

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



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

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**REGULAR BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, June 22, 2015

*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. Boy's Track Team State Competitors:** Coach Adam Smith

**2. Girl's Track Team State Competitors:** Coach Rich Foust

**3. Clay Target Team State Competitors:** Coach Jack Schuneman

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

**4. Consensus Items:** Chair Ludvik

**1. Previous Board Meeting Minutes:** **3**

**2. Approve Monthly Expenditures:** **8**

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:** **23**

**6. MN State High School League Actions:**

**1. Approve MSHSL Membership for 2015-16:**

**2. Approval for Out of State Travel for VB Team:**

**3. Dissolve Cooperative Program for Girl's Hockey:**

**5. Discussion Items:**

**1. Superintendent Update:** Dr. Smith **24**

**2. Board Member Reports:** Board Members

**6. Action Items:**

**1. Aid Anticipation Borrowing Program for FY16:** Mr. Keller

**2. FY16 Budget Proposal & Adoption:** Mr. Keller **25**

**3. Approve Health & Safety 3 Year Budget:** Mr. Keller **28**

**4. Approve Meal Prices and Fees for 2015-16:** Dr. Smith

**5. Policy Review:** Dr. Smith **29**

**7. Upcoming Meetings:**

**8. Adjourn:**

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

\_\_\_\_\_  
Date

# **Preliminary Minutes of Regular Board Meeting**

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

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

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A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Tuesday, May 26, 2015, 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 Ludvik on Tuesday, May 26, 2015 at 6:07 pm at the District Center Board Room with the following members present: Ludvik, Lenz, Vandermark, Giesen, Gardner, O'Brien and Supt. Smith.*

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Recognition of State Speech Meet Participants:

Mr. Peter Jacobson, head speech coach, Morgan Niemela, asst. coach, and students who qualified for the State Speech Meet will be present to discuss the speech season, and their state meet experience. Students who represented Belle Plaine at the Meet were: Anthony Lovejoy - Creative Expression; Nick Johnson, Jonah Meyer and Dylan O'Brien - Humorous; Stephen LaJeunesse - Discussion; and Alec Lorenz - Storytelling. Congratulations to all of you!  
Presenter: Mr. Jacobson & Ms. Niemela

2. 2. Recognition of State Visual Arts Exhibit Participants:

Ms. Carol Hannon-Orr, visual arts coach, and students who qualified for the 2015 Spotlight on the Arts Exhibition. Carter Olson - Sculpture; Hannah Burmeister - Mixed Media; Brady Yahnke - Media Arts; and Allison Hennes - Crafts all presented their works at the Exhibit. They will talk about the visual arts program and the work & inspiration that created their award winning pieces.  
Presenter: Ms. Hannon-Orr

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

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

*Motion by Lenz and second by Vandermark 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.

Presenter: Chair Ludvik

*Motion by Gardner and second by O'Brien to approve all of the following consensus items. Motion carried unanimously.*

4. 1. Previous Board Meeting Minutes:

Enclosed are the April 27, 2015 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of May were reviewed. Administration recommends approval of the May 2015 disbursements totaling \$1,384,612.29. This includes board payables of \$102,487.44, hand payables of \$316,916.27, electronic payments of \$945,608.50 and student activity payments of \$19,600.08.

4. 3. Personnel:

Approve an Employee Leave Request for Amie Hohenstein, JH/SH Counselor, effective approximately August 28, 2015 through November 6, 2015.

Accept the resignation of Kelly Adrian, Chatfield Teacher, effective at the conclusion of the 2014-15 school year.

Accept the resignation of Jill Wallert, Chatfield Special Ed/RtI Teacher, effective at the conclusion of the 2014-15 school year.

Accept the resignation of Kallie Maass, Oak Crest Speech Language Pathologist, effective at the conclusion of the 2014-15 school year.

Accept the resignation of Abbigail Witt, Oak Crest Media Technology Paraprofessional, effective at the conclusion of the 2014-15 school year.

Approve the hire of Kelsey Kuiper as a Life Skills Instructor for the 2015-16 school year at \$35,656, BA Step 3.

Approve the hire of Cayla Menke as a .20 FTE Preschool Teacher for the 2015-16 school year at \$6,127, BA Step 1.

Approve the hire of Kerri Williamson as a .20 FTE Preschool Teacher for the 2015-16 school year at \$6,127, BA Step 1.

Approve the hire of Lyle Noah (\$13.62/hr), Jill Leonard (\$13.62/hr) and Jennifer Buck (\$12.50/hr) as summer custodians.

4. 4. Student Enrollments:

Approve a Belle Plaine resident to attend Eden Prairie Schools beginning in the fall of 2015 as a Kindergarten student.

Approve a Belle Plaine resident to attend Jordan Schools beginning in the fall of 2015 as a grade 10 student.

Approve two Belle Plaine residents to attend New Prague Schools beginning in the fall of 2015 as grade 5 and grade 6 students.

Approve a Belle Plaine resident to attend Shakopee Schools beginning in July 2015 for Early Childhood Intervention Services.

Approve a Montgomery resident to attend Belle Plaine Schools beginning in the fall of 2015 as a Kindergarten student.

4. 5. Donations:

Donations totaling \$17,670.92 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Item and Nature of Donation/Gift	Amount
2.10.15	Wells Fargo Comm Support Campaign – Neal Williamson	Chatfield Elementary	95.00
3.10.15	Friends of the Library	Oak Crest Elementary – I Love to Read	500.00
2.19.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Grade 4 Scholastic News for the 2015-16 school year	679.90

2.19.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Art Journals for 2015-16	591.00
1.30.15	Belle Plaine Elementary PTO	Chatfield Elementary – Kindergarten Recess	410.02
3.26.15	Wells Fargo Comm Support Campaign – Neal Williamson	Chatfield Elementary	35.00
3.17.15	Kopp Family Foundation	Belle Plaine High School – Scholarships	1,000.00
4.13.15	Belle Plaine Elementary PTO	Chatfield Elementary – Spring Read-A-Thon Payout	3,000.00
4.13.15	Ordway Center for the Performing Arts	Oak Crest Elementary – Reimbursement for Bus Cost on 6 <sup>th</sup> Grade Field Trip	360.00
4.16.15	Belle Plaine Elementary PTO	Chatfield Elementary – 2014-15 Big Ticket	4,000.00
4.16.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Wolf Ridge	1,000.00
4.16.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Backpack Program	1,000.00
4.19.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Big Ticket – IXL Software	5,000.00

4. 6. Approve Gustavus Student Teacher Agreement:

This is an annual agreement with Gustavus that spells out the district's obligation and Gustavus' obligation when a Gustavus student teacher works in our district. In the past, the document has been signed by the superintendent only, but this year a board signature is required as well. Recommended for approval.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on current school activities, end of year tournament action, concerts and special events for graduating seniors. An update on the legislative session will be provided as well.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month. Dan Gardner reported on the final Wellness meeting of the year. Approval was given to a slightly revised wellness policy and updates were provided on SHIP funding and how the district would be utilizing those funds. Dan Giesen shared information from the most recent SW Metro meeting. A report was given about the New Beginnings program (a program for young mothers and expecting teens). Updates were provided on the possible building project at River Valley Ed Center in Jordan. Fund balance will be used to pay for the addition to this facility.

Presenter: Board Members

5. 3. Building Administrator Reports: Building administrator reports were shared with the board and are available online.

6. Action Items:

6. 1. Approve Resolution to Place Teacher on Unrequested Leave of Absence:

During our April meeting, a resolution was passed that proposed to place Kelly Vourlos, school social worker, on unrequested leave of absence. The resolution set forth a timeline during which Ms. Vourlos could request a hearing before the board regarding this placement on leave. That timeline has been passed so no hearing is required. This resolution will place Ms. Vourlos on unrequested leave of absence at the conclusion of the school year. As a tenured teacher, she will have recall rights to any social worker position that opens in the district over the next five years. Approval of this resolution is recommended.

Presenter: Dr. Smith

*Motion by O'Brien and second by Lenz to approve the Resolution placing Kelly Vourlos on an Unrequested Leave of Absence. Motion carried unanimously with a 6-0 vote.*

6. 2. Approve Joint Facility Use Agreement & Joint Community Services Agreements:

The Joint Facility Use Agreement & Joint Community Services Agreements have been approved by the City of Belle Plaine for the next 18 months to 2 years. We reviewed the documents at our work session in May and I reviewed some key areas with Holly Kreft, City Administrator following our work session.

I recommend approval of the documents as they are presented.

Presenter: Dr. Smith

*Motion by Gardner and second by Vandermark approve the Joint Facility Use Agreement & Joint Community Services Agreement with the City of Belle Plaine. Motion carried unanimously.*

6. 3. Approve Activities & Recreation Job Description:

At a previous meeting, we reviewed the new job description for the Activities and Recreation Director. This new job description should have approval of the board.

This past Tuesday and Wednesday, we interviewed candidates for the Activities & Recreation Director position that will begin on July 1, 2015. After reviewing 32 application and interviewing 8 finalists, I have offered the position to our top candidate.

I have attached a copy of the job description for your review & recommend its' approval.

Presenter: Dr. Smith

*Motion by Vandermark and second by Giesen to approve the job description for the Activities & Recreation Director position. Motion carried unanimously.*

6. 4. Discussion on Future Funding Streams for Belle Plaine:

We have begun the conversation about additional funding streams for our school district and have focused on the operating levy as a possible solution. In addition to the operating levy, we should also look at a capital projects levy as a possible option (see attached information sheet).

Mr. Keller and I will share information on both of these options, the impact on taxpayers for the options and revised Financial Planning Model projections

with any current information from the State Capitol. Information will be shared at the meeting on Monday night.

Presenter: Dr. Smith, Mr. Keller

6. 5. Accept Roofing Bid Proposal:

As part of our operating capital budget we have previously approved a roofing project on the northwest part of the high school. Mr. Heine has received three proposals for the project from roofing contractors that we have worked with in the past. One of the proposals was incomplete but two proposals matched the work that we wish to have done. It recommended to accept the proposal from Nieman Roofing for \$51,900. This is below our budgeted amount for this project.

Presenter: Dr. Smith

*Motion by Lenz and second by Gardner to accept the proposal from Nieman Roofing in the amount of \$51,900 for the roofing project on the northwest part of the high school building. Motion carried unanimously.*

6. 6. Approve Summer Curriculum Writing Requests:

Each year staff members at various grade levels and departments submit requests to work of refining their curriculum for the coming school year. I have attached a list of requests that we have received along with my revisions to the requests. Board approval is recommended for this proposal.

Presenter: Dr. Smith

*Motion by Vandermark and second by Giesen to approve Summer Curriculum Writing Requests as presented. Motion carried unanimously.*

6. 7. Policy Review:

We reviewed some of these policies at our work session. I have removed policy 806 from this list as it requires some more study and I have added policy 427 as another to receive first reading along with policy 905. Copies of our current and revised 807 policies along with the new 427 and 905 are attached for your review.

Presenter: Dr. Smith

*Motion by Vandermark and second by Lenz to approve the policy revision on Policy 807 – Health and Safety. Motion carried unanimously.*

*Motion by O'Brien and second by Giesen to approve the first reading of Policy 427 – Workload Limits for Certain Special Education Teachers and Policy 905 – Advertising. Motion carried unanimously.*

7. Upcoming Meetings:

Monday, June 1, 6 p.m. BPEA Negotiations

Wednesday, June 3, 5:30 p.m. Awards Program

7:00 p.m. Dollars for Scholars Awards Program

Sunday, June 7, 2:00 p.m. Graduation

Monday, June 8, 6 p.m. Board Work Session (Focus will be on budget)

Monday, June 22, 5:30 p.m. Finance Committee

Monday, June 22, 6:00 p.m. Regular Board Meeting

8. Adjourn:

*Motion by Vandermark and second by Lenz to adjourn at 7:27 pm. Motion carried unanimously.*

**Belle Plaine Public Schools  
Pre Payment Report**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4640	N	ABRAKADOODLE	V51201	49065	1861	360.00	0.00	360.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$360.00			
1	3753	N	AG POWER ENTEPRISES INC	V51201	49081	665787	44.96	0.00	44.96	06/16/2015	06/16/2015	06/16/2015
1	3753	N	AG POWER ENTEPRISES INC	V51201	49082	670569	53.88	0.00	53.88	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$98.84			
1	5407	N	ANDREA ANDERT	V51201	49166	06302015	57.96	0.00	57.96	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$57.96			
1	4835	N	ARCTIC ICE	V51201	49164	659181	55.00	0.00	55.00	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$55.00			
1	5245	N	ARN KIND	V51201	49106	05292015	842.88	0.00	842.88	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$842.88			
1	4589	N	BANC OF AMERICA LEASING	V51201	49063	73	8,256.74	0.00	8,256.74	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V51201	49067	19417	45.00	0.00	45.00	06/16/2015	06/16/2015	06/16/2015
1	1125	N	BELLE PLAINE HERALD	V51201	49105	19277	180.00	0.00	180.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$225.00			
1	6786	N	BOB DENNY	V51201	49080	83524	1,100.00	0.00	1,100.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$1,100.00			
1	2700	N	BONITA HENTGES	V51201	49173	06302015	56.72	0.00	56.72	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$56.72			
1	6380	N	BRIANNA VELZKE	V51201	49168	06302015	122.49	0.00	122.49	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$122.49			
1	1197	N	BRUCE MATHIOWETZ	V51201	49181	06302015	449.60	0.00	449.60	06/17/2015	06/17/2015	06/17/2015
1	1197	N	BRUCE MATHIOWETZ	V51201	49183	04132015	12.48	0.00	12.48	06/17/2015	06/17/2015	06/17/2015
1	1197	N	BRUCE MATHIOWETZ	V51201	49182	06302015	1,098.77	0.00	1,098.77	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$1,560.85			
1	1240	N	CERISSE MURPHY	V51201	49176	06302015	145.83	0.00	145.83	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$145.83			
1	6211	N	CHAD WILLIAMS	V51201	49170	06302015	413.54	0.00	413.54	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$413.54			

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Pre Payment Report**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5310	N	CHUCK KELLER	V51201	49095	06302015	603.75	0.00	603.75	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$603.75			
1	2759	N	DLR GROUP INC	V51201	49069	0116823	92.80	0.00	92.80	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$92.80			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V51201	49104	27778	205.84	0.00	205.84	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$205.84			
1	1505	N	GOLDEN TOUCH JEWELRY	V51201	49089	10145	255.75	0.00	255.75	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$255.75			
1	1562	N	HERC-U-LIFT	V51201	49086	W238136	135.00	0.00	135.00	06/16/2015	06/16/2015	06/16/2015
1	1562	N	HERC-U-LIFT	V51201	49085	W238244	137.00	0.00	137.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$272.00			
1	2339	N	J W PEPPER & SON INC	V51201	49074	11A88543	177.99	0.00	177.99	06/16/2015	06/16/2015	06/16/2015
1	2339	N	J W PEPPER & SON INC	V51201	49075	11A82474	11.50	0.00	11.50	06/16/2015	06/16/2015	06/16/2015
1	2339	N	J W PEPPER & SON INC	V51201	49076	11A82733	3.00	0.00	3.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$192.49			
1	1202	N	JANIS BUESGENS	V51201	49177	06302015	22.43	0.00	22.43	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$22.43			
1	1637	N	JEROLD STAUFFACHER	V51201	49178	06302015	263.36	0.00	263.36	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$263.36			
1	1667	N	JULIE KROMMENDYK	V51201	49092	2014-2015	370.74	0.00	370.74	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$370.74			
1	6547	N	KALLIE MAASS	V51201	49167	06302015	68.77	0.00	68.77	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$68.77			
1	2857	N	KELLY POPPLER	V51201	49169	06302015	68.31	0.00	68.31	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$68.31			
1	3853	N	KELLY VOURLOS	V51201	49180	06302015	27.60	0.00	27.60	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$27.60			
1	3120	N	KENNEDY & GRAVEN, CHARTEREI	V51201	49103	125776	100.00	0.00	100.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$100.00			
1	4119	N	KRIS DAVIS	V51201	49163	06302015	57.50	0.00	57.50	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$57.50			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2665	N	LIFETOUCH NSS	V51201	49099	I569296	361.68	0.00	361.68	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$361.68			
1	2361	N	Linda Sons	V51201	49093	2014-2015	353.05	0.00	353.05	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$353.05			
1	6791	N	LORI SAVRE	V51201	49179	06302015	460.00	0.00	460.00	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$460.00			
1	3746	N	MARK KUSKE	V51201	49094	2014-2015	339.89	0.00	339.89	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$339.89			
1	2405	N	MARLENE TURMES	V51201	49174	06302015	17.25	0.00	17.25	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$17.25			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V51201	49101	06032015	2,996.33	0.00	2,996.33	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$2,996.33			
1	4012	N	MEDCO	V51201	49165	41919224	218.00	0.00	218.00	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$218.00			
1	6171	N	MEGAN GORDON	V51201	49091	2014-2015	358.03	0.00	358.03	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$358.03			
1	6474	N	MILESTONE SYSTEMS	V51201	49098	143197	1,710.00	0.00	1,710.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$1,710.00			
1	3979	N	MRCI MANKATO	V51201	49109	F60941	125.00	0.00	125.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$125.00			
1	5931	N	NAOMI BARRINGER	V51201	49090	SPRING 2015	400.00	0.00	400.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$400.00			
1	6323	N	NICOLE KOEPP	V51201	49172	06302015	11.50	0.00	11.50	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$11.50			
1	3866	N	RACHELLE KERKOW	V51201	49175	06302015	63.25	0.00	63.25	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$63.25			
1	5450	N	RAPTOR TECHNOLOGIES	V51201	49077	38549 RN	480.00	0.00	480.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$480.00			
1	3380	N	RENEE MALECHA	V51201	49171	06302015	29.15	0.00	29.15	06/17/2015	06/17/2015	06/17/2015
							Check Amount:		\$29.15			

## 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	2066	N	SCHINDLER ELEVATOR CORP	V51201	49078	8104025349	478.41	0.00	478.41	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$478.41			
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49108	126268521	7.64	0.00	7.64	06/16/2015	06/16/2015	06/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49107	126188543	89.00	0.00	89.00	06/16/2015	06/16/2015	06/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49073	61079	52.67	0.00	52.67	06/16/2015	06/16/2015	06/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49072	57744	26.99	0.00	26.99	06/16/2015	06/16/2015	06/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49100	126296590	11.01	0.00	11.01	06/16/2015	06/16/2015	06/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49071	61042	29.94	0.00	29.94	06/16/2015	06/16/2015	06/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51201	49070	59462	26.00	0.00	26.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$243.25			
1	2070	N	SCHOLASTIC BOOK FAIRS	V51201	49068	3650045	244.24	0.00	244.24	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$244.24			
1	2137	N	SOUTH CENTRAL ECSU	V51201	49102	15604	225.00	0.00	225.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$225.00			
1	6138	N	SOUTHWEST METRO EDUCATION	V51201	49097	12464	185.25	0.00	185.25	06/16/2015	06/16/2015	06/16/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V51201	49096	12472	15,104.02	0.00	15,104.02	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$15,289.27			
1	2157	N	STEFFEN HARDWARE	V51201	49083	MAY	70.37	0.00	70.37	06/16/2015	06/16/2015	06/16/2015
1	2157	N	STEFFEN HARDWARE	V51201	49079	APRIL	11.97	0.00	11.97	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$82.34			
1	2164	N	STIER TRANSPORTATION SERVIC	V51201	49064	1538	450.40	0.00	450.40	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$450.40			
1	5314	N	TALENT ASSESSMENT INC	V51201	49110	10084	12,366.00	0.00	12,366.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$12,366.00			
1	2266	N	TRUGREEN CHEMLAWN	V51201	49084	33371038	213.74	0.00	213.74	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$213.74			
1	5192	N	Youth Enrichment League	V51201	49066	2253	180.00	0.00	180.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$180.00			
1	2326	N	YOUTH FRONTIERS INC	V51201	49088	65819	750.00	0.00	750.00	06/16/2015	06/16/2015	06/16/2015

### 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	2326	N	YOUTH FRONTIERS INC	V51201	49087	65818	750.00	0.00	750.00	06/16/2015	06/16/2015	06/16/2015
							Check Amount:		\$1,500.00			
							Report Total:		\$55,092.97			

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

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P51102	0716	36557	SBC	57764	CH	1	6391	PANTHER BOOSTER CLUB	Y	N	6/1/2015	0	Y	USD	-140.00
P51202	0716	36662	SBC	57830	CH	1	6780	ANNE HERRMANN	Y	N	5/27/2015	C	N	USD	29.11
P51202	0716	36652	SBC	57831	CH	1	1262	CITY OF BELLE PLAINE	Y	N	5/27/2015	C	N	USD	3,134.52
P51202	0716	36653	SBC	57832	CH	1	1262	CITY OF BELLE PLAINE	Y	N	5/27/2015	C	N	USD	272.90
P51202	0716	36660	SBC	57833	CH	1	6778	DALLAS APPELBACHER	Y	N	5/27/2015	C	N	USD	100.00
P51202	0716	36655	SBC	57834	CH	1	2771	DENNIS ROISUM	Y	N	5/27/2015	C	N	USD	95.00
P51202	0716	36658	SBC	57835	CH	1	5280	EARL GRANSEE	Y	N	5/27/2015	C	N	USD	1,861.00
P51202	0716	36656	SBC	57836	CH	1	2772	JEFF MONAHAN	Y	N	5/27/2015	C	N	USD	95.00
P51202	0716	36657	SBC	57837	CH	1	4145	MEDICAREBLUE RX	Y	N	5/27/2015	C	N	USD	406.50
P51202	0716	36659	SBC	57838	CH	1	5931	NAOMI BARRINGER	Y	N	5/27/2015	C	N	USD	75.00
P51202	0716	36654	SBC	57839	CH	1	2765	NEY CENTER	Y	N	5/27/2015	C	N	USD	230.00
P51202	0716	36661	SBC	57840	CH	1	6779	WARREN COLLATT	Y	N	5/27/2015	C	N	USD	100.00
P51202	0716	36674	SBC	57841	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	6/2/2015	0	C	USD	705.00
P51202	0716	36675	SBC	57842	CH	1	1404	ED HAMMER	Y	N	6/2/2015	0	C	USD	152.00
P51202	0716	36679	SBC	57843	CH	1	5695	JEFF WAGNER	Y	N	6/2/2015	0	C	USD	100.00
P51202	0716	36676	SBC	57844	CH	1	1787	MASSP	Y	N	6/2/2015	0	C	USD	220.00
P51202	0716	36681	SBC	57845	CH	1	6777	MINNETONKA INSTITUTE FOR LEADERSHIP	Y	N	6/2/2015	0	C	USD	453.60
P51202	0716	36678	SBC	57846	CH	1	4405	PROBLEM SOLVING SOLUTIONS	Y	N	6/2/2015	0	C	USD	950.00
P51202	0716	36677	SBC	57847	CH	1	2027	REGION 2A - MSHSL	Y	N	6/2/2015	0	C	USD	1,974.00
P51202	0716	36680	SBC	57848	CH	1	5698	RUSS HOFFNER	Y	N	6/2/2015	0	C	USD	100.00
p512p1	0716	36682	SBC	57849	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	6/5/2015	0	C	USD	4,743.40
p512p1	0716	36683	SBC	57850	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	6/5/2015	0	C	USD	4,107.60
p512p1	0716	36690	SBC	57851	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	6/5/2015	0	C	USD	11,691.81
p512p1	0716	36691	SBC	57852	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	6/5/2015	0	C	USD	112,589.54
p512p1	0716	36684	SBC	57853	CH	1	1178	BPESPA	Y	N	6/5/2015	0	C	USD	23.82
p512p1	0716	36687	SBC	57854	CH	1	5017	GURSTEL CHARGO	Y	N	6/5/2015	0	C	USD	247.69
p512p1	0716	36686	SBC	57855	CH	1	4924	MESSERLI & KRAMER	Y	N	6/5/2015	0	C	USD	91.15
p512p1	0716	36689	SBC	57856	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	6/5/2015	0	C	USD	2,870.17
p512p1	0716	36685	SBC	57857	CH	1	1836	NCPERS MINNESOTA	Y	N	6/5/2015	0	C	USD	32.00
p512p1	0716	36688	SBC	57858	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	6/5/2015	0	C	USD	236.29
P51202	0716	36721	SBC	57859	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	6/10/2015	C	N	USD	245.00
P51202	0716	36731	SBC	57860	CH	1	6785	BILL OR GAYLE SHIELDS	Y	N	6/10/2015	C	N	USD	48.85
P51202	0716	36730	SBC	57861	CH	1	6784	BRENDA BLANCHARD	Y	N	6/10/2015	C	N	USD	5.95
P51202	0716	36727	SBC	57862	CH	1	6492	JILL HINK	Y	N	6/10/2015	C	N	USD	186.00
P51202	0716	36728	SBC	57863	CH	1	6623	JOE VANDERMARK	Y	N	6/10/2015	C	N	USD	86.25

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P51202	0716	36725	SBC	57864	CH	1	2634	LEE ECKERT	Y	N	6/10/2015	C N	USD	80.00
P51202	0716	36722	SBC	57865	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	6/10/2015	C N	USD	45,811.78
P51202	0716	36726	SBC	57866	CH	1	3433	RON STATHAM	Y	N	6/10/2015	C N	USD	80.00
P51202	0716	36723	SBC	57867	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	6/10/2015	C N	USD	102,766.97
P51202	0716	36729	SBC	57868	CH	1	6783	TRACY O'BRIEN	Y	N	6/10/2015	C N	USD	34.50
P51202	0716	36724	SBC	57869	CH	1	2326	YOUTH FRONTIERS INC	Y	N	6/10/2015	C N	USD	750.00
P51202	0716	36753	SBC	57878	CH	1	1021	AIM ELECTRONICS	Y	N	6/17/2015	C N	USD	485.65
P51202	0716	36756	SBC	57879	CH	1	6787	ASHLEY SIMONS	Y	N	6/17/2015	C N	USD	25.00
P51202	0716	36754	SBC	57880	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	6/17/2015	C N	USD	285.00
P51202	0716	36757	SBC	57881	CH	1	6788	JENNIFER FAHEY	Y	N	6/17/2015	C N	USD	60.00
P51202	0716	36755	SBC	57882	CH	1	4652	NARDINI FIRE EQUIP COMPANY INC	Y	N	6/17/2015	C N	USD	202.78
P51202	0716	36755	SBC	57882	CH	1	4652	NARDINI FIRE EQUIP COMPANY INC	Y	N	6/17/2015	C N	USD	229.47
P51202	0716	36759	SBC	57883	CH	1	6790	VICKI ESPINO	Y	N	6/17/2015	C N	USD	60.00
P51202	0716	36758	SBC	57884	CH	1	6789	WILLIE STAPLE III	Y	N	6/17/2015	C N	USD	50.00

**Total**

**\$ 299,040.30**

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p512p1	0716	36692	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	6/5/2015	0 N	USD	47,755.56
p512p1	0716	36693	SBC		WX	1	1977	PERA	N	N	6/5/2015	0 N	USD	13,457.37
p512p1	0716	36694	SBC		WX	1	2330	FEDERAL	N	N	6/5/2015	0 N	USD	30,868.95
p512p1	0716	36694	SBC		WX	1	2330	FEDERAL	N	N	6/5/2015	0 N	USD	11,434.92
p512p1	0716	36694	SBC		WX	1	2330	FEDERAL	N	N	6/5/2015	0 N	USD	48,893.78
p512p1	0716	36695	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	6/5/2015	0 N	USD	13,576.84
p512p1	0716	36696	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	6/5/2015	0 N	USD	204.00
p512p1	0716	36697	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	6/5/2015	0 N	USD	2,110.64
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	1,147.28
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	0.30
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	425.00
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	1,912.27
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	100.00
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	1,765.00
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	4,936.19
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	672.70
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	552.84
p512p1	0716	36698	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2015	0 N	USD	141.18
P51202	0716	36699	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2015	N	USD	3.45
P51202	0716	36699	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2015	N	USD	30.79
P51202	0716	36699	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2015	N	USD	173.25
P51202	0716	36699	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2015	N	USD	354.45
P51202	0716	36699	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2015	N	USD	869.85
P51202	0716	36699	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2015	N	USD	1,227.30
P51202	0716	36700	SBC		WX	1	2336	XCEL ENERGY	N	N	5/22/2015	N	USD	794.24
P51202	0716	36701	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	5/22/2015	N	USD	305.95
P51202	0716	36702	SBC		WX	1	1486	FRONTIER	N	N	5/26/2015	N	USD	100.43
P51202	0716	36702	SBC		WX	1	1486	FRONTIER	N	N	5/26/2015	N	USD	107.27
P51202	0716	36702	SBC		WX	1	1486	FRONTIER	N	N	5/26/2015	N	USD	107.95
P51202	0716	36702	SBC		WX	1	1486	FRONTIER	N	N	5/26/2015	N	USD	1,837.82
P51202	0716	36732	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/5/2015	0 N	USD	833.12
P51202	0716	36732	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/5/2015	0 N	USD	274.61
P51202	0716	36732	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/5/2015	0 N	USD	232.26
P51202	0716	36732	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/5/2015	0 N	USD	117.35
P51202	0716	36733	SBC		WX	1	2336	XCEL ENERGY	N	N	6/8/2015	0 N	USD	7,364.29
P51202	0716	36733	SBC		WX	1	2336	XCEL ENERGY	N	N	6/8/2015	0 N	USD	6,538.78
P51202	0716	36733	SBC		WX	1	2336	XCEL ENERGY	N	N	6/8/2015	0 N	USD	5,145.29

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P51202	0716	36734	SBC		WX	1	2336	XCEL ENERGY	N	N	6/10/2015	N	USD	389.46
P51202	0716	36735	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/10/2015	N	USD	1,468.74
P51202	0716	36735	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/10/2015	N	USD	1,409.28
P51202	0716	36735	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/10/2015	N	USD	924.84
<hr/>														
May 2015 PCARD														
Payroll 6/05/2015														
<hr/>														
Total														
<b>\$ 537,608.29</b>														

May 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DEWITTE KIMBERLY	390610048	5/19/2015	5/20/2015	5/27/2015	Audible	(15.98)
SD BELLE PLAINE	388217783	4/28/2015	4/28/2015	5/27/2015	NCS PEARSON	142.00
SD BELLE PLAINE	388217784	4/26/2015	4/28/2015	5/27/2015	ARROWWOOD RESORT CON	98.78
SD BELLE PLAINE	388332870	4/28/2015	4/29/2015	5/27/2015	USPS 26073001733418328	49.00
SD BELLE PLAINE	389306823	4/28/2015	5/7/2015	5/27/2015	ARROWWOOD RESORT CON	(98.78)
SD BELLE PLAINE	389498168	5/8/2015	5/8/2015	5/27/2015	CRISIS PREVENTION	150.00
SD BELLE PLAINE	389498169	5/8/2015	5/8/2015	5/27/2015	NASP ONLINE	99.00
SD BELLE PLAINE	389498170	5/8/2015	5/8/2015	5/27/2015	NASP ONLINE	199.00
SD BELLE PLAINE	389922328	5/13/2015	5/13/2015	5/27/2015	NCS PEARSON	360.00
SD BELLE PLAINE	390250802	5/15/2015	5/15/2015	5/27/2015	Amazon.com	39.80
SD BELLE PLAINE	390463237	5/16/2015	5/19/2015	5/27/2015	NCS PEARSON	60.00
HIGH SCHOOL BELLE PLAINE	388892101	5/2/2015	5/4/2015	5/27/2015	MILLS FLEET FARM 2500	38.62
HIGH SCHOOL BELLE PLAINE	388892102	5/2/2015	5/4/2015	5/27/2015	CONTINENTAL CLAY COMPA	228.40
HIGH SCHOOL BELLE PLAINE	389170961	5/5/2015	5/6/2015	5/27/2015	COBORN S SUPERSTORE	45.58
HIGH SCHOOL BELLE PLAINE	389170962	5/5/2015	5/6/2015	5/27/2015	NATIONAL RECOGNITION	32.14
HIGH SCHOOL BELLE PLAINE	389170963	5/5/2015	5/6/2015	5/27/2015	ACDA INTERNET	110.00
HIGH SCHOOL BELLE PLAINE	389306828	5/5/2015	5/7/2015	5/27/2015	ACDA OF MINNESOTA	258.00
HIGH SCHOOL BELLE PLAINE	389922336	5/12/2015	5/13/2015	5/27/2015	NATIONAL RECOGNITION	1,385.86
HIGH SCHOOL BELLE PLAINE	390067953	5/12/2015	5/14/2015	5/27/2015	SUBWAY 03164670	32.70
HIGH SCHOOL BELLE PLAINE	390067954	5/13/2015	5/14/2015	5/27/2015	OFFICEMAX CT*IN#878576	802.16
HIGH SCHOOL BELLE PLAINE	390067955	5/13/2015	5/14/2015	5/27/2015	OFFICEMAX CT*IN#879035	26.73
HIGH SCHOOL BELLE PLAINE	390250812	5/15/2015	5/15/2015	5/27/2015	OFFICEMAX CT*IN#927728	96.62
HIGH SCHOOL BELLE PLAINE	390610056	5/19/2015	5/20/2015	5/27/2015	OFFICEMAX CT*IN#879402	29.56
HIGH SCHOOL BELLE PLAINE	390724780	5/20/2015	5/21/2015	5/27/2015	EB DESIGN IN 5 MEANIN	1,381.25
HIGH SCHOOL BELLE PLAINE	390895195	5/21/2015	5/22/2015	5/27/2015	TEXTBOOK WAREHOUSE LLC	88.00
HIGH SCHOOL BELLE PLAINE	390895196	5/21/2015	5/22/2015	5/27/2015	MICHAELS STORES 3747	117.80
HIGH SCHOOL BELLE PLAINE	390895197	5/22/2015	5/22/2015	5/27/2015	4IMPRINT	807.61
HIGH SCHOOL BELLE PLAINE	391327258	5/26/2015	5/27/2015	5/27/2015	COBORN S SUPERSTORE	121.89
DAVIS KRIS	388669906	4/30/2015	5/1/2015	5/27/2015	BIFFS INC	608.67
DAVIS KRIS	389170948	5/4/2015	5/6/2015	5/27/2015	METRO SALES INC.	874.17
DAVIS KRIS	389170949	5/4/2015	5/6/2015	5/27/2015	METRO SALES INC.	656.85
DAVIS KRIS	389170950	5/4/2015	5/6/2015	5/27/2015	METRO SALES INC.	3,179.73
DAVIS KRIS	389170951	5/5/2015	5/6/2015	5/27/2015	WM EZPAY	512.87
DAVIS KRIS	389170952	5/5/2015	5/6/2015	5/27/2015	WM EZPAY	858.22
DAVIS KRIS	389170953	5/5/2015	5/6/2015	5/27/2015	WM EZPAY	235.60
DAVIS KRIS	389170954	5/5/2015	5/6/2015	5/27/2015	WM EZPAY	838.60
DAVIS KRIS	389922329	5/11/2015	5/13/2015	5/27/2015	WM EZPAY	191.28

May 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DAVIS KRIS	389922330	5/11/2015	5/13/2015	5/27/2015	WM EZPAY	434.62
DAVIS KRIS	389922331	5/11/2015	5/13/2015	5/27/2015	WM EZPAY	798.12
DAVIS KRIS	389922332	5/11/2015	5/13/2015	5/27/2015	WM EZPAY	895.71
DAVIS KRIS	390250803	5/16/2015	5/15/2015	5/27/2015	MINNESOTA SCHOOL BOARD	99.00
DAVIS KRIS	390610049	5/19/2015	5/20/2015	5/27/2015	USPS 26073001733418328	5.11
HEINE JEFF	388332871	4/28/2015	4/29/2015	5/27/2015	HERMANS LANDSCAPE SUPP	122.50
HEINE JEFF	388332872	4/28/2015	4/29/2015	5/27/2015	HERMANS LANDSCAPE SUPP	122.50
HEINE JEFF	388669907	4/30/2015	5/1/2015	5/27/2015	MILLS FLEET FARM 3200	187.57
HEINE JEFF	389306824	5/6/2015	5/7/2015	5/27/2015	MILLS FLEET FARM 3200	83.14
HEINE JEFF	389692670	5/8/2015	5/11/2015	5/27/2015	WILLIAM V MACGILL & CO	114.00
HEINE JEFF	389922333	5/13/2015	5/13/2015	5/27/2015	CABLE WHOLESAL.COM	87.56
HEINE JEFF	389922334	5/12/2015	5/13/2015	5/27/2015	WW GRAINGER	105.24
HEINE JEFF	390463238	5/18/2015	5/19/2015	5/27/2015	FLAME STOP INC.	141.42
HEINE JEFF	390610050	5/19/2015	5/20/2015	5/27/2015	GROTH MUSIC	3,820.00
HEINE JEFF	390895182	5/21/2015	5/22/2015	5/27/2015	DISCOUNT STEEL INC	684.15
HEINE JEFF	391327254	5/26/2015	5/27/2015	5/27/2015	MENARDS BURNSVILLE	80.83
KELLER CHUCK	388669908	4/29/2015	5/1/2015	5/27/2015	MASBO 00 OF 00	50.00
KELLER CHUCK	389922335	5/11/2015	5/13/2015	5/27/2015	VZWRLSS*MY VZ VB P	199.24
KELLER CHUCK	390463239	5/14/2015	5/19/2015	5/27/2015	CANAL PARK LODGE	127.51
KELLER CHUCK	391234077	5/26/2015	5/26/2015	5/27/2015	VZWRLSS*APOCC VISB	588.91
WILLIAMS CHAD	390610051	5/20/2015	5/20/2015	5/27/2015	ETS*PARAPRO Services	50.00
MATHIOWETZ BRUCE	388476780	4/26/2015	4/30/2015	5/27/2015	DAYS INN	660.80
MATHIOWETZ BRUCE	388669912	4/30/2015	5/1/2015	5/27/2015	SAMSCLUB #6311	57.96
MATHIOWETZ BRUCE	388669913	4/30/2015	5/1/2015	5/27/2015	GENESIS TOWN & COUNTRY	124.75
MATHIOWETZ BRUCE	388892097	5/3/2015	5/4/2015	5/27/2015	COBORN S #2038	32.85
MATHIOWETZ BRUCE	389170958	5/5/2015	5/6/2015	5/27/2015	COBORN S #2038	16.25
MATHIOWETZ BRUCE	389498173	5/6/2015	5/8/2015	5/27/2015	KWIK TRIP 3300003301	10.99
MATHIOWETZ BRUCE	389498174	5/8/2015	5/8/2015	5/27/2015	DISCOUNT STEEL -MN	629.00
MATHIOWETZ BRUCE	389692671	5/9/2015	5/11/2015	5/27/2015	SAMSCLUB #6311	92.06
MATHIOWETZ BRUCE	389692672	5/9/2015	5/11/2015	5/27/2015	MENARDS BURNSVILLE	159.25
MATHIOWETZ BRUCE	390250810	5/14/2015	5/15/2015	5/27/2015	COBORN S #2038	4.00
MATHIOWETZ BRUCE	390250811	5/14/2015	5/15/2015	5/27/2015	ACE HARDWARE PAINT	13.47
MATHIOWETZ BRUCE	390463244	5/18/2015	5/19/2015	5/27/2015	COBORN S SUPERSTORE	34.94
MATHIOWETZ BRUCE	390610054	5/19/2015	5/20/2015	5/27/2015	TRACTOR SUPPLY #1156	14.99
MATHIOWETZ BRUCE	390610055	5/19/2015	5/20/2015	5/27/2015	ACE HARDWARE PAINT	40.00
MATHIOWETZ BRUCE	391234078	5/25/2015	5/26/2015	5/27/2015	MENARDS BURNSVILLE	57.40
ANDERSON DOUG	389170959	5/5/2015	5/6/2015	5/27/2015	A. H. HERMEL COMPANY	53.96

May 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ANDERSON DOUG	390895192	5/21/2015	5/22/2015	5/27/2015	KERNEL CONCESSION SUPP	94.54
ANDERSON DOUG	390895193	5/21/2015	5/22/2015	5/27/2015	SAMSClub #6311	59.62
SMITH KELLY	390463235	5/17/2015	5/19/2015	5/27/2015	COBORN S SUPERSTORE	19.51
SMITH KELLY	390610046	5/19/2015	5/20/2015	5/27/2015	COBORN S SUPERSTORE	13.83
SMITH KELLY	390724770	5/19/2015	5/21/2015	5/27/2015	SUBWAY 03164670	42.75
SMITH KELLY	390724771	5/20/2015	5/21/2015	5/27/2015	PIZZA PLUS	32.91
WICK KEN	388892081	5/1/2015	5/4/2015	5/27/2015	THE IDOCTOR LLC	144.00
WICK KEN	389042892	5/4/2015	5/5/2015	5/27/2015	Amazon.com	105.00
WICK KEN	389498167	5/7/2015	5/8/2015	5/27/2015	THE IDOCTOR LLC	764.99
WICK KEN	389692669	5/8/2015	5/11/2015	5/27/2015	THE IDOCTOR LLC	206.99
WICK KEN	390067951	5/12/2015	5/14/2015	5/27/2015	THE IDOCTOR LLC	144.00
WICK KEN	390250800	5/14/2015	5/15/2015	5/27/2015	APL*APPLEONLINESTOREUS	232.00
WICK KEN	390250801	5/13/2015	5/15/2015	5/27/2015	THE IDOCTOR LLC	144.00
WICK KEN	391327253	5/27/2015	5/27/2015	5/27/2015	AMAZON MKTPLACE PMTS	35.55
DEUTSCH JOE	388217780	4/27/2015	4/28/2015	5/27/2015	GANDER MOUNTAIN	148.90
DEUTSCH JOE	388217781	4/27/2015	4/28/2015	5/27/2015	Mills Fleet Farm #2 50	14.98
DEUTSCH JOE	388217782	4/27/2015	4/28/2015	5/27/2015	STEFFEN HARDWARE	13.48
DEUTSCH JOE	388476777	4/28/2015	4/30/2015	5/27/2015	HARDWARE DISTRIBUTORS-	231.39
DEUTSCH JOE	388669905	5/1/2015	5/1/2015	5/27/2015	COBORN S SUPERSTORE	31.26
DEUTSCH JOE	389170947	5/5/2015	5/6/2015	5/27/2015	COBORN S SUPERSTORE	21.64
DEUTSCH JOE	389306822	5/6/2015	5/7/2015	5/27/2015	COBORN S SUPERSTORE	6.38
DEUTSCH JOE	389498166	5/8/2015	5/8/2015	5/27/2015	STEFFEN HARDWARE	13.88
DEUTSCH JOE	389815357	5/11/2015	5/12/2015	5/27/2015	WM SUPERCENTER #3513	135.44
DEUTSCH JOE	389815358	5/11/2015	5/12/2015	5/27/2015	MENARDS BURNSVILLE	189.59
DEUTSCH JOE	390250795	5/15/2015	5/15/2015	5/27/2015	RECREATION.GOV	32.00
DEUTSCH JOE	390250796	5/15/2015	5/15/2015	5/27/2015	RECREATION.GOV	32.00
DEUTSCH JOE	390250797	5/15/2015	5/15/2015	5/27/2015	RECREATION.GOV	56.00
DEUTSCH JOE	390250798	5/13/2015	5/15/2015	5/27/2015	SIWEK LUMBER & MILLWOR	70.88
DEUTSCH JOE	390724772	5/20/2015	5/21/2015	5/27/2015	MENARDS BURNSVILLE	115.38
DEUTSCH JOE	390724773	5/20/2015	5/21/2015	5/27/2015	AMERICAN GLASS & MIRRO	23.40
DEUTSCH JOE	390724774	5/19/2015	5/21/2015	5/27/2015	SAWBILL CANOE OUTFITTE	1,017.80
DEUTSCH JOE	390895181	5/19/2015	5/22/2015	5/27/2015	SAWBILL CANOE OUTFITTE	105.00
GROTBERG CAREN	390250799	5/14/2015	5/15/2015	5/27/2015	COBORN S SUPERSTORE	11.40
ACTIVITIES BELLE P	389170960	5/5/2015	5/6/2015	5/27/2015	IN *THE MUSIC DEPOT	119.40
ACTIVITIES BELLE P	389306827	5/6/2015	5/7/2015	5/27/2015	SAMS CLUB #6311	62.93
ACTIVITIES BELLE P	389498175	5/9/2015	5/8/2015	5/27/2015	RUSHORDERTEES/PRINTFLY	547.86
ACTIVITIES BELLE P	390067952	5/13/2015	5/14/2015	5/27/2015	DOMINO S 7300	23.96

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ACTIVITIES BELLE P	390463245	5/16/2015	5/19/2015	5/27/2015	ORIENTAL TRADING CO	(2.96)
ACTIVITIES BELLE P	390724779	5/20/2015	5/21/2015	5/27/2015	DANCEWEAR SOLUTIONS	399.30
ACTIVITIES BELLE P	390895194	5/22/2015	5/22/2015	5/27/2015	USA HIGH SCHOOL CLAY T	525.00
CHEVALIER MINDY	388476773	4/28/2015	4/30/2015	5/27/2015	UNIVERSAL ATHLETIC	33.91
CHEVALIER MINDY	388476774	4/28/2015	4/30/2015	5/27/2015	UNIVERSAL ATHLETIC	669.93
CHEVALIER MINDY	388476775	4/28/2015	4/30/2015	5/27/2015	UNIVERSAL ATHLETIC	179.98
CHEVALIER MINDY	388476776	4/28/2015	4/30/2015	5/27/2015	UNIVERSAL ATHLETIC	816.85
CHEVALIER MINDY	388892077	5/3/2015	5/4/2015	5/27/2015	WM SUPERCENTER #3513	169.93
CHEVALIER MINDY	389922327	5/12/2015	5/13/2015	5/27/2015	SOUTHEAST SERVICES COO	200.00
CHEVALIER MINDY	390250793	5/16/2015	5/15/2015	5/27/2015	DOMINO S 7300	47.94
CHEVALIER MINDY	390250794	5/14/2015	5/15/2015	5/27/2015	SAMUEL FRENCH INC.	11.45
CHEVALIER MINDY	390463236	5/15/2015	5/19/2015	5/27/2015	PIONEER DRAMA SERVICE	19.75
CHEVALIER MINDY	390610047	5/19/2015	5/20/2015	5/27/2015	B&H PHOTO 800-606-696	1,824.95
CHEVALIER MINDY	391327251	5/26/2015	5/27/2015	5/27/2015	COBORN S SUPERSTORE	29.48
CHEVALIER MINDY	391327252	5/26/2015	5/27/2015	5/27/2015	GROUP SALES FRONT GATE	1,978.00
COMM ED BELLE PLAINE	388217785	4/27/2015	4/28/2015	5/27/2015	COBORN S SUPERSTORE	10.97
COMM ED BELLE PLAINE	388217786	4/27/2015	4/28/2015	5/27/2015	USPS 26073001733418328	492.03
COMM ED BELLE PLAINE	388332873	4/27/2015	4/29/2015	5/27/2015	KWIK TRIP 33000003301	3.99
COMM ED BELLE PLAINE	388669911	5/1/2015	5/1/2015	5/27/2015	TARGET 00013524	65.23
COMM ED BELLE PLAINE	389042894	5/4/2015	5/5/2015	5/27/2015	GENESIS TOWN & COUNTRY	52.35
COMM ED BELLE PLAINE	389498172	5/8/2015	5/8/2015	5/27/2015	COBORN S SUPERSTORE	15.46
COMM ED BELLE PLAINE	390250809	5/15/2015	5/15/2015	5/27/2015	USPS 26073001733418328	16.45
COMM ED BELLE PLAINE	390610053	5/19/2015	5/20/2015	5/27/2015	CARSON DELLOSA	76.83
COMM ED BELLE PLAINE	390724776	5/20/2015	5/21/2015	5/27/2015	USPS 26073001733418328	530.68
COMM ED BELLE PLAINE	390724777	5/20/2015	5/21/2015	5/27/2015	PAYPAL *COMOFRIENDS	100.00
COMM ED BELLE PLAINE	390724778	5/20/2015	5/21/2015	5/27/2015	SQ *NORTH AMERICAN SAF	868.55
COMM ED BELLE PLAINE	390895188	5/20/2015	5/22/2015	5/27/2015	CENEX CENEX CO07038920	116.31
COMM ED BELLE PLAINE	390895189	5/22/2015	5/22/2015	5/27/2015	USPS 26073001733418328	11.55
COMM ED BELLE PLAINE	390895190	5/22/2015	5/22/2015	5/27/2015	WWW.THESPORTSAUTHORITY.	69.45
COMM ED BELLE PLAINE	390895191	5/20/2015	5/22/2015	5/27/2015	THE GRAPHIC EDGE INC	1,015.41
COMM ED BELLE PLAINE	391327256	5/26/2015	5/27/2015	5/27/2015	Discount School Supply	534.01
COMM ED BELLE PLAINE	391327257	5/26/2015	5/27/2015	5/27/2015	STEFFEN HARDWARE	8.99
ELEMENTARY CHATFIELD	388476778	4/29/2015	4/30/2015	5/27/2015	INNOVATIVE OFFICE SOLU	15.90
ELEMENTARY CHATFIELD	388476779	4/29/2015	4/30/2015	5/27/2015	AMAZON MKTPLACE PMTS	64.00
ELEMENTARY CHATFIELD	388669909	4/30/2015	5/1/2015	5/27/2015	OFFICEMAX CT*IN#647732	12.30
ELEMENTARY CHATFIELD	388669910	4/30/2015	5/1/2015	5/27/2015	OFFICEMAX CT*IN#647808	12.26
ELEMENTARY CHATFIELD	389170955	5/4/2015	5/6/2015	5/27/2015	MN ZOO TARS	792.00

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	389170956	5/5/2015	5/6/2015	5/27/2015	AMAZON MKTPLACE PMTS	44.72
ELEMENTARY CHATFIELD	390250804	5/14/2015	5/15/2015	5/27/2015	OFFICEMAX CT*IN#888466	12.21
ELEMENTARY CHATFIELD	390250805	5/14/2015	5/15/2015	5/27/2015	THE 2 SISTERS/THEDAILY	765.00
ELEMENTARY CHATFIELD	390610052	5/18/2015	5/20/2015	5/27/2015	LAKESHORE LEARNING MAT	72.40
ELEMENTARY CHATFIELD	390724775	5/19/2015	5/21/2015	5/27/2015	S&S WORLDWIDE	100.71
ELEMENTARY CHATFIELD	390895183	5/21/2015	5/22/2015	5/27/2015	MN CHILDREN S MUSEUM	85.50
ELEMENTARY CHATFIELD	391115927	5/24/2015	5/25/2015	5/27/2015	WAL-MART #1473	9.92
ELEMENTARY CHATFIELD	391327255	5/26/2015	5/27/2015	5/27/2015	LIFETOUCH NSS CORPORAT	2,836.15
ELEMENTARY OAK CREST	388892091	5/3/2015	5/4/2015	5/27/2015	TARGET 00018333	299.97
ELEMENTARY OAK CREST	388892092	5/3/2015	5/4/2015	5/27/2015	SAMSCLUB #6311	177.90
ELEMENTARY OAK CREST	388892093	5/1/2015	5/4/2015	5/27/2015	MINNESOTA SWARM	95.00
ELEMENTARY OAK CREST	388892094	5/3/2015	5/4/2015	5/27/2015	SAMSCLUB #6311	39.28
ELEMENTARY OAK CREST	389042893	5/4/2015	5/5/2015	5/27/2015	AMAZON MKTPLACE PMTS	1,024.86
ELEMENTARY OAK CREST	389170957	5/4/2015	5/6/2015	5/27/2015	DAKOTA AWARDS 00 OF 00	83.20
ELEMENTARY OAK CREST	389306825	5/6/2015	5/7/2015	5/27/2015	TARGET 00018333	299.97
ELEMENTARY OAK CREST	389306826	5/6/2015	5/7/2015	5/27/2015	SAMS CLUB #6311	54.26
ELEMENTARY OAK CREST	389498171	5/8/2015	5/8/2015	5/27/2015	BELLE PLAINE DQ	160.00
ELEMENTARY OAK CREST	390250806	5/14/2015	5/15/2015	5/27/2015	COBORN S SUPERSTORE	12.76
ELEMENTARY OAK CREST	390250807	5/15/2015	5/15/2015	5/27/2015	COBORN S SUPERSTORE	132.60
ELEMENTARY OAK CREST	390250808	5/15/2015	5/15/2015	5/27/2015	COBORN S SUPERSTORE	186.24
ELEMENTARY OAK CREST	390463240	5/17/2015	5/19/2015	5/27/2015	TARGET 00014845	51.82
ELEMENTARY OAK CREST	390463241	5/17/2015	5/19/2015	5/27/2015	DOLRTREE 4487 00044875	41.00
ELEMENTARY OAK CREST	390463242	5/17/2015	5/19/2015	5/27/2015	MICHAELS STORES 8608	9.98
ELEMENTARY OAK CREST	390463243	5/19/2015	5/19/2015	5/27/2015	SSI*SCHOOL SPECIALTY	33.78
ELEMENTARY OAK CREST	390895184	5/22/2015	5/22/2015	5/27/2015	NASCO MAIL ORDER	53.60
ELEMENTARY OAK CREST	390895185	5/21/2015	5/22/2015	5/27/2015	RGS Pay*	82.56
ELEMENTARY OAK CREST	390895186	5/22/2015	5/22/2015	5/27/2015	MN HISTORICAL SOCIETY	732.00
ELEMENTARY OAK CREST	390895187	5/21/2015	5/22/2015	5/27/2015	MAIN STREET DONUTS AND	349.49
HANSON LIANN	389042889	5/4/2015	5/5/2015	5/27/2015	COBORN S SUPERSTORE	25.74
HANSON LIANN	389042890	5/4/2015	5/5/2015	5/27/2015	BRUEGGER S 772	71.97
HANSON LIANN	389042891	5/5/2015	5/5/2015	5/27/2015	AMAZON MKTPLACE PMTS	863.04

<b>Total</b>	<b>51,102.03</b>
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May 2015 Student Activities

Activity	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
Class of 2016	0716	36527	HSAC	7510	CH	3	5224	CRAVE CATERING	CRAVE CATERING	5/1/2015 00	N	USD	4,060.23
SR High Student Council	0716	36525	HSAC	7511	CH	3	5180	DOLLARS FOR SCHOLARS	DFS/Harold Albrecht Scholarship	5/1/2015 00	N	USD	300.00
BP Sr. Hi Club	0716	36528	HSAC	7512	CH	3	6758	JONNY B'S BACKYARD BBQ	ACT TESTING - LUNCH	5/1/2015 00	N	USD	350.00
Class of 2016	0716	36526	HSAC	7513	CH	3	5187	MOA ENTERTAINMENT CO. LLC	PROM - MOA	5/1/2015 00	N	USD	6,920.00
Tiger Fever	0716	36524	HSAC	7514	CH	3	5044	RICH FOUST	Parents Night - Track	5/1/2015 00	N	USD	61.80
Golf	0716	36562	HSAC	7515	CH	3	6733	BIG	golf Clothing Order	5/7/2015 00	N	USD	3,276.00
Concert Choir	0716	36560	HSAC	7516	CH	3	5521	MMEA	All-State Participation/M. Littlepage	5/7/2015 00	N	USD	250.00
Boys BB	0716	36563	HSAC	7517	CH	3	6760	PREMIER CUSTOM APPAREL SHOP	JH Jersey - Printing	5/7/2015 00	N	USD	320.00
Softball	0716	36561	HSAC	7518	CH	3	6016	UNIVERSAL ATHLETIC SERVICES INC	Coach, Gear & Apparel	5/7/2015 00	N	USD	402.00
FFA	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - NATIONAL FFA	5/15/2015 0	N	USD	1,000.00
FFA	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	5/15/2015 0	N	USD	41.07
FFA	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - KWIK TRIP	5/15/2015 0	N	USD	21.65
FFA	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	5/15/2015 0	N	USD	41.77
Class of 2016	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2016 - PROM NITE	5/15/2015 0	N	USD	169.84
Concert Choir	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - WOW ZONE	5/15/2015 0	N	USD	307.24
Concert Choir	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - WOW ZONE	5/15/2015 0	N	USD	648.00
Concert Choir	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - ORIENTAL TRADING	5/15/2015 0	N	USD	42.96
Speech	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SPEECH - GREEN MILL	5/15/2015 0	N	USD	240.79
Class of 2016	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2016 - PROM NITE	5/15/2015 0	N	USD	155.87
SH Band	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - ORPHEUM TRANSPORTATION	5/15/2015 0	N	USD	273.12
Tiger Club	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - MPLS TRANSPORTATION	5/15/2015 0	N	USD	295.00
Tiger Club	0716	36570	HSAC	7519	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - OC TRANSPORTATION	5/15/2015 0	N	USD	108.64
Class 2015	0716	36575	HSAC	7520	CH	3	5556	BLUE 84	Senior T-Shirts	5/15/2015 0	N	USD	316.50
Golf	0716	36576	HSAC	7521	CH	3	6622	CENTURY RESOURCES	Payment of Food for Fundraiser	5/15/2015 0	N	USD	4,197.24
FFA	0716	36573	HSAC	7522	CH	3	5250	CHEF CRAIG	FFA Banquet Caterer	5/15/2015 0	N	USD	1,185.03
Trapshoot	0716	36578	HSAC	7523	CH	3	6762	GAIL WHITAKER	Refund from trap team / vest returned	5/15/2015 0	N	USD	200.00
FFA	0716	36572	HSAC	7524	CH	3	5230	GLACIAL RIDGE	FFA PLANT SALES	5/15/2015 0	N	USD	2,763.33
Concert Choir	0716	36574	HSAC	7525	CH	3	5258	INSTRUMENTALIST AWARDS LLC	Awards Night Choir	5/15/2015 0	N	USD	65.50
SH Band	0716	36574	HSAC	7525	CH	3	5258	INSTRUMENTALIST AWARDS LLC	Senior Awards-Band	5/15/2015 0	N	USD	132.50
Golf	0716	36571	HSAC	7526	CH	3	4925	JEROLD STAUFFACHER	Food & Golf for Golf Team	5/15/2015 0	N	USD	182.63
SH Band	0716	36579	HSAC	7527	CH	3	6765	JOHN R STEWART	UWEC Band Clinic	5/15/2015 0	N	USD	150.00
Softball	0716	36577	HSAC	7528	CH	3	6737	LUKE AUDETTE	PIZZA RANCH MEAL FOR TEAM	5/15/2015 0	N	USD	125.83
Class 2015	0716	36613	HSAC	7529	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	Bus to Twins Game	5/20/2015 0	N	USD	298.12
BP Sr. Hi Club	0716	36613	HSAC	7529	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SR HIGH CLUB - SAMS CLUB	5/20/2015 0	N	USD	137.10
BP Sr. Hi Club	0716	36613	HSAC	7529	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SR HIGH CLUB - SAMS CLUB	5/20/2015 0	N	USD	147.12
BP Sr. Hi Club	0716	36613	HSAC	7529	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SR HIGH CLUB - SAMS CLUB	5/20/2015 0	N	USD	135.94
Softball	0716	36613	HSAC	7529	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - DAIRY QUEEN	5/20/2015 0	N	USD	56.70
Class 2015	0716	36615	HSAC	7530	CH	3	5180	DOLLARS FOR SCHOLARS	DFS Scholarship	5/20/2015 0	N	USD	250.00
BP Sr. Hi Club	0716	36614	HSAC	7531	CH	3	4810	TAHER FOODS	INVOICE 22 - BREAKFAST	5/20/2015 0	N	USD	110.00
<b>Total</b>												<b>29,739.52</b>	

**Chuck Keller**  
*Business Manager*  
**Margot Hansen**  
*Director of Curriculum & Assessment*  
**Ken Wick**  
*IT Director*



**Chad Williams**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Nelson Ladd**  
*Community Services Director*

DATE OF BOARD MEETING: June 22, 2015  
 SUBJECT: Gifts and Donations  
 RECOMMENDATION: Approve

Therefore, the Director of Finance and Operations recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 716 accept with appreciation the following gifts/donation and permit their use as designated by the donor(s).

**DETAIL OF GIFTS/DONATIONS:**

Date	Donor	Item and Nature of Donation/Gift	Amount
5.21.2015	Belle Plaine Elementary PTO	Chatfield – Transportation for Field Day	245.00
5.21.2015	Belle Plaine Elementary PTO	Chatfield – Kindergarten Caterpillars	281.40
5.21.2015	Belle Plaine Elementary PTO	Chatfield – Snack Cart	54.70



**SOAR**

**BELLE PLAINE/JORDAN**

Students Out  
Achieving Results

# BELLE PLAINE PUBLIC SCHOOLS

## Adopted Budget 2015-16

### Revenues

General Fund	\$	15,674,525
Food Services Fund	\$	640,000
Community Services Fund	\$	625,059
Debt Redemption Fund	\$	3,224,001
Trust and Agency Fund	\$	2,000
<b>Totals All Funds</b>	<b>\$</b>	<b>20,165,585</b>

### Expenditures

General Fund	\$	15,904,033
Food Services Fund	\$	655,000
Community Services Fund	\$	635,662
Debt Redemption Fund	\$	3,195,321
Trust and Agency Fund	\$	2,000
<b>Totals All Funds</b>	<b>\$</b>	<b>20,392,016</b>

## Belle Plaine Public Schools Projected Fund Balance

June 30, 2016

<b>General Fund</b>	<b>June 30, 2011</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>	<b>June 30, 2014</b>	<b>Revised Budget June 30, 2015</b>	<b>Projected June 30, 2016</b>	<b>Net Change vs. FY15</b>
Unreserved/Undesignated	\$1,678,323	\$1,885,237	\$1,837,385	\$1,417,970	\$1,170,268	\$1,117,791	(\$52,477)
Nonspendable Fund Balance	\$24,869	\$50,563	\$29,835	\$53,678	\$50,000	\$50,000	\$0
Chatfield Special Account	\$40,972	\$23,558	\$25,004	\$24,734	\$22,734	\$25,000	\$2,266
Oak Crest Special Account	\$58,962	\$62,478	\$55,451	\$58,737	\$53,737	\$55,000	\$1,263
Designated For Integration	\$43,484	\$102,416	\$53,443	\$23,160	\$0	\$0	\$0
Designation For Severance	\$180,343	\$180,343	\$180,343	\$180,343	\$180,343	\$180,343	\$0
Designation For Staff Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Unreserved</b>	<b>\$2,026,953</b>	<b>\$2,304,595</b>	<b>\$2,181,461</b>	<b>\$1,758,623</b>	<b>\$1,477,082</b>	<b>\$1,428,134</b>	<b>(\$48,948)</b>
<b>Reserved</b>							
Staff Development	\$89,802	\$89,802	\$89,802	\$43,747	\$43,747	\$26,713	(\$17,034)
Deferred Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Health & Safety	(\$33,035)	(\$47,290)	(\$55,757)	(\$86,218)	(\$122,829)	(\$90,769)	\$32,060
Designation For Severance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Capital (facilities & equipment)	\$778,758	\$704,416	\$734,711	\$501,479	\$329,603	\$134,016	(\$195,587)
Safe Schools	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Reserved</b>	<b>\$835,526</b>	<b>\$746,929</b>	<b>\$768,757</b>	<b>\$459,007</b>	<b>\$250,521</b>	<b>\$69,960</b>	<b>(\$180,561)</b>
<b>Total General Fund</b>	<b>\$2,862,479</b>	<b>\$3,051,524</b>	<b>\$2,950,218</b>	<b>\$2,217,630</b>	<b>\$1,727,603</b>	<b>\$1,498,094</b>	<b>(\$229,509)</b>
<b>Food Service Fund</b>	<b>\$79,218</b>	<b>\$98,364</b>	<b>\$88,974</b>	<b>\$77,468</b>	<b>\$67,468</b>	<b>\$52,468</b>	<b>(\$15,000)</b>
<b>Community Education</b>							
Restricted Fund Balance	\$13,643	\$9,435	\$9,077	\$6,411	\$5,808	\$5,205	(\$603)
Community Ed	\$66,878	\$73,872	\$77,984	\$58,740	\$39,062	\$29,062	(\$10,000)
ECFE	\$11,435	\$32,401	\$33,003	\$27,336	\$27,243	\$27,243	\$0
School Readiness	\$1,792	\$5,245	\$11,421	\$8,694	\$8,694	\$8,694	\$0
<b>Total Community Education</b>	<b>\$93,749</b>	<b>\$120,953</b>	<b>\$131,486</b>	<b>\$101,181</b>	<b>\$80,807</b>	<b>\$70,204</b>	<b>(\$10,603)</b>
<b>Debt Service</b>	<b>\$687,221</b>	<b>\$502,478</b>	<b>\$28,048,179</b>	<b>\$27,076,189</b>	<b>\$623,857</b>	<b>\$652,537</b>	<b>\$28,680</b>
<b>Trust Fund</b>	<b>\$1,875</b>	<b>\$1,350</b>	<b>\$1,141</b>	<b>\$860</b>	<b>\$860</b>	<b>\$860</b>	<b>\$0</b>
<b>Total All Funds:</b>	<b>\$3,724,542</b>	<b>\$3,774,668</b>	<b>\$31,219,998</b>	<b>\$29,473,328</b>	<b>\$2,500,595</b>	<b>\$2,274,163</b>	<b>(\$226,432)</b>

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716  
GENERAL FUND REVENUE & EXPENDITURES BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

**REVENUE**

<b>REVENUE CATEGORIES</b>	<b>Actual YE 2012-13</b>	<b>Actual YE 2013-14</b>	<b>Revised Budget 2014-15</b>	<b>Adopted Budget 2015-16</b>	<b>Change</b>	<b>Percent Change</b>
STATE	11,877,679	12,513,905	13,016,376	13,252,276	235,900	1.81%
FEDERAL	493,920	452,920	425,218	411,374	(13,843)	-3.26%
LEVY	1,222,046	723,946	1,306,395	1,571,980	265,585	20.33%
TUITION	24,287	-	22,000	18,000	(4,000)	-18.18%
LOCAL (FEES, INTEREST, ETC.)	398,110	1,149,278	1,553,567	420,895	(1,132,672)	-72.91%
<b>TOTALS</b>	<b>14,016,043</b>	<b>14,840,049</b>	<b>16,323,556</b>	<b>15,674,525</b>	<b>(649,031)</b>	<b>-4.14%</b>

**EXPENDITURES - BY OBJECT**

<b>OBJECT SERIES</b>	<b>Actual YE 2012-13</b>	<b>Actual YE 2013-14</b>	<b>Revised Budget 2014-15</b>	<b>Adopted Budget 2015-16</b>	<b>Change</b>	<b>Percent Change</b>
SALARIES & WAGES	7,678,195	8,005,352	8,544,563	8,621,010	76,447	0.89%
EMPLOYEE BENEFITS	2,610,718	2,802,049	2,947,912	2,976,951	29,040	0.99%
PURCHASED SERVICES	2,704,156	2,704,660	2,645,417	2,647,380	1,963	0.07%
SUPPLIES	716,812	860,916	715,737	728,171	12,434	1.74%
CAPITAL EXPENDITURES	370,319	1,106,187	1,916,823	886,707	(1,030,116)	-53.74%
DEBT SERVICE	11,352	57,984	9,642	9,835	193	2.00%
OTHER EXPENDITURES	25,796	35,489	33,492	33,979	488	1.46%
<b>TOTALS</b>	<b>14,117,348</b>	<b>15,572,637</b>	<b>16,813,584</b>	<b>15,904,033</b>	<b>(909,551)</b>	<b>-5.72%</b>

**2015 PAY 2016 CAPITAL EXPENDITURE HEALTH AND SAFETY BUDGET SUMMARY**

the commissioner a capital expenditure health and safety revenue application by the date determined by the commissioner. The application must include a health and safety budget adopted and confirmed by the school district board as being consistent with the district's health and safety policy under subdivision 2.

Amounts listed on this summary should be updated on the H&S Website by district

**DISTRICT IDENTIFICATION**

District Name	Belle Plaine Schools	District Number	ISD #716
District Contact	Dr. Kelly Smith	Title	Superintendent
		Telephone	952-873-2400

**ESTIMATED HEALTH & SAFETY EXPENDITURE BY FINANCE CODE**

UFARS Finance Code	Data Description	FY15	FY16	FY17
347	Physical Hazard Control	\$ 30,595.00	\$ 24,800.00	\$ 26,000.00
349	Hazardous Substance	\$ 8,000.00	\$ 8,700.00	\$ 14,900.00
352	Health & Safety Managemen	\$ 39,250.00	\$ 39,250.00	\$ 39,250.00
358	Asbestos	\$ 7,000.00	\$ 8,000.00	\$ 8,500.00
363	Fire Safety	\$ 57,600.00	\$ 21,350.00	\$ 23,000.00
366	Indoor Air Quality	\$ -	\$ -	\$ -
PYA	Prior Year Adj	\$ -	\$ -	\$ -
	Alt Facilities BOND/Levy	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ 142,445.00</b>	<b>\$ 102,100.00</b>	<b>\$ 111,650.00</b>

**VERIFICATION OF DATA**

To verify Budget submit School Board approved minutes to Regional Management Assistance

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

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

Approved: 5/23/06; Revised 06/27/2011; Reviewed 05/25/2013

## **533 WELLNESS**

### **I. PURPOSE**

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

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

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

### **III. GUIDELINES**

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

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

Food:

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

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

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

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

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

Beverages (excluding vending):

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

Concessions:

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

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

Vending:

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

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

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

Fundraising:

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

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

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.

2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
4. *The manager for the food service department will facilitate parent-advisory committee meetings at each site to discuss nutrition and food service concerns. Members of the committee will be parents of students enrolled in the school lunch program and will include students whenever possible.*
5. A state certified food manager will present at all times when the school kitchen is used to prepare and/or serve food.

C. Nutrition Education and Promotion

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

Knowledge of the USDA My Pyramid Dietary Guidelines for Americans

Sources & Variety of foods	Reading food labels
Diet and disease	Understanding calories
Healthy snacks	Food safety/sanitation
Major nutrients	Identifying foods of low nutrient density
Serving sizes	Healthy heart choices

3. The Belle Plaine School District will provide the use of nutrition-related posters, cartoons, printed educational materials and multi-media educational materials throughout the school campus to promote and educate students on healthy eating choices.
4. The Belle Plaine School District will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
5. The Belle Plaine School District will not use food or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment. If an individual student's Individualized Education Plan (IEP) outlines the use of food for behavior modification, a teacher may use food as a reward for that student. But, food shall be used as a last alternative for behavioral modification as part of an IEP, and teachers should minimize classroom use and provide healthy food when available. Teachers shall use physical activity as a reward for academic performance or good behavior, as appropriate.

D. Physical Activity

1. The Belle Plaine School District recognizes that students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities. Physical Education & Health teachers will develop and implement curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition and health according to NASPE standards.
2. Supervised unstructured active play, commonly referred to as recess, is offered daily for all students pre-K-6. Recess is in addition to a student's physical education class and not substituted for physical education class. Recess and other physical activity shall not be taken away on a regular basis as a form of discipline unless doing so is directly related to a student's behavior during recess. Proper equipment and a safe area are designated for recess.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

4. Physical Education staff will be encouraged to begin fitness or activity logging to assist students in interpreting their personal attainments and compare them to national physical activity recommendations.
5. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
6. Students will be given age-appropriate opportunities for physical activity before and after school by making available the weight/exercise room and the gym as appropriate.
7. The Belle Plaine School District will encourage parents/*guardians* to support their children's participation in physical activity.

E. Communications with Parents

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

**IV. IMPLEMENTATION AND MONITORING**

- A. After approval by the school board, the wellness policy will be implemented throughout the school district. The Wellness committee will meet at least annually to assist in implementation and review of the policy.
- B. No language in this policy will override a student's individual educational plan (IEP) or individual behavior plan (IBP).

- C. School food service staff, at the high school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
- D. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available through the reimbursable school lunch (and breakfast) program on campus.
- E. The superintendent or designee will annually report on the progress made in attaining the desired outcomes of the local school wellness policy.

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

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org) and  
[www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf](http://www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf)

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

MSBA/MASA Model Policy 427  
Orig. 2015

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

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

*[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]*

*[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employers Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

#### B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

#### C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

**III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

**IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

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

MSBA/MASA Model Policy 905

Orig. 1996

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

Rev. 2003

## 905 ADVERTISING

*[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]*

### I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

### II. GENERAL STATEMENT OF POLICY

~~It is the~~ The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

### III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained on school district property or within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

#### IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

**Legal References:** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

**Cross References:** MSBA/MASA Model Policy 421 (Gifts to Employees [and School Board Members](#))  
MSBA/MASA Model Policy 702 (Accounting)