000.00				
** possible Energy Services Grant					
Chatfield Elem. totals	\$287,500.00	\$20,500.00	\$40,500.00	\$12,500.00	\$12,500.00

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
District Service Center						
Classroom Carpeting	\$2,500.00	\$2,500.00			\$3,000.00	
Re-roofing				\$50,000.00		
Security Cameras	\$500.00					
PAC Lighting Control Panel		\$0.00				
District Services totals	\$3,000.00	\$2,500.00	\$0.00	\$50,000.00	\$3,000.00	\$0.00
Chatfield Elementary	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Classroom Carpeting	\$4,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Air Hand Dryers		\$0.00				
Acoustical Sound Panels in Gym/Cafeteria			\$5,000.00			
Additional Playground Equipment					\$35,000.00	
Repair and Resurface Entry Loop		\$0.00	14900			
Playground Asphalt Repair and Seal		\$5,500.00				
White Boards/Bulletin Boards		\$0.00				
Classroom Sound Systems (12 Rooms)		\$10,000.00				
Classroom Furniture		\$0.00				
Roofing Repairs	\$4,000.00	\$0.00	\$10,000.00			
Chatfield Elementary Totals	\$8,000.00	\$19,000.00	\$33,400.00	\$3,500.00	\$38,500.00	\$3,500.00
Oak Crest Elementary	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Hallway Carpeting					\$8,000.00	\$8,000.00
Classroom Carpeting					\$7,500.00	\$7,500.00
Classroom Sound System (2 rooms)		\$2,000.00				
Air Hand Dryers (in public restroom)		\$1,500.00				
Door Hardware Improvements						
Ice Storage Tanks Repair/Relocation		\$10,000.00				
Oak Crest Elementary Totals	\$0.00	\$13,500.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
Jr - Sr High School	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
North & South Gym Clean & Repaint		\$5,000.00				
Acoustical Sound Panels in North Gym		\$0.00				

Tile South Commons Wall		\$0.00					
Common's RestRoom Makeover		\$5,000.00					
Replace Sect. of Boy's Locker Room Lockers		\$7,000.00					
Band Room Storage -		\$1,000.00					
Classroom Carpeting, 2 per year	\$7,500.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Hallway Carpeting	\$18,000.00	\$0.00	\$10,000.00				
Re-roofing			\$65,000.00				
Landscape at East Main Entrance		\$0.00					
HVAC Maintenance	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Classroom Furniture	\$3,000.00	\$4,500.00		\$3,000.00			\$3,000.00
Jr - Sr High School Totals	\$31,000.00	\$31,500.00	\$84,000.00	\$12,000.00	\$9,000.00	\$12,000.00	
Athletic Fields & District Equipment	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	
District Wide Security/Safety Upgrades		\$5,000.00	\$6,000.00	\$6,000.00			
District PAC Curtain Replacement			\$28,000.00				
Weed/Feed/Irrigation Repairs for All Grou	\$10,000.00	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Agrilime for SB/Bb Infields		\$2,000.00					
Pickup		\$0.00					
Seal Coating	\$10,000.00	\$13,000.00	\$15,000.00	\$15,000.00			
Tennis Courts	\$2,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Resurface Track & Re-Stripe				\$30,000.00			
Carpet Extractors/Floor Equipment	\$6,500.00	\$0.00		\$7,500.00			
Custodial Equipment	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Folding Chair Refinishing (400 @ \$15)		\$6,000.00					
Irrigation Water Treatment System	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ath. Fields & Dist. Equipment Totals	\$32,000.00	\$42,000.00	\$64,000.00	\$73,500.00	\$15,000.00	\$15,000.00	
GRAND TOTAL	\$74,000.00	\$108,500.00	\$181,400.00	\$139,000.00	\$81,000.00	\$46,000.00	

* Food service Capital Project
 Taken from FS Fund Balance
 Replace serving line at Chatfield

\$30,000

13/14 Operating Capital and Deferred Maintenance

RESERVE 07/01/2013 **\$525,267.00**

	Budget			2014		
REVENUES:	FY 2014	Fin Code	Projects	Budget	Acct Code	Cap #
				Amount		
Operating Cap. Aid	\$193,276	302	Property Taxes/Special Assessments	\$8,500	01-005-850-000-302-896	FY14CAP-1
Operating Cap Levy	\$69,103	302	Lease Levy	\$32,000	01-005-850-000-302-370	FY14CAP-2
Lease Levy	\$30,431	302	Chatfield Textbooks	\$25,000	01-010-203-000-302-460	FY14CAP-3
Deferred Maint Levy	\$100,950	385	Oak Crest Textbooks	\$25,000	01-011-203-000-302-460	FY14CAP-4
Total levy/aid	<u>\$393,760</u>		JH Textbooks	\$25,000	01-020-211-000-302-460	FY14CAP-5
			SH Textbooks	\$25,000	01-030-211-000-302-460	FY14CAP-6
			Activities	\$15,000	01-020-292-000-302-530	FY14CAP-7
Capital Revenues	\$393,760		Technology Equipment	\$85,000	01-005-605-000-302-555	FY14CAP-8
Obligated	\$516,492		Wireless networking lease	\$41,649	01-005-605-000-302-370	FY14CAP-9
Remaining	<u>-\$122,732</u>		Technology Repairs	\$15,000	01-005-605-000-302-555	FY14CAP-10
			Chatfield Music Equip	\$500	01-010-258-000-302-530	FY14CAP-11
			Oak Crest Music Equip	\$500	01-011-258-000-302-530	FY14CAP-12
			H.S. Music Equipment	\$2,500	01-020-258-000-302-530	FY14CAP-13
			Jr. High Copier Lease	\$3,762	01-030-211-000-302-370	FY14CAP-15
			Site/Grounds	\$108,500	01-005-850-000-302-510	FY14CAP-17
			Chatfield Library Books	\$2,500	01-020-620-000-302-470	FY14CAP-18
			Oak Crest Library Books	\$1,000	01-010-620-000-302-470	FY14CAP-19
			HS Library Books	\$1,000	01-011-620-000-302-470	FY14CAP-20
			ESG- Deferred Maintenance- Lease	\$99,081	01-010-850-000-385-580	FY14DM-1
			Total Obligations	<u>\$516,492</u>		

ENDING RESERVE 06/30/2014 **\$402,534.81**

Belle Plaine Public Schools Administrator Evaluation

Summary of Evaluation Process

Name of Administrator:

Name of Evaluator:

School:

School Year:

Instructions for Principals:

- A. Consider past summative evaluations and evaluator feedback.
- B. Using the Performance Measure and Indicator Rubric, assess yourself from 1 to 4 as follows for each indicator of leadership practice:
 - 1. This indicator represents strength in my leadership practices. I am consistently effective and can teach others how to be effective on this indicator.
 - 2. I am consistently effective on this indicator.
 - 3. I am sometimes effective on this indicator.
 - 4. This indicator is a significant challenge for me.
- C. Identify supporting evidence and add reflections for your ratings.
- D. Reflecting on the entire self-assessment, summarize the areas of strength in your leadership practices.
- E. Summarize up to two areas for growth in your leadership practices. Draft your growth goal in each area, the strategies you will undertake, any resources or support that you need associated with that goal's strategies, and the target date for and evidence of completing strategies. The Principal Growth and Improvement Plan from the last summative evaluation should be integrated into goals and strategies.

Instructions for Evaluators:

- A. Review the principal's self-assessment.
- B. Comment on professional growth goals and individual school performance goals, indicating areas of agreement and any needed changes.
- C. Conference with principal to review the self-assessment and comments. Finalize professional growth goals and strategies that the principal will undertake for professional growth in identified areas.

PERFORMANCE MEASURE 1 Mission and Vision	1	2	3	4
A. Engages all stakeholders in the development and implementation of a shared vision of learning, a strong organizational mission, and high, measurable goals that prepare every student to succeed in post-secondary learning and to become responsible and contributing citizens.				
B. Articulates a vision and develops implementation strategies for change that result in measurable achievement gains for all students and close achievement gaps.				
C. Fosters a shared commitment to high expectations for student achievement, high standards of teaching and learning, and a culturally competent environment where diversity is valued.				
D. Establishes rigorous, measurable goals for instructional program decisions and staff learning experiences that are consistent with the school's mission, vision, and core beliefs.				
E. Builds a strong and positive sense of community in the school by honoring the important roles of race and culture, its traditions, artifacts, symbols, values, and norms as a contributor to student and school success.				

Evidence and reflection in support of the ratings:

PERFORMANCE MEASURE 2 Instructional Leadership	1	2	3	4
A. Facilitates the development and communication of a shared vision and school culture of effective teaching and instructional practices that reflect high expectations, engage all students, and accommodate diverse learning styles, needs, interests, and levels of readiness.				
B. Provides the structure and opportunity for the development, alignment, implementation, and evaluation of relevant and rigorous curricula tied to state academic and college and career readiness standards.				
C. Collaborates with teachers to examine student and school data to measure student learning and growth, identify achievement gaps, and develop strategic interventions that improve learning and close identified gaps.				

D. Facilitates reflective practice, inquiry, and action research to identify and monitor the impact of interventions and determine high-yield instructional strategies that improve student learning.				
E. Supports the need for quality, collaborative staff learning experiences that are guided by data and research, planned by staff, job embedded, and based on the school's learning needs.				

Evidence and reflection in support of the ratings:

PERFORMANCE MEASURE 3 Human Resources	1	2	3	4
A. Develops a strategic action plan with staff that includes targets to improve student achievement school wide and close achievement gaps with low performing student groups.				
B. Provides timely, appropriate, quality professional development and facilitates learning teams that gather information, analyze data, examine issues, and develop new approaches to improve teaching and learning.				
C. Implements a cohesive approach to recruitment, placement, induction, and retention of a highly qualified and effective staff.				
D. Routinely observes instruction and provides ongoing feedback and coaching to teachers and other staff in a fair and equitable manner in order to support professional growth				
E. Provides effective and timely supervision and evaluation aligned with local district goals, state regulations, and contract provisions and uses these processes to facilitate development, remediation, and/or removal of underperforming staff members.				

Evidence and reflection in support of the ratings:

PERFORMANCE MEASURE 4	1	2	3	4
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Professional and Ethical Relationship				
A. Demonstrates and communicates values, beliefs, and attitudes that make the well-being and academic success of all students the basis for all decision making.				
B. Models appropriate personal, professional, and ethical behavior that is respectful and fair, enhances the image of the school and the profession, and inspires others to higher levels of leadership and performance.				
C. Employs conflict resolution and proactive problem-solving strategies in a wide variety of situations and circumstances.				
D. Demonstrates strong interpersonal, written, and verbal communication skills and facilitates groups effectively				
E. Welcomes and honors families and stakeholders by engaging them in a meaningful dialogue regarding student learning, the work of the school, and its needs and accomplishments.				
F. Ensures that the school is in compliance with local, state, and federal laws, standards, and regulations as well as local district and school policies.				

Evidence and reflection in support of the ratings:

PERFORMANCE MEASURE 5 Resource Management	1	2	3	4
A. Distributes leadership responsibilities, shares decision making, and supervises daily ongoing management structures and practices to enhance teaching and learning.				
B. Improves organizational performance by making appropriate and sound use of time, technology, management strategies, and accountability measures, including assessments, to achieve the district and school's vision, mission, and goals.				
C. Maintains a safe environment by addressing real and potential challenges to the physical and emotional safety and security of students and staff that interfere with teaching and learning.				
D. Manages the organization, operations, and resources to promote student success and maintain a safe, efficient, and effective learning environment.				

E. Develops and implements a budget process that manages fiscal expenditures consistent with district and school goals, policies, and available resources and that is focused on and results in improved student achievement.

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Evidence and reflection in support of the ratings:

AREAS OF STRENGTH (Overall)

Click here to enter text.

Areas for Growth—Professional Growth Goal 1

Indicator	Click here to enter text.
Explanation	Click here to enter text.
Growth Goal 1	Click here to enter text.

Strategies	Resources Needed	Target Date Evidence of Completion
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Evaluator Comments:

Areas for Growth—Professional Growth Goal 2

Indicator	Click here to enter text.
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Explanation	Click here to enter text.
Growth Goal 2	Click here to enter text.

Strategies	Resources Needed	Target Date Evidence of Completion
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Evaluator Comments:

The principal and evaluator will sign the Self-Assessment and Professional Growth Goal Setting to indicate that the professional growth goals have been shared, discussed, and agreed upon.

Evaluator: _____	Date: _____
Principal: _____	Date: _____

Administrator Learning Goals:

○

Supervisor Initials _____ Administrator Initials _____ Date Completed _____

Professional Growth Log¹

Event	Date	Notes

¹ Mandatory events: development of professional growth plan, observations and conferences, end-of year meeting.

Optional events: learning opportunities outlined in the professional growth plan, including workshops, book study, peer observation, peer coaching, other learning opportunities.

Final Performance Rating

Component	Rating in Individual Component	Percentage (Weight)	Total
Supervisor Evaluation Rating		X .50	
Stakeholder Feedback (Survey)		X .15	
School Performance Measures		X .35	
		TOTAL WHEN ADDED	

Unsatisfactory (1) Satisfactory (2) Accomplished (3) Distinguished (4)

Certification of the Process

I certify that the evaluation process documented above occurred as represented; that the principal has participated in this evaluation in good faith; and that the principal has made growth in meeting the components of principal quality.

I recommend that the principal continue on the growth track next year.

Evaluator Signature _____ Date _____

I certify that the evaluation process documented above occurred as represented and that the supervisor has

participated in this evaluation in good faith. I provide this feedback on the process:

Principal Signature _____ Date _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No. 716 adopted a resolution on March 25, 2013, directing the administration to make recommendations for reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the school board,

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

That the following programs and positions, or portions thereof, be discontinued:

1. .5 FTE English Language Learner Teacher
2. .5 FTE Birth to 3 Special Education Teacher
- 3.

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:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF LAURA WILSON, A
PROBATIONARY TEACHER

WHEREAS, Laura Wilson is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Laura Wilson, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2012-2013 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his (her) contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

LAURA WILSON
Elementary ELL Teacher

Dear LAURA WILSON:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on Tuesday, May 28, 2013, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2013-2014 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to limited financial resources.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716

Clerk of the School Board

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

SOUTHWEST METRO EDUCATIONAL COOPERATIVE

JOINT POWERS AGREEMENT

This Agreement is made and entered into this 1st day of July , 2013, by and among Independent School District No. 2905 (Tri-City United), Independent School District No. 716 (Belle Plaine), Independent School District No. 717 (Jordan), Independent School District No. 719 (Prior Lake-Savage), Independent School District No. 720 (Shakopee), Independent School District No. 721 (New Prague), Independent School District No. 108 (Central Public Schools), Independent School District No. 112 (Eastern Carver County Schools), Independent School District No. 110 (Waconia), Independent School District No. 111 (Watertown-Mayer), all being school districts and governmental units of the State of Minnesota (hereinafter referred to as the "Collaborating Districts").

RECITALS:

WHEREAS, through a joint agreement entered into on October 12, 1976 by Independent School District No. 720, Shakopee, Independent School District No. 112, Chaska, and Independent School District No. 110, Waconia, the Carver-Scott Cooperative Center was established and operated as a vocational education cooperative center under Minn. Stat. §123.351 (1974); and

WHEREAS, subsequently, the Carver-Scott Cooperative Center was renamed as the Carver-Scott Educational Cooperative No. 930 ("CSEC"); and

WHEREAS, over time, the CSEC has periodically added additional school

districts as members and has expanded the educational services it provides to such participating school districts; and

WHEREAS, the Collaborating Districts, which consist of the current members of the CSEC, the Minnesota River Valley Special Education Cooperative (MRVSEC), and other independent school districts, now desire to establish a joint powers entity under Minn. Stat. § 471.59 for the purpose of continuing the mission of the CSEC & MRVSEC under a new name and organization, pursuant to the terms and conditions described below.

NOW, THEREFORE, in consideration of the promises and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE I

AUTHORITY; NAME; PURPOSE

Section 1. AUTHORITY. This Agreement is entered into by and among the Collaborating Districts pursuant to Minn. Stat. § 471.59 (2012), which authorizes two or more governmental units, by agreement entered into through action of their governing bodies, to jointly or cooperatively exercise any power common to the contracting parties or any similar powers.

Section 2. NAME. The name of the joint powers entity created hereunder shall be the SouthWest Metro Educational Cooperative (hereinafter the "District").

Section 3. PURPOSE. The purpose of this Agreement is to establish a

governing organization through which the Collaborating Districts may jointly and cooperatively provide educational programming and services at one or more sites. The educational programming and services shall include special education, vocational education, and any other educational programs or services defined in Minn. Stat. § 123A.21 subdivisions 7 and 8 that are requested by one or more Collaborating Districts and approved by the Governing Board.

ARTICLE II

GOVERNANCE

Section 1. GOVERNING BOARD; ALTERNATE MEMBERS; TERM; VACANCY. The management and control of the District shall be vested in a Governing Board, which shall have the authority to function as an entity separate and apart from any of the Collaborating Districts and generally to act in furtherance of the Collaborating Districts' joint interests and intentions hereunder. Each member of the Governing Board (including alternate members) shall be a member of a board of a Collaborating District that has been appointed by the board of a Collaborating District. Each Collaborating District shall also appoint an alternate member who shall participate in meetings of the Governing Board in the absence of the primary board member. Each Collaborating District shall have at least one member and one alternate member on the Governing Board. Each member and alternate member of the Governing Board shall be appointed for a one-year term, may be reappointed, and shall continue to serve until such member's successor is appointed. A vacancy on the Governing Board shall occur if a member of the Governing Board is no longer a board member of his or her

Collaborating District, or if the vacancy occurs as a result of death, disqualification, resignation, disability, removal or such other cause. A vacancy on the Governing Board shall be filled for the unexpired term by appointment of the board of the Collaborating District whose seat is vacant, within 30 days of the vacancy. A person appointed to the Governing Board shall qualify as a Governing Board member by filing with the chair a written certificate of appointment from the appointing board of the Collaborating District in question.

Section 2. OFFICERS. The officers of the Governing Board shall be a chair, vice- chair, clerk and treasurer. The chair shall preside at all meetings of the Governing Board except in the chair's absence the vice-chair shall preside. The clerk shall keep a complete record of the minutes of each meeting and the treasurer shall be the custodian of the funds of the District. The election of the officers shall be pursuant to majority vote of the members of the Governing Board at its first meeting of each fiscal year. Each officer of the Governing Board shall be appointed for a one-year term, may be reappointed, and shall continue to serve until such member's successor is appointed and qualified.

ARTICLE III

POWERS OF THE GOVERNING BOARD

The Governing Board shall have the general charge of the business of the District and the ownership of its facilities, fixtures and personal property. The Governing Board shall take such action as it deems necessary and proper to accomplish the purposes of the District, or any other action necessary and incidental to the implementation of said

purposes or actions, including, but not limited to, entering into contracts, leases or agreements with a Collaborating District or others, whenever the Governing Board shall deem such action to be advisable. The Governing Board has the power to adopt bylaws which shall provide for the following: the date of the annual meeting of the Governing Board, duties of the officers, voting procedures, the definition of a quorum, and such other matters which the Governing Board may deem necessary and proper.

ARTICLE IV

MEMBERSHIP

Section 1. ADDING MEMBER DISTRICTS. An independent school district, may become of member of the District with the approval, in writing, of at least a majority of the Governing Board. Upon approval by the Governing Board, the school district, by action of a majority of its board, shall adopt a resolution authorizing such school district to become a member upon executing this Agreement and any amendments thereto. A certified copy of such resolution, along with the executed Agreement (including any amendments) shall be furnished to the clerk of the Governing Board, whereupon such school district shall be deemed to be a Collaborating District bound by the terms of this Agreement, any amendments thereto, and the District's bylaws.

Section 2. WITHDRAWAL OF MEMBER DISTRICTS. Any Collaborating District may withdraw from this Agreement by resolution adopted by a majority vote of the full membership of its school board and by formal written notice to the school board

of each other Collaborating District. The notice shall include a certified copy of the adopted withdrawal resolution. The withdrawal shall become effective at the end of the next following school year. The withdrawal of a Collaborating District shall not affect the continuing liability of that Collaborating District for continuing obligations incurred that had the approval of the school board of that Collaborating District prior to the notice of withdrawal.

ARTICLE V

DURATION; DISSOLUTION; BREACH; LIABILITY; INSURANCE

Section 1. DURATION. This Agreement shall be perpetual in duration unless terminated pursuant to provisions of this Agreement, as amended, or any state law terminating the Agreement.

Section 2. DISSOLUTION. The boards of two-thirds of the Collaborating Districts may agree to dissolve the District effective at the end of any school year or at an earlier time as they may mutually agree by adopting written resolutions approving the termination of this Agreement and the dissolution of the District. To the extent permitted by law, the termination shall not affect the continuing liability of present or former Collaborating Districts for indebtedness incurred prior to the termination, or for other continuing obligations, including unemployment compensation or reemployment insurance. Upon dissolution of the District, all of its property remaining after payment or reservation for debts and liabilities shall be divided among the Collaborating Districts in accordance the District's bylaws.

Section 3. BREACH OF AGREEMENT. Any Collaborating District breaching this Agreement and given written notice of the breach and the nature thereof shall have thirty (30) days in which to cure the breach. The breaching Collaborating District shall be liable for any expenses incurred by any other Collaborating District to enforce the provisions of this Agreement and any damages incurred by other Collaborating Districts as a result of the breach.

Section 4. LIABILITY. No Collaborating District shall be liable for the acts or omissions of the District, nor shall a Collaborating District be liable for acts or omissions of another Collaborating District. The liability and the monetary limits of liability of the District, the Collaborating Districts, their officers, employees, representatives, and agents shall be governed by the Minnesota Government Tort Claims Act, (Minnesota Statutes Chapter 466) and other applicable law.

Section 5. INSURANCE. The District shall maintain property insurance on its buildings, fixtures and personal property. The District shall also maintain liability insurance in not less than the statutory maximum liabilities for school districts.

ARTICLE VI

CONTINUED OPERATION AS AN INTERMEDIATE DISTRICT

If the Minnesota Legislature adopts enabling legislation approving the establishment of the District as an Intermediate District under Chapter 136D of the Minnesota Statutes, or other law, and if the Collaborating Districts individually vote to reorganize the District (Educational Cooperative) as an Intermediate District, the

Collaborating District Boards hereby agree to continue the District as an Intermediate District in accordance with the terms of this Agreement, any amendments to this Agreement, the bylaws of the District, as amended, and applicable laws.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 1. CAPTIONS. The captions of the provisions of this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 2. AMENDMENTS TO THIS AGREEMENT. Amendments to this Agreement may be proposed by the school board of any Collaborating District or by the Governing Board of the District. Notice of proposed amendments shall be sent to all Collaborating Districts. The proposed amendment shall not become effective until it has been approved and executed by not less than two-thirds of all the Collaborating Districts. An amendment approved under this Section shall be an addendum to this Agreement.

Section 3. SAVINGS CLAUSE. Should any provision or article of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by doing so the purposes of this Agreement, taken as a whole, can be made operative. Should any such provision or article be found unlawful, representatives of the school boards of the Collaborating Districts shall meet for the purpose of arriving at an agreement on a lawful provision to replace the unlawful

provision or article. The newly agreed upon provision or amendment must be approved by the school boards of the Collaborating Districts by resolutions adopted in the manner specified in this Article VII for the adoption of amendments.

Section 4. NOTICES. All notices required or permitted to be given by a Collaborating District shall be given by the clerk of its school board. The notice shall be in writing and shall be sent by first class mail or electronic mail to the administrative offices of the school board of a Collaborating District or the Governing Board, as appropriate. A notice shall be timely if postmarked or emailed on the day it is due. In the case of a notice requiring school board action, a certified copy of the resolution, motion or minutes of the school board specifying the school board action shall be sent with the notice.

Section 5. ENTIRE AGREEMENT; APPLICABLE LAW. This Agreement contains the entire agreement between the parties. No party has relied upon any statements or promises that are not stated in this Agreement. This Agreement shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.

Section 6. EXECUTION IN COUNTERPARTS; EFFECTIVE DATE OF AGREEMENT. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute the same and whole instrument. This Agreement shall become effective upon its approval by the boards of each Collaborating District.

IN WITNESS WHEREOF, the officers indicated below of the Collaborating

Districts have signed this Agreement by authority of their respective school boards.

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 2905
(TRI-CITY UNITED)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 716
(Belle Plaine)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 717
(Jordan)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 719
(Prior Lake-Savage)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 720
(Shakopee)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 721
(New Prague)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 108
(Central Public Schools)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 112
(Schools of Eastern Carver County)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 110
(Waconia)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2013.

**INDEPENDENT SCHOOL DISTRICT NO. 111
(Watertown-Mayer)**

By _____
Chair

By _____
Clerk

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716
BELLE PLAINE, MINNESOTA**

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 716, Belle Plaine, Minnesota, was held on the 28th day of May, 2013, at 6:00 p.m.

The following Board members were present: Bigaouette, Daly, Lenz, Ludvik, Nagel & Steinhagen,

and the following were absent: None

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING JOINT POWERS AGREEMENT

WHEREAS, a proposed Joint Powers Agreement has been prepared which establishes the SouthWest Metro Educational Cooperative as a joint powers entity under Minn. Stat. § 471.59; and

WHEREAS, a copy of the proposed Joint Powers Agreement is attached and incorporated by reference.

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

1. That the attached Joint Powers Agreement be and hereby is approved;

2. That the Chairman and Clerk are hereby authorized to execute and deliver the attached Joint Powers Agreement; and

3. That in the event that less than all of the Collaborating Districts (as the term is defined in the attached Joint Powers Agreement) approve the Joint Powers Agreement, this Resolution shall be void and have no force or effect.

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:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF SCOTT)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 716, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 716 duly called and held on the date therein indicated, so far as such minutes relate to a Resolution Approving Joint Powers Agreement, and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 28th day of May, 2013.

By:
Clerk of the School Board
Independent School District No. 716

How will we prepare our educators for this learning model and teaching shift?

The S.A.M.R. Model

Redefinition

Technology allows for the creation of new tasks, previously inconceivable

Modification

Technology allows for significant task redesign

Transformation

Enhancement

Augmentation

Technology acts as a direct tool substitute, with functional improvement

Substitution

Technology acts as a direct tool substitute, with no functional change

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: _____

Rev. ~~2009~~ 2012

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members _____ (____) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all

members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
[Dept. of Admin. Advisory Op. No. 10-013 \(April 29, 2010\)](#)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 2012

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

- A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency

meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
 - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available

to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings, ~~except when closed by~~ These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal

consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules ~~Ch. Part~~ 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 12-004 \(March 8, 2012\)](#)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
[Dept. of Admin. Advisory Op. No. 06-027 \(September 28, 2006\)](#)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 405

Orig. 1995

Revised: _____

Rev. ~~2010~~ 2012

405 VETERAN'S PREFERENCE

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ~~five~~ ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of ~~ten~~ fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
 Minn. Stat. § 197.455 (Veteran's Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. ~~2010~~ 2012

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. "Confidential" means the data is not available to the subject.

D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. “Public official” means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;

15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment ~~or to an advisory board/~~ ~~commission~~ is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and

6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

D E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the

employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 407

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2012

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minn. Stat. § 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
 - E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
 - F. “Blood borne pathogens” means a pathogenic microorganisms that are is present in human blood and can cause disease in humans. ~~These pathogens~~ This definition includes, but are is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

~~Training~~ Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious substance agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually

Transmitted Infections and Diseases and Certain Other Communicable
Diseases and Infectious Conditions)

[MSBA/MASA Model Policy 807 \(Health and Safety Policy\)](#)

Adopted: _____

MSBA/MASA Model Policy 807

Orig. 2012

Revised: _____

Rev. 2012

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. The provisions of this policy substantially reflect statutory requirements. This policy has been approved by the Minnesota Department of Education.]

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 ~~will~~ 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. Lighting Employee Right to Know
 - 4. Structural Safety 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. Mercury 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. Chlorine~~
- ~~34~~ 33. Ladder/Fall Protection
- ~~35. Laboratory Safety~~
- ~~36~~ 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)