

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



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

REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, April 28, 2014

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: Chair Bigaouette

1. Recognition of State Speech Meet Participants: Mr. Jacobson and Ms. Laurent

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

4. Consensus Items:

1. Previous Board Meeting Minutes: 3

2. Approve Monthly Expenditures: 8

3. Personnel:

4. Student Enrollment:

5. Donations: 25

5. Discussion Items:

1. Superintendent Update: Dr. Smith

2. Board Member Reports: Board Members

3. Building Administrator Reports: 26

6. Action Items:

1. <u>Approve MSHSL Membership Resolution:</u>	Dr. Smith	<u>30</u>
2. <u>Set Meal Prices for 2014-15 School Year:</u>	Mr. Keller	
3. <u>Approve Revised School Calendar for 2013-14 & Make Up Days:</u>	Dr. Smith	
4. <u>Approve Self Funded Insurance Option for 2014-15 and Beyond:</u>	Dr. Smith/Mr. Keller	
5. <u>2014-15 Personnel Actions:</u>	Dr. Smith	
1. <u>Resolution to Eliminate Positions and/or Programs:</u>	Dr. Smith	<u>31</u>
2. <u>Resolution to Non-Renew a Probationary Teacher:</u>	Dr. Smith	<u>32</u>
6. <u>Continued Discussion on 1 to 1 Proposal:</u>	Dr. Smith	<u>33</u>
7. <u>Approve Policy Revisions:</u>		<u>49</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

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 Board of Belle Plaine Public Schools was held Monday, March 31, 2014, 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 Bigaouette on Monday, March 31, 2014 at 6:02 pm at the District Center Board Room with the following members present: Bigaouette, Lenz, Ludvik, Vandermark, Gardner, Giesen and Supt. Smith.

2. Acknowledgment of Visitors and Special Presentations:

Chairperson Bigaouette asked if visitors wish to be placed on the Agenda. Following the scheduled reports, parent Kyle Iverson addressed the board regarding the need to move forward with a 1 to 1 initiative. "This is the way of the world today and we (the Belle Plaine Schools) need to provide this opportunity to our students." Mr. Iverson encouraged to move forward with an initiative for next year and do what is necessary to handle the financial costs of the program.

2. 1. State Wrestling Team Recognition:

Matt Hennen, asst. coach for the Scott West Panthers was present to discuss a very successful season and state tournament runner-up finish in team competition.

Presenter: Mr. Matt Hennen

2. 2. Robotics Team Presentation:

The Belle Plaine Robotics Team, the Cyber Tigers, were present to share information about their recent season and the continuing growth and development of the two year program. The Cyber Tigers competed recently at a Regional competition in Duluth.

Presenter: Mr. John Risvedt & Team Members

2. 3. Nearpod Demonstration:

Natalie Nelson, HS language arts teacher, was present to demonstrate the use of technology in the classroom in a manner that encourages participation and engagement by all students. She utilized the NearPod app for this lesson.

Presenter: Ms. Natalie Nelson

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

Chairperson Bigaouette asked if there were any items that need to be brought before the board and for consideration of the Agenda.

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

4. Consensus Items:

If any board member has concerns about the adoption of the following consensus items, please acknowledge the Chairperson prior to the final vote. If there are no concerns, these items will be voted on as a group.

Motion by Vandermark and second by Giesen to approve all of the following consensus items. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the February 24, 2014 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of March were reviewed. Administration recommends approval of the March 2014 disbursements totaling \$1,985,459.91. This includes hand payables of \$190,609.29 and electronic payments of \$1,569,982.69.

4. 3. Personnel:

Accept the retirement request of Cheri Hanna, Oak Crest Special Education teacher, effective at the end of the 2014 school year. Best wishes to Cheri in her retirement!

Accept the resignation of Jane Claggett, HS office secretary, effective April 7, 2014.

Accept the resignation of Jean Mata, OCE Special Education para, effective April 10, 2104.

Accept the resignation of Haley Smith as the Junior Varsity Dance Team Coach.

Accept the resignation of Jill Provancha as the Junior High Dance Team Coach.

Accept the resignation of John Garvey as the B-Squad Boys Basketball Coach.

Approve the following volunteer coaches for the Spring season:

Golf - Becky Koepp and Mike Pingalore

Baseball - Mike Schultz, Dennis Lawson, Matt Schultz, Jason Ladd, Matt Ruehling, Trevor Latzke and Zach Juaire

4. 4. Student Enrollment:

Approve a grade 3 Belle Plaine resident to attend Minnetonka Schools effective March 12, 2014.

Approve a New Prague Kindergarten student to continue enrollment in Belle Plaine Schools through the end of the school year.

4. 5. Donations:

Date	Donor	Item and Nature of Donation/Gift	Value or Amount
2.18.14	MVEC	Early Childhood – take home packs	\$300.00
3.3.14	BP Elementary PTO	Chatfield – Kindergarten Info Night	\$1,000.00
3.3.14	BP Elementary PTO	Chatfield – Fund request for learning	\$113.40
3.3.14	BP Elementary PTO	Chatfield – Fund request for learning	\$50.00
12.10.13	K12 Coupons – School Store	Oak Crest	\$135.00
2.18.14	MVEC	Oak Crest – Backpack Program	\$500.00

		(food)	
3.4.14	BP Elementary PTO	Oak Crest – Grade 3 Dance Party Sponsor	\$500.00
3.3.14	BP Elementary PTO	Oak Crest – Planners	\$1,150.00
3.3.14	BP Elementary PTO	Oak Crest – School of Excellence	\$4,000.00
3.3.14	BP Elementary PTO	Oak Crest – Backpack Program	\$427.60
3.7.14	Kopp Family Foundation	Jr/Sr High School – Scholarships for Activities/Field Trips	\$500.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities including updates from the legislative session, Dollars for Scholars car raffle, athletic complex restroom project, Skills USA results etc.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Board members had an opportunity to share information about meetings they have attended over the past month. Treasurer Vandermark reported on the recent tech committee meeting and the recommendation to proceed with a one to one iPad initiative with Chromebooks available for checkout at the high school. Director Gardner reported on the Curriculum Advisory Council meeting that he attended. Topics for discussion were technology related and included discussion on possible implementation of 1 to 1 device for Belle Plaine students. Director Giesen reported on the most recent SWMetro meeting. A report was given to the board on the Stepping Stones program; CSEC has now been dissolved and MRVSEC will be dissolve later this summer after final state payments are received.

Presenter: Board Members

6. Action Items:

6. 1. Approve 2013-2014 Budget Revisions:

Mr. Keller provided an overview of the budget revisions that are recommended for the 2013-14 school year budget for the general fund, food service, community education and debt service. Approval was requested for the revisions to our budget.

Presenter: Mr. Keller

Motion by Vandermark and second by Lenz to approve the 2013-14 budget revisions. Motion carried unanimously.

6. 2. Approve Achievement & Integration Plan:

We have been working on our new three year proposal for the Achievement & Integration program with partner districts Nicollet and Sibley East. The basics of the program proposal was shared at the work session earlier this month and final documents will be reviewed at this meeting. The A & I program will receive \$60,560 in revenue next year based on MDE estimates. The major components of our plan are to hire a .667 FTE Math Teacher to assist those

students who are struggling with proficiency on their MDE Math Assessments, participate in joint retreats with Nicollet and Sibley East for Kindness, Courage, Respect & Responsibility messages; and provide a Cultural Bias Workshop for all staff. Our expected expenditures for the program are budgeted to be \$60,560.

Presenter: Dr. Smith

Motion by Gardner and second by Giesen to approve the Achievement and Integration Plan with a budget of \$60,560. Motion carried unanimously.

6. 3. Approve World's Best Work Force Plan:

A rough draft of the World's Best Work Force was attached to this agenda item for your review. This plan is a summation of various district initiatives that seek to increase K readiness, ensure all students are reading proficiently by third grade, improve the graduation rate and decrease the achievement gap for all students. Approval of this plan is recommended. A summary of this plan will be submitted to MDE and an annual review of progress will be performed. The plan that is currently attached has several missing components at this time. The final plan will be attached to the agenda as it becomes available. Recommendation is for approval of the World's Best Work Force plan for submission to MDE.

Presenter: Dr. Smith

Motion by Giesen and second by Gardner to approve the World's Best Work Force plan for submission to MDE. Motion carried unanimously.

6. 4. Discussion on Enhanced Learning Initiative (ELI):

We will continue our discussion regarding the proposed Enhanced Learning Initiative program beginning next year. Supt. Smith presented information on the recommendation of the tech committee to move forward with a 1 to 1 implementation utilizing iPad mini devices for students in grade K-12. In addition, some ChromeBooks will be available for student use. At our upcoming work session, more detailed financial information will be provided regarding the program.

Presenter: Dr. Smith

6. 5. Approve Policy Revisions:

The board continued with our review of policy that has had revisions since our local policy was last approved. The policies up for review this time are: 605 - Alternative Programs (Final Reading); 614 - District Testing Plan & Procedure; 615 - Testing Accommodations, Modifications & Exemptions; 616 - School District System Accountability; 624 - Online Learning Options; and 701 - Establishment & Adoption of School District Budget. Copies of our current policy and the suggested policy revision have been attached for your review.

Presenter: Dr. Smith

Motion by Giesen and second by Vandermark to approve the final reading of Policy 605 – Alternative Programs. Motion carried unanimously.

Motion by Lenz and second by Ludvik to approve the following policy revisions: Policy 614 – District Testing Plan & Procedure, Policy 615 – Testing Accommodations, Modifications & Exemptions, Policy 616 – School District System Accountability, Policy 624 – Online Learning Options and Policy 701 –

Establishment & Adoption of School District Budget. Motion carried unanimously.

7. Upcoming Meetings:

Wednesday, April 9, 7:15 a.m. to 12 p.m. - Tech Visit to Watertown-Mayer

Monday, April 14, 6:00 p.m. - School Board Work Session

Monday, April 28, 5:30 p.m. - Finance Committee

6:00 p.m. - School Board Meeting

8. Adjourn:

Motion by Giesen and second by Vandermark to adjourn at 8:14 pm. Motion carried unanimously.

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2649	N	AARP	V41001	43795	04032014	275.00	0.00	275.00	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$275.00			
1	4332	N	ABBIGAIL VOLEK	V41001	43751	11052013	146.34	0.00	146.34	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$146.34			
1	4272	N	AMY FRANCK	V41001	43817	04012014	189.28	0.00	189.28	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$189.28			
1	4589	N	BANC OF AMERICA LEASING	V41001	43718	59	8,256.74	0.00	8,256.74	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V41001	43794	16840	59.50	0.00	59.50	04/22/2014	04/22/2014	04/22/2014
1	1125	N	BELLE PLAINE HERALD	V41001	43720	16839	195.50	0.00	195.50	04/17/2014	04/17/2014	04/17/2014
1	1125	N	BELLE PLAINE HERALD	V41001	43730	16824	3,578.65	0.00	3,578.65	04/17/2014	04/17/2014	04/17/2014
1	1125	N	BELLE PLAINE HERALD	V41001	43731	16723	119.00	0.00	119.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$3,952.65			
1	6380	N	BRIANNA VELZKE	V41001	43752	03312014	57.34	0.00	57.34	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$57.34			
1	6211	N	CHAD WILLIAMS	V41001	43783	03312014	346.52	0.00	346.52	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$346.52			
1	4713	N	COMPUTER EXPLORERS	V41001	43732	1380	630.00	0.00	630.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$630.00			
1	4315	N	CREATIVE PRODUCT SOURCING,	V41001	43738	71828	1,000.00	0.00	1,000.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$1,000.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V41001	43816	5483	514.32	0.00	514.32	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$514.32			
1	4565	N	DE LAGE LANDEN	V41001	43733	40924567	438.90	0.00	438.90	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$438.90			
1	3393	N	DEPT OF HEALTH	V41001	43793	694183	45.00	0.00	45.00	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$45.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V41001	43739	22362	202.40	0.00	202.40	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$202.40			
1	3278	N	HUMERATECH	V41001	43830	140491	2,816.65	0.00	2,816.65	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$2,816.65			

**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	3933	N	INFINITE CAMPUS INC	V41001	43740	ANNUAL009429	24,080.00	0.00	24,080.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$24,080.00			
1	1607	N	ISD 287	V41001	43721	71802	1,413.00	0.00	1,413.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$1,413.00			
1	1202	N	JANIS BUESGENS	V41001	43782	03312014	18.48	0.00	18.48	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$18.48			
1	4227	N	JEAN MATA	V41001	43747	04102014	31.36	0.00	31.36	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$31.36			
1	6009	N	KAREN PARSONS	V41001	43819	01272014	140.00	0.00	140.00	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$140.00			
1	3853	N	KELLY VOURLOS	V41001	43803	03312014	208.32	0.00	208.32	04/23/2014	04/23/2014	04/23/2014
							Check Amount:		\$208.32			
1	3333	N	KENNETH WICK	V41001	43802	03312014	751.66	0.00	751.66	04/23/2014	04/23/2014	04/23/2014
							Check Amount:		\$751.66			
1	4024	N	KNOCK WOOD, LLC	V41001	43737	05072014	500.00	0.00	500.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$500.00			
1	1707	N	LANGE'S PLUMBING & HEATING	V41001	43828	124458	1,635.00	0.00	1,635.00	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$1,635.00			
1	5357	N	LIANN HANSON	V41001	43779	03312014	215.04	0.00	215.04	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$215.04			
1	4145	N	MEDICAREBLUE RX	V41001	43719	31760060	313.50	0.00	313.50	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$313.50			
1	1807	N	MEGAN GERRES	V41001	43749	03012014	25.48	0.00	25.48	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$25.48			
1	6420	N	MEI	V41001	43792	307127	4,271.00	0.00	4,271.00	04/22/2014	04/22/2014	04/22/2014
1	6420	N	MEI	V41001	43791	307128	3,722.00	0.00	3,722.00	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$7,993.00			
1	1809	N	MELANIE MCDONALD	V41001	43748	03312014	24.86	0.00	24.86	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$24.86			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6419	N	MICHELLE SOLLER	V41001	43815	04012014	51.92	0.00	51.92	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$51.92			
1	5091	N	MINDY SPARBY	V41001	43781	03312014	264.77	0.00	264.77	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$264.77			
1	3979	N	MRCI MANKATO	V41001	43745	F59197	324.00	0.00	324.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$324.00			
1	4652	N	NARDINI FIRE EQUIP COMPANY INV41001		43821	451615	223.47	0.00	223.47	04/24/2014	04/24/2014	04/24/2014
1	4652	N	NARDINI FIRE EQUIP COMPANY INV41001		43820	451571	196.78	0.00	196.78	04/24/2014	04/24/2014	04/24/2014
1	4652	N	NARDINI FIRE EQUIP COMPANY INV41001		43823	451562	243.00	0.00	243.00	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$663.25			
1	1696	N	NELSON LADD	V41001	43734	02162014	44.89	0.00	44.89	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$44.89			
1	2002	N	PROTECTION SYSTEMS INC	V41001	43832	23848	468.00	0.00	468.00	04/24/2014	04/24/2014	04/24/2014
1	2002	N	PROTECTION SYSTEMS INC	V41001	43833	23810	260.00	0.00	260.00	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$728.00			
1	3866	N	RACHELLE KERKOW	V41001	43780	03312014	44.80	0.00	44.80	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$44.80			
1	6111	N	RAM MUTUAL INSURANCE COMPANV41001		43722	162728	3,795.66	0.00	3,795.66	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$3,795.66			
1	2030	N	REGION V	V41001	43735	9103	5,343.75	0.00	5,343.75	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$5,343.75			
1	3380	N	RENEE MALECHA	V41001	43750	03312014	50.85	0.00	50.85	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$50.85			
1	6392	N	RITA IVERSON	V41001	43742	03062014	234.47	0.00	234.47	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$234.47			
1	6110	N	RIVERPORT INSURANCE COMPANV41001		43725	85198	337.28	0.00	337.28	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$337.28			
1	2067	N	SCHMITT MUSIC COMPANY	V41001	43801	125374806	16.99	0.00	16.99	04/23/2014	04/23/2014	04/23/2014
1	2067	N	SCHMITT MUSIC COMPANY	V41001	43800	125344307	15.27	0.00	15.27	04/23/2014	04/23/2014	04/23/2014
1	2067	N	SCHMITT MUSIC COMPANY	V41001	43799	125338196	4.26	0.00	4.26	04/23/2014	04/23/2014	04/23/2014

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2067	N	SCHMITT MUSIC COMPANY	V41001	43798	125373773	19.49	0.00	19.49	04/23/2014	04/23/2014	04/23/2014
							Check Amount:		\$56.01			
1	2872	N	SCOTT RENNE	V41001	43818	04102014	451.60	0.00	451.60	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$451.60			
1	2122	N	SKATETIME	V41001	43743	8513	945.00	0.00	945.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$945.00			
1	2137	N	SOUTH CENTRAL ECSU	V41001	43829	14733	2,862.68	0.00	2,862.68	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$2,862.68			
1	6138	N	SOUTHWEST METRO EDUCATION	V41001	43724	11723	420.00	0.00	420.00	04/17/2014	04/17/2014	04/17/2014
1	6138	N	SOUTHWEST METRO EDUCATION	V41001	43728	11674	14,754.75	0.00	14,754.75	04/17/2014	04/17/2014	04/17/2014
1	6138	N	SOUTHWEST METRO EDUCATION	V41001	43727	11672	22,881.74	0.00	22,881.74	04/17/2014	04/17/2014	04/17/2014
1	6138	N	SOUTHWEST METRO EDUCATION	V41001	43736	11689	6,953.76	0.00	6,953.76	04/17/2014	04/17/2014	04/17/2014
1	6138	N	SOUTHWEST METRO EDUCATION	V41001	43726	11661	3,267.07	0.00	3,267.07	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$48,277.32			
1	3287	N	SPARETIME INVESTMENT GROUP	V41001	43836	1589	50.00	0.00	50.00	04/24/2014	04/24/2014	04/24/2014
1	3287	N	SPARETIME INVESTMENT GROUP	V41001	43826	1591	577.50	0.00	577.50	04/24/2014	04/24/2014	04/24/2014
1	3287	N	SPARETIME INVESTMENT GROUP	V41001	43825	1594	802.50	0.00	802.50	04/24/2014	04/24/2014	04/24/2014
1	3287	N	SPARETIME INVESTMENT GROUP	V41001	43824	1607	670.00	0.00	670.00	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$2,100.00			
1	2153	N	STASNEY ELECTRIC LLC	V41001	43831	27256	484.75	0.00	484.75	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$484.75			
1	2157	N	STEFFEN HARDWARE	V41001	43827	MARCH	13.78	0.00	13.78	04/24/2014	04/24/2014	04/24/2014
							Check Amount:		\$13.78			
1	2188	N	TAHER INC	V41001	43729	0040008-IN	52,427.95	0.00	52,427.95	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$52,427.95			
1	3931	N	TRAILBLAZER TRANSIT	V41001	43808	2014-02-291	30.00	0.00	30.00	04/23/2014	04/23/2014	04/23/2014
1	3931	N	TRAILBLAZER TRANSIT	V41001	43807	2014-02-245	24.00	0.00	24.00	04/23/2014	04/23/2014	04/23/2014
1	3931	N	TRAILBLAZER TRANSIT	V41001	43806	2014-01-295	24.00	0.00	24.00	04/23/2014	04/23/2014	04/23/2014
1	3931	N	TRAILBLAZER TRANSIT	V41001	43805	2014-01-245	14.00	0.00	14.00	04/23/2014	04/23/2014	04/23/2014
1	3931	N	TRAILBLAZER TRANSIT	V41001	43804	2013-12-266	20.00	0.00	20.00	04/23/2014	04/23/2014	04/23/2014
							Check Amount:		\$112.00			
1	4631	N	TRINITY LUTHERAN CHURCH	V41001	43746	04172014	4,343.25	0.00	4,343.25	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$4,343.25			

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	6335	N	TRUSTED EMPLOYEES	V41001	43744	0320149775S	14.00	0.00	14.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$14.00			
1	2277	N	VALLEY VIEW GOLF CLUB	V41001	43788	7151	605.75	0.00	605.75	04/22/2014	04/22/2014	04/22/2014
							Check Amount:		\$605.75			
1	2326	N	YOUTH FRONTIERS INC	V41001	43723	62246	750.00	0.00	750.00	04/17/2014	04/17/2014	04/17/2014
							Check Amount:		\$750.00			
							Report Total:		\$181,548.57			

*Does not meet minimum amount
**Exceeds maximum amount

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p410p1	0716	33408	SBC		WX	1	1555	HEALTH PARTNERS	N	N	4/4/2014	0 N	USD	11,243.52
p410p1	0716	33409	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/4/2014	0 N	USD	38,809.12
p410p1	0716	33410	SBC		WX	1	1977	PERA	N	N	4/4/2014	0 N	USD	108.51
p410p1	0716	33410	SBC		WX	1	1977	PERA	N	N	4/4/2014	0 N	USD	11,733.02
p410p1	0716	33411	SBC		WX	1	2330	FEDERAL	N	N	4/4/2014	0 N	USD	40.14
p410p1	0716	33411	SBC		WX	1	2330	FEDERAL	N	N	4/4/2014	0 N	USD	23.32
p410p1	0716	33411	SBC		WX	1	2330	FEDERAL	N	N	4/4/2014	0 N	USD	99.68
p410p1	0716	33411	SBC		WX	1	2330	FEDERAL	N	N	4/4/2014	0 N	USD	25,526.91
p410p1	0716	33411	SBC		WX	1	2330	FEDERAL	N	N	4/4/2014	0 N	USD	9,920.52
p410p1	0716	33411	SBC		WX	1	2330	FEDERAL	N	N	4/4/2014	0 N	USD	42,418.70
p410p1	0716	33412	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/4/2014	0 N	USD	26.05
p410p1	0716	33412	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/4/2014	0 N	USD	12,022.27
p410p1	0716	33413	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	4/4/2014	0 N	USD	654.00
p410p1	0716	33414	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/4/2014	0 N	USD	3,132.71
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	1,014.98
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	475.00
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	1,727.10
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	100.00
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	1,765.00
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	4,369.36
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	512.38
p410p1	0716	33415	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/4/2014	0 N	USD	776.52
p410p1	0716	33424	SBC		WX	1	1555	HEALTH PARTNERS	N	N	4/7/2014	0 N	USD	74.52
p410p2	0716	33467	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/18/2014	N	USD	40,643.54
p410p2	0716	33468	SBC		WX	1	1977	PERA	N	N	4/18/2014	N	USD	8,639.23
p410p2	0716	33469	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	4/18/2014	N	USD	109,551.05
p410p2	0716	33469	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	4/18/2014	N	USD	33,077.45
p410p2	0716	33470	SBC		WX	1	2330	FEDERAL	N	N	4/18/2014	N	USD	25,521.36
p410p2	0716	33470	SBC		WX	1	2330	FEDERAL	N	N	4/18/2014	N	USD	9,633.86
p410p2	0716	33470	SBC		WX	1	2330	FEDERAL	N	N	4/18/2014	N	USD	41,193.98
p410p2	0716	33471	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/18/2014	N	USD	11,900.02
p410p2	0716	33472	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	4/18/2014	N	USD	673.80
p410p2	0716	33473	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/18/2014	N	USD	2,039.21
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	1,014.98
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	425.40
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	1,727.10

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	100.00	
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	1,765.00	
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	4,534.36	
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	512.38	
p410p2	0716	33474	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/18/2014	N	USD	626.52	
P41002	0716	33586	SBC		WX	1	2336	XCEL ENERGY	N	N	4/7/2014	0	N	USD	6,955.87
P41002	0716	33586	SBC		WX	1	2336	XCEL ENERGY	N	N	4/7/2014	0	N	USD	6,025.10
P41002	0716	33587	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2014	0	N	USD	4,181.40
P41002	0716	33587	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2014	0	N	USD	325.08
P41002	0716	33587	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2014	0	N	USD	214.52
P41002	0716	33587	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2014	0	N	USD	18.88
P41002	0716	33588	SBC		WX	1	2336	XCEL ENERGY	N	N	4/9/2014	0	N	USD	3,917.96
P41002	0716	33589	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/9/2014	0	N	USD	8,589.90
P41002	0716	33589	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/9/2014	0	N	USD	7,102.04
P41002	0716	33589	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/9/2014	0	N	USD	5,765.87
P41002	0716	33590	SBC		WX	1	2336	XCEL ENERGY	N	N	4/10/2014	N	USD	318.60	
P41002	0716	33591	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2014	N	USD	1,113.68	
P41002	0716	33591	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2014	N	USD	696.36	
P41002	0716	33591	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2014	N	USD	324.77	
P41002	0716	33591	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2014	N	USD	137.01	
P41002	0716	33591	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2014	N	USD	30.63	
P41002	0716	33591	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2014	N	USD	3.45	
P41002	0716	33612	SBC		WX	1	2336	XCEL ENERGY	N	N	4/21/2014	N	USD	927.55	
P41002	0716	33613	SBC		WX	1	1486	FRONTIER	N	N	4/23/2014	N	USD	1,810.65	
P41002	0716	33613	SBC		WX	1	1486	FRONTIER	N	N	4/23/2014	N	USD	109.96	
P41002	0716	33613	SBC		WX	1	1486	FRONTIER	N	N	4/23/2014	N	USD	102.88	
P41002	0716	33613	SBC		WX	1	1486	FRONTIER	N	N	4/23/2014	N	USD	96.32	
P41002	0716	33614	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	4/23/2014	N	USD	265.35	

March 2014 PCARD
Payroll 4/04/2014
Payroll 4/18/2014

71,211.24
240,154.23
231,964.08

Total

\$ 1,052,515.95

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P20401	0716	25533	SBC	52915	CH	1	5397	MEGAN VOSS	Y	N	4/1/2014	OCY	USD	-40.00
P20502	0716	25629	SBC	52985	CH	1	5385	SHAKOPEE SABERS DANCE TEAM	Y	N	3/31/2014	CY	USD	-170.00
P20702	0716	26079	SBC	53239	CH	3	5419	JILL MORREIM	Y	N	4/1/2014	OCY	USD	-15.95
P30401	0716	28861	SBC	54424	CH	1	5806	LESUEUR COMMUNITY CENTER	Y	N	3/31/2014	CY	USD	-80.00
P31102	0716	30730	SBC	55181	CH	1	6060	AMY BRIGGS	Y	N	4/1/2014	OCY	USD	-145.00
P31102	0716	30804	SBC	55210	CH	1	5324	NOLAN SCHROEDER	Y	N	4/1/2014	OCY	USD	-35.00
P31202	0716	30931	SBC	55294	CH	1	6074	JEROME MEULENERS	Y	N	4/1/2014	OCY	USD	-8.20
P40402	0716	31810	SBC	55706	CH	1	2528	DWIGHT KRUEGER	Y	N	3/31/2014	CY	USD	-83.00
p41002	0716	33401	SBC	56362	CH	1	6060	AMY BRIGGS	Y	N	4/1/2014	OCN	USD	145.00
p41002	0716	33400	SBC	56363	CH	1	5826	BELLE PLAINE FFA	Y	N	4/1/2014	OCN	USD	500.00
p41002	0716	33395	SBC	56364	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	4/1/2014	OCN	USD	2,125.00
p41002	0716	33402	SBC	56365	CH	1	6074	JEROME MEULENERS	Y	N	4/1/2014	OCN	USD	8.20
p41002	0716	33403	SBC	56366	CH	3	5419	JILL MORREIM	Y	N	4/1/2014	OCN	USD	15.95
p41002	0716	33397	SBC	56367	CH	1	2424	MAASFEP	Y	N	4/1/2014	OCN	USD	99.00
p41002	0716	33399	SBC	56368	CH	1	5397	MEGAN VOSS	Y	N	4/1/2014	OCN	USD	40.00
p41002	0716	33398	SBC	56369	CH	1	5324	NOLAN SCHROEDER	Y	N	4/1/2014	OCN	USD	35.00
p41002	0716	33396	SBC	56370	CH	1	2027	REGION 2A - MSHSL	Y	N	4/1/2014	OCN	USD	55.00
p410p1	0716	33416	SBC	56371	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/4/2014	OCN	USD	4,484.94
p410p1	0716	33417	SBC	56372	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	4/4/2014	OCN	USD	4,686.88
p410p1	0716	33418	SBC	56373	CH	1	1178	BPESPA	Y	N	4/4/2014	OCN	USD	895.35
p410p1	0716	33423	SBC	56374	CH	1	6219	COMO LAW FIRM	Y	N	4/4/2014	OCN	USD	136.10
p410p1	0716	33421	SBC	56375	CH	1	5721	GISLASON & HUNTER LLP	Y	N	4/4/2014	OCN	USD	187.74
p410p1	0716	33420	SBC	56376	CH	1	4924	MESSERLI & KRAMER	Y	N	4/4/2014	OCN	USD	280.02
p410p1	0716	33422	SBC	56377	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	4/4/2014	OCN	USD	2,811.88
p410p1	0716	33419	SBC	56378	CH	1	1836	NCPERS MINNESOTA	Y	N	4/4/2014	OCN	USD	32.00
P41002	0716	33431	SBC	56379	CH	1	1212	CANNON FALLS HIGH SCHOOL	Y	N	4/9/2014	OCN	USD	200.00
P41002	0716	33432	SBC	56380	CH	1	1262	CITY OF BELLE PLAINE	Y	N	4/9/2014	OCN	USD	1,633.00
P41002	0716	33440	SBC	56381	CH	1	2730	DAVE KREFT	Y	N	4/9/2014	OCN	USD	452.86
P41002	0716	33433	SBC	56382	CH	1	1629	JEFF HEINE	Y	N	4/9/2014	OCN	USD	1,115.20
P41002	0716	33439	SBC	56383	CH	1	2684	LE SUEUR-HENDERSON SCHOOL	Y	N	4/9/2014	OCN	USD	100.00
P41002	0716	33442	SBC	56384	CH	1	4031	MARK LAGERGREN	Y	N	4/9/2014	OCY	USD	125.00
P41002	0716	33442	SBC	56384	CH	1	4031	MARK LAGERGREN	Y	N	4/15/2014	CY	USD	-125.00
P41002	0716	33446	SBC	56385	CH	1	6396	MAYNARD KRENTZ	Y	N	4/9/2014	OCN	USD	134.00
P41002	0716	33445	SBC	56386	CH	1	6393	OHTHOSEGUYS, LLC	Y	N	4/9/2014	OCN	USD	500.00
P41002	0716	33444	SBC	56387	CH	1	6391	PANTHER BOOSTER CLUB	Y	N	4/9/2014	OCN	USD	140.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P41002	0716	33434	SBC	56388	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	4/9/2014	0C N	USD	38,371.17
P41002	0716	33435	SBC	56389	CH	1	2027	REGION 2A - MSHSL	Y	N	4/9/2014	0C N	USD	125.00
P41002	0716	33436	SBC	56390	CH	1	2029	REGION 4A	Y	N	4/9/2014	0C N	USD	340.00
P41002	0716	33441	SBC	56391	CH	1	3420	RIDGES AT SAND CREEK	Y	N	4/9/2014	0C N	USD	300.00
P41002	0716	33443	SBC	56392	CH	1	5087	ST. PETER PUBLIC SCHOOLS	Y	N	4/9/2014	0C N	USD	70.00
P41002	0716	33437	SBC	56393	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	4/9/2014	0C N	USD	60,589.75
P41002	0716	33438	SBC	56394	CH	1	2277	VALLEY VIEW GOLF CLUB	Y	N	4/9/2014	0C N	USD	1,200.00
P41002	0716	33448	SBC	56395	CH	1	3389	BILL BARDAL	Y	N	4/11/2014	C N	USD	78.00
P41002	0716	33450	SBC	56396	CH	1	3809	CRAIG JOHNSON	Y	N	4/11/2014	C N	USD	78.00
P41002	0716	33449	SBC	56397	CH	1	3683	DAN FORD	Y	N	4/11/2014	C N	USD	78.00
P41002	0716	33447	SBC	56398	CH	1	3192	GERALD SMITH	Y	N	4/11/2014	C N	USD	125.00
P41002	0716	33453	SBC	56399	CH	1	6403	JEFF BJERKE	Y	N	4/11/2014	C N	USD	78.00
P41002	0716	33451	SBC	56400	CH	1	5234	PETER FLICEK	Y	N	4/11/2014	C N	USD	78.00
P41002	0716	33452	SBC	56401	CH	1	5679	SCOTT WAWRZYNIK	Y	N	4/11/2014	C N	USD	78.00
p41002	0716	33462	SBC	56402	CH	1	5752	LOLLIPOP THE CLOWN	Y	N	4/14/2014	C N	USD	150.00
p410p2	0716	33475	SBC	56403	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/18/2014	C N	USD	4,484.94
p410p2	0716	33476	SBC	56404	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	4/18/2014	C N	USD	4,686.88
p410p2	0716	33477	SBC	56405	CH	1	1178	BPESPA	Y	N	4/18/2014	C N	USD	895.35
P41002	0716	33577	SBC	56406	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	4/17/2014	C N	USD	285.00
P41002	0716	33578	SBC	56407	CH	1	2634	LEE ECKERT	Y	N	4/17/2014	C N	USD	78.00
P41002	0716	33579	SBC	56408	CH	1	4068	MARK KOTEK	Y	N	4/17/2014	C N	USD	78.00
P41002	0716	33581	SBC	56409	CH	1	5647	MICK YANKE	Y	N	4/17/2014	C N	USD	160.00
P41002	0716	33584	SBC	56410	CH	1	6395	MSU MANKATO	Y	N	4/17/2014	C N	USD	68.00
P41002	0716	33582	SBC	56411	CH	1	5931	NAOMI BARRINGER	Y	N	4/17/2014	C N	USD	150.00
P41002	0716	33583	SBC	56412	CH	1	6304	NICHOLAS LITFIN	Y	N	4/17/2014	C N	USD	160.00
P41002	0716	33580	SBC	56413	CH	1	5234	PETER FLICEK	Y	N	4/17/2014	C N	USD	78.00
P41002	0716	33575	SBC	56414	CH	1	2009	RACHEL PALMER	Y	N	4/17/2014	C N	USD	78.00
P41002	0716	33585	SBC	56415	CH	1	6416	SCOTT BAUER	Y	N	4/17/2014	C N	USD	160.00
P41002	0716	33576	SBC	56416	CH	1	2235	TIM LITFIN	Y	N	4/17/2014	C N	USD	160.00
P41002	0716	33607	SBC	56417	CH	1	3389	BILL BARDAL	Y	N	4/24/2014	C N	USD	78.00
P41002	0716	33601	SBC	56418	CH	1	1262	CITY OF BELLE PLAINE	Y	N	4/24/2014	C N	USD	6,711.00
P41002	0716	33602	SBC	56419	CH	1	1331	DAVE EDBERG	Y	N	4/24/2014	C N	USD	25.00
P41002	0716	33603	SBC	56420	CH	1	1613	JACK SHAWN	Y	N	4/24/2014	C N	USD	78.00
P41002	0716	33609	SBC	56421	CH	1	5664	JIM KEILEN	Y	N	4/24/2014	C N	USD	78.00
P41002	0716	33604	SBC	56422	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	4/24/2014	C N	USD	50.00

Mar 2014 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	344223742	2/28/2014	2/28/2014	3/27/2014	AAA AWARD	118.85
KREFT DAVID	345029959	3/6/2014	3/7/2014	3/27/2014	U OF M PARKING AND TRA	6.00
KREFT DAVID	345740215	3/13/2014	3/14/2014	3/27/2014	FRONTIER	20.00
KREFT DAVID	346052469	3/17/2014	3/18/2014	3/27/2014	PRIME TIME SHUTTLE	30.00
KREFT DAVID	346052470	3/17/2014	3/18/2014	3/27/2014	SUN COUNT	20.00
KREFT DAVID	346157545	3/18/2014	3/19/2014	3/27/2014	PARK N GO	69.73
KREFT DAVID	346157546	3/18/2014	3/19/2014	3/27/2014	WESTIN HOTEL BONVNTR	1,012.36
DEWITTE KIMBERLY	344223743	2/27/2014	2/28/2014	3/27/2014	NORTHEAST FOUNDATION F	729.00
SD BELLE PLAINE	345478487	3/11/2014	3/12/2014	3/27/2014	FUN AND FUNCTION	34.85
SD BELLE PLAINE	345579613	3/13/2014	3/13/2014	3/27/2014	NCS PEARSON	155.00
SD BELLE PLAINE	346157547	3/18/2014	3/19/2014	3/27/2014	Discount School Supply	132.81
SD BELLE PLAINE	346157548	3/19/2014	3/19/2014	3/27/2014	LINGUISYSTEMS INC	41.95
SD BELLE PLAINE	346444073	3/21/2014	3/21/2014	3/27/2014	LINGUISYSTEMS INC	179.95
SD BELLE PLAINE	346660301	3/22/2014	3/24/2014	3/27/2014	STAPLES DIRECT	(2.75)
HIGH SCHOOL BELLE PLAINE	344223744	2/28/2014	2/28/2014	3/27/2014	PAYPAL *MN COUNCIL	400.00
HIGH SCHOOL BELLE PLAINE	345029960	3/6/2014	3/7/2014	3/27/2014	OFFICEMAX CT*IN#236942	251.97
HIGH SCHOOL BELLE PLAINE	345478488	3/10/2014	3/12/2014	3/27/2014	CITYPASS	1,140.00
HIGH SCHOOL BELLE PLAINE	345579614	3/12/2014	3/13/2014	3/27/2014	COBORN S SUPERSTORE	17.65
HIGH SCHOOL BELLE PLAINE	345740216	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12001	25.00
HIGH SCHOOL BELLE PLAINE	345740217	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12001	25.00
HIGH SCHOOL BELLE PLAINE	345740218	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12001	25.00
HIGH SCHOOL BELLE PLAINE	345740219	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12002	25.00
HIGH SCHOOL BELLE PLAINE	345740220	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12002	25.00
HIGH SCHOOL BELLE PLAINE	345740221	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12003	25.00
HIGH SCHOOL BELLE PLAINE	345740222	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12003	25.00
HIGH SCHOOL BELLE PLAINE	345740223	3/14/2014	3/14/2014	3/27/2014	VENTRA VENDING 12003	25.00
HIGH SCHOOL BELLE PLAINE	345740224	3/13/2014	3/14/2014	3/27/2014	MN ASSN CHILD MH	200.00
HIGH SCHOOL BELLE PLAINE	345740225	3/13/2014	3/14/2014	3/27/2014	BLK*FRANKLLOYDWRIGHTPT	163.50
HIGH SCHOOL BELLE PLAINE	346052471	3/16/2014	3/18/2014	3/27/2014	SHEDD AQUARIUM	24.00
HIGH SCHOOL BELLE PLAINE	346157549	3/17/2014	3/19/2014	3/27/2014	PESI INC	149.99
HIGH SCHOOL BELLE PLAINE	346157550	3/18/2014	3/19/2014	3/27/2014	CARLTON INN MIDWAY HOT	1,843.84
HIGH SCHOOL BELLE PLAINE	346444074	3/13/2014	3/21/2014	3/27/2014	CONGRESS PLAZA HOTEL C	(161.80)
HIGH SCHOOL BELLE PLAINE	346444075	3/13/2014	3/21/2014	3/27/2014	CONGRESS PLAZA HOTEL C	(161.80)
HIGH SCHOOL BELLE PLAINE	346444076	3/13/2014	3/21/2014	3/27/2014	CONGRESS PLAZA HOTEL C	(161.80)
HIGH SCHOOL BELLE PLAINE	346444077	3/13/2014	3/21/2014	3/27/2014	CONGRESS PLAZA HOTEL C	(161.80)
HIGH SCHOOL BELLE PLAINE	346660302	3/19/2014	3/24/2014	3/27/2014	PIZZA PLUS	67.68
DAVIS KRIS	344223745	2/28/2014	2/28/2014	3/27/2014	METRO SALES INC	4,052.26

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DAVIS KRIS	344841704	3/5/2014	3/6/2014	3/27/2014	WM EZPAY	803.89
DAVIS KRIS	344841705	3/5/2014	3/6/2014	3/27/2014	WM EZPAY	338.26
DAVIS KRIS	344841706	3/5/2014	3/6/2014	3/27/2014	WM EZPAY	762.53
DAVIS KRIS	344841707	3/5/2014	3/6/2014	3/27/2014	WM EZPAY	189.57
DAVIS KRIS	346989307	3/26/2014	3/27/2014	3/27/2014	SAMSClub #6311	235.00
HEINE JEFF	344841709	3/5/2014	3/6/2014	3/27/2014	SQ *CHRISTINE SHUDY	960.82
HEINE JEFF	344841710	3/5/2014	3/6/2014	3/27/2014	SQ *CHRISTINE SHUDY	936.00
HEINE JEFF	344841711	3/5/2014	3/6/2014	3/27/2014	SQ *CHRISTINE SHUDY	(960.82)
HEINE JEFF	345029961	3/7/2014	3/7/2014	3/27/2014	SUBWAY 00122119	86.82
HEINE JEFF	345029962	3/6/2014	3/7/2014	3/27/2014	OLD COUNTRY BUFFET #00	242.12
HEINE JEFF	345252585	3/8/2014	3/10/2014	3/27/2014	DAYS INN DULUTH	195.02
HEINE JEFF	345252586	3/8/2014	3/10/2014	3/27/2014	DAYS INN DULUTH	195.02
HEINE JEFF	345252587	3/8/2014	3/10/2014	3/27/2014	DAYS INN DULUTH	195.02
HEINE JEFF	345252588	3/8/2014	3/10/2014	3/27/2014	DAYS INN DULUTH	195.02
HEINE JEFF	345252589	3/7/2014	3/10/2014	3/27/2014	BUFFALO WILD WINGS 025	160.17
HEINE JEFF	345252590	3/7/2014	3/10/2014	3/27/2014	BUFFALO WILD WINGS 025	127.13
HEINE JEFF	345740226	3/14/2014	3/14/2014	3/27/2014	ALL PRO SOUND	89.97
HEINE JEFF	345740227	3/13/2014	3/14/2014	3/27/2014	OBSERVINT TECHNOLOGIES	255.88
HEINE JEFF	345928980	3/14/2014	3/17/2014	3/27/2014	Mills Fleet Farm #3 20	224.71
HEINE JEFF	346282056	3/19/2014	3/20/2014	3/27/2014	WW GRAINGER	318.88
HEINE JEFF	346444078	3/21/2014	3/21/2014	3/27/2014	HILLYARD INC HUTCHINSO	6,217.00
HEINE JEFF	346444079	3/21/2014	3/21/2014	3/27/2014	HILLYARD INC HUTCHINSO	4,297.00
HEINE JEFF	346444080	3/20/2014	3/21/2014	3/27/2014	KULLY SUPPLY	1,043.00
HEINE JEFF	346875560	3/24/2014	3/26/2014	3/27/2014	CENEX CONVENIE07038920	294.43
HEINE JEFF	346989308	3/26/2014	3/27/2014	3/27/2014	UPS*1Z72T3Y90390007819	14.10
KELLER CHUCK	346157551	3/19/2014	3/19/2014	3/27/2014	VZWRLSS*MY VZ VB P	751.08
KELLER CHUCK	346157552	3/19/2014	3/19/2014	3/27/2014	VZWRLSS*MY VZ VB P	546.56
KELLER CHUCK	346989309	3/25/2014	3/27/2014	3/27/2014	MASBO 00 OF 00	100.00
WILLIAMS CHAD	345579615	3/12/2014	3/13/2014	3/27/2014	ETS*PARAPRO Services	50.00
MATHIOWETZ BRUCE	344223755	2/28/2014	2/28/2014	3/27/2014	ULINE *SHIP SUPPLIES	68.09
MATHIOWETZ BRUCE	344449235	3/2/2014	3/3/2014	3/27/2014	SAMSClub #6311	(36.60)
MATHIOWETZ BRUCE	344569626	3/3/2014	3/4/2014	3/27/2014	TARGET 00012724	59.99
MATHIOWETZ BRUCE	344569627	3/3/2014	3/4/2014	3/27/2014	MIDWEST TECHNOLOGY PRO	487.00
MATHIOWETZ BRUCE	344841722	3/4/2014	3/6/2014	3/27/2014	KOHLER COMPANY INC	158.00
MATHIOWETZ BRUCE	345029969	3/7/2014	3/7/2014	3/27/2014	LAUS BAKERY	11.00
MATHIOWETZ BRUCE	346052480	3/17/2014	3/18/2014	3/27/2014	COBORN S #2038	10.00
MATHIOWETZ BRUCE	346052481	3/17/2014	3/18/2014	3/27/2014	ALEX TC COLL TUITION	350.00

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MATHIOWETZ BRUCE	346875563	3/25/2014	3/26/2014	3/27/2014	PAYPAL *ONEWISH	85.90
MATHIOWETZ BRUCE	346875564	3/24/2014	3/26/2014	3/27/2014	HYDRO-GARDENS	73.20
ANDERSON DOUG	345478495	3/11/2014	3/12/2014	3/27/2014	BERRY BLENDZ EP	2,692.95
SMITH KELLY	344677021	3/4/2014	3/5/2014	3/27/2014	MN ST IAP ADM PMD PARK	6.00
WICK KEN	344223741	2/27/2014	2/28/2014	3/27/2014	AMZ*iKeyboard Inc.	38.99
WICK KEN	344569622	3/2/2014	3/4/2014	3/27/2014	KALAHARI RESORTS	78.05
WICK KEN	344841698	3/4/2014	3/6/2014	3/27/2014	KALAHARI RESORTS	13.65
WICK KEN	345029957	3/6/2014	3/7/2014	3/27/2014	GROUPON INC	26.70
WICK KEN	345029958	3/6/2014	3/7/2014	3/27/2014	LIFETIME MEMORY PRODUC	104.00
WICK KEN	345478485	3/12/2014	3/12/2014	3/27/2014	CDW GOVERNMENT	43.26
WICK KEN	345478486	3/11/2014	3/12/2014	3/27/2014	GROUPON INC	(26.70)
DEUTSCH JOE	345029953	3/6/2014	3/7/2014	3/27/2014	RECREATION.GOV	38.00
DEUTSCH JOE	345029954	3/7/2014	3/7/2014	3/27/2014	RECREATION.GOV	38.00
DEUTSCH JOE	345029955	3/6/2014	3/7/2014	3/27/2014	STEFFEN HARDWARE	7.84
DEUTSCH JOE	345579612	3/12/2014	3/13/2014	3/27/2014	YOUNGBLOOD LUMBER	961.33
DEUTSCH JOE	346282054	3/19/2014	3/20/2014	3/27/2014	RECREATION.GOV	38.00
DEUTSCH JOE	346282055	3/18/2014	3/20/2014	3/27/2014	HARDWARE DISTRIBUTORS-	237.48
DEUTSCH JOE	346875559	3/24/2014	3/26/2014	3/27/2014	SIWEK LUMBER & MILLWOR	29.98
GROTBERG CAREN	345029956	3/7/2014	3/7/2014	3/27/2014	COBORN S SUPERSTORE	19.48
GROTBERG CAREN	346052468	3/17/2014	3/18/2014	3/27/2014	COBORN S SUPERSTORE	24.01
GROTBERG CAREN	346777126	3/24/2014	3/25/2014	3/27/2014	LEARNINGZONEXPRESS COM	182.70
GROTBERG CAREN	346989306	3/26/2014	3/27/2014	3/27/2014	NASCO MAIL ORDER	21.60
ACTIVITIES BELLE P	345740239	3/13/2014	3/14/2014	3/27/2014	DOMINO S 7300	59.00
ACTIVITIES BELLE P	345928985	3/15/2014	3/17/2014	3/27/2014	AFTON ALPS:A FRAME OFF	414.00
ACTIVITIES BELLE P	345928986	3/15/2014	3/17/2014	3/27/2014	AFTON ALPS:A FRAME OFF	196.00
ACTIVITIES BELLE P	346444094	3/20/2014	3/21/2014	3/27/2014	GOLF ZONE	258.00
ACTIVITIES BELLE P	346444095	3/20/2014	3/21/2014	3/27/2014	GOLF ZONE	2.58
ACTIVITIES BELLE P	346444096	3/20/2014	3/21/2014	3/27/2014	GOLF ZONE	(2.85)
ACTIVITIES BELLE P	346875565	3/24/2014	3/26/2014	3/27/2014	MECA - BO ADMIN	234.00
SPARBY MINDY	344223737	2/28/2014	2/28/2014	3/27/2014	DOMINO S 1946	120.00
SPARBY MINDY	344223738	2/27/2014	2/28/2014	3/27/2014	ERBERT AND GERBERTS	180.00
SPARBY MINDY	344223739	2/26/2014	2/28/2014	3/27/2014	XCEL ENERGY CENTER	312.00
SPARBY MINDY	344223740	2/26/2014	2/28/2014	3/27/2014	COSSETTAS	302.54
SPARBY MINDY	344449228	3/1/2014	3/3/2014	3/27/2014	ERBERT AND GERBERTS	251.89
SPARBY MINDY	344449229	2/22/2014	3/3/2014	3/27/2014	HILTON GARDEN INN BL	148.55
SPARBY MINDY	344449230	2/22/2014	3/3/2014	3/27/2014	HILTON GARDEN INN BL	148.55
SPARBY MINDY	344449231	2/28/2014	3/3/2014	3/27/2014	COSSETTAS	317.69

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SPARBY MINDY	344449232	3/1/2014	3/3/2014	3/27/2014	CROWNE PLAZA ST PAUL	4,181.44
SPARBY MINDY	344569621	3/4/2014	3/4/2014	3/27/2014	BSN SPORTS MYTEAM SHOP	287.00
SPARBY MINDY	344677022	3/3/2014	3/5/2014	3/27/2014	IMAGE MARKET	469.85
SPARBY MINDY	344841694	3/4/2014	3/6/2014	3/27/2014	ORDWAY CNTR-TICKET & D	1,732.50
SPARBY MINDY	345029952	3/7/2014	3/7/2014	3/27/2014	COSTUME RENTALS LLC	1,373.21
SPARBY MINDY	345478484	3/11/2014	3/12/2014	3/27/2014	MF ATHLETIC & PERFORM	1,466.24
SPARBY MINDY	345579611	3/12/2014	3/13/2014	3/27/2014	COBORN S SUPERSTORE	10.50
SPARBY MINDY	345740213	3/14/2014	3/14/2014	3/27/2014	Amazon.com	26.49
SPARBY MINDY	346157544	3/17/2014	3/19/2014	3/27/2014	RIDGES AT SAND CREEK	14.78
COMM ED BELLE PLAINE	344223754	2/27/2014	2/28/2014	3/27/2014	COBORN S SUPERSTORE	4.59
COMM ED BELLE PLAINE	344449234	2/28/2014	3/3/2014	3/27/2014	PIZZA PLUS	65.00
COMM ED BELLE PLAINE	344569625	3/3/2014	3/4/2014	3/27/2014	USPS 26073001733418328	1.40
COMM ED BELLE PLAINE	344677025	3/4/2014	3/5/2014	3/27/2014	USPS 26073001733418328	3.08
COMM ED BELLE PLAINE	344841719	3/5/2014	3/6/2014	3/27/2014	USPS 26073001733418328	11.34
COMM ED BELLE PLAINE	344841720	3/5/2014	3/6/2014	3/27/2014	SCHOLASTIC INC. KEY 22	252.00
COMM ED BELLE PLAINE	345029965	3/6/2014	3/7/2014	3/27/2014	TARGET 00013524	55.79
COMM ED BELLE PLAINE	345029966	3/6/2014	3/7/2014	3/27/2014	TARGET 00013524	24.96
COMM ED BELLE PLAINE	345029967	3/7/2014	3/7/2014	3/27/2014	USPS 26073001733418328	1.40
COMM ED BELLE PLAINE	345029968	3/7/2014	3/7/2014	3/27/2014	Amazon.com	28.45
COMM ED BELLE PLAINE	345478493	3/11/2014	3/12/2014	3/27/2014	USPS 26073001733418328	3.64
COMM ED BELLE PLAINE	345478494	3/11/2014	3/12/2014	3/27/2014	PAYPAL *ZINGHOPPERS	125.00
COMM ED BELLE PLAINE	345579618	3/12/2014	3/13/2014	3/27/2014	COBORN S SUPERSTORE	14.86
COMM ED BELLE PLAINE	345740237	3/14/2014	3/14/2014	3/27/2014	USPS 26073001733418328	4.83
COMM ED BELLE PLAINE	345740238	3/12/2014	3/14/2014	3/27/2014	THE GRAPHIC EDGE INC	193.82
COMM ED BELLE PLAINE	346052479	3/17/2014	3/18/2014	3/27/2014	Discount School Supply	(3.42)
COMM ED BELLE PLAINE	346157561	3/18/2014	3/19/2014	3/27/2014	COBORN S SUPERSTORE	40.21
COMM ED BELLE PLAINE	346157562	3/18/2014	3/19/2014	3/27/2014	USPS 26073001733418328	3.64
COMM ED BELLE PLAINE	346157563	3/18/2014	3/19/2014	3/27/2014	Discount School Supply	3.42
COMM ED BELLE PLAINE	346444091	3/21/2014	3/21/2014	3/27/2014	USPS 26073001733418328	490.00
COMM ED BELLE PLAINE	346444092	3/21/2014	3/21/2014	3/27/2014	USPS 26073001733418328	4.06
COMM ED BELLE PLAINE	346444093	3/21/2014	3/21/2014	3/27/2014	INNOVATIVE OFFICE SOLU	60.00
COMM ED BELLE PLAINE	346777130	3/24/2014	3/25/2014	3/27/2014	USPS 26073001733418328	1.82
COMM ED BELLE PLAINE	346777131	3/24/2014	3/25/2014	3/27/2014	SAMSCLUB #6311	43.33
COMM ED BELLE PLAINE	346777132	3/24/2014	3/25/2014	3/27/2014	MICHAELS STORES 3747	38.94
COMM ED BELLE PLAINE	346875561	3/25/2014	3/26/2014	3/27/2014	PAYPAL *ACCENTSIGNS	54.85
COMM ED BELLE PLAINE	346875562	3/25/2014	3/26/2014	3/27/2014	MIDCO 800-536-0238	149.96
COMM ED BELLE PLAINE	346989312	3/27/2014	3/27/2014	3/27/2014	SSI*SCHOOL SPECIALTY	39.84

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ELEMENTARY CHATFIELD	344223746	2/27/2014	2/28/2014	3/27/2014	WEST MUSIC CATALOG	280.00
ELEMENTARY CHATFIELD	344223747	2/27/2014	2/28/2014	3/27/2014	Amazon.com	47.29
ELEMENTARY CHATFIELD	344223748	2/27/2014	2/28/2014	3/27/2014	AMAZON MKTPLACE PMTS	17.48
ELEMENTARY CHATFIELD	344449233	2/28/2014	3/3/2014	3/27/2014	THE 2 SISTERS/THEDAILY	765.00
ELEMENTARY CHATFIELD	344841714	3/5/2014	3/6/2014	3/27/2014	OFFICEMAX CT*IN#261829	8.74
ELEMENTARY CHATFIELD	344841715	3/5/2014	3/6/2014	3/27/2014	SCHOLASTIC BOOK CLUB	55.00
ELEMENTARY CHATFIELD	345029963	3/6/2014	3/7/2014	3/27/2014	SSI*SCHOOL SPECIALTY	113.40
ELEMENTARY CHATFIELD	345478489	3/11/2014	3/12/2014	3/27/2014	OFFICEMAX CT*IN#400569	24.19
ELEMENTARY CHATFIELD	345928981	3/15/2014	3/17/2014	3/27/2014	SCHOLASTIC INC. KEY 22	22.00
ELEMENTARY CHATFIELD	346444081	3/21/2014	3/21/2014	3/27/2014	DOMINO S 7300	37.50
ELEMENTARY CHATFIELD	346444082	3/21/2014	3/21/2014	3/27/2014	AUTISMSHOP.COM	47.51
ELEMENTARY OAK CREST	344223749	2/27/2014	2/28/2014	3/27/2014	OFFICE MAX	41.72
ELEMENTARY OAK CREST	344223750	2/27/2014	2/28/2014	3/27/2014	TEACHERSPAYTEACHERS	6.40
ELEMENTARY OAK CREST	344223751	2/27/2014	2/28/2014	3/27/2014	SSI*SCHOOL SPECIALTY	34.24
ELEMENTARY OAK CREST	344223752	2/27/2014	2/28/2014	3/27/2014	SSI*SCHOOL SPECIALTY	60.40
ELEMENTARY OAK CREST	344223753	2/27/2014	2/28/2014	3/27/2014	BUREAU OF EDU & RESEAR	229.00
ELEMENTARY OAK CREST	344569623	3/3/2014	3/4/2014	3/27/2014	COBORN S SUPERSTORE	35.91
ELEMENTARY OAK CREST	344569624	3/3/2014	3/4/2014	3/27/2014	SSI*SCHOOL SPECIALTY	42.17
ELEMENTARY OAK CREST	344677023	3/4/2014	3/5/2014	3/27/2014	GREAT AMERI OPPORTUNIT	8,020.00
ELEMENTARY OAK CREST	344677024	3/4/2014	3/5/2014	3/27/2014	TPC*GOPHER	616.09
ELEMENTARY OAK CREST	344841717	3/4/2014	3/6/2014	3/27/2014	PENDERS MUSIC CO	71.88
ELEMENTARY OAK CREST	345029964	3/7/2014	3/7/2014	3/27/2014	SSI*SCHOOL SPECIALTY	96.27
ELEMENTARY OAK CREST	345478490	3/11/2014	3/12/2014	3/27/2014	SAMSClub #6311	101.01
ELEMENTARY OAK CREST	345478491	3/11/2014	3/12/2014	3/27/2014	TPC*GOPHER	150.79
ELEMENTARY OAK CREST	345478492	3/11/2014	3/12/2014	3/27/2014	BLUE 84 SPIRIT BY LAKE	4,419.87
ELEMENTARY OAK CREST	345579616	3/12/2014	3/13/2014	3/27/2014	SSI*SCHOOL SPECIALTY	243.13
ELEMENTARY OAK CREST	345579617	3/12/2014	3/13/2014	3/27/2014	Discount School Supply	270.33
ELEMENTARY OAK CREST	345740228	3/12/2014	3/14/2014	3/27/2014	SUBWAY 03164670	96.19
ELEMENTARY OAK CREST	345740229	3/13/2014	3/14/2014	3/27/2014	PAYPAL *SCHOLASTICI	72.52
ELEMENTARY OAK CREST	345740230	3/14/2014	3/14/2014	3/27/2014	SSI*SCHOOL SPECIALTY	248.42
ELEMENTARY OAK CREST	345740231	3/14/2014	3/14/2014	3/27/2014	SSI*SCHOOL SPECIALTY	92.50
ELEMENTARY OAK CREST	345740232	3/13/2014	3/14/2014	3/27/2014	HERTZBERG-NEW METHOD P	56.81
ELEMENTARY OAK CREST	345740233	3/13/2014	3/14/2014	3/27/2014	SCHOLASTIC INC. KEY 6	2.95
ELEMENTARY OAK CREST	345740234	3/13/2014	3/14/2014	3/27/2014	THE 2 SISTERS/THEDAILY	510.00
ELEMENTARY OAK CREST	345740235	3/14/2014	3/14/2014	3/27/2014	TEACHER CREATED RESOUR	85.36
ELEMENTARY OAK CREST	345740236	3/13/2014	3/14/2014	3/27/2014	OXTON HOUSE PUBLISHERS	77.60
ELEMENTARY OAK CREST	345928982	3/16/2014	3/17/2014	3/27/2014	COBORN S SUPERSTORE	25.53

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ELEMENTARY OAK CREST	345928983	3/15/2014	3/17/2014	3/27/2014	SAMSClub #6311	6.54
ELEMENTARY OAK CREST	345928984	3/15/2014	3/17/2014	3/27/2014	SAMSClub #6311	18.18
ELEMENTARY OAK CREST	346052472	3/17/2014	3/18/2014	3/27/2014	COBORN S SUPERSTORE	143.15
ELEMENTARY OAK CREST	346052473	3/17/2014	3/18/2014	3/27/2014	SSI*SCHOOL SPECIALTY	62.42
ELEMENTARY OAK CREST	346052474	3/17/2014	3/18/2014	3/27/2014	SSI*SCHOOL SPECIALTY	131.64
ELEMENTARY OAK CREST	346052475	3/17/2014	3/18/2014	3/27/2014	SSI*CLASSROOM DIRECT	142.67
ELEMENTARY OAK CREST	346052476	3/17/2014	3/18/2014	3/27/2014	AMAZON MKTPLACE PMTS	22.94
ELEMENTARY OAK CREST	346052477	3/17/2014	3/18/2014	3/27/2014	RGS Pay*	68.09
ELEMENTARY OAK CREST	346052478	3/17/2014	3/18/2014	3/27/2014	NAESP-PEAP	41.00
ELEMENTARY OAK CREST	346157553	3/18/2014	3/19/2014	3/27/2014	COBORN S SUPERSTORE	24.55
ELEMENTARY OAK CREST	346157554	3/18/2014	3/19/2014	3/27/2014	SSI*SCHOOL SPECIALTY	81.35
ELEMENTARY OAK CREST	346157555	3/18/2014	3/19/2014	3/27/2014	SSI*SCHOOL SPECIALTY	32.09
ELEMENTARY OAK CREST	346157556	3/18/2014	3/19/2014	3/27/2014	SSI*SCHOOL SPECIALTY	211.17
ELEMENTARY OAK CREST	346157557	3/18/2014	3/19/2014	3/27/2014	SSI*SCHOOL SPECIALTY	254.72
ELEMENTARY OAK CREST	346157558	3/17/2014	3/19/2014	3/27/2014	SCHOLASTIC INC. KEY 6	112.24
ELEMENTARY OAK CREST	346157559	3/17/2014	3/19/2014	3/27/2014	SCHOLASTIC INC. KEY 6	29.28
ELEMENTARY OAK CREST	346157560	3/17/2014	3/19/2014	3/27/2014	YOUTHLIGHT INC.	95.80
ELEMENTARY OAK CREST	346282057	3/19/2014	3/20/2014	3/27/2014	DOMINO S 7300	52.07
ELEMENTARY OAK CREST	346282058	3/19/2014	3/20/2014	3/27/2014	BARNES & NOBLE #2096	111.80
ELEMENTARY OAK CREST	346282059	3/19/2014	3/20/2014	3/27/2014	OFFICE MAX	83.79
ELEMENTARY OAK CREST	346282060	3/19/2014	3/20/2014	3/27/2014	SSI*SCHOOL SPECIALTY	78.80
ELEMENTARY OAK CREST	346282061	3/18/2014	3/20/2014	3/27/2014	WILLIAM V MACGILL & CO	483.72
ELEMENTARY OAK CREST	346444083	3/20/2014	3/21/2014	3/27/2014	NASCO MAIL ORDER	51.77
ELEMENTARY OAK CREST	346444084	3/21/2014	3/21/2014	3/27/2014	TEACHERSPAYTEACHERS	56.74
ELEMENTARY OAK CREST	346444085	3/21/2014	3/21/2014	3/27/2014	TCHRSNOTEBK	35.99
ELEMENTARY OAK CREST	346444086	3/20/2014	3/21/2014	3/27/2014	SSI*SCHOOL SPECIALTY	359.71
ELEMENTARY OAK CREST	346444087	3/20/2014	3/21/2014	3/27/2014	SSI*SCHOOL SPECIALTY	219.91
ELEMENTARY OAK CREST	346444088	3/21/2014	3/21/2014	3/27/2014	TEACHER CREATED RESOUR	60.88
ELEMENTARY OAK CREST	346444089	3/19/2014	3/21/2014	3/27/2014	THREE RIVERS ADMINISTR	136.00
ELEMENTARY OAK CREST	346444090	3/21/2014	3/21/2014	3/27/2014	CONTINENTAL CLAY COMPA	12.22
ELEMENTARY OAK CREST	346777127	3/24/2014	3/25/2014	3/27/2014	SSI*SCHOOL SPECIALTY	194.49
ELEMENTARY OAK CREST	346777128	3/24/2014	3/25/2014	3/27/2014	SSI*SCHOOL SPECIALTY	208.35
ELEMENTARY OAK CREST	346777129	3/24/2014	3/25/2014	3/27/2014	HERTZBERG-NEW METHOD P	26.56
ELEMENTARY OAK CREST	346989310	3/26/2014	3/27/2014	3/27/2014	SSI*SCHOOL SPECIALTY	212.33
ELEMENTARY OAK CREST	346989311	3/26/2014	3/27/2014	3/27/2014	SSI*SCHOOL SPECIALTY	208.34
HANSON LIANN	345378191	3/10/2014	3/11/2014	3/27/2014	ZOHO CORPORATION	19.00
HANSON LIANN	345740214	3/14/2014	3/14/2014	3/27/2014	DISCOUNTMUGS.COM	296.00

Mar 2014 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HANSON LIANN	346444072	3/20/2014	3/21/2014	3/27/2014	SUBWAY 03164670	161.39
HANSON LIANN	346660300	3/23/2014	3/24/2014	3/27/2014	SAMSCLUB #6311	200.06

Total	71,211.24
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Chuck Keller
Business Manager
Carol Lagergren
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: April 28, 2014
 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	Value or Amount
3/21/14	Ordway Center for the Performing Arts	Oak Crest – Grade 6 Field Trip Reimbursed transportation cost	\$562.54
3/21/14	Belle Plaine PTO	Oak Crest – 2014-15 Wolfridge Trip	\$1,000.00
4/14/14	Belle Plaine PTO	Chatfield – 2013-14 Big Ticket Request	\$5,080.00
4/14/14	Belle Plaine PTO	Chatfield – Kindergarten Science – Living/Not Living	\$350.00
4/14/14	Belle Plaine PTO	Chatfield – Grade 2 – Zoo Mobile	\$750.00

Board Report
April 22, 2014
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to C.C. Linstroth for your expertise with standards and best practice.
- Thank you to the Chatfield PLC teams for your continued dedication to the unpacking process, the professional conversations that are occurring to keep our students moving in the right direction academically.
- Thank you to Jenny Jungwirth, the Kindergarten students, and the Kindergarten staff for performing a great program.
- Thank you to the PTO for the successful movie night event.
- Thank you to the Kindergarten staff for all of your help in creating successful Kindergarten and Begingergarten Information nights.
- Thank you to the PTO for your gift in paying entrance and bus costs for all students to attend end of the year field trips.
- Thank you to Patti Edberg in honor of Administrative Assistant Day. Chatfield is so proud to have her as part of our team!!!

Acceleration:

- Professional Learning Communities: C.C. Linstroth came to Chatfield on April 23 and taught a lesson to each grade level. The staff members were able to watch her teach the student's a standards based lesson. This allowed the staff to be reaffirmed of the good work they are doing and look at possible areas of focus for the future. The teams at Chatfield have also secured a consistent grading system and behavior expectations that will be on the report cards for the 14-15 school year.

Anticipation:

- NWEA and AIMS testing will be occurring at Chatfield. NWEA will be April 28-May 9 and AIMS will be May 12-16.
- Second grade will be involved with the Minnesota Zoo and learning about animals on April 30.
- Second grade will be attending their end of the year field trip on May 5.
- Teatro del Pueblo will entertain Kindergarten and First grade with a play titled, "The Adventures of Juan".
- Kindergarten and first grade will be attending their end of the year field trip on May 22.
- Teacher Appreciation Week May 5-9.
- Chatfield will have a Volunteer Breakfast to honor all of our volunteers on May 21! Thank you to all of our volunteers.
- Bounce Into Spring PTO event on May 16.

**Belle Plaine High School
School Board Report
Submitted by Dave Kreft
April, 2014**

Appreciation:

- It was so valuable to have a group of our teachers lead students in optional ACT prep classes. Natalie Nelson, Tony VonBank, Jill Morreim, Katie Stevens, Brad Pederson, and Melissa Hanson all used their expertise to lead our students on ways to prepare for the different sections of the ACT.

Acceleration:

- The Principal's Advisory Commission (PAC) met. We randomly selected 6 students from each grade to interview. Two or three office personnel sat in on the interviews. Some of the findings:
 - Without being asked, students spoke overall very positive about iTime. JH students appreciated the extra time on Wednesday's (with religion) to get their work done. SH students said it was an incentive to be allowed to leave early if all requirements were met.
 - Students feel physically safe at school because of the safety measures we have put in place and the fact that "everyone knows everyone." For the most part, bullying is not a major issue, but a different reporting method could be tried (see "Anticipation" section)
 - The character profile of their favorite teacher included a teacher who: is humorous, relates to them, connects the material to something they understand, knows them besides a student in class, and has clear expectations.
 - The physical items that students said could be addressed were drinking fountains and the gym lockers (size, availability, and condition).
 - Students were pleased with the amount of technology we have. JH students were nervous about a 1:1 because of the responsibility they will have to take care of it, but excited they wouldn't "need to carry those big books." 9th and 10th said they are comfortable with any device. They want more hands on work. 12th grade indicated a strong desire for laptops, because that is what they envision they will need most next year and most resembles the way we are teaching now.

Anticipation:

- Our "bullying" committee met. We started by talking about the definition of bullying, which is now detailed in law. The students discussed their comfort level in sharing with adults. Not surprisingly, high school students feel more comfortable sharing than junior high students. All of the students agreed that another reporting method for all school concerns would be worth trying. At our next meeting (4/30) we will share some methods, including google voice, a texting option, and a QR code. We will have the students test out the methods and provide feedback.
- Prom is quickly approaching! We will have our mock crash on the afternoon of May 2nd, followed by a speaker who discusses driving safety. Our elementary students will again share notes with junior and seniors. Prom is being held at the Arlington Community Center with the post prom committee having the party at Borough Bowl for the first year.



Belle Plaine Jr.-Sr. High School Tiger Activities



Office P Mobile: Email: r Email: j	2418 plaine.k12.mn.us plaine.k12.mn.us	MINDY SPARBY, AD/JH DEAN LAURIE FOGARTY, ADMIN SECRETARY 220 South Market Street Belle Plaine, MN 56011	Scott West Panthers Administrative Region 2A Minnesota River Conference
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April 24, 2014

Appreciation

- Laurie Fogarty is our new Activities Administrative Assistant! Laurie dove right in and found out how “interesting” spring can be in the activities department. We are glad to have her on board!
- The Junior High Staff brought back “Friday Fun” last Thursday before break and the staff always does such a great job of planning activities and rewarding students for their homework efforts! New Friday fun activities included: Cross Fit Challenge with Mr. Schultz in the weight room and a Science Lab with Mrs. Otto, “make your own Oobleck”...Google it! <http://www.instructables.com/id/Oobleck/>
- The scoreboard at Tiger Park should be up soon! Come out and see all the work that’s been done!

Anticipation

- April 30th the senior class heads to the Twins game!
- Prom is May 3rd. This year the students have a catered meal at the Arlington Community Center and Post Prom is at the Bowling Alley in Belle Plaine. Grand March begins at 8pm at the High School.
- Belle Plaine hosts the Conference Track meet May 15th, The Conference Golf meet May 19th and the Section Baseball Tournament in June!

Acceleration

- Thanks to the flexibility of our staff, coaches, students, and parents as we work through spring outdoor activities!
- Junior high students are currently testing: Reading and Math MCA’s

Board Report
April 28th, 2014
Oak Crest Elementary
Liann Hanson

Appreciation:

- **Ruth's Table** Thanks to Kim DeWitte and Mindy Sparby for attending Ruth's Table with me! It was a great conversation amongst female leaders from across the state!
- **Parent Teacher Conferences** We had our Parent Teacher conferences on March 17th and 20th! Thanks to all our staff, parents, and students for making that a successful time of communication with each other!
- **Jump Rope for Heart** Thanks to Ms. Amundson, Ms. Graff, Ms. Earney, the 2nd grade teachers, and the 3rd grade teachers for hosting a fabulous Jump Rope for Heart event on March 18th! 2nd and 3rd grade students jumped their heart out!
- **R Word Campaign** Thanks to High School staff and students for coming out and giving a presentation to our 6th grade students about the getting rid of the R word!

Acceleration:

- **CC Linstroth** CC Linstroth came out and met with the 3rd grade team and then taught a few lessons in their classes! We had grade conversations about standards, how to implement them in the classroom, and how to use different teaching techniques in literacy.
- **Girls ROC!** We continue our Girls ROC! Running club! We have 98 students and 11 staff members participating! We are doing our final run on Saturday, April 26th at the Girls on the Run 5K!
- **Special Education Interviews** Mr. Williams, administration, and the special education staff have been busily interviewing for a few positions around the district. We are excited about the candidates we have been interviewing.
- **5th-12th Grade Band Extravaganza** Our 5th and 6th grade students from Oak Crest joined the high school band students for an Extravaganza concert on April 11th. They all did great!
- **ELC Planning** Our 6th grade staff hosted 5th grade parents and students to start informing them on the ELC Wolf Ridge trip for next year!
- **MCA Testing** We starting our Math and Reading MCA Testing in April. We will finish Science testing at the beginning of May.

Anticipation

- **4th Grade Dig It Musical** Our 4th grade students will be performing the musical Dig It on Tuesday, April 29th at 7:00 at Oak Crest.
- **DARE Graduation** Our 5th grade students will be participating in the DARE Graduation on Wednesday, May 7th at 9:00 AM.
- **DARE Walk/Run** Oak Crest will also host our DARE Walk/Run 5K on Wednesday, May 7th at 12:30 PM.
- **3rd grade Concert** Our 3rd grade students will be performing a musical concert on Thursday, May 8th at 7:00 PM at Oak Crest.
- **LEAP Ceremony** Our LEAP Ceremony is on Thursday, May 8th at 1:45 PM at Oak Crest.
- **6th Grade Field Trip** 6th grade has a field trip to Fort Snelling on Friday, May 9th.
- **5th and 6th grade Band Concert** Our 5th and 6th grade band students have a band concert on Monday, May 12th at 7:00 PM at Oak Crest.
- **Secretary Luncheon** The elementary secretaries will be treated to a luncheon sponsored by Lifetouch and the South Suburban division of MESPA on Wednesday, May 14th. We thank them for all the work they do!
- **Terrific Tiger Breakfast** The Terrific Tiger Breakfast is on Friday, May 16th at 7:50 AM for those students who have been named a Terrific Tiger!
- **3rd Grade Field Trip** Our 3rd grade students will be taking a field trip to Children's Theater on Thursday, May 22nd.
- **4th Grade Field Trip** Our 4th grade students will be taking a field trip to the Ney Center to construct bird house on Friday, May 23rd.
- **ELC Talent Show** Our 5th and 6th grade students will be hosting the annual Talent Show at Oak Crest on Wednesday, May 28th and Thursday, May 29th at 7:00 PM.
- **Skateville** 5th and 6th grade students will be heading to Skateville on Tuesday May 3rd.
- **Track Meet** Our 5th and 6th grade students will also be participating in a track meet on Wednesday, June 4th!
- **6th Grade Graduation** Our 6th graders will graduate from Oak Crest on our last day of school, Thursday, June 5th at 9:30 AM.

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

**2014-2015 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 716, County of SCOTT, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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

BELLE PLAINE HIGH SCHOOL

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

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.
3. _____ Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

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

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

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

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: 130 S. WILLOW ST.

BELLE PLAINE, MN 56011

School Superintendent's Phone: 952-873-2400

School Superintendent's Email: ksmith@belleplaine.k12.mn.us

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2014

Retain one copy for the school files.

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 Monday, January 27, 2014, 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. .4 FTE Early Childhood Special Education Teacher
- 2.

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 ERIK WALLER, A
PROBATIONARY TEACHER

WHEREAS, Erik Waller 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 Erik Waller, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2013-2014 school year.

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

NOTICE OF TERMINATION
AND NON-RENEWAL

Mr. Erik Waller
154 Ardennes Avenue W
Shakopee, MN 55379

Dear Mr. Waller:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 28, 2014, 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 2014-2015 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

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.

Enhanced Learning Initiative

Financial Investment

Necessary for 1 to 1 iPad Implementation

Enhanced Learning Initiative (ELI)

- **Why are we doing this?**
 - Increased student engagement, learning and achievement
 - Increased student fluency in 21st century skills
 - Personalized learning experiences for students
 - Enhanced learning experiences, accessibility for all students and increased equity for all students
 - Extended learning beyond the classroom and beyond the school day
 - Embedded use of data to inform learning and instruction

Maslow's Hierarchy of Needs



Modern Maslow's Hierarchy of Needs



Staffing & Professional Development

- Professional Development
 - In addition to annual \$50,000 allocation for professional development, it is recommended that an additional \$50,000 be allocated for technology specific professional development
- Staffing Recommendations
 - Technology Integration Specialist (\$60,000)
 - Curriculum & Assessment position be increased from .5 FTE to 1.0 FTE (\$45,000)

Financial Investment

- **Scheduled Replacements - \$72,000**
 - 50 Replacement Desktop Computers
 - 10 Replacement Projectors
 - 10 Replacement Laptops for Itinerant Staff
 - Miscellaneous Equipment Replacements
- **Annual Repairs - \$15,000**
 - Annual Allocation for Repairs

Financial Investment

- **New & Recurring Service Contracts - \$94,525**
 - Firewall Subscriptions are largest Expenditure
 - Learning Management System - Schoology
 - Mobile Device Management (MDM) - ?
 - Purchase District App Standards (Notability, etc.)
 - Service Contracts for Network Servers, Access Points & Switches
- **This expense to be paid for out of annual technology budget.**

Financial Investment

- **WiFi & Infrastructure Upgrades - \$300,155**
 - Wireless Upgrade - \$120,000
 - Access Points for each classroom at all facilities
 - Upgrade Phone over Ethernet Switches that are EOL
 - Direct Connection between Oak Crest & Scott County Fiber Network
 - Upgrade Current Fiber Connections between District Office to JH-SH and from JH-SH to Chatfield (10GB)
 - Includes Contingency of \$19,075

Financial Investment

- **iPad Implementation for K-12; \$723,340**
 - 1700 iPad Minis with Retina – 16GB (A7 processor)
 - Cases for each iPad
 - 60 Chromebooks for JH-SH Building
 - 22 Storage & Charging Stations for Chatfield Elem
 - Additional Charger Bricks & Cables, ID Tags

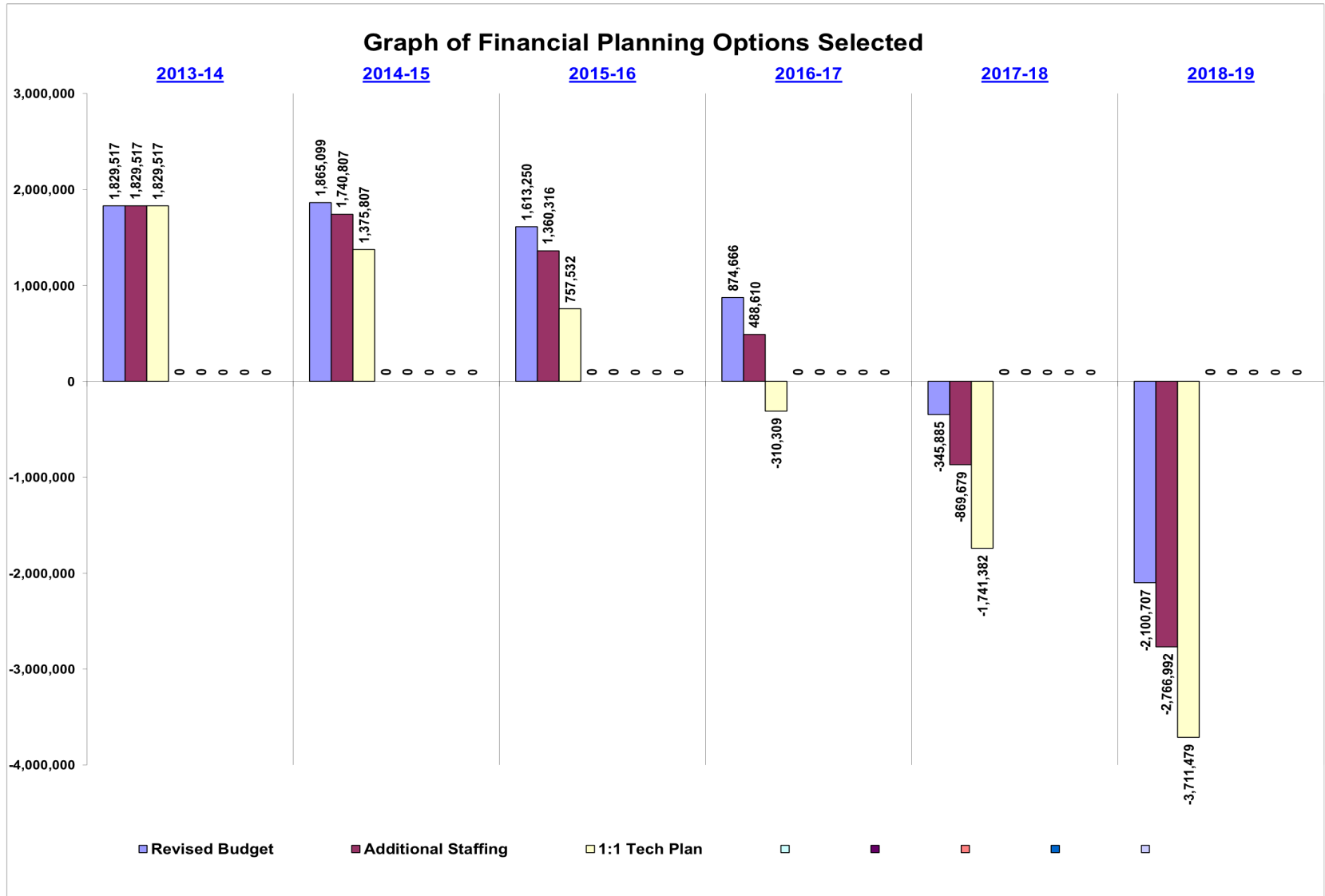
Financial Investment - Summary

Category	Investment
Scheduled Replacements	\$72,000
Annual Repairs	\$15,000
New & Recurring Service Contracts	\$94,525
WiFi & Infrastructure Upgrades	\$300,155
1 to 1 Implementation	\$723,340
Initial Total	\$1,205,020
Minus Annual Tech Budget	\$150,000
Total Amount to be Leased	\$1,055,000
Est. Three (3) Year Lease Annual Amount	\$362,000

Annual Technology Investment

Expenditure Category	FY15	FY16	FY17	FY18	FY19
Initial Wireless Lease	\$41,649	\$41,649			
Proposed 1 to 1 Lease	\$365,000	\$365,000	\$365,000		
Annual Tech Budget	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Future 1 to 1 Lease				\$200,000	\$200,000
Total Annual Expenditures	\$556,649	\$556,649	\$515,000	\$350,000	\$350,000

General Fund 5 Year Analysis



Frequently Asked Questions

- **Will district establish uniform LMS and uniform apps for each iPad?**
 - Yes, Schoology, Notability, Creativity apps approved by TVT
- **How will firewall work when iPads are off campus?**
 - Parents/Students will sign Acceptable Use Policy form that requires appropriate use of device on & off campus.
- **When will the Rollout occur?**
 - Initial task will be to get network upgrades completed. Following this, rollouts will begin with oldest students moving down to youngest.

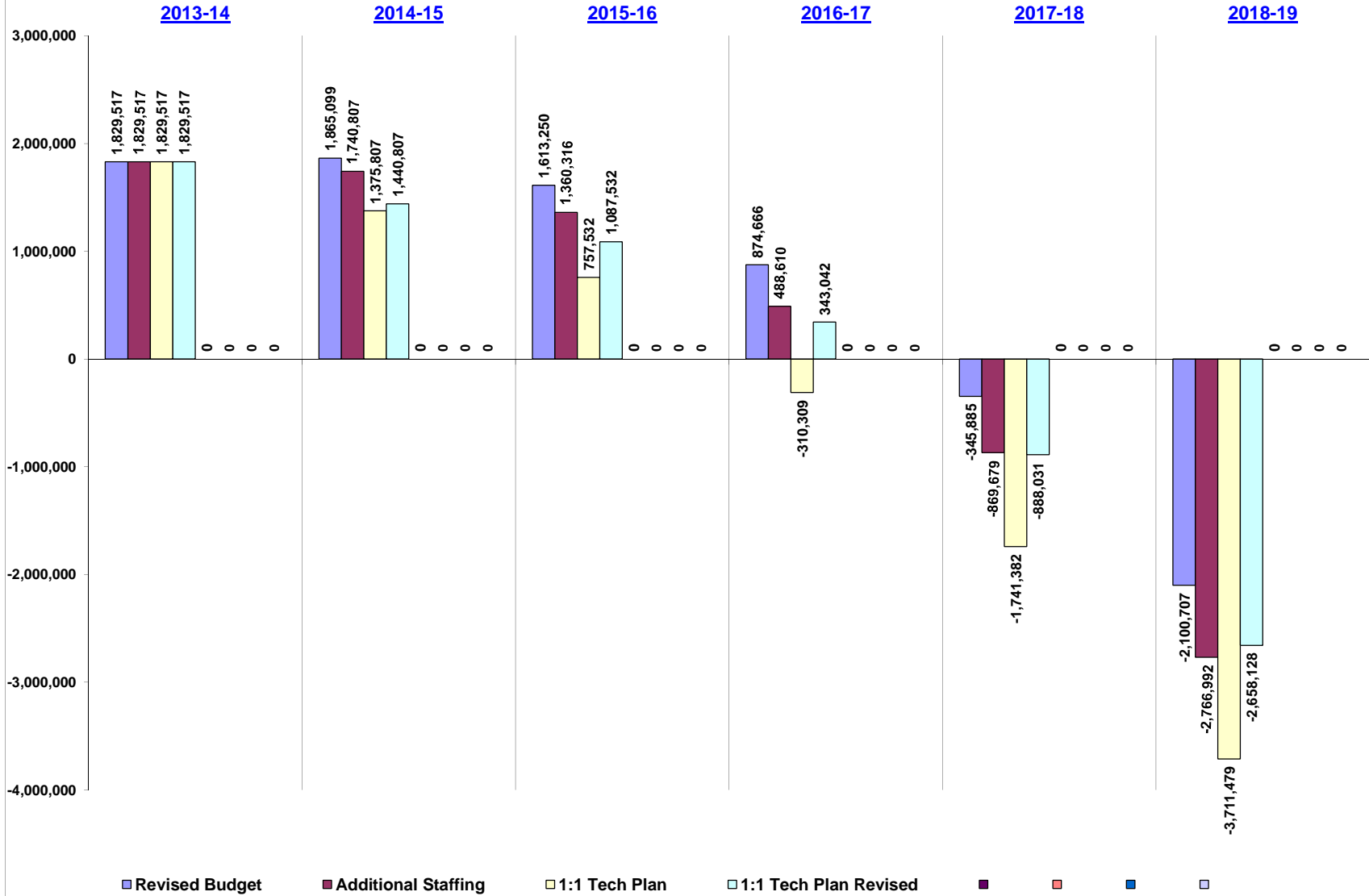
Frequently Asked Questions

- **Will there be required insurance on each device?**
 - Yes, recommendation is to have a self-insured plan for \$25 per year per device; If families have proof of other coverage, fee is waived.
- **Will there be any family maximums and/or accommodations for Free/Reduced Students?**
 - Yes, we are looking at setting some guidelines set.
- **Who will be able to take iPads home?**
 - Eventual plan is for grades 3-12 to have ability to take iPads home. Oak Crest may have transition plan & Chatfield devices will remain in school.

Frequently Asked Questions

- **How will this initiative be sustained over the long term of our district?**
 - Initial years will require buy down of fund balance in undesignated general fund (\$300K in 14-15; \$100K in 15-16; & \$0 in 16-17)
 - It will be necessary to find efficiencies within the budget in future years (each year we expect greater efficiencies within budget); or
 - Prioritization of budget line items will need to be made (reductions if necessary).
 - Depending on future per student funding increases, district may need to look at increasing our local operating levy. (Fall of 2015?)
- **Other**

Graph of Financial Planning Options Selected



1st Reading: 4/26/11
2nd Reading: 5/23/11
Approved: 6/27/11

701-2 FUND BALANCES

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the fund not reported in any other classification. Unassigned amounts in the fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 6% percent of the annual budget.

A. Fund Balance Level equal to Six (6) Percent

The board’s intent is to maintain a minimum unassigned fund balance of six (6) percent. Some options to maintain the fund balance and minimize the impact on educational programs may include:

1. Limiting or eliminating appropriated funds for new program proposals.
2. Reducing per pupil allocations for non-personnel expenses.
3. Maintaining staffing guidelines at or near the existing level.

4. Reducing existing program services.
5. Seeking additional funds through a referendum, fees, or other revenue sources.

The unassigned fund balance will remain at or above the 6% level unless a budget plan to fall below this target level is approved by the School Board. The School Board must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the reserve cannot be accomplished within such time period without severe hardship to the School District, the School Board may establish an alternative time period.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and Business Manager. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: _____

MSBA/MASA Model Policy 714
Orig. 2011

Revised: _____

714 FUND BALANCES

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of [____ percent of the annual budget.] [____ months of operating expenses.]

[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: _____. *[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]* Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

[Note: The school board should determine the review period adequate for their school district and change “an annual” to “a quarterly” or “a monthly” or some other time frame if appropriate.]

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

1st Reading: June 23, 2008
2nd Reading: July 28, 2008
Approved: September 22, 2008

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. ~~2007~~ 2012

710 EXTRACURRICULAR TRANSPORTATION

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An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.]

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

1st Reading: 03/24/08
2nd Reading: 05/01/08
Approved: 05/27/08

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
[*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 \(8th Cir. 2012\)](#)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
 MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

1st Reading: July 28, 2008
2nd Reading: September 22, 2008
Approved: October 27, 2008

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

B. Contracts Over \$50,000

1. If the value of the equipment or materials is estimated to exceed \$50,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$10,000 to \$50,000

If the amount of the sale is estimated to exceed \$10,000 but not to exceed \$50,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts Less Than \$10,000

If the amount of the sale is estimated to be \$10,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or

4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2012

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control ~~for sale for sale~~ to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district ~~in any 12-month period at any one auction~~. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;

3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

1st Reading: July 28, 2008
2nd Reading: September 22, 2008
Approved: October 27, 2008

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed solid waste” means garbage, refuse, source-separated compostable materials and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a

battery exempted by the commissioner. (Minn. Stat. § 115A.9157)

- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed solid waste for the purpose of recycling, including paper, glass, plastics, metals, automobile oil and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means mixed solid waste that:
1. is separated at the source by waste generators for the purpose of preparing it for use as compost;
 2. is collected separately from other mixed municipal solid wastes;
 3. is comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the director has determined that no other person is willing to accept the paper for recycling; and
 4. is delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility.
- (Minn. Stat. § 115A.03, Subd. 32(c))
- L. “Waste reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;

3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36a)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
 1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the Pollution Control Agency.

If the contract is inconsistent with the county plan or if the school district's waste

management activities are inconsistent with the county plan, the school district should obtain the consent of the district prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the Pollution Control Agency; or
 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the Pollution Control Agency;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. in solid waste; or
 2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting.

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content paper with at least ten percent postconsumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;
 6. use reusable binding materials or staples and bind documents by methods

that do not use glue;

7. use soy-based inks;
8. produce reports, publications and periodicals that are readily recyclable;
9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.

(Minn. Stat. § 16B.122, Subd. 2)

- D. After July 1, 1998, the school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16B.122, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3(b))

VI. OTHER

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)

Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)

Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)

Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)

Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)

Minn. Stat. § 458D.07 (Sewage Collection and Disposal)

National Solid Waste Management Ass'n v. Williams, et al., 966 F. Supp. 844, (D.Minn. 1997), *aff'd* 146 F.3d 595 (8th Cir. 1998)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. ~~2009~~ 2011

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, ~~and~~ batteries, and source-separated compostable materials. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility; and
 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of

composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school

district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the PCA; or
 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. in solid waste; or

2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or

2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;

2. in a disposal facility;

3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or

4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content paper with at least ten percent postconsumer

material by weight;

3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;
6. use reusable binding materials or staples and bind documents by methods that do not use glue;
7. use soy-based inks;
8. produce reports, publications, and periodicals that are readily recyclable;
9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.

(Minn. Stat. § 16B.122, Subd. 2)

- D. After July 1, 1998, the school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16B.122, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3(b))

VI. OTHER

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)

Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: