

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



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

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**REGULAR BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Tuesday, May 27, 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:**

**1. Special Services Department Update:** Chad Williams **3**

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

**4. Consensus Items:**

**1. Previous Board Meeting Minutes:** **4**

**2. Approve Monthly Expenditures:** **12**

**3. Personnel:**

**4. Donations:** **24**

**5. Discussion Items:**

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

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

**3. Building Administrator Reports:** **25**

**6. Action Items:**

**1. Approve Food Service Management Contract:** Dr. Smith

<b>2. <u>Approve Auditing Firm for FY14 - FY16:</u></b>	Dr. Smith	
<b>3. <u>Approve Leasing Firm for Financing of 1 to 1 Initiative:</u></b>	Dr. Smith	<b><u>29</u></b>
<b>4. <u>Approve Roof Replacement Contract:</u></b>	Dr. Smith	<b><u>31</u></b>
<b>5. <u>Approve Full Time Curriculum &amp; Assessment Position:</u></b>	Dr. Smith.	
<b>6. <u>Policy Review:</u></b>	Dr. Smith	<b><u>32</u></b>
<b>7. <u>Upcoming Meetings:</u></b>		
<b>8. <u>Adjourn:</u></b>		

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

\_\_\_\_\_  
Date

**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*

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## Board Meeting 5.27.14

### Belle Plaine School District #0716 Special Services Department Update:

- Current SpEd Child Count is 220 students. Next falls Child Count will be 210.
- Working with building staff and administration on programming, staffing and getting ready for next fall.
- Meeting with Scott County Mental Health on looking at options for increasing mental health in our schools.
- Current hiring for the district:
  - Renette Halverson, School Psychologist (shared with Jordan), 9 - 12
  - Nicole Prom, School Psychologist, PreK – 7
  - Tina Jeurissen, Belle Plaine High School
  - Jessica Emerson, ADSIS Behavioral Interventionist
  - TBD, Speech and Language Pathologist
  - TBD (offered position), ECSE 3-5
  - TBD, Life Skills Paraprofessional BPHS
- Meeting was held on May 22<sup>nd</sup> to review MNCIMP Data from the 12-13 school year with MNCIMP Leadership team. MNCIMP report is due June 30<sup>th</sup>.
- Getting ready for Extended School Year or ESY for our students on IEPs. This will be located at BPHS this summer July 7<sup>th</sup> through July 31<sup>st</sup> from 9:30am – 11:30am and 12:30 – 2:30pm.
- Attending finance training on the new special education funding formula with Business Manager on May 28<sup>th</sup>.
- Continuing to work with Special Services Secretary on improving our MA Billing Process.
- Main focus for 2014-2015 school year is to clean up due process procedures and special education paperwork.

# Minutes of Regular Board Meeting

**MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING**

## The School Board of Belle Plaine Public Schools

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A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, April 28, 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, April 28, 2014 at 6:05 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 will ask if visitors wish to be placed on the Agenda and if any visitors wish to speak to the board.

Presenter: Chair Bigaouette

2. 1. Recognition of State Speech Meet Participants:

Speech coaches Janelle Laurent and Peter Jacobson were present to introduce our 2014 State Speech Meet participants and to discuss the recent season. The team advance seven members to the state meet.

Presenter: Mr. Jacobson and Ms. Laurent

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

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

*Motion by Lenz and second by Vandermark to approve the agenda as presented.*

*Motion carried unanimously.*

4. Consensus Items:

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

*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 March 31, 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 April were reviewed. Administration recommends approval of the April 2014 disbursements totaling \$1,374,941.58. This includes hand payables of \$140,877.06 and electronic payments of \$1,052,515.95.

4. 3. Personnel:

Accept the resignation of Janelle Laurent as a Speech Coach at the conclusion of the 2013-14 Speech season.

Accept the resignation of Heather Wilmoth, School Psychologist, at the conclusion of the 2013-14 school year.

Accept the resignation of Julene Nolan, School Psychologist, at the conclusion of the 2013-14 school year.

Accept the resignation of Shawn Carlson, 1st Grade Teacher, at the conclusion of the 2013-14 school year.

Accept the resignation of Allison Jaspers, Chatfield Media Specialist Para Professional, at the conclusion of the 2013-14 school year.

Accept the resignation of Marcy Boblitt, Chatfield Special Education Teacher, at the conclusion of the 2013-14 school year.

Approve the maternity leave request for Rachel Benson, Jr/Sr High Life Skills Teacher, beginning September 2, 2014 through November 2, 2014.

Approve the hire of Andrew Lane as a long term substitute for Jill Provancha from May 12, 2014 to June 6, 2014.

Approve the hire of Nicole Prom, Psychologist, at MA 60/40 Step 6 for the 2014-15 school year.

Approve the hire of Renetta Halverson, Psychologist, at MA 60/40 Step 9 for the 2014-15 school year.

Approve the hire of Laurie Fogarty, Secretary, at Step 4 - \$14.38 per hour.

4. 4. Student Enrollment:

Approve a Belle Plaine, grade 10 student to attend Chaska High School effective March 21, 2014.

Approve a Belle Plaine, grade 9 student to attend Eden Prairie Schools beginning in the fall of 2014.

Approve a LeSueur-Henderson, Preschool student to attend Kindergarten in Belle Plaine Schools in the fall of 2014.

Approve a Jordan, grade 7 student to attend Belle Plaine Schools effective April 14, 2014.

Approve two Belle Plaine residents as of April 11, 2014, grade 5 and Kindergarten, to continue attending school in Eden Prairie.

Approve a Jordan resident to attend Kindergarten in Belle Plaine beginning September 4, 2014.

4. 5. Donations:

Date	Donor	Nature of Donation/Gift	Amount
3.21.14	Ordway Center	Oak Crest – Grade 6 Field Trip Reimburse transportation cost	\$562.54
3.21.14	Belle Plaine PTO	Oak Crest – 2014-15 Wolf Ridge Trip	\$1,000.00
4.14.14	Belle Plaine PTO	Chatfield – 2013-14 Big Ticket Request	\$5,80.00
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

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities including Spring Concerts & Pops Concert dates, Prom, update on hiring, and update on legislative session.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month. Members Giesen, Lenz & Vandermark provided updates on the recent Tech Vanguard Committee meeting and decisions to select Schoology, Nearpod, EduCreations, Notability and Apple ios Apps as our standard apps on future 1 to 1 iPads. Member Giesen reported on the most recent SW Metro Cooperative meeting. Main agenda items were a presentation by Project Scholar (similar to Ramp Up to Readiness) and continued progress toward closing the history books on the former cooperatives. Members Gardner and Ludvik reported on the Curriculum Advisory Committee meeting they attended. Topics on the agenda were a review of the MN Student Survey data and a review of the new requirements of the Safe Schools (Anti-Bullying) Bill.

Presenter: Board Members

5. 3. Building Administrator Reports:

Building administrator reports are available on BoardBook for review.

6. Action Items:

6. 1. Approve MSHSL Membership Resolution:

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

Presenter: Dr. Smith

*Motion by Lenz and second by Gardner to approve the MSHSL Membership Resolution for the 2014-15 school year. Motion carried unanimously by a 6-0 Roll Call vote.*

6. 2. Set Meal Prices for 2014-15 School Year:

Under guidelines set by the National School Lunch Program, our lunch prices must be at the level of federal reimbursement for a free meal or we must be making progress toward that goal. After doing the calculations for another year, administration recommends that all meal prices be raised by the minimum allowed - \$.10. The proposed prices for next year will be Chatfield and Oak Crest students: \$2.00; JH-SH students: \$2.15; and all adults at \$3.60. Milk (\$.45), Breakfast (\$1.00) and Adult Breakfast (\$1.55) are recommended to remain at current prices.

Presenter: Mr. Keller

*Motion by Ludvik and second by Giesen to approve the changes in school meal prices for the 2014-15 school year. Motion carried unanimously.*

6. 3. Approve Revised School Calendar for 2013-14 & Make Up Days:

I am hopeful that our inclement weather is behind us and would like to provide final word to staff regarding make up days for staff and students. Throughout the year, we missed six full days of school. On one of those days, teachers reported for duty and had a work day. We recaptured two instructional days by utilizing two half-day workshop days and Easter Monday for student instruction.

We are well past the requirements for student instructional minutes for the year so I will not be recommending that students make up any more time. I am recommending that teachers make up two additional days in professional development activities. At least one of the make up days must have a technology focus.

I am recommending the school board give approval to these changes in the 2013-14 calendar.

Presenter: Dr. Smith

*Motion by Gardner and second by Vandermark to approve the revised school calendar for 2013-14 with two make up days for students and two make up days for teachers. Motion carried unanimously.*

6. 4. Approve Self Funded Insurance Option for 2014-15 and Beyond:

This past Monday, our Insurance Advisory Committee recommended that the district move from a fully funded insurance plan to a self funded plan.

Representatives will be at the Finance Committee to explain the differences between these options, what the advantages are to a self funded plan and what the down sides of a self funded plan are. Although we have not had a great deal of time to discuss this recommendation, due to the timing of our renewal and the work necessary to make this switch, it is recommended that the board approve a switch to a self funded plan provided the BPEA votes in favor of this option.

Presenter: Dr. Smith/Mr. Keller

*Motion by Ludvik and second by Lenz to approve the switch to a self funded insurance option and to accept the financial risk for this plan for 2014-15 and beyond provided the BPEA votes in favor of this option. Motion carried unanimously.*

6. 5. 2014-15 Personnel Actions:

Administration recommends that our current 1.0 FTE Early Childhood Special Education position that was added during this school year be reduced for the 2014-15 school year. A resolution is attached to make this .4 FTE reduction.

An additional resolution was presented to non-renew the contract of a probationary teacher at the conclusion of this school year.

Presenter: Dr. Smith

6. 5. 1. Resolution to Eliminate Positions and/or Programs:

As stated previously, a resolution is needed to reduce our current ECSE position from 1.0 FTE to .6 FTE as we begin the 2014-15 school year.

The appropriate resolution is attached for your approval.

Presenter: Dr. Smith

*Motion by Giesen and second by Vandermark to reduce the current ECSE position from 1.0 FTE to .6 FTE for the 2014-15 school year.*

*Motion carried unanimously by a 6-0 Roll Call.*

6. 5. 2. Resolution to Non-Renew a Probationary Teacher:

The attached resolution is recommended for approval to non-renew the teaching contract of Erik Waller, 3rd grade, at the conclusion of this school year.

Presenter: Dr. Smith

*Motion by Ludvik and second by Gardner to approve the non-renewal of probationary teacher Erik Waller's contract at the conclusion of this school year. Motion carried unanimously by a 6-0 Roll Call.*

6. 6. Continued Discussion on 1 to 1 Proposal:

At our board work session, we had a lengthy discussion regarding the proposed 1 to 1 iPad implementation. Mr. Wick and I have been working to get refined estimates for items in our proposal but the going has been slow. I will update the board on the current financial proposal that we have to show.

Presenter: Dr. Smith

*In preparation of the potential 1 to 1 iPad implementation, the board considered a contract with ZAYO to install Fiber Optic Connection to Oak Crest Elementary at a cost of \$39,125. Motion by Giesen and second by Lenz to approve the contract and have the fiber optic connections between all sites be installed. Motion carried unanimously.*

6. 7. Approve Policy Revisions:

We will continue with our review of policy that has had revisions since our local policy was last approved. The policies to be reviewed are: 701.2 - Fund Balance; 710 - Extra-Curricular Transportation; 801 - Equal Access to School Facilities; 802 - Disposition of Obsolete Equipment & Materials; and 805 - Waste Reduction & Recycling. I have attached copies of our current policy and the suggested policy revision for your review.

*Motion by Ludvik and second by Gardner to approve the following policy revisions: 701.2 – Fund Balance, 710 – Extra-Curricular Transportation, 801- Equal Access to School Facilities, 802 – Disposition of Obsolete Equipment & Materials, and 805 – Waste Reduction & Recycling.*

*Amended motion by Ludvik and second by Giesen to approve all policy revisions with the exception of Policy 701.2 – Fund Balance. Policy 701.2 will be revisited at a later date. Amended motion carried unanimously.*

*Amended original motion then was approved unanimously as well.*

7. Upcoming Meetings:

Monday, May 12, 6:00 p.m. - School Board Work Session

Tuesday, May 27, 5:30 p.m. - Finance Committee

6:00 p.m. - School Board Meeting

Monday, June 9, 6:00 p.m. - School Board Work Session

8. Adjourn:

*Motion by Giesen and second by Lenz to adjourn at 7:52 pm. Motion carried unanimously.*

# **Preliminary Minutes of the Special Board Meeting**

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

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

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A Special Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, May 12, 2014, beginning at 6:00 PM in the District Center – Board Meeting Room.

1. Call to Order:

*The Special Board Meeting of the Belle Plaine School Board was called to order by Chairperson Bigaouette on Monday, May 12, 2014 at 6:07 pm at the District Center in the Superintendent's Office with the following members present: Bigaouette, Lenz, Gardner, Giesen, Vandermark, Ludvik and Supt. Smith.*

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

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

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

3. Action Items:

3. 1. Finalize Course of Action on Enhanced Learning Initiative:

We continued our conversation about the proposal to provide iPads for students in grades K-12 beginning in the fall of 2014. Two action items were originally planned to be before the board for their consideration.

Unfortunately, there was some miscommunication between the district and our vendor for connecting Oak Crest to our network via fiber and upgrading fiber between our other buildings. The board approved the quote for just over \$39,000 that we believed would complete both of the projects described earlier. After further clarifications on the proposal as submitted, the \$39,000 quote is just the fee for connecting Oak Crest to the network. I believe that the board must reconsider their action previously due to these changes. Following a decision on the connections of the buildings, we can then move on to the other decisions before the board at this meeting. I have attached several documents for your review: 1 to 1 Board Questions.docx, 1 to 1 Costing Options 04.30.14.xlsx and FPM Tech Staffing.

*Motion by Vandermark and second by Giesen to rescind the motion to approve the ZAYO contract from the April 29, 2014 board meeting. Motion carried unanimously.*

The two remaining action items are:

1. Approve the purchase of iPads for students in grades K-12 and upgrades to our existing wireless network system through a three year lease to purchase agreement. The estimated number of iPads needed for the proposal is 1710 resulting in an annual lease cost of \$363,578 for three years.

*Motion by Ludvik and second by Vandermark to approve the purchase of iPads for students in grades 7-12 & to make proposed network upgrades for a total cost not to exceed \$689,300. The lease will be an equity (lease to own)*

*lease with a four year term. Motion carried unanimously.*

*Motion by Lenz and second by Giesen to approve the purchase of iPads for students in grades K-6 in addition to the purchase for 7-12 with a four year equity lease term. The total cost of the proceeding two motions is \$1,036,950. Motion carried.*

2. Approve the addition of a technology integration specialist for the district and to approve the increase in time for our Curriculum and Assessment TOSA to full time beginning with the 14-15 school year.

*Motion by Gardner and second by Vandermark to approve the addition of a Technology Integration Specialist and continue to work with Jordan regarding changes to our current sharing arrangement for Curriculum and Assessment Coordinator. Motion carried unanimously.*

#### 4. Discussion Items:

##### 4. 1. Investment Opportunities/Guidelines:

Currently we have available funds invested at the State Bank of Belle Plaine in a Money Market fund at .4% interest. Mr. Keller presented information about some possible investment options that will meet our requirements for investment security yet provide a higher interest rate than we are currently receiving. After securing investments available, Mr. Keller will bring those options back to the board for approval before any action is taken.

Presenter: Mr. Keller

##### 4. 2. Updates on Self-Funded Insurance Program for Health & Dental:

Following a recommendation from our Insurance Advisory Committee and action by the school board to accept the initial risk of moving to a self-funded insurance plan, the district's largest bargaining group (BPEA) voted to approve the move to a self-funded program for health insurance and dental insurance beginning July 1, 2014. District office staff are currently working to make sure enrollment changes occur, new banking accounts are in place and that all arrangements have been finalized to make a July 1 transition occur without incident.

Presenter: Mr. Keller/Dr. Smith

##### 4. 3. Policy Review:

The policies up for review for this meeting were: 701.2 Fund Balance, 901 - Community Education, 902 - Use of School District Facilities and Equipment, and 903 - Visitors to School District Buildings and Sites. The policies will be brought back for revision and approval at the 5/27 board meeting.

Presenter: Dr. Smith

#### 5. Upcoming Meetings:

Tuesday, May 20, 6:00 p.m. Curriculum Advisory Committee Meeting

Tuesday, May 27, 5:30 p.m. Finance Committee Meeting

School Board Meeting

Sunday, June 8, 2:00 p.m. - Graduation Ceremony

Monday, June 9, 6:00 p.m. - School Board Work Session

6. Adjourn:

*Motion by Giesen and second by Vandermark to adjourn at 7:50 pm. Motion carried unanimously.*

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4640	N	ABRAKADOODLE	V41101	44060	1779	620.00	0.00	620.00	05/19/2014	05/19/2014	05/19/2014
							Check Amount:		\$620.00			
1	6422	N	ATHLON I.A., LLC	V41101	44014	859	378.00	0.00	378.00	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$378.00			
1	4589	N	BANC OF AMERICA LEASING	V41101	44018	60	8,256.74	0.00	8,256.74	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$8,256.74			
1	3717	N	CNA SURETY	V41101	44063	07022014	100.00	0.00	100.00	05/19/2014	05/19/2014	05/19/2014
							Check Amount:		\$100.00			
1	4565	N	DE LAGE LANDEN	V41101	44058	41287250	418.00	0.00	418.00	05/19/2014	05/19/2014	05/19/2014
							Check Amount:		\$418.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V41101	44011	22743	202.40	0.00	202.40	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$202.40			
1	1528	N	GROTH MUSIC	V41101	44002	2168947	48.99	0.00	48.99	05/07/2014	05/07/2014	05/07/2014
1	1528	N	GROTH MUSIC	V41101	44005	2184588	52.00	0.00	52.00	05/07/2014	05/07/2014	05/07/2014
1	1528	N	GROTH MUSIC	V41101	44003	2175543	54.00	0.00	54.00	05/07/2014	05/07/2014	05/07/2014
1	1528	N	GROTH MUSIC	V41101	44004	2186198	48.74	0.00	48.74	05/07/2014	05/07/2014	05/07/2014
1	1528	N	GROTH MUSIC	V41101	44006	2174977	92.00	0.00	92.00	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$295.73			
1	2339	N	J W PEPPER & SON INC	V41101	44001	11961652	60.99	0.00	60.99	05/07/2014	05/07/2014	05/07/2014
1	2339	N	J W PEPPER & SON INC	V41101	44000	11958086	75.99	0.00	75.99	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$136.98			
1	1660	N	JORDAN HIGH SCHOOL	V41101	44016	3411	7,021.28	0.00	7,021.28	05/07/2014	05/07/2014	05/07/2014
1	1660	N	JORDAN HIGH SCHOOL	V41101	44017	3404	11,866.18	0.00	11,866.18	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$18,887.46			
1	4843	N	KRIS ANN KRAUSE	V41101	44059	04142014	416.50	0.00	416.50	05/19/2014	05/19/2014	05/19/2014
							Check Amount:		\$416.50			
1	1787	N	MASSP	V41101	44097	06172014	260.00	0.00	260.00	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$260.00			
1	4145	N	MEDICAREBLUE RX	V41101	44096	32043525	313.50	0.00	313.50	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$313.50			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3979	N	MRCI MANKATO	V41101	44015	F59341	180.00	0.00	180.00	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$180.00			
1	4652	N	NARDINI FIRE EQUIP COMPANY INV41101		44104	452900	394.00	0.00	394.00	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$394.00			
1	1953	N	PANDY ANDERSON	V41101	44061	05102014	15.62	0.00	15.62	05/19/2014	05/19/2014	05/19/2014
							Check Amount:		\$15.62			
1	6111	N	RAM MUTUAL INSURANCE COMPAV41101		44098	162728	3,795.66	0.00	3,795.66	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$3,795.66			
1	2067	N	SCHMITT MUSIC COMPANY	V41101	43999	125397128	39.96	0.00	39.96	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$39.96			
1	2137	N	SOUTH CENTRAL ECSU	V41101	44103	14769	803.28	0.00	803.28	05/22/2014	05/22/2014	05/22/2014
1	2137	N	SOUTH CENTRAL ECSU	V41101	44102	14805	1,104.40	0.00	1,104.40	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$1,907.68			
1	6138	N	SOUTHWEST METRO EDUCATIONV41101		44064	11741	926.63	0.00	926.63	05/19/2014	05/19/2014	05/19/2014
1	6138	N	SOUTHWEST METRO EDUCATIONV41101		44062	11745	9,561.42	0.00	9,561.42	05/19/2014	05/19/2014	05/19/2014
							Check Amount:		\$10,488.05			
1	3287	N	SPARETIME INVESTMENT GROUP V41101		44109	1614	410.00	0.00	410.00	05/22/2014	05/22/2014	05/22/2014
1	3287	N	SPARETIME INVESTMENT GROUP V41101		44108	1613	267.50	0.00	267.50	05/22/2014	05/22/2014	05/22/2014
1	3287	N	SPARETIME INVESTMENT GROUP V41101		44107	1611	62.50	0.00	62.50	05/22/2014	05/22/2014	05/22/2014
1	3287	N	SPARETIME INVESTMENT GROUP V41101		44106	1610	347.50	0.00	347.50	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$1,087.50			
1	4215	N	STATE of MN DEPT PUB. SAFETY V41101		44099	7000500162013 M6263I	25.00	0.00	25.00	05/22/2014	05/22/2014	05/22/2014
1	4215	N	STATE of MN DEPT PUB. SAFETY V41101		44101	7000500142013 M6263	25.00	0.00	25.00	05/22/2014	05/22/2014	05/22/2014
1	4215	N	STATE of MN DEPT PUB. SAFETY V41101		44100	7000500132013 M6262I	25.00	0.00	25.00	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$75.00			
1	2157	N	STEFFEN HARDWARE	V41101	44105	APRIL	5.57	0.00	5.57	05/22/2014	05/22/2014	05/22/2014
							Check Amount:		\$5.57			
1	3931	N	TRAILBLAZER TRANSIT	V41101	44013	2014-03-235	28.00	0.00	28.00	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$28.00			
1	6322	N	TRI COUNTY WATER CONDITIONIV41101		44010	195032	72.00	0.00	72.00	05/07/2014	05/07/2014	05/07/2014
1	6322	N	TRI COUNTY WATER CONDITIONIV41101		44009	195024	72.00	0.00	72.00	05/07/2014	05/07/2014	05/07/2014
1	6322	N	TRI COUNTY WATER CONDITIONIV41101		44008	195057	72.00	0.00	72.00	05/07/2014	05/07/2014	05/07/2014

## 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	6322	N	TRI COUNTY WATER CONDITIONING	V41101	44007	194993	72.00	0.00	72.00	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$288.00			
1	5192	N	Youth Enrichment League	V41101	44012	1911	374.00	0.00	374.00	05/07/2014	05/07/2014	05/07/2014
							Check Amount:		\$374.00			
							Report Total:		\$48,964.35			

\*Does not meet minimum amount

\*\*Exceeds maximum amount

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P41002	0716	33439	SBC	56383	CH	1	2684	LE SUEUR-HENDERSON SCHOOL	Y	N	5/9/2014	0CY	USD	-100.00
P41102	0716	33615	SBC	56428	CH	1	4677	HAMLIN UNIVERSITY	Y	N	4/25/2014	CN	USD	40.00
P41102	0716	33616	SBC	56429	CH	1	5964	SWMASSP	Y	N	4/28/2014	CN	USD	15.00
p41102	0716	33693	SBC	56484	CH	1	5245	ARN KIND	Y	N	4/30/2014	CN	USD	842.04
p41102	0716	33695	SBC	56485	CH	1	6424	BILL GARDNER	Y	N	4/30/2014	CN	USD	78.00
p41102	0716	33694	SBC	56486	CH	1	6423	CASSANDRA ANDERSON	Y	N	4/30/2014	CN	USD	75.00
p41102	0716	33682	SBC	56487	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	4/30/2014	CN	USD	150.00
p41102	0716	33690	SBC	56488	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	4/30/2014	CN	USD	1,500.00
p41102	0716	33689	SBC	56489	CH	1	2590	FAME AWARDS	Y	N	4/30/2014	CN	USD	58.50
p41102	0716	33691	SBC	56490	CH	1	3533	GFW HIGH SCHOOL	Y	N	4/30/2014	CY	USD	60.00
p41102	0716	33691	SBC	56490	CH	1	3533	GFW HIGH SCHOOL	Y	N	5/9/2014	0CY	USD	-60.00
p41102	0716	33683	SBC	56491	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	4/30/2014	CN	USD	100.00
p41102	0716	33684	SBC	56492	CH	1	1748	MAAE	Y	N	4/30/2014	CN	USD	468.00
p41102	0716	33685	SBC	56493	CH	1	1759	MANKATO EAST HIGH SCHOOL	Y	N	4/30/2014	CN	USD	150.00
p41102	0716	33692	SBC	56494	CH	1	4392	MIKE PAGGEN	Y	N	4/30/2014	CN	USD	78.00
p41102	0716	33686	SBC	56495	CH	1	1928	NRHEG SCHOOLS	Y	N	4/30/2014	CN	USD	50.00
p41102	0716	33687	SBC	56496	CH	1	2027	REGION 2A - MSHSL	Y	N	4/30/2014	CN	USD	90.00
p41102	0716	33688	SBC	56497	CH	1	2119	SIBLEY EAST	Y	N	4/30/2014	CN	USD	50.00
p411p1	0716	33704	SBC	56498	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/5/2014	0CN	USD	4,484.94
p411p1	0716	33705	SBC	56499	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/5/2014	0CN	USD	4,686.88
p411p1	0716	33706	SBC	56500	CH	1	1178	BPESPA	Y	N	5/5/2014	0CN	USD	895.35
p411p1	0716	33709	SBC	56501	CH	1	5721	GISLASON & HUNTER LLP	Y	N	5/5/2014	0CN	USD	189.19
p411p1	0716	33708	SBC	56502	CH	1	4924	MESSERLI & KRAMER	Y	N	5/5/2014	0CN	USD	28.14
p411p1	0716	33710	SBC	56503	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	5/5/2014	0CN	USD	2,790.73
p411p1	0716	33707	SBC	56504	CH	1	1836	NCPERS MINNESOTA	Y	N	5/5/2014	0CN	USD	32.00
P41102	0716	33719	SBC	56505	CH	1	2649	AARP	Y	N	5/7/2014	0CN	USD	105.00
P41102	0716	33720	SBC	56506	CH	1	3682	BRIAN ANDERSON	Y	N	5/7/2014	0CN	USD	145.00
P41102	0716	33713	SBC	56507	CH	1	1199	BRYCE EGGERT	Y	N	5/7/2014	0CN	USD	78.00
P41102	0716	33714	SBC	56508	CH	1	1262	CITY OF BELLE PLAINE	Y	N	5/7/2014	0CN	USD	2,155.00
P41102	0716	33721	SBC	56509	CH	1	3683	DAN FORD	Y	N	5/7/2014	0CN	USD	145.00
P41102	0716	33715	SBC	56510	CH	1	1318	DAN O'BRIEN	Y	N	5/7/2014	0CN	USD	78.00
P41102	0716	33722	SBC	56511	CH	1	4068	MARK KOTEK	Y	N	5/7/2014	0CN	USD	78.00
P41102	0716	33723	SBC	56512	CH	1	4149	NEW PRAGUE HS ATHLETIC OFFICE	Y	N	5/7/2014	0CN	USD	75.00
P41102	0716	33724	SBC	56513	CH	1	5234	PETER FLICEK	Y	N	5/7/2014	0CN	USD	78.00
P41102	0716	33716	SBC	56514	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	5/7/2014	0CN	USD	46,556.37



## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p411p1	0716	33696	SBC		WX	1	1555	HEALTH PARTNERS	N	N	5/5/2014	0 N	USD	11,443.80
p411p1	0716	33697	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/5/2014	0 N	USD	38,450.60
p411p1	0716	33698	SBC		WX	1	1977	PERA	N	N	5/5/2014	0 N	USD	11,986.56
p411p1	0716	33699	SBC		WX	1	2330	FEDERAL	N	N	5/5/2014	0 N	USD	24,794.79
p411p1	0716	33699	SBC		WX	1	2330	FEDERAL	N	N	5/5/2014	0 N	USD	9,736.06
p411p1	0716	33699	SBC		WX	1	2330	FEDERAL	N	N	5/5/2014	0 N	USD	41,629.26
p411p1	0716	33700	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/5/2014	0 N	USD	11,708.77
p411p1	0716	33701	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/5/2014	0 N	USD	673.80
p411p1	0716	33702	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/5/2014	0 N	USD	2,455.88
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	1,156.64
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	425.00
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	1,627.10
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	100.00
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	1,765.00
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	4,529.36
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	512.38
p411p1	0716	33703	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2014	0 N	USD	626.52
p411p2	0716	33727	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/20/2014	N	USD	41,384.70
p411p2	0716	33728	SBC		WX	1	1977	PERA	N	N	5/20/2014	N	USD	11,418.06
p411p2	0716	33729	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	5/20/2014	N	USD	110,350.61
p411p2	0716	33729	SBC		WX	1	2329	BLUE CROSS BLUE SHIELD of MN	N	N	5/20/2014	N	USD	32,444.39
p411p2	0716	33730	SBC		WX	1	2330	FEDERAL	N	N	5/20/2014	N	USD	26,765.48
p411p2	0716	33730	SBC		WX	1	2330	FEDERAL	N	N	5/20/2014	N	USD	10,327.30
p411p2	0716	33730	SBC		WX	1	2330	FEDERAL	N	N	5/20/2014	N	USD	44,157.44
p411p2	0716	33731	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/20/2014	N	USD	12,622.25
p411p2	0716	33732	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/20/2014	N	USD	673.80
p411p2	0716	33733	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/20/2014	N	USD	2,169.21
p411p2	0716	33734	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	5/20/2014	N	USD	55.68
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	-50.00
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	1,156.64
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	425.00
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	1,627.10
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	100.00
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	1,765.00
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	4,379.30
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	512.38

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p411p2	0716	33735	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2014	N	USD	626.52
P41102	0716	33751	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/6/2014	0 N	USD	3,837.51
P41102	0716	33751	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/6/2014	0 N	USD	322.71
P41102	0716	33751	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/6/2014	0 N	USD	224.61
P41102	0716	33751	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/6/2014	0 N	USD	18.88
P41102	0716	33752	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2014	0 N	USD	5,944.76
P41102	0716	33752	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2014	0 N	USD	5,340.22
P41102	0716	33753	SBC		WX	1	2336	XCEL ENERGY	N	N	5/8/2014	0 N	USD	3,716.21
P41102	0716	33753	SBC		WX	1	2336	XCEL ENERGY	N	N	5/8/2014	0 N	USD	14.43
P41102	0716	33754	SBC		WX	1	2336	XCEL ENERGY	N	N	5/9/2014	0 N	USD	316.11
P41102	0716	33755	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/12/2014	N	USD	10,571.03
P41102	0716	33755	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/12/2014	N	USD	7,511.35
P41102	0716	33755	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/12/2014	N	USD	6,253.74
P41102	0716	33776	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2014	N	USD	1,178.88
P41102	0716	33776	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2014	N	USD	763.25
P41102	0716	33776	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2014	N	USD	367.73
P41102	0716	33776	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2014	N	USD	137.01
P41102	0716	33776	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2014	N	USD	30.63
P41102	0716	33776	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2014	N	USD	3.45
p41102	0716	33777	SBC		WX	1	2336	XCEL ENERGY	N	N	5/22/2014	N	USD	836.95
p41102	0716	33778	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	5/22/2014	N	USD	279.99
April 2014 PCARD														
Payroll 5/05/2014														
Payroll 5/20/2014														
<b>Total</b>													<b>\$ 1,041,641.09</b>	

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
SD BELLE PLAINE	347728697	4/2/2014	4/3/2014	4/27/2014	ADAPTIVEMALL.COM LLC	341.95
SD BELLE PLAINE	347728698	4/2/2014	4/3/2014	4/27/2014	SUPER DUPER PUBLICATIO	261.95
SD BELLE PLAINE	347917329	4/3/2014	4/4/2014	4/27/2014	FUN AND FUNCTION	109.94
SD BELLE PLAINE	348316909	4/8/2014	4/9/2014	4/27/2014	IKEA BLOOMINGTON	53.98
SD BELLE PLAINE	348429356	4/9/2014	4/10/2014	4/27/2014	PAYPAL *RELAXTHRIVE	9.99
SD BELLE PLAINE	348429357	4/9/2014	4/10/2014	4/27/2014	Amazon.com	38.98
SD BELLE PLAINE	348601512	4/10/2014	4/11/2014	4/27/2014	AUTISM ASPERGER PUBLIS	85.95
SD BELLE PLAINE	348899409	4/13/2014	4/15/2014	4/27/2014	ARROWWOOD RESORT CON	95.12
SD BELLE PLAINE	349583763	4/22/2014	4/23/2014	4/27/2014	SSI*SCHOOL SPECIALTY	246.37
HIGH SCHOOL BELLE PLAINE	347483810	3/31/2014	4/1/2014	4/27/2014	SCHWAAB STAMP INC	37.74
HIGH SCHOOL BELLE PLAINE	347728700	4/2/2014	4/3/2014	4/27/2014	COBORN S SUPERSTORE	25.05
HIGH SCHOOL BELLE PLAINE	347728701	4/1/2014	4/3/2014	4/27/2014	ORIENTAL TRADING CO	37.40
HIGH SCHOOL BELLE PLAINE	347917330	4/4/2014	4/4/2014	4/27/2014	STAPLS3145303221000	33.95
HIGH SCHOOL BELLE PLAINE	347917331	4/3/2014	4/4/2014	4/27/2014	AUSM	185.00
HIGH SCHOOL BELLE PLAINE	348601513	4/10/2014	4/11/2014	4/27/2014	TWINS BALLPARK LLC	1,438.00
HIGH SCHOOL BELLE PLAINE	348601514	4/10/2014	4/11/2014	4/27/2014	TWINS BALLPARK LLC	42.00
HIGH SCHOOL BELLE PLAINE	348800267	4/13/2014	4/14/2014	4/27/2014	SAMSCLUB #6311	81.76
HIGH SCHOOL BELLE PLAINE	348800268	4/13/2014	4/14/2014	4/27/2014	SAMSCLUB #6311	89.80
HIGH SCHOOL BELLE PLAINE	349010993	4/15/2014	4/16/2014	4/27/2014	COLLEGEBOARD*PRODUCTS	58.87
HIGH SCHOOL BELLE PLAINE	349319931	4/17/2014	4/21/2014	4/27/2014	SOUTHEAST SERVICES COO	125.00
HIGH SCHOOL BELLE PLAINE	349583764	4/22/2014	4/23/2014	4/27/2014	CARLSONS PIANO WORLD	3,599.00
HIGH SCHOOL BELLE PLAINE	349846783	4/24/2014	4/25/2014	4/27/2014	AMAZON MKTPLACE PMTS	51.98
HIGH SCHOOL BELLE PLAINE	349846784	4/25/2014	4/25/2014	4/27/2014	Amazon.com	22.89
HIGH SCHOOL BELLE PLAINE	349846785	4/26/2014	4/25/2014	4/27/2014	AMAZON MKTPLACE PMTS	28.18
DAVIS KRIS	347483811	3/31/2014	4/1/2014	4/27/2014	METRO SALES INC	6,454.52
DAVIS KRIS	347917332	4/4/2014	4/4/2014	4/27/2014	BIFFS INC	1,000.86
DAVIS KRIS	348105681	4/5/2014	4/7/2014	4/27/2014	HOLIDAY INN AUSTIN	99.33
DAVIS KRIS	348105682	4/5/2014	4/7/2014	4/27/2014	WM EZPAY	189.26
DAVIS KRIS	348105683	4/5/2014	4/7/2014	4/27/2014	WM EZPAY	802.59
DAVIS KRIS	348105684	4/5/2014	4/7/2014	4/27/2014	WM EZPAY	761.29
DAVIS KRIS	348105685	4/5/2014	4/7/2014	4/27/2014	WM EZPAY	337.70
DAVIS KRIS	348429358	4/8/2014	4/10/2014	4/27/2014	THE 2 SISTERS/THEDAILY	(255.00)
DAVIS KRIS	349319932	4/17/2014	4/21/2014	4/27/2014	METRO SALES INC	941.07
HEINE JEFF	347169867	3/26/2014	3/28/2014	4/27/2014	OBSERVINT TECHNOLOGIES	696.44
HEINE JEFF	347483812	4/1/2014	4/1/2014	4/27/2014	WW GRAINGER	261.18
HEINE JEFF	347587386	4/1/2014	4/2/2014	4/27/2014	PLUNKETT S PEST CONTRO	182.25
HEINE JEFF	347587387	4/1/2014	4/2/2014	4/27/2014	PLUNKETT S PEST CONTRO	209.83

## Apr 2014 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	347587388	4/1/2014	4/2/2014	4/27/2014	PLUNKETT S PEST CONTRO	233.63
HEINE JEFF	347587389	4/1/2014	4/2/2014	4/27/2014	PLUNKETT S PEST CONTRO	151.96
HEINE JEFF	348207555	4/7/2014	4/8/2014	4/27/2014	JIFFY-JR. PRODUCTS	358.47
HEINE JEFF	348316910	4/7/2014	4/9/2014	4/27/2014	Mills Fleet Farm #3 20	241.60
HEINE JEFF	348429359	4/9/2014	4/10/2014	4/27/2014	JIFFY-JR. PRODUCTS	1,499.00
HEINE JEFF	348429360	4/9/2014	4/10/2014	4/27/2014	JIFFY-JR. PRODUCTS	605.81
HEINE JEFF	348601515	4/10/2014	4/11/2014	4/27/2014	OBSERVINT TECHNOLOGIES	(155.99)
HEINE JEFF	349010994	4/15/2014	4/16/2014	4/27/2014	HILLYARD INC HUTCHINSO	152.61
HEINE JEFF	349846786	4/24/2014	4/25/2014	4/27/2014	G & K RENTAL	218.75
HEINE JEFF	349846787	4/25/2014	4/25/2014	4/27/2014	HILLYARD INC HUTCHINSO	476.91
MATHIOWETZ BRUCE	347917340	4/3/2014	4/4/2014	4/27/2014	PAYPAL *LEOVELDHUIZ	83.17
MATHIOWETZ BRUCE	347917341	4/2/2014	4/4/2014	4/27/2014	THE HOME DEPOT #2829	254.24
MATHIOWETZ BRUCE	348105687	4/5/2014	4/7/2014	4/27/2014	TARGET 00018333	30.00
MATHIOWETZ BRUCE	348105688	4/5/2014	4/7/2014	4/27/2014	MENARDS BURNSVILLE	44.66
MATHIOWETZ BRUCE	348105689	4/4/2014	4/7/2014	4/27/2014	MAPLE GROVE DISTRIBUTI	329.47
MATHIOWETZ BRUCE	348105690	4/5/2014	4/7/2014	4/27/2014	LOWES #02628*	19.55
MATHIOWETZ BRUCE	348105691	4/5/2014	4/7/2014	4/27/2014	LOWES #02628*	20.89
MATHIOWETZ BRUCE	348105692	4/5/2014	4/7/2014	4/27/2014	LOWES #02628*	(20.89)
MATHIOWETZ BRUCE	348105693	4/5/2014	4/7/2014	4/27/2014	LOWES #02628*	(1.34)
MATHIOWETZ BRUCE	348105694	4/4/2014	4/7/2014	4/27/2014	MATHESON - C16	769.37
MATHIOWETZ BRUCE	348207558	4/7/2014	4/8/2014	4/27/2014	EPLASTICS.COM	73.24
MATHIOWETZ BRUCE	348601521	4/9/2014	4/11/2014	4/27/2014	THE HOME DEPOT #2841	18.95
MATHIOWETZ BRUCE	348899413	4/15/2014	4/15/2014	4/27/2014	BUILDSIGN.COM	141.00
ANDERSON DOUG	347728716	4/1/2014	4/3/2014	4/27/2014	RUCKS MEATS MARKET	33.77
ANDERSON DOUG	347917342	4/3/2014	4/4/2014	4/27/2014	COBORN S SUPERSTORE	35.89
ANDERSON DOUG	348105695	4/3/2014	4/7/2014	4/27/2014	PIZZA PLUS	50.00
ANDERSON DOUG	348105696	4/3/2014	4/7/2014	4/27/2014	PIZZA PLUS	50.00
ANDERSON DOUG	348105697	4/3/2014	4/7/2014	4/27/2014	PIZZA PLUS	50.00
ANDERSON DOUG	348316913	4/8/2014	4/9/2014	4/27/2014	A. H. HERMEL COMPANY	103.96
ANDERSON DOUG	348601522	4/11/2014	4/11/2014	4/27/2014	BERRY BLENDZ EP	234.00
ANDERSON DOUG	349319936	4/18/2014	4/21/2014	4/27/2014	SAMSCLUB #6311	73.22
WICK KEN	348207554	4/7/2014	4/8/2014	4/27/2014	OTHERWORLD C	49.88
WICK KEN	348316907	4/8/2014	4/9/2014	4/27/2014	APL*APPLEONLINESTOREUS	138.00
WICK KEN	348316908	4/9/2014	4/9/2014	4/27/2014	HP PRODUCT SVC&RPR	126.38
WICK KEN	348601511	4/11/2014	4/11/2014	4/27/2014	AMAZON MKTPLACE PMTS	22.58
WICK KEN	348899408	4/14/2014	4/15/2014	4/27/2014	OTHERWORLD C	66.78
WICK KEN	349846782	4/25/2014	4/25/2014	4/27/2014	CDW GOVERNMENT	36.10

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DEUTSCH JOE	347169865	3/26/2014	3/28/2014	4/27/2014	THE HOME DEPOT #2841	49.89
DEUTSCH JOE	348105680	4/5/2014	4/7/2014	4/27/2014	IR INDUSTRIAL	30.56
DEUTSCH JOE	349131915	4/14/2014	4/17/2014	4/27/2014	WOODCRAFT SUPPLY LLC	71.48
DEUTSCH JOE	349693915	4/23/2014	4/24/2014	4/27/2014	THE COLEMAN COMPANY	57.63
GROTBERG CAREN	347169866	3/28/2014	3/28/2014	4/27/2014	NASCO MAIL ORDER	71.96
GROTBERG CAREN	347483809	3/31/2014	4/1/2014	4/27/2014	NASCO MAIL ORDER	188.18
GROTBERG CAREN	347587384	4/1/2014	4/2/2014	4/27/2014	NASCO MAIL ORDER	9.95
GROTBERG CAREN	348899407	4/14/2014	4/15/2014	4/27/2014	COBORN S SUPERSTORE	21.33
ACTIVITIES BELLE P	347169870	3/27/2014	3/28/2014	4/27/2014	FAMILY FUN CENTER XL	423.00
ACTIVITIES BELLE P	347368129	3/28/2014	3/31/2014	4/27/2014	GODFATHERS PIZZA 28025	192.05
ACTIVITIES BELLE P	347483818	3/29/2014	4/1/2014	4/27/2014	HOLIDAY INN DOWNTOWN O	399.65
ACTIVITIES BELLE P	347587391	3/30/2014	4/2/2014	4/27/2014	HOLIDAY INN DOWNTOWN O	2,479.04
ACTIVITIES BELLE P	348105698	4/4/2014	4/7/2014	4/27/2014	SUBWAY 03164670	323.04
ACTIVITIES BELLE P	348429362	4/9/2014	4/10/2014	4/27/2014	TCT*ANDERSON S	652.62
ACTIVITIES BELLE P	348601523	4/10/2014	4/11/2014	4/27/2014	SFI*PHOTOSBYSHUTTERFLY	55.81
ACTIVITIES BELLE P	348800274	4/12/2014	4/14/2014	4/27/2014	APPLEBEES FRID19219666	90.86
ACTIVITIES BELLE P	348800275	4/12/2014	4/14/2014	4/27/2014	OC-BLAINE	155.41
ACTIVITIES BELLE P	349319937	4/16/2014	4/21/2014	4/27/2014	DAIRY QUEEN OF BELLE	25.00
SPARBY MINDY	347587383	4/1/2014	4/2/2014	4/27/2014	HEUER PUBLISHING LLC	161.75
SPARBY MINDY	348316904	4/9/2014	4/9/2014	4/27/2014	AMAZON MKTPLACE PMTS	58.91
SPARBY MINDY	348316905	4/8/2014	4/9/2014	4/27/2014	MINNETONKA PUBLIC SCHO	69.00
SPARBY MINDY	349319925	4/17/2014	4/21/2014	4/27/2014	MCDONALD S F34782	20.00
SPARBY MINDY	349319926	4/17/2014	4/21/2014	4/27/2014	SUBWAY 03164670	35.00
SPARBY MINDY	349319927	4/17/2014	4/21/2014	4/27/2014	KWIK TRIP 33000003301	40.00
SPARBY MINDY	349319928	4/19/2014	4/21/2014	4/27/2014	Amazon.com	33.47
SPARBY MINDY	349319929	4/18/2014	4/21/2014	4/27/2014	HOMEWOOD SUITES NB	436.08
SPARBY MINDY	349846779	4/24/2014	4/25/2014	4/27/2014	TARGET 00012724	129.22
SPARBY MINDY	349846780	4/24/2014	4/25/2014	4/27/2014	TCT*PROM NITE	182.92
SPARBY MINDY	349846781	4/23/2014	4/25/2014	4/27/2014	ISLAND VIEW DINING	8.24
COMM ED BELLE PLAINE	347169868	3/27/2014	3/28/2014	4/27/2014	USPS 26073001733418328	0.70
COMM ED BELLE PLAINE	347169869	3/28/2014	3/28/2014	4/27/2014	USPS 26073001733418328	35.30
COMM ED BELLE PLAINE	347483817	3/31/2014	4/1/2014	4/27/2014	MATT SAXE CHEVROLET BU	184.93
COMM ED BELLE PLAINE	347728711	4/2/2014	4/3/2014	4/27/2014	PAYPAL *MNAFEE	180.00
COMM ED BELLE PLAINE	347728712	4/3/2014	4/3/2014	4/27/2014	ILP*INSECT LORE	22.94
COMM ED BELLE PLAINE	347728713	4/1/2014	4/3/2014	4/27/2014	ORIENTAL TRADING CO	72.19
COMM ED BELLE PLAINE	347917338	4/3/2014	4/4/2014	4/27/2014	COBORN S SUPERSTORE	11.67
COMM ED BELLE PLAINE	347917339	4/3/2014	4/4/2014	4/27/2014	USPS 26073001733418328	1.61

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	348105686	4/5/2014	4/7/2014	4/27/2014	BEST WESTERN HOTELS -	177.56
COMM ED BELLE PLAINE	348207556	4/7/2014	4/8/2014	4/27/2014	USPS 26073001733418328	490.00
COMM ED BELLE PLAINE	348207557	4/7/2014	4/8/2014	4/27/2014	SAMSClub #6311	95.44
COMM ED BELLE PLAINE	348316911	4/8/2014	4/9/2014	4/27/2014	COBORN S SUPERSTORE	10.01
COMM ED BELLE PLAINE	348316912	4/8/2014	4/9/2014	4/27/2014	USPS 26073001733418328	22.03
COMM ED BELLE PLAINE	348601517	4/11/2014	4/11/2014	4/27/2014	SAMSClub #6311	112.08
COMM ED BELLE PLAINE	348601518	4/10/2014	4/11/2014	4/27/2014	ILP*INSECT LORE	60.82
COMM ED BELLE PLAINE	348601519	4/11/2014	4/11/2014	4/27/2014	TPC*GOPHER	59.49
COMM ED BELLE PLAINE	348601520	4/11/2014	4/11/2014	4/27/2014	PARTY CITY 1033	7.98
COMM ED BELLE PLAINE	348800272	4/13/2014	4/14/2014	4/27/2014	PAYPAL *ZINGHOPPERS	375.00
COMM ED BELLE PLAINE	348800273	4/12/2014	4/14/2014	4/27/2014	MAIN ST DONUTS & DELI	15.56
COMM ED BELLE PLAINE	348899410	4/14/2014	4/15/2014	4/27/2014	USPS 26073001733418328	20.51
COMM ED BELLE PLAINE	348899411	4/14/2014	4/15/2014	4/27/2014	G & K RENTAL	32.90
COMM ED BELLE PLAINE	348899412	4/14/2014	4/15/2014	4/27/2014	Discount School Supply	174.29
COMM ED BELLE PLAINE	349011003	4/15/2014	4/16/2014	4/27/2014	COBORN S SUPERSTORE	18.54
COMM ED BELLE PLAINE	349011004	4/15/2014	4/16/2014	4/27/2014	NDSU-AGRICULTURE COMMU	275.00
COMM ED BELLE PLAINE	349131918	4/16/2014	4/17/2014	4/27/2014	USPS 26073001733418328	16.11
COMM ED BELLE PLAINE	349319935	4/18/2014	4/21/2014	4/27/2014	SAMSClub #6311	84.30
COMM ED BELLE PLAINE	349693920	4/22/2014	4/24/2014	4/27/2014	CENEX CONVENIE07038920	77.95
COMM ED BELLE PLAINE	349846793	4/24/2014	4/25/2014	4/27/2014	USPS 26073001733418328	7.84
COMM ED BELLE PLAINE	349846794	4/25/2014	4/25/2014	4/27/2014	USPS 26073001733418328	4.20
COMM ED BELLE PLAINE	349846795	4/25/2014	4/25/2014	4/27/2014	TREND ENTERPRISES INC	33.95
COMM ED BELLE PLAINE	349846796	4/24/2014	4/25/2014	4/27/2014	MASSAGEWAREHOUSE.COM M	34.02
ELEMENTARY CHATFIELD	347483813	3/31/2014	4/1/2014	4/27/2014	TARGET 00013524	11.25
ELEMENTARY CHATFIELD	347483814	3/31/2014	4/1/2014	4/27/2014	TARGET 00013524	41.90
ELEMENTARY CHATFIELD	347728707	4/2/2014	4/3/2014	4/27/2014	AMAZON MKTPLACE PMTS	3.77
ELEMENTARY CHATFIELD	347917333	4/3/2014	4/4/2014	4/27/2014	TIES	30.00
ELEMENTARY CHATFIELD	347917334	4/4/2014	4/4/2014	4/27/2014	Amazon.com	89.99
ELEMENTARY CHATFIELD	347917335	4/5/2014	4/4/2014	4/27/2014	AWL*PEARSON EDUCATION	262.97
ELEMENTARY CHATFIELD	347917336	4/4/2014	4/4/2014	4/27/2014	AAHPERD.ORG	91.25
ELEMENTARY CHATFIELD	348429361	4/8/2014	4/10/2014	4/27/2014	PROMOS ON-TIME	183.20
ELEMENTARY CHATFIELD	348800269	4/12/2014	4/14/2014	4/27/2014	MICHAELS STORES 3747	4.26
ELEMENTARY CHATFIELD	348800270	4/12/2014	4/14/2014	4/27/2014	SCHOLASTIC BOOK CLUB	74.00
ELEMENTARY CHATFIELD	348800271	4/12/2014	4/14/2014	4/27/2014	THE HOME DEPOT #2841	156.07
ELEMENTARY CHATFIELD	349010995	4/15/2014	4/16/2014	4/27/2014	TARGET 00012724	61.25
ELEMENTARY CHATFIELD	349010996	4/15/2014	4/16/2014	4/27/2014	SSI*SCHOOL SPECIALTY	59.65
ELEMENTARY CHATFIELD	349010997	4/15/2014	4/16/2014	4/27/2014	SCHOLASTIC BOOK CLUB	81.00

Apr 2014 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	349131916	4/15/2014	4/17/2014	4/27/2014	MADDENS GULL LAKE	317.08
ELEMENTARY CHATFIELD	349131917	4/16/2014	4/17/2014	4/27/2014	OFFICEMAX CT*IN#176314	17.83
ELEMENTARY CHATFIELD	349319933	4/17/2014	4/21/2014	4/27/2014	TEACHERSPAYTEACHERS	8.00
ELEMENTARY CHATFIELD	349319934	4/18/2014	4/21/2014	4/27/2014	ORIENTAL TRADING CO	45.67
ELEMENTARY CHATFIELD	349693916	4/23/2014	4/24/2014	4/27/2014	IKEA BLOOMINGTON	89.98
ELEMENTARY CHATFIELD	349693917	4/22/2014	4/24/2014	4/27/2014	LAKESHORE LEARNING MAT	339.11
ELEMENTARY CHATFIELD	349693918	4/23/2014	4/24/2014	4/27/2014	INNOVATIVE OFFICE SOLU	15.93
ELEMENTARY CHATFIELD	349693919	4/22/2014	4/24/2014	4/27/2014	ORIENTAL TRADING CO	(2.94)
ELEMENTARY CHATFIELD	349846788	4/24/2014	4/25/2014	4/27/2014	OFFICEMAX CT*IN#344406	31.84
ELEMENTARY CHATFIELD	349846789	4/25/2014	4/25/2014	4/27/2014	TEACHERSPAYTEACHERS	250.00
ELEMENTARY CHATFIELD	349846790	4/24/2014	4/25/2014	4/27/2014	SSI*SCHOOL SPECIALTY	342.94
ELEMENTARY CHATFIELD	349846791	4/24/2014	4/25/2014	4/27/2014	LAKESHORE LEARNING MAT	74.73
ELEMENTARY CHATFIELD	349846792	4/15/2014	4/25/2014	4/27/2014	PCSEDVENTURES.COM INC	677.00
ELEMENTARY OAK CREST	347483815	3/31/2014	4/1/2014	4/27/2014	SSI*SCHOOL SPECIALTY	324.62
ELEMENTARY OAK CREST	347483816	4/1/2014	4/1/2014	4/27/2014	SSI*SCHOOL SPECIALTY	47.03
ELEMENTARY OAK CREST	347587390	4/1/2014	4/2/2014	4/27/2014	COBORN S SUPERSTORE	120.00
ELEMENTARY OAK CREST	347728709	4/2/2014	4/3/2014	4/27/2014	BLUE 84 SPIRIT BY LAKE	919.46
ELEMENTARY OAK CREST	347917337	4/4/2014	4/4/2014	4/27/2014	SCHOLASTIC BOOK CLUB	114.00
ELEMENTARY OAK CREST	348601516	4/12/2014	4/11/2014	4/27/2014	TWINS BALLPARK LLC	1,810.00
ELEMENTARY OAK CREST	349010998	4/15/2014	4/16/2014	4/27/2014	SSI*SCHOOL SPECIALTY	172.40
ELEMENTARY OAK CREST	349010999	4/14/2014	4/16/2014	4/27/2014	THE 2 SISTERS/THEDAILY	255.00
ELEMENTARY OAK CREST	349011000	4/14/2014	4/16/2014	4/27/2014	THE 2 SISTERS/THEDAILY	255.00
ELEMENTARY OAK CREST	349011001	4/14/2014	4/16/2014	4/27/2014	THE 2 SISTERS/THEDAILY	149.00
ELEMENTARY OAK CREST	349011002	4/14/2014	4/16/2014	4/27/2014	THE 2 SISTERS/THEDAILY	149.00
ELEMENTARY OAK CREST	349502586	4/21/2014	4/22/2014	4/27/2014	CHILDREN S THEATRE COM	1,152.00
HANSON LIANN	347587385	4/1/2014	4/2/2014	4/27/2014	USPS 26073001733418328	11.20
HANSON LIANN	348316906	4/7/2014	4/9/2014	4/27/2014	NAESP.ORG	(1,450.00)
HANSON LIANN	348429355	4/9/2014	4/10/2014	4/27/2014	Amazon.com	129.70
HANSON LIANN	349319930	4/21/2014	4/21/2014	4/27/2014	Amazon.com	56.90

<b>Total</b>	<b>42,157.80</b>
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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: May 27, 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
3.17.14	Kopp Family Foundation	BP High School - Scholarships	\$1,000.00
4.24.14	Belle Plaine PTO	Chatfield – Kindergarten Movie Night Sponsor	\$500.00
4.24.14	Belle Plaine PTO	Chatfield Phy Ed – Fund Request for Learning	\$279.00
4.24.14	Belle Plaine PTO	Oak Crest – Rtl Curriculum	\$3,701.61
4.24.14	Belle Plaine PTO	Oak Crest – Dodge Ball Sets (4)	\$580.00

**Board Report**  
**May 27<sup>th</sup>, 2014**  
**Oak Crest Elementary**  
**Liann Hanson**

**Appreciation:**

- **Band and Choir** Thanks to Melanie McDonald and Bri Velzke for wonderful 5<sup>th</sup> and 6<sup>th</sup> grade band concerts, 5<sup>th</sup> and 6<sup>th</sup> grade choir concerts, 3<sup>rd</sup> grade music program and a 4<sup>th</sup> grade music program! All were well done!
- **DARE Graduation** Thanks to our 5<sup>th</sup> grade staff and students and to Officer Vycital for a successful DARE program and graduation!
- **DARE 5K** Thanks to Michelle Amundson for a fantastic DARE 5K run! It was well organized and our students did a great job!
- **LEAP Ceremony** Thanks to Jodi Stebbins for a successful Gifted/Talented Ceremony!

**Acceleration:**

- **Terrific Tiger Celebration** We had our Terrific Tiger Celebration on Friday, May 16<sup>th</sup>. We celebrated positive behavior traits of students!
- **Girls ROC!** We did our final run on Saturday, April 26<sup>th</sup> at the Girls on the Run 5K! What a great experience for our parents, students, and staff!
- **6<sup>th</sup> Grade Interviews** We started 6<sup>th</sup> grade interviews on Wednesday, May 21<sup>st</sup>. We are excited to continue with 2<sup>nd</sup> round of interviews on Wednesday, May 28<sup>th</sup>.
- **Testing** We have finished both our MCA and our NWEA testing. The students did well in participating in the tests!

**Anticipation**

- **ELC Talent Show** Our 5<sup>th</sup> and 6<sup>th</sup> grade students will be hosting the annual Talent Show at Oak Crest on Wednesday, May 28<sup>th</sup> and Thursday, May 29<sup>th</sup> at 7:00 PM.
- **Track Meet** Our 3<sup>rd</sup> and 4<sup>th</sup> grade students will be participating in a track meet on Wednesday, May 28<sup>th</sup>!
- **Student Council Field Trip & Celebration** Our student council members will be taking a field trip to the Food Shelf on May 29<sup>th</sup> and June 3<sup>rd</sup>!
- **3<sup>rd</sup> grade Informational Night** We are hosting an Informational Night for our incoming 2<sup>nd</sup> grade students and parents on Monday, June 2<sup>nd</sup> at 6:00 PM.
- **Skateville** 5<sup>th</sup> and 6<sup>th</sup> grade students will be heading to Skateville on Tuesday June 3<sup>rd</sup>.
- **Track Meet** Our 5<sup>th</sup> and 6<sup>th</sup> grade students will also be participating in a track meet on Wednesday, June 4<sup>th</sup>!
- **6<sup>th</sup> Grade Graduation** Our 6<sup>th</sup> graders will graduate from Oak Crest on our last day of school, Thursday, June 5<sup>th</sup> at 9:30 AM.

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

**Appreciation:**

- Matt Hennen has agreed to be our Ramp Up Coordinator. Matt is a person who carefully considers initiatives before committing to them. John Bergs is also part of the leadership team. John brings a great awareness of staff interests and needs. John and Matt are essential teacher leaders in this process and have already participated in staff meetings to assist in training our adults and addressing questions they have. I'm excited to have these two leaders on our Ramp Up team next year to assist Mindy Sparby, Laurie Green, and myself.

**Acceleration:**

- Our conversations on Ramp Up have intensified. We are looking at how groups will be formed, how many students will be part of each group, how to set up the schedule, how many years students will be with an adult, and spaces that we can use.
- With the decision on 1:1 we have been able to address some of the plans for next year. We will no longer order planners at the high school level, as the device will provide the organization tools students need. Our iTime process will shift with students being responsible for knowing their missing work vs. the teachers informing them of what is missing. Student communication and announcements will shift, as all students and staff will more consistently use shared documents and e-mail. The social studies department has committed to TCI, which is an online curriculum that promotes problem solving, analysis, and critical thinking. As I wrap up observations, the conversation regularly consists of how this lesson may look the same or different with students having a device.
- After our "bullying" committee met twice, we realized the need to have a reporting system for areas of concern within our building. With great assistance from the technology department, we are testing two methods at the junior high level. We have a QR code that students may scan and complete a short form. We also have established a Google voice number that students may text. Both methods get routed to office personnel who make a decision on how to best handle the situation. We have decided to start with the junior high, as this is the group that typically reports the most concerns. With us being 1:1 next year, we will be able to have each student have the form. These reporting methods are not meant to replace the face to face interaction with a trusted adult.

**Anticipation:**

- End of the year activities are upon us! They include:
  - May 28th at 6:00 - Band Concert in the Park
  - June 4th - HS Awards and DFS night
  - June 8th - Graduation - Justin Johnston has been selected as the staff speaker.
- Keep in mind that this is the first year graduation is taking place at the end of the academic year. I firmly believe this has been a good fit to prolong the academic integrity of all classes with mixed grades. Graduation is the culminating event of the school year!



## **Belle Plaine Jr.-Sr. High School Tiger Activities**



Office P Mobile: Email: r Email: j		2418 <a href="mailto:plaine.k12.mn.us">plaine.k12.mn.us</a> <a href="mailto:plaine.k12.mn.us">plaine.k12.mn.us</a>	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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May 22, 2014

### Appreciation

- Mrs. Gorton, Mrs. Orr and Mrs. Kruschke organized a wonderful Pop's Concert / Art Show over Mother's day weekend! We have a talented group of musicians and artists in our district!
- Congrats to Mrs. Orr and the Visual Arts students that made it to State! Stephanie Rosario, Jake Raddatz and Savanna Schatz!
- Belle Plaine won the Minnesota River Conference "All Sports Trophy" this year! Points are tallied throughout the year according to how teams finish in the Conference. Belle Plaine racked up 94pts by winning 9 conference championships along with many other strong finishes! Kudos to our kids and coaches for all their hard work!!

### Anticipation

- Belle Plaine will host the Sub-Section golf tournament this year at Valley View Golf course on Tuesday, May 27<sup>th</sup>!
- Belle Plaine will be hosting the Section baseball tournament again this year, May 31<sup>st</sup>, June 3<sup>rd</sup> and June 5<sup>th</sup> at Tiger Park!
- Awards night and Dollars for Scholars is June 4<sup>th</sup> starting with awards night at 5:30 and DFS to follow.

### Acceleration

- Our Junior High students took math NWEA tests this week in their math classes. They are looking forward to seeing how much they progressed throughout the year.
- The Junior High Play directed by Bri Velzke will put on 2 productions of the play, "Beauty and the Beast" on May 30<sup>th</sup> and May 31<sup>st</sup>, both 7 PM performances at the PAC.
- Sub-Section Golf, Softball, Track, Adapted Softball and Baseball all get rolling this week! Best of luck to all of our teams!

Board Report  
May 22, 2014  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Thank you again to C.C. Lindstroth for coming to teach the students a mini lesson and debriefing with the staff about their observations. The staff expressed their gratitude about reinforcing skills they are already using but also showing them that teaching standards is fun, creative, and to concentrate on one task/standard at a time.
- Thank you to Carrie Donovan and her entire staff for preparing food for our Volunteer Breakfast.
- Thank you to Kathy Hodapp and Patti Edberg for helping prepare the decorations for the Volunteer Breakfast.
- Thank you to all the Volunteers we have had this year at Chatfield. WE APPRECIATE YOU!
- Thank you to Teatro del Pueblo for performing a play for our kindergarten and first grade students.
- Thank you to Mrs. Jenny Jungwirth, the kindergarten students and teachers for a wonderful music performance.

**Acceleration:**

- Professional Learning Communities: The PLC teams will be presenting their final presentations to wrap up their school year on May 27<sup>th</sup>. They will be sharing about the school year, growth, and goals. Some of the strengths of the year were: open discussions, politely disagreeing, increasing the data collection and use of that data, having more team members on board with direction of the district and school, and cohesiveness amongst team members.
- Our end of the year NWEA data showed that we accomplished our school goal: 95% of students who are proficient at the beginning of the year will remain proficient at the end of the school year”.
  - **Math**-1st grade increased number of students at or above grade level RIT increased from **94 to 104!** **Reading**-1st grade increased the number of students at or above grade level RIT from **76 to 95!**
  - **Math**-2nd grade increased the number of students at or above grade level RIT from **56 to 70!** **Reading**-2nd grade increased the number of students at or above grade level RIT from **53 to 58!**
- We still have work to do and we will continue to research the data and learn about strategies and methods to bring to students to mastery of grade level standards.

**Anticipation:**

- The Chatfield staff are looking forward to a summer filled with learning, reflection, rejuvenation, and spending time with family.
- The Chatfield staff are looking forward to learning more about the 1-1 Technology Integration and how that will enhance our students learning.

Belle Plaine ELI Project List of Purchases for Lease					
Item	Description	Unit Cost	Number	Total Cost	
iPad Mini 16 GB A7	Apple Computer - 1625 iPad Mini Retina A7	\$379.00	1625	\$615,875.00	
Case for iPad Mini	Trident - Kraken case	\$25.00	1625	\$41,250.00	
Case for iPad 2's (Para iPads)	Survivor	\$34.00	60	\$2,040.00	
Chromebooks	CDI - Quote 4-23-14 (includes management & 3 year ext warranty)	\$327.00	60	\$19,620.00	
WiFi Upgrade	CDWG-WiFi upgrade only. Subject to change pursuant to Wireless Site Survey.	\$105,501.20	1	\$105,501.20	
Network hardware infrastructure	CDWG-Network backbone hardware and switching.	\$96,290.85	1	\$96,290.85	
Firewall	Palo Alto PA-5020 application-based firewall (est based on our throughput	\$28,000.00	1	\$28,000.00	
Firewall	<i>MS-SHIP</i>	\$150.00	1	\$150.00	
Firewall	<i>Installation &amp; Configuration Services</i>	\$4,000.00	1	\$4,000.00	
Fiber Installation - Chatfield	CF to HS: MPNexLevel Quote 05/23/14	\$16,201.78	0	\$0.00	
Fiber Installation - Oak Crest	Hwy 169 vault to OC: MPNexLevel Quote 05/23/14	\$18,678.84	1	\$18,678.84	
Fiber Installation - JSH	Zayo Vault to HS: MPNexLevel Quote 05/23/14	\$20,567.25	1	\$20,567.25	
Fiber Installation - Zayo Splicing	<i>Zayo required to splice to the Scott County Fiber</i>	\$18,287.12	1	\$18,287.12	Estimate
Additional UPS for MDF at the HS	<i>Battery Backup to accomodate the growth of the server farm</i>	\$3,800.00	1	\$3,800.00	
UPS units	Accomodate additional switch power backup needs	\$282.00	8	\$2,256.00	8 units
Teacher Computers	Apple Computer - 5 year replacement of teacher desktop computers	\$825.00	50	\$41,250.00	
VoIP Phone Replacements	CDWG - Cisco 6941 Phones	\$275.00	10	\$2,750.00	
Replacement Projectors	(Casio brand - CDWG or Projector SuperCenter estimates) plus one high	\$900.00	8	\$9,200.00	
RegEd Laptops	Apple Computer -	\$1,100.00	8	\$8,800.00	
				\$1,038,316.26	

Vendor	Annual Cost	Lease Option	Transaction Timeline/Misc.	Est. Int. Rate	Finance Costs	Additional Costs?
American Capital	\$266,417.74	Lease to Own	Documents available within several days	2.47%	\$25,670.96	No
Apple	\$268,350.46	\$1 Lease Option	Documents available within several days	3.21%	\$33,401.84	No
Cisco	\$268,610.85	\$1 Lease Option	Documents available within several days	3.31%	\$34,443.40	No
Springsted, Inc.	\$278,337.12	Cert. of Indebt.	Fixed Rate option	7.05%	\$73,348.48	
	\$271,469.69	Cert. of Indebt.	Competitive bid estimate option	4.41%	\$45,878.75	
State Bank of Belle	\$277,752.32	\$1 Lease Option		6.83%	\$71,009.28	
			.5% origination fee added to final cost	7.33%	\$76,209.28	\$5,200.00
* These proposals are all for the lease of \$1,040,000 worth of equipment & devices.						

	Nieman Roofing	Laraway Roofing	Schwickerts
EPDM Ballasted Roof System 20 Year Anticipated Life Base Bid - Gym Only	\$51,000.00	\$57,100.00	\$54,835.00
+ 2 Commons Areas	\$10,000.00	\$11,740.00	\$7,125.00
Total	\$61,000.00	\$68,840.00	\$61,960.00

EPDM Adhered Roof System 30 Year Anticipated Life Alternate Bid - Gym and 2 Commons Areas	\$89,000.00	\$90,130.00	\$82,810.00
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1<sup>st</sup> Reading: 4/26/11  
2<sup>nd</sup> 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

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

## **901 COMMUNITY EDUCATION**

### **I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

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

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

### **III. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary

and appropriate.

- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

***Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)  
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)  
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

***Cross References:*** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

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

MSBA/MASA Model Policy 901

Orig. 1995

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

Rev. 1999

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Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

***Cross References:*** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

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

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by

the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

## **V. USE OF SCHOOL EQUIPMENT**

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

## **VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

***Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

***Cross References:*** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

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

MSBA/MASA Model Policy 902

Orig. 1995

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

Rev. ~~1999~~ 2012

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

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## VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. [A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.](#)

***Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

***Cross References:*** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

1<sup>st</sup> Reading: July 28, 2008  
2<sup>nd</sup> Reading: September 22, 2008  
Approved: October 27, 2008

## **903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

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

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

### **IV. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are

an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

***Cross References:***

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

MSBA/MASA Model Policy 903

Orig. 1995

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

Rev. ~~1999~~ **2002**

## **903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

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

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- A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
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**B.** Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

- 1.** move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
- 2.** if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.

**BC.** An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

**Cross References:**