

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 27, 2015

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

1. Call to Order:

2. Acknowledgment of Visitors and Special Presentations:

1. Technology in 7-12 Art Program: Ms. Carol Hannon-Orr

2. Response to Intervention Program Update:

3. Recycling Update for Belle Plaine Schools: Mr. Jeff Heine

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

4. Consensus Items: Chair Ludvik

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

2. Approve Monthly Expenditures: **10**

3. Personnel:

4. Student Enrollments:

5. Donations: **30**

5. Discussion Items:

1. Superintendent Update: Dr. Smith

2. Board Member Reports: Board Members

3. Building Administrator Reports:

31

6. Action Items:

1. Approve Change in 2015-2016 Calendar:

Dr. Smith

37

2. Approval of Health Insurance Program for 2015-16:

Dr. Smith

3. Policy Revisions:

Dr. Smith

38

4. Budget Adjustments for 2015-16:

Dr. Smith

100

5. Options for Operating Levy for Fall, 2015:

Dr. Smith

101

7. Upcoming Meetings:

8. Adjourn:

Board Clerk

Date

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The School Board of Belle Plaine Public Schools

A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, March 23, 2015, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Ludvik on Monday, March 23, 2015 at 6:02 pm at the District Center Board Room with the following members present: Ludvik, Lenz, Vandermark, Giesen, Gardner, O'Brien and Supt. Smith.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Recognition of Winter Activities State Tournament Participants:

Members of our cooperative Adaptive Floor Hockey program were present to share information about their recent state tournament experience. Head Coach Shellie Kriha and athletes Trisha McGovern & Alexis Parks gave an overview of their activity and their recent 4th place finish in the state tournament.

Members of the Scott West wrestling team and coaches were present to be recognized for the team and individual accomplishments at this year's state tournament. Coach Stauffacher and wrestlers Carter Piche & Jackson Stauffacher shared information about the Scott West program in it's 25th year and their recent 3rd place state finish.

2. 2. Review of Begingergarten Program:

Principal DeWitte and Begingergarten teacher Melanie Fogarty were present to give a brief overview of the Begingergarten program and how it has gone during this initial year of the program. They shared a short video and answered questions that the board had regarding the program.

Presenter: Mrs. DeWitte & Mrs. Fogarty

2. 3. Review of Auditorium Proposals for Belle Plaine:

Architect Lee Meyer, with the DLR Group, was present to share a brief summary of his review of auditorium options for the Belle Plaine Schools. The various options are located at the District Center, between the current JH-SH and Chatfield Elem., at Oak Crest Elem. and as a stand-alone facility on the site of the future high school project. Mr. Meyer reviewed the pros and cons of each of the options along with a cost estimate for each proposal.

After numerous questions from board members including questions about a potential community center option, the board indicated that additional conversation about this project would be occurring over the next several months.

Presenter: Lee Meyer, Architect with DLR Group

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

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

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

Motion carried unanimously.

4. Consensus Items:

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

Presenter: Chair Ludvik

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the February 23, 2015 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of March were reviewed. Administration recommends approval of the March 2015 disbursements totaling \$1,548,885.56. This includes Board payables of \$154,615.25, hand payables of \$313,689.82, electronic payments of \$1,035,908.48 and student activity payments of \$44,672.01.

4. 3. Personnel:

Approve the hire of Jenna Eder as Special Education Coordinator beginning July 1, 2015 at a salary of \$72,000 for 2015-16 and \$74,250 for 2016-17. Ms. Eder previously served as a psychologist for the Jordan Schools. This position is a shared position with Jordan.

Accept the resignation of John Wellner as the Head Boys Basketball Coach effective March 3, 2015.

4. 4. Student Enrollments:

Approve a Jordan, grade 9, resident to attend school in Belle Plaine effective February 23, 2015.

Approve two Belle Plaine residents, grades 1 and 4, to attend New Prague Area Schools effective February 2, 2015.

Approve a Belle Plaine resident, grade 10, to attend Minnesota Virtual Academy effective January 27, 2015.

Approve a Belle Plaine resident, grade 7, to attend LeSueur-Henderson Schools effective February 23, 2015.

Approve a Belle Plaine resident, grade 8, to attend Eastern Carver County Schools (Pioneer Ridge Middle School) effective February 23, 2015.

Approve a Belle Plaine resident, grade K, to attend Jordan Schools effective January 5, 2015.

4. 5. Donations:

Donations totaling \$3,553.07 were given to the Belle Plaine School District over the past month. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Donation/Gift	Amount
2.2.2015	St. John Lutheran Church	Oak Crest Elementary – Backpack Program	493.72
2.18.2015	Target – Take Charge of Education	Oak Crest Elementary	328.81
2.17.2015	Target – Take Charge of Education	Chatfield Elementary	930.54
2.19.2015	Belle Plaine Elementary PTO	Chatfield Elementary – 2 nd Grade Zoo Mobile	900.00
2.19.2015	Belle Plaine Elementary PTO	Chatfield Elementary – 1 st Grade MN Zoo	900.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities including the upcoming choir trip to Nashville and the Robotics competition on 4/2 – 4/4, recent food service audit, preparations for testing window in April & May, budget updates and golf relocation to Creeks Bend Course for spring 2015.

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. J Vandermark and D Giesen reported on the recent tech committee meeting. Continued effort is being made to provide training to staff members who are experiencing problems implementing technology. We have many who are progressing admirably, but additional training needs are still there. Discussion was had regarding process for collection of devices at the end of the school year.

D Giesen also reported on the most recent SW Metro Co-op meeting. The student photography class has been assisting with senior portraits for students who may not be able to afford them. This will be offered to all schools next year. The Innovation Zone proposal has been submitted to MDE with SWMetro and Jordan as identified districts. If the proposal is approved, other districts may join the effort. The FY16 budget was approved and updates on legislative items affecting the co-op were reviewed.

Presenter: Board Members

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. MDE External User Authorization Permission:

The MN Dept. of Ed. (MDE) has utilized a permission system that used paper forms that I would have to submit to MDE for approval to access different secure websites at MDE such as licensing variance requests, test score information, etc. MDE has recently made a move to allow an "Identified Official with Authority" access to an electronic site to grant permission to other district employees to have access.

I am asking for school board permission to serve as the "Identified Official with Authority" for purposes of granting access to other district employees to secure areas of the MDE website.

Presenter: Dr. Smith

Motion by Lenz and second by Giesen to approve Dr. Kelly Smith as the "Identified Official with Authority" to grant access to other district employees to secure areas of the MDE website. Motion carried unanimously.

6. 2. Approve Budget Assumptions for 2015-2016:

We have reviewed the budget assumptions for 2015-2016 at our board retreat and again at our most recent work session. While recognizing that a key component of our budget situation has not been resolved at this time (legislative action on funding) administration recommends approval of the assumptions for the coming year to allow us to finalize budget preparations needed to determine if reductions are necessary and recommended for the coming year.

A copy of the proposed Budget Assumptions for 2015-2016 are attached to this

agenda item.

Presenter: Dr. Smith

Motion by Vandermark and second by Gardner to approve the 2015-2016 Budget Assumptions as presented to be used to finalize budget preparations for the coming year. Motion carried unanimously.

6. 3. Approve Operating Capital Budget for 2015-16:

At our most recent work session, we reviewed our current year Operating Capital Budget as well as a Five Year Facility Needs projection. I have attached the Five Year Facility Projections for your review and have attached a proposal for Operating Capital Budget for 2015-16. The budget details the specific areas that funding is dedicated toward and reflects a deficit budget for next year of \$187,645.

Presenter: Dr. Smith

Motion by Vandermark and second by Lenz to approve the 2015-2016 Operating Budget as well as the Five Year Facility Needs projections. Motion carried unanimously.

6. 4. Policy Review:

At our work session Policies 601, 603, 613 and 615 were reviewed. The four policies are up for approval as revised. If board members have any questions regarding the policies, please let me know.

Presenter: Dr. Smith

Motion by Giesen and second by Gardner to approve the revisions of policies; Policy 601 – School District Curriculum and Instructional Goals, Policy 603 – Curriculum Development, Policy 613 – Graduation Requirements and Policy 615 – Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans and LEP Students. Motion carried unanimously.

7. Upcoming Meetings:

Wednesday, March 25 @ 3:30 p.m. Insurance Advisory Committee

Thursday, March 26 @ 7 p.m. Community Services Advisory Council

Wednesday, April 8 @ 3:30 p.m. Wellness Committee

Monday, April 13 @ 6:00 p.m. School Board Special Meeting followed by Work Session

Monday, April 27 @ 5:30 p.m. Finance Committee

6:00 p.m. School Board Meeting

8. Adjourn:

Motion by Lenz and second by Vandermark to adjourn at 7:28 pm. Motion carried unanimously.

Preliminary Minutes of the School Board Special Meeting & Work Session

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The School Board of Belle Plaine Public Schools

A School Board Special Meeting & Work Session of the Board of Belle Plaine Public Schools was held Monday, April 13, 2015, beginning at 6:00 PM in the District Service Center.

1. Call to Order:

The Special Meeting of the Belle Plaine School Board was called to order by Chairperson Ludvik on Monday, April 13, 2015 at 6:04 pm at the District Center Board Room with the following members present: Ludvik, Lenz, Vandermark, Giesen, Gardner, O'Brien and Supt. Smith.

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

2. 2014-15 Budget Revision:

Mr. Keller has worked on budget revisions for the current school year and will present recommended changes at our meeting. A copy of the revised budget is attached to the agenda. Approval of the revised budget for 14-15 is recommended.

Presenter: Mr. Keller

Motion by Vandermark and second by Giesen to approve the 2014-15 revised budget. Motion carried unanimously.

3. Proposed Budget for 2015-16:

Mr. Keller has entered the approved budget assumptions into our financial planning model to generate our first look at the 2015-16 general fund budget. We have experienced deficit spending for the past several years and it is my recommendation that reductions need to occur for next year in an effort to remain fiscally sound. We are still unsure of new revenue from the State of Minnesota and are using a 1% increase for each of the next 2 years as our assumption. Even if revenue increases to 3% each year as proposed by the MN House, I still recommend reductions for the coming year.

A summary sheet listing some budget reduction options totaling \$383,500 was presented along with a recommendation for reductions between \$314,000.

Recommendation will be sought for approval of a Resolution detailing the proposed reduction areas. The resolution specifying the Transitions program reduction, and the elimination of the Social Worker position was presented on Monday night.

Presenter: Dr. Smith

Motion by Lenz and second by Vandermark to approve the resolution detailing the proposed budget reduction areas for 2015-16. Motion carried unanimously.

4. Personnel Actions:

There will be a number of personnel items to be approved on Monday. Here are personnel items that need to be acted upon at this time.

Presenter: Dr. Smith

1. We have a recommendation for hire to replace Alli Jacobson for Language Arts in 7-12. The recommendation is to hire Melissa Hollnagel for 7-12 English/Language Arts position beginning 2015-16 school year. Ms. Hollnagel will begin at MA Step 9 (\$48,841).

Motion by Gardner and second by Lenz to approve the hire of Melissa Hollnagel for the 2015-16 school year. Motion carried unanimously.

2. Accept the Resignation of Nelson Ladd, Community Services Director, effective June 30, 2015. I want to thank Nelson for his service to our community for over 30 years in this position.

Motion by Vandermark and second by Lenz to accept the resignation of Nelson Ladd as Community Services Director effective June 30, 2015. Motion carried unanimously.

3. Approve Resolution Proposing to Place Kelly Vourlos on Unrequested Leave of Absence effective at the conclusion of the 2014-2015 school year.

Motion by O'Brien and second by Vandermark to approve the resolution proposing to place Kelly Vourlos on Unrequested Leave of Absence at the conclusion of the 2014-15 school year. Motion carried unanimously with a 6-0 vote.

4. Approve a Resolution Terminating the Contract of Lori Savre, Speech Language Pathologist, effective at the end of the 2014-2015 school year.

Motion by Giesen and second by Lenz to approve the resolution terminating the contract of Lori Savre at the conclusion of the 2014-15 school year. Motion carried unanimously with a 6-0 vote.

5. Discussion Regarding Operating Levy Options:

With stable, but not growing enrollment, coupled with minimal increases in state funding, I believe that it is necessary to look at options for additional revenue in addition to the reductions that we have just discussed. I have attached a worksheet showing the revenue generated by \$250, \$400 and \$550 per student operating levies and the associated tax impacts for each to this agenda. If a decision is made to seek additional funding, we would need to hold the operating levy vote on general election day in November (11/10) along with our school board elections.

Presenter: Dr. Smith

6. Adjourn:

Motion by Vandermark and second by Giesen to adjourn the Special Meeting of the Belle Plaine School Board at 7:42 pm. Motion carried unanimously.

7. Begin Work Session:

8. Next Steps Regarding Auditorium Study:

At our 3/23 meeting, we received the report from DLR Group regarding 4 options for an auditorium. I would like to have a discussion to answer any questions board members may have about the report and to determine what our next steps might be in determining community interest in this project.

Presenter: Dr. Smith

9. Review of Current Policies:

We will continue our regular review our current policies regarding changes that have been made to the MSBA Model policies that we use as our guide. This month we will review policies 604, 701.1, 709 and 805. Copies of our current policy along with the redline version showing the MSBA recommendations for changes are attached.

Presenter: Dr. Smith

10. Other:

Future Meetings:

Building & Grounds Committee Meeting - 6 p.m., Monday, April 20

Finance Committee Meeting - 5:30 p.m., Monday, April 27

Regular Board Meeting - 6 p.m. Monday, April 27

Board Work Session - 6 p.m., Monday, May 11

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	V51001	48401	977720	300.00	0.00	300.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$300.00			
1	6551	N	AFFINETY SOLUTIONS	V51001	48255	10169	3.16	0.00	3.16	04/13/2015	04/13/2015	04/13/2015
1	6551	N	AFFINETY SOLUTIONS	V51001	48256	10206	18.40	0.00	18.40	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$21.56			
1	3753	N	AG POWER ENTEPRISES INC	V51001	48479	637482	42.33	0.00	42.33	04/22/2015	04/22/2015	04/22/2015
1	3753	N	AG POWER ENTEPRISES INC	V51001	48480	662974	52.56	0.00	52.56	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$94.89			
1	4272	N	AMY FRANCK	V51001	48471	03312015	218.96	0.00	218.96	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$218.96			
1	5407	N	ANDREA ANDERT	V51001	48448	03312015	71.76	0.00	71.76	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$71.76			
1	4589	N	BANC OF AMERICA LEASING	V51001	48217	71	8,256.74	0.00	8,256.74	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$8,256.74			
1	5826	N	BELLE PLAINE FFA	V51001	48212	03022015	500.00	0.00	500.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$500.00			
1	2863	N	BELLE PLAINE FOOTBALL BOOST	V51001	48394	04162015	2,115.00	0.00	2,115.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$2,115.00			
1	1125	N	BELLE PLAINE HERALD	V51001	48398	18909	63.00	0.00	63.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$63.00			
1	2329	N	BLUE CROSS BLUE SHIELD of MN	V51001	48440	38496	285.00	0.00	285.00	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$285.00			
1	1543	N	CAROL A. HANNON-ORR	V51001	48466	03312015	84.00	0.00	84.00	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$84.00			
1	6735	N	CHAD KARLSSON	V51001	48266	0113	25.00	0.00	25.00	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$25.00			
1	6211	N	CHAD WILLIAMS	V51001	48460	03312015	763.36	0.00	763.36	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$763.36			
1	6673	N	CHRISTINA KIENLEN	V51001	48463	03312015	41.71	0.00	41.71	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$41.71			

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	1262	N	CITY OF BELLE PLAINE	V51001	48481	00003242	287.10	0.00	287.10	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$287.10			
1	4315	N	CREATIVE PRODUCT SOURCING,	V51001	48245	83126	1,654.25	0.00	1,654.25	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$1,654.25			
1	2730	N	DAVE KREFT	V51001	48452	03152015	407.68	0.00	407.68	04/21/2015	04/21/2015	04/21/2015
1	2730	N	DAVE KREFT	V51001	48454	03312015	432.55	0.00	432.55	04/21/2015	04/21/2015	04/21/2015
1	2730	N	DAVE KREFT	V51001	48453	03312015	328.55	0.00	328.55	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$1,168.78			
1	3393	N	DEPT OF HEALTH	V51001	48399	918196	45.00	0.00	45.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$45.00			
1	1066	N	DOUGLAS ANDERSON	V51001	48449	03312015	113.85	0.00	113.85	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$113.85			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V51001	48196	27140	205.84	0.00	205.84	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$205.84			
1	6095	N	EMILY BERG	V51001	48464	03312015	22.02	0.00	22.02	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$22.02			
1	3469	N	FARGO PUBLIC SCHOOLS	V51001	48199	INV00000000035998	243.63	0.00	243.63	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$243.63			
1	6478	N	GARDEN & ASSOCIATES INC	V51001	48211	2865	12.00	0.00	12.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$12.00			
1	4840	N	GENERAL PARTS	V51001	48488	5627093	991.74	0.00	991.74	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$991.74			
1	1528	N	GROTH MUSIC	V51001	48437	2296801	170.46	0.00	170.46	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48436	2314795	6.25	0.00	6.25	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48435	2312712	49.50	0.00	49.50	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48434	2273354	48.50	0.00	48.50	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48433	2315187	58.50	0.00	58.50	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48432	2311640	135.00	0.00	135.00	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48431	2312646	85.20	0.00	85.20	04/21/2015	04/21/2015	04/21/2015
1	1528	N	GROTH MUSIC	V51001	48430	2309780	139.50	0.00	139.50	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$692.91			

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	V51001	48246	ANNUAL0123131	3,940.13	0.00	3,940.13	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$3,940.13			
1	1607	N	ISD 287	V51001	48202	72992	441.35	0.00	441.35	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$441.35			
1	2339	N	J W PEPPER & SON INC	V51001	48428	11A76803	75.00	0.00	75.00	04/21/2015	04/21/2015	04/21/2015
1	2339	N	J W PEPPER & SON INC	V51001	48426	11A50657	35.00	0.00	35.00	04/21/2015	04/21/2015	04/21/2015
1	2339	N	J W PEPPER & SON INC	V51001	48427	11A62314	69.49	0.00	69.49	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$179.49			
1	1202	N	JANIS BUESGENS	V51001	48450	03312015	60.38	0.00	60.38	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$60.38			
1	6547	N	KALLIE MAASS	V51001	48474	03312015	92.58	0.00	92.58	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$92.58			
1	6009	N	KAREN PARSONS	V51001	48397	04272015	60.00	0.00	60.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$60.00			
1	6555	N	KELLY PETRASEK	V51001	48457	03312015	114.43	0.00	114.43	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$114.43			
1	3853	N	KELLY VOURLOS	V51001	48455	03312015	158.65	0.00	158.65	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$158.65			
1	5789	N	KIM DEWITTE	V51001	48470	03312015	103.50	0.00	103.50	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$103.50			
1	6693	N	LANA BECK	V51001	48438	04142015	443.19	0.00	443.19	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$443.19			
1	5357	N	LIANN HANSON	V51001	48469	03312015	460.25	0.00	460.25	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$460.25			
1	1748	N	MAAE	V51001	48213	07062015	502.00	0.00	502.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$502.00			
1	6563	N	MARGOT HANSEN	V51001	48459	03312015	78.34	0.00	78.34	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$78.34			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V51001	48257	03162015	2,831.33	0.00	2,831.33	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$2,831.33			

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	6749	N	MED COMPASS	V51001	48475	25112	425.00	0.00	425.00	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$425.00			
1	4145	N	MEDICAREBLUE RX	V51001	48439	000035396918	406.50	0.00	406.50	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$406.50			
1	1807	N	MEGAN GERRES	V51001	48442	11112014	5.30	0.00	5.30	04/21/2015	04/21/2015	04/21/2015
1	1807	N	MEGAN GERRES	V51001	48441	11252014	31.20	0.00	31.20	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$36.50			
1	2594	N	MELISSA BRUESKE	V51001	48465	03312015	56.35	0.00	56.35	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$56.35			
1	6474	N	MILESTONE SYSTEMS	V51001	48197	142628	1,175.84	0.00	1,175.84	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$1,175.84			
1	5091	N	MINDY CHEVALIER	V51001	48473	03312015	93.27	0.00	93.27	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$93.27			
1	4994	N	MIRACLE RECREATION EQUIPME	V51001	48249	760535	2,253.91	0.00	2,253.91	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$2,253.91			
1	3979	N	MRCI MANKATO	V51001	48198	F60676	600.00	0.00	600.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$600.00			
1	1885	N	MSBA	V51001	48206	11074N0M5G0	450.00	0.00	450.00	04/02/2015	04/02/2015	04/02/2015
1	1885	N	MSBA	V51001	48207	11270G9S9D7	150.00	0.00	150.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$600.00			
1	2582	N	MSHSL	V51001	48405	04202015	420.00	0.00	420.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$420.00			
1	1889	N	MULTILINGUAL WORD INC	V51001	48205	021715-604	122.00	0.00	122.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$122.00			
1	5931	N	NAOMI BARRINGER	V51001	48244	03242015	150.00	0.00	150.00	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$150.00			
1	4652	N	NARDINI FIRE EQUIP COMPANY IN	V51001	48476	475748	249.00	0.00	249.00	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$249.00			
1	2765	N	NEY CENTER	V51001	48209	B4 - 11.18.14	300.00	0.00	300.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$300.00			

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1982	N	PIONEER	V51001	48487	INV549823	590.00	0.00	590.00	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$590.00			
1	3866	N	RACHELLE KERKOW	V51001	48472	03312015	69.00	0.00	69.00	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$69.00			
1	6111	N	RAM MUTUAL INSURANCE COMP	V51001	48429	162728	3,977.02	0.00	3,977.02	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$3,977.02			
1	2030	N	REGION V	V51001	48403	9742	5,351.00	0.00	5,351.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$5,351.00			
1	3380	N	RENEE MALECHA	V51001	48461	03312015	59.95	0.00	59.95	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$59.95			
1	6730	N	RICH WIEBER	V51001	48247	7886	450.00	0.00	450.00	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$450.00			
1	2050	N	ROSE SIMONES	V51001	48467	03312015	50.60	0.00	50.60	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$50.60			
1	3836	N	ROSS NELSON	V51001	48462	03312015	163.88	0.00	163.88	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$163.88			
1	5497	N	SARA BUNGARDEN	V51001	48468	03312015	54.63	0.00	54.63	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$54.63			
1	4562	N	SARA LINQUIST	V51001	48393	267	960.00	0.00	960.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$960.00			
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48424	125997829	85.00	0.00	85.00	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48423	126003714	73.00	0.00	73.00	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48422	126035335	16.00	0.00	16.00	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48421	126061021	92.50	0.00	92.50	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48420	126061923	15.50	0.00	15.50	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48419	126149566	17.46	0.00	17.46	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48418	126150620	29.94	0.00	29.94	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48417	126160550	76.00	0.00	76.00	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48416	126162269	29.75	0.00	29.75	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48252	126153719	177.45	0.00	177.45	04/13/2015	04/13/2015	04/13/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48425	126155263	27.44	0.00	27.44	04/21/2015	04/21/2015	04/21/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48254	126099888	8.50	0.00	8.50	04/13/2015	04/13/2015	04/13/2015
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48253	126061327	36.55	0.00	36.55	04/13/2015	04/13/2015	04/13/2015

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2067	N	SCHMITT MUSIC COMPANY	V51001	48251	126129007	29.00	0.00	29.00	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$714.09			
1	3124	N	SCHOOLFINANCES.COM	V51001	48208	367	400.00	0.00	400.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$400.00			
1	2083	N	SCOTT COUNTY	V51001	48216	330119	1,678.00	0.00	1,678.00	04/02/2015	04/02/2015	04/02/2015
1	2083	N	SCOTT COUNTY	V51001	48215	330160	1,678.00	0.00	1,678.00	04/02/2015	04/02/2015	04/02/2015
1	2083	N	SCOTT COUNTY	V51001	48214	371042	2,581.00	0.00	2,581.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$5,937.00			
1	2872	N	SCOTT RENNE	V51001	48490	03312015	25.06	0.00	25.06	04/22/2015	04/22/2015	04/22/2015
1	2872	N	SCOTT RENNE	V51001	48489	03312015	160.04	0.00	160.04	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$185.10			
1	5308	N	SHOUT POINT	V51001	48210	11123	2,070.00	0.00	2,070.00	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$2,070.00			
1	2122	N	SKATETIME	V51001	48248	8999	981.00	0.00	981.00	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$981.00			
1	2137	N	SOUTH CENTRAL ECSU	V51001	48478	15439	1,323.54	0.00	1,323.54	04/22/2015	04/22/2015	04/22/2015
1	2137	N	SOUTH CENTRAL ECSU	V51001	48477	15407	1,994.83	0.00	1,994.83	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$3,318.37			
1	6138	N	SOUTHWEST METRO EDUCATION	V51001	48404	12407	11,289.60	0.00	11,289.60	04/20/2015	04/20/2015	04/20/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V51001	48201	12378	17,787.90	0.00	17,787.90	04/02/2015	04/02/2015	04/02/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V51001	48402	12417	117.66	0.00	117.66	04/20/2015	04/20/2015	04/20/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V51001	48200	12153	1,232.10	0.00	1,232.10	04/02/2015	04/02/2015	04/02/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V51001	48204	12375	22,964.81	0.00	22,964.81	04/02/2015	04/02/2015	04/02/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V51001	48203	12363	2,439.25	0.00	2,439.25	04/02/2015	04/02/2015	04/02/2015
							Check Amount:		\$55,831.32			
1	3287	N	SPARETIME INVESTMENT GROUP	V51001	48486	1811	112.50	0.00	112.50	04/22/2015	04/22/2015	04/22/2015
1	3287	N	SPARETIME INVESTMENT GROUP	V51001	48485	1810	610.00	0.00	610.00	04/22/2015	04/22/2015	04/22/2015
1	3287	N	SPARETIME INVESTMENT GROUP	V51001	48484	1809	792.50	0.00	792.50	04/22/2015	04/22/2015	04/22/2015
1	3287	N	SPARETIME INVESTMENT GROUP	V51001	48483	1812	700.00	0.00	700.00	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$2,215.00			
1	6318	N	STACEY HESS-NORSKOG	V51001	48458	02232015	65.00	0.00	65.00	04/22/2015	04/22/2015	04/22/2015
1	6318	N	STACEY HESS-NORSKOG	V51001	48456	02092015	99.00	0.00	99.00	04/22/2015	04/22/2015	04/22/2015
1	6318	N	STACEY HESS-NORSKOG	V51001	48451	JAN 2015	132.25	0.00	132.25	04/21/2015	04/21/2015	04/21/2015
1	6318	N	STACEY HESS-NORSKOG	V51001	48447	MAR 2015	74.75	0.00	74.75	04/21/2015	04/21/2015	04/21/2015

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6318	N	STACEY HESS-NORSKOG	V51001	48446	FEB 2015	121.33	0.00	121.33	04/21/2015	04/21/2015	04/21/2015
1	6318	N	STACEY HESS-NORSKOG	V51001	48445	DEC 2014	41.44	0.00	41.44	04/21/2015	04/21/2015	04/21/2015
1	6318	N	STACEY HESS-NORSKOG	V51001	48444	NOV 2014	51.52	0.00	51.52	04/21/2015	04/21/2015	04/21/2015
1	6318	N	STACEY HESS-NORSKOG	V51001	48443	OCT 2014	118.16	0.00	118.16	04/21/2015	04/21/2015	04/21/2015
							Check Amount:		\$703.45			
1	2157	N	STEFFEN HARDWARE	V51001	48482	2238	17.93	0.00	17.93	04/22/2015	04/22/2015	04/22/2015
							Check Amount:		\$17.93			
1	2188	N	TAHER INC	V51001	48250	0042943-IN	58,868.73	0.00	58,868.73	04/13/2015	04/13/2015	04/13/2015
							Check Amount:		\$58,868.73			
1	6728	N	VICTOR E ALBRECHT	V51001	48400	03262015	330.00	0.00	330.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$330.00			
1	6182	N	WACONIA COMMUNITY ED.	V51001	48395	11252014	640.00	0.00	640.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$640.00			
1	5192	N	Youth Enrichment League	V51001	48396	2187	216.00	0.00	216.00	04/20/2015	04/20/2015	04/20/2015
							Check Amount:		\$216.00			
							Report Total:		\$178,786.16			

*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
p509p2	0716	35942	SBC	57551	CH	1	1123	BELLE PLAINE ED ASSOC	Y	Y	3/20/2015	C N	USD	4,785.02
p509p2	0716	35943	SBC	57552	CH	1	1134	BELLE PLAINE SCHOOL	Y	Y	3/20/2015	C N	USD	4,107.60
p509p2	0716	35946	SBC	57553	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	Y	3/20/2015	C N	USD	34,476.12
p509p2	0716	35944	SBC	57554	CH	1	1178	BPESPA	Y	Y	3/20/2015	C N	USD	1,085.89
p509p2	0716	35945	SBC	57555	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	Y	3/20/2015	C N	USD	183.75
P51002	0716	36099	SBC	57594	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	3/25/2015	C N	USD	7,402.80
P51002	0716	36099	SBC	57594	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	3/25/2015	C N	USD	2,780.31
P51002	0716	36099	SBC	57594	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	3/25/2015	C N	USD	1,045.81
P51002	0716	36101	SBC	57595	CH	1	6385	JWP SPEECH BOOSTERS	Y	N	3/25/2015	C N	USD	174.00
P51002	0716	36103	SBC	57596	CH	1	6726	MN DEPT OF LABOR & INDUSTRY	Y	Y	3/25/2015	C N	USD	167.00
P51002	0716	36100	SBC	57597	CH	1	3828	MSSA	Y	N	3/25/2015	C N	USD	175.00
P51002	0716	36102	SBC	57598	CH	1	6725	NICOLE STEELE	Y	N	3/25/2015	C N	USD	81.35
p50902	0716	36147	SBC	57599	CH	1	4802	USPS	Y	N	3/31/2015	C N	USD	363.44
p510p1	0716	36156	SBC	57600	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/3/2015	0 C N	USD	4,785.02
p510p1	0716	36157	SBC	57601	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	4/3/2015	0 C N	USD	4,107.60
p510p1	0716	36162	SBC	57602	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	4/3/2015	0 C N	USD	11,842.02
p510p1	0716	36163	SBC	57603	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	4/3/2015	0 C N	USD	113,264.88
p510p1	0716	36158	SBC	57604	CH	1	1178	BPESPA	Y	N	4/3/2015	0 C N	USD	1,055.66
p510p1	0716	36161	SBC	57605	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	4/3/2015	0 C N	USD	2,875.69
p510p1	0716	36159	SBC	57606	CH	1	1836	NCPERS MINNESOTA	Y	N	4/3/2015	0 C N	USD	32.00
p510p1	0716	36160	SBC	57607	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	4/3/2015	0 C N	USD	286.05
P51002	0716	36167	SBC	57608	CH	1	3507	CAOLA LANDSCAPE SERVICES INC	Y	N	4/2/2015	0 C N	USD	100.00
p51002	0716	36175	SBC	57609	CH	1	6731	AMERICAN HEART ASSOCIATION	Y	N	4/7/2015	0 C N	USD	733.00
p51002	0716	36174	SBC	57610	CH	1	6729	BEN STEWART	Y	N	4/7/2015	0 C N	USD	100.00
p51002	0716	36176	SBC	57611	CH	1	6732	BRAD MATHIOWETZ	Y	N	4/7/2015	0 C N	USD	105.00
p51002	0716	36171	SBC	57612	CH	1	5752	LOLLIPOP THE CLOWN	Y	N	4/7/2015	0 C N	USD	150.00
p51002	0716	36169	SBC	57613	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	4/7/2015	0 C N	USD	35,303.48
p51002	0716	36173	SBC	57614	CH	1	5923	SHAWN ERICKSON	Y	N	4/7/2015	0 C N	USD	105.00
p51002	0716	36170	SBC	57615	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	4/7/2015	0 C N	USD	73,412.47
p51002	0716	36172	SBC	57616	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	4/7/2015	0 C N	USD	150.00
P51002	0716	36190	SBC	57617	CH	1	6647	AARON TURNOR	Y	N	4/15/2015	C N	USD	78.00
P51002	0716	36182	SBC	57618	CH	1	1199	BRYCE EGGERT	Y	N	4/15/2015	C N	USD	80.00
P51002	0716	36191	SBC	57619	CH	1	6734	ERROL THOMPSON	Y	N	4/15/2015	C N	USD	78.00
P51002	0716	36186	SBC	57620	CH	1	3192	GERALD SMITH	Y	N	4/15/2015	C N	USD	125.00
P51002	0716	36188	SBC	57621	CH	1	6031	JAMES FISHER	Y	N	4/15/2015	C N	USD	50.00

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p509p2	0716	35935	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	Y	3/20/2015	N	USD	42,627.94
p509p2	0716	35936	SBC		WX	1	1977	PERA	N	Y	3/20/2015	N	USD	11,812.06
p509p2	0716	35937	SBC		WX	1	2330	FEDERAL	N	Y	3/20/2015	N	USD	26,005.88
p509p2	0716	35937	SBC		WX	1	2330	FEDERAL	N	Y	3/20/2015	N	USD	9,998.86
p509p2	0716	35937	SBC		WX	1	2330	FEDERAL	N	Y	3/20/2015	N	USD	42,753.32
p509p2	0716	35938	SBC		WX	1	2331	STATE OF MINNESOTA	N	Y	3/20/2015	N	USD	11,447.19
p509p2	0716	35939	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	Y	3/20/2015	N	USD	545.00
p509p2	0716	35940	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	Y	3/20/2015	N	USD	2,135.64
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	1,147.28
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	0.30
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	600.00
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	2,212.27
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	100.00
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	1,765.00
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	4,947.90
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	695.20
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	552.84
p509p2	0716	35941	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	Y	3/20/2015	N	USD	141.18
P51002	0716	36148	SBC		WX	1	2331	STATE OF MINNESOTA	N	Y	3/31/2015	N	USD	5,875.00
p510p1	0716	36149	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/3/2015	0	USD	43,291.82
p510p1	0716	36150	SBC		WX	1	1977	PERA	N	N	4/3/2015	0	USD	12,336.67
p510p1	0716	36151	SBC		WX	1	2330	FEDERAL	N	N	4/3/2015	0	USD	26,270.47
p510p1	0716	36151	SBC		WX	1	2330	FEDERAL	N	N	4/3/2015	0	USD	10,147.52
p510p1	0716	36151	SBC		WX	1	2330	FEDERAL	N	N	4/3/2015	0	USD	43,389.98
p510p1	0716	36152	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/3/2015	0	USD	11,611.32
p510p1	0716	36153	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	4/3/2015	0	USD	545.00
p510p1	0716	36154	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/3/2015	0	USD	2,135.64
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	1,147.28
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	0.30
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	600.00
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	2,212.27
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	100.00
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	1,765.00
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	4,947.90
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	695.20
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	552.84
p510p1	0716	36155	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/3/2015	0	USD	141.18

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p51002	0716	36178	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	3/23/2015	N	USD	3.45
p51002	0716	36178	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	3/23/2015	N	USD	30.79
p51002	0716	36178	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	3/23/2015	N	USD	162.38
p51002	0716	36178	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	3/23/2015	N	USD	399.14
p51002	0716	36178	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	3/23/2015	N	USD	1,087.24
p51002	0716	36178	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	3/23/2015	N	USD	1,629.91
p51002	0716	36179	SBC		WX	1	2336	XCEL ENERGY	N	Y	3/23/2015	N	USD	1,020.09
P51002	0716	36180	SBC		WX	1	1486	FRONTIER	N	Y	3/25/2015	N	USD	101.18
P51002	0716	36180	SBC		WX	1	1486	FRONTIER	N	Y	3/25/2015	N	USD	108.08
P51002	0716	36180	SBC		WX	1	1486	FRONTIER	N	Y	3/25/2015	N	USD	108.39
P51002	0716	36180	SBC		WX	1	1486	FRONTIER	N	Y	3/25/2015	N	USD	1,844.59
P51002	0716	36181	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	Y	3/25/2015	N	USD	305.95
p510p2	0716	36194	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/20/2015	N	USD	46,169.40
p510p2	0716	36195	SBC		WX	1	1977	PERA	N	N	4/20/2015	N	USD	12,997.32
p510p2	0716	36196	SBC		WX	1	2330	FEDERAL	N	N	4/20/2015	N	USD	29,226.60
p510p2	0716	36196	SBC		WX	1	2330	FEDERAL	N	N	4/20/2015	N	USD	10,953.36
p510p2	0716	36196	SBC		WX	1	2330	FEDERAL	N	N	4/20/2015	N	USD	46,834.98
p510p2	0716	36197	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/20/2015	N	USD	12,843.61
p510p2	0716	36198	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	4/20/2015	N	USD	545.00
p510p2	0716	36199	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/20/2015	N	USD	2,135.64
p510p2	0716	36200	SBC		WX	1	4328	MN REVENUE (C)	N	N	4/20/2015	N	USD	243.63
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	1,147.28
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	0.30
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	575.00
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	2,212.27
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	100.00
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	1,765.00
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	4,867.90
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	695.20
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	552.84
p510p2	0716	36201	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2015	N	USD	141.18
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	6,188.02
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	5,911.34
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	4,430.79
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	3,072.94
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	299.23
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	274.12

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P51002	0716	36230	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2015	0 N	USD	145.91
P51002	0716	36231	SBC		WX	1	2336	XCEL ENERGY	N	N	4/9/2015	0 N	USD	3,291.55
P51002	0716	36231	SBC		WX	1	2336	XCEL ENERGY	N	N	4/9/2015	0 N	USD	378.77
P51002	0716	36232	SBC		WX	1	2336	XCEL ENERGY	N	N	4/10/2015	N	USD	22.10
P51002	0716	36233	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2015	N	USD	1,439.20
P51002	0716	36233	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2015	N	USD	956.80
P51002	0716	36233	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2015	N	USD	365.62
P51002	0716	36233	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2015	N	USD	143.05
P51002	0716	36233	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2015	N	USD	30.79
P51002	0716	36233	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2015	N	USD	3.45
<hr/>														
March 2015 PCARD 49,153.24 Payroll 3/20/2015 241,073.88 Payroll 4/05/2015 243,303.61 Payroll 4/20/2015 263,476.81 <hr/>														
Total													\$ 1,332,022.17	

March 2015 Student Activities

Activity	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
FFA	0716	35891	HSAC	7460	CH	3	4926	BELLE PLAINE HERALD	Ad for Pancake/Saus Breakfast	3/9/2015 00	N	USD	87.75
FFA	0716	35891	HSAC	7460	CH	3	4926	BELLE PLAINE HERALD	Ad for Fruit Sales	3/9/2015 00	N	USD	195.75
Boys BB	0716	35887	HSAC	7461	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	Extra bus for Varsity BB game	3/9/2015 00	N	USD	108.64
One Act Play	0716	35887	HSAC	7461	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - AMAZON	3/9/2015 00	N	USD	45.99
One Act Play	0716	35887	HSAC	7461	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - AMAZON	3/9/2015 00	N	USD	18.98
Tiger Club	0716	35887	HSAC	7461	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - AMAZON	3/9/2015 00	N	USD	82.99
Tiger Club	0716	35887	HSAC	7461	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - AMAZON	3/9/2015 00	N	USD	547.99
Tiger Club	0716	35887	HSAC	7461	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - AMAZON	3/9/2015 00	N	USD	37.99
Concert Choir	0716	35893	HSAC	7462	CH	3	5556	BLUE 84	CHOIR T-SHIRTS	3/9/2015 00	N	USD	1,882.52
FFA	0716	35895	HSAC	7463	CH	3	6700	CAMP COURAGE	Pancake breakfast proceeds DONATION	3/9/2015 00	N	USD	1,524.00
Concessions	0716	35889	HSAC	7464	CH	3	4823	DANCE TEAM BOOSTER CLUB	CONCESSIONS FROM 2-20-15	3/9/2015 00	N	USD	375.00
Concessions	0716	35894	HSAC	7465	CH	3	5805	ECFE	PAC CONCESSIONS	3/9/2015 00	N	USD	240.00
BP Sr. Hi Club	0716	35896	HSAC	7466	CH	3	6705	JONATHAN FRIESEN	MENTAL HEALTH SPEAKER	3/9/2015 00	N	USD	800.00
Concessions	0716	35890	HSAC	7467	CH	3	4848	PEPSI-COLA	POP/CONCESSIONS	3/9/2015 00	N	USD	1,319.40
Concessions	0716	35890	HSAC	7467	CH	3	4848	PEPSI-COLA	CONCESSION POP	3/9/2015 00	N	USD	586.40
FFA	0716	35892	HSAC	7468	CH	3	5157	RUCKS MEATS	100#s of sausage for breakfast	3/9/2015 00	N	USD	651.55
FFA	0716	35888	HSAC	7469	CH	3	4810	TAHER FOODS	600 cartons milk for FFA Breakfast	3/9/2015 00	N	USD	124.00
Concessions	0716	35919	HSAC	7470	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - FEB TRANSACTIONS	3/18/2015 0	N	USD	4,937.14
FFA	0716	35919	HSAC	7470	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - WALMART	3/18/2015 0	N	USD	109.48
FFA	0716	35919	HSAC	7470	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	3/18/2015 0	N	USD	501.20
FFA	0716	35919	HSAC	7470	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	3/18/2015 0	N	USD	25.00
Outdoor Club	0716	35919	HSAC	7470	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	OUTDOOR CLUB - WELCH VILLAGE	3/18/2015 0	N	USD	870.00
FFA	0716	35921	HSAC	7471	CH	3	4748	BRUCE MATHIOWETZ	Doughnuts & Coborns FFA Week Supplies	3/18/2015 0	N	USD	108.62
FFA	0716	35922	HSAC	7472	CH	3	4882	MN FFA ASSOCIATION	Natl/State Dues	3/18/2015 0	N	USD	66.00
Girls BB	0716	35924	HSAC	7473	CH	3	5711	RANDY CARLSON	End of the Year Banquet	3/18/2015 0	N	USD	160.37
FFA	0716	35923	HSAC	7474	CH	3	4883	REGION 7 FFA	Region Dues	3/18/2015 0	N	USD	21.00
Tiger Club	0716	35920	HSAC	7475	CH	3	4725	RERUNS	Tiger Decals	3/18/2015 0	N	USD	59.75
FFA	0716	35927	HSAC	7476	CH	3	6435	SABRINA KIESER	FFA Guest Speaker	3/18/2015 0	N	USD	125.00
JR High Student Council	0716	35928	HSAC	7477	CH	3	6709	THE FOUNDATION FOR CHILDREN'S HOSPITAL	Tie Blanket Fundraiser Donation	3/18/2015 0	N	USD	500.00
Baseball	0716	35925	HSAC	7478	CH	3	5991	U SAVE AUTO RENTAL	Van Rental for Florida Trip	3/18/2015 0	N	USD	1,818.00
Trapshoot	0716	35926	HSAC	7479	CH	3	5997	USA HIGH SCHOOL CLAY TARGET LEAGUE	Student Registration Fees	3/18/2015 0	N	USD	1,140.00
SR High Student Council	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	STD CNCL - AMAZON	3/25/2015 0	N	USD	59.95
SR High Student Council	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	STD CNCL - AMAZON	3/25/2015 0	N	USD	39.35
JR High Student Council	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - ST PAUL SAINTS	3/25/2015 0	N	USD	690.00
One Act Play	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - BLUE 84	3/25/2015 0	N	USD	269.54
SR High Student Council	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	STD CNCL - IMAGE MARKET	3/25/2015 0	N	USD	460.90
Concert Choir	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - DOMINOS	3/25/2015 0	N	USD	122.99
Natl. Honor S	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	NHS - IMAGE MARKET	3/25/2015 0	N	USD	284.05
One Act Play	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - ST CATHERINE	3/25/2015 0	N	USD	63.54
One Act Play	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - ST CATHERINE	3/25/2015 0	N	USD	127.70
One Act Play	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - ST CATHERINE	3/25/2015 0	N	USD	11.80
Football	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FOOTBALL - DOUBLETREE	3/25/2015 0	N	USD	124.56
SH Band	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - MN ORCHESTRA	3/25/2015 0	N	USD	306.25
SH Band	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - LAKE CRYSTAL COACHES	3/25/2015 0	N	USD	1,785.00

March 2015 Student Activities

Activity	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
BP Sr. Hi Club	0716	36094	HSAC	7480	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - COBORNS	3/25/2015 0	N	USD	13.37
Girls BB	0716	36097	HSAC	7481	CH	3	6006	BSN SPORTS INC	Breakaway pant	3/25/2015 0	N	USD	172.70
Concert Choir	0716	36095	HSAC	7482	CH	3	5186	KWIK TRIP INC	Doughnuts for Nashville Trip	3/25/2015 0	N	USD	49.50
Boys BB	0716	36098	HSAC	7483	CH	3	6724	PAUL FOGARTY	Pizza for 9th grade end of year party	3/25/2015 0	N	USD	25.61
JR High Student Council	0716	36096	HSAC	7484	CH	3	5190	PETER JACOBSON	Playstation/Rockband Equipment	3/25/2015 0	N	USD	150.00
Total												23,827.32	

March 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	382092375	3/2/2015	3/3/2015	3/27/2015	GRAND STADIUM -TV	4.97
DEWITTE KIMBERLY	384752635	3/25/2015	3/26/2015	3/27/2015	COMPENDIUM INC	46.70
SD BELLE PLAINE	383611948	3/12/2015	3/16/2015	3/27/2015	MULTI-HEALTH SYSTEMS	60.00
SD BELLE PLAINE	384935507	3/26/2015	3/27/2015	3/27/2015	AMAZON MKTPLACE PMTS	17.50
HIGH SCHOOL BELLE PLAINE	382211884	3/3/2015	3/4/2015	3/27/2015	COBORN S SUPERSTORE	54.95
HIGH SCHOOL BELLE PLAINE	382340882	3/4/2015	3/5/2015	3/27/2015	EB MSCA 2015-BETTER Y	80.00
HIGH SCHOOL BELLE PLAINE	382588345	3/4/2015	3/6/2015	3/27/2015	MADDENS GULL LAKE	479.32
HIGH SCHOOL BELLE PLAINE	383720652	3/16/2015	3/17/2015	3/27/2015	OFFICEMAX CT*IN#830536	136.12
HIGH SCHOOL BELLE PLAINE	383838906	3/17/2015	3/18/2015	3/27/2015	OFFICEMAX CT*IN#486710	13.44
HIGH SCHOOL BELLE PLAINE	383973805	3/18/2015	3/19/2015	3/27/2015	OFFICEMAX CT*IN#882299	17.20
HIGH SCHOOL BELLE PLAINE	384165740	3/19/2015	3/20/2015	3/27/2015	OFFICEMAX CT*IN#948750	(17.20)
HIGH SCHOOL BELLE PLAINE	384363795	3/21/2015	3/23/2015	3/27/2015	INNOVATIVE OFFICE SOLU	17.99
HIGH SCHOOL BELLE PLAINE	384363796	3/21/2015	3/23/2015	3/27/2015	OLD COUNTRY BUFFET #01	331.18
HIGH SCHOOL BELLE PLAINE	384935518	3/27/2015	3/27/2015	3/27/2015	COBORN S SUPERSTORE	86.77
HIGH SCHOOL BELLE PLAINE	384935519	3/27/2015	3/27/2015	3/27/2015	OVERDRIVE DIST	2,000.00
DAVIS KRIS	381939029	2/27/2015	3/2/2015	3/27/2015	METRO SALES INC.	4,148.55
HEINE JEFF	381939030	2/27/2015	3/2/2015	3/27/2015	CENEX CENEX CO07038920	299.42
HEINE JEFF	381939031	2/28/2015	3/2/2015	3/27/2015	AMAZON MKTPLACE PMTS	13.98
HEINE JEFF	381939032	2/28/2015	3/2/2015	3/27/2015	Amazon.com	36.11
HEINE JEFF	382211873	3/3/2015	3/4/2015	3/27/2015	MIDWEST TECHNOLOGY PRO	278.00
HEINE JEFF	382588329	3/4/2015	3/6/2015	3/27/2015	SOUTH CENTRAL SERVICE	30.00
HEINE JEFF	382588330	3/5/2015	3/6/2015	3/27/2015	WW GRAINGER	993.22
HEINE JEFF	383414692	3/12/2015	3/13/2015	3/27/2015	WW GRAINGER	130.56
HEINE JEFF	383720641	3/16/2015	3/17/2015	3/27/2015	WW GRAINGER	148.66
HEINE JEFF	384165722	3/20/2015	3/20/2015	3/27/2015	PREMIER MOUNTS STORE A	707.58
HEINE JEFF	384165723	3/19/2015	3/20/2015	3/27/2015	BSN*SPORT SUPPLY GROUP	2,262.24
HEINE JEFF	384165724	3/20/2015	3/20/2015	3/27/2015	ULINE *SHIP SUPPLIES	578.08
HEINE JEFF	384165725	3/19/2015	3/20/2015	3/27/2015	WW GRAINGER	210.80
HEINE JEFF	384165726	3/19/2015	3/20/2015	3/27/2015	KULLY SUPPLY	183.07
HEINE JEFF	384501758	3/23/2015	3/24/2015	3/27/2015	NOR*NORTHERN TOOL	57.45
KELLER CHUCK	382211874	3/3/2015	3/4/2015	3/27/2015	Amazon.com	34.96
KELLER CHUCK	383838897	3/18/2015	3/18/2015	3/27/2015	VZWRLSS*MY VZ VB P	199.24
KELLER CHUCK	384165727	3/19/2015	3/20/2015	3/27/2015	MASBO 00 OF 00	250.00
KELLER CHUCK	384501759	3/23/2015	3/24/2015	3/27/2015	COBORN S SUPERSTORE	156.00
KELLER CHUCK	384752636	3/26/2015	3/26/2015	3/27/2015	VZWRLSS*APOCC VISB	600.62
KELLER CHUCK	384935508	3/26/2015	3/27/2015	3/27/2015	COBORN S SUPERSTORE	171.60
WILLIAMS CHAD	382588333	3/3/2015	3/6/2015	3/27/2015	MULTI-HEALTH SYSTEMS	150.00

March 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
MATHIOWETZ BRUCE	381939034	2/28/2015	3/2/2015	3/27/2015	MICRO CENTER #045 RETA	304.94
MATHIOWETZ BRUCE	382211881	3/3/2015	3/4/2015	3/27/2015	TARPAFLEX US LTD.	142.98
MATHIOWETZ BRUCE	382817867	3/6/2015	3/9/2015	3/27/2015	MATHESON - C16	134.44
MATHIOWETZ BRUCE	383414697	3/13/2015	3/13/2015	3/27/2015	AMAZON MKTPLACE PMTS	11.09
MATHIOWETZ BRUCE	383414698	3/14/2015	3/13/2015	3/27/2015	AMAZON MKTPLACE PMTS	23.98
MATHIOWETZ BRUCE	383611952	3/15/2015	3/16/2015	3/27/2015	AMAZON MKTPLACE PMTS	43.25
MATHIOWETZ BRUCE	383838905	3/17/2015	3/18/2015	3/27/2015	MIDWEST TECHNOLOGY PRO	487.00
MATHIOWETZ BRUCE	384165737	3/19/2015	3/20/2015	3/27/2015	AMAZON MKTPLACE PMTS	48.99
MATHIOWETZ BRUCE	384935517	3/26/2015	3/27/2015	3/27/2015	CUB FOODS #31354	34.34
ANDERSON DOUG	381939035	2/27/2015	3/2/2015	3/27/2015	KWIK TRIP 3300003301	3.68
ANDERSON DOUG	381939036	2/28/2015	3/2/2015	3/27/2015	PIZZA PLUS	27.50
ANDERSON DOUG	381939037	2/28/2015	3/2/2015	3/27/2015	RUCKS MEAT MARKET	8.29
ANDERSON DOUG	381939038	2/28/2015	3/2/2015	3/27/2015	RUCKS MEAT MARKET	21.69
ANDERSON DOUG	382092377	3/2/2015	3/3/2015	3/27/2015	PIZZA PLUS	105.00
ANDERSON DOUG	383080088	3/10/2015	3/11/2015	3/27/2015	BERRY BLENDZ EP	819.00
ANDERSON DOUG	383611953	3/14/2015	3/16/2015	3/27/2015	RUCKS MEAT MARKET	34.68
ANDERSON DOUG	383720647	3/15/2015	3/17/2015	3/27/2015	KWIK TRIP 3300003301	5.97
ANDERSON DOUG	383720648	3/16/2015	3/17/2015	3/27/2015	KERNEL CONCESSION SUPP	281.93
ANDERSON DOUG	383720649	3/15/2015	3/17/2015	3/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	383720650	3/15/2015	3/17/2015	3/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	383720651	3/16/2015	3/17/2015	3/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	384165738	3/18/2015	3/20/2015	3/27/2015	SUBWAY 03164670	135.00
SMITH KELLY	383973798	3/18/2015	3/19/2015	3/27/2015	SENSIBLE LAND USE COAL	48.00
WICK KEN	382092374	3/1/2015	3/3/2015	3/27/2015	KALAHARI RESORTS	78.58
WICK KEN	382588323	3/5/2015	3/6/2015	3/27/2015	THE IDOCTOR LLC	576.00
WICK KEN	383080086	3/11/2015	3/11/2015	3/27/2015	AMAZON MKTPLACE PMTS	19.99
WICK KEN	383414690	3/13/2015	3/13/2015	3/27/2015	APL*APPLEONLINESTOREUS	98.00
WICK KEN	383414691	3/13/2015	3/13/2015	3/27/2015	APL*APPLEONLINESTOREUS	145.00
WICK KEN	384165719	3/20/2015	3/20/2015	3/27/2015	CDW GOVERNMENT	66.32
WICK KEN	384165720	3/20/2015	3/20/2015	3/27/2015	AMAZON MKTPLACE PMTS	23.22
WICK KEN	384165721	3/18/2015	3/20/2015	3/27/2015	THE IDOCTOR LLC	644.98
WICK KEN	384752634	3/25/2015	3/26/2015	3/27/2015	APL*APPLEONLINESTOREUS	190.00
WICK KEN	384935506	3/27/2015	3/27/2015	3/27/2015	CDW GOVERNMENT	1,669.48
DEUTSCH JOE	382092372	3/2/2015	3/3/2015	3/27/2015	YOUNGBLOOD LUMBER	2,154.28
DEUTSCH JOE	382340872	3/3/2015	3/5/2015	3/27/2015	HARDWARE DISTRIBUTORS-	385.29
DEUTSCH JOE	383204889	3/11/2015	3/12/2015	3/27/2015	RECREATION.GOV	38.00
DEUTSCH JOE	383204890	3/11/2015	3/12/2015	3/27/2015	RECREATION.GOV	38.00

March 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DEUTSCH JOE	383414688	3/13/2015	3/13/2015	3/27/2015	ROC*ROCKLER WDWRK HDWE	23.43
DEUTSCH JOE	383838895	3/17/2015	3/18/2015	3/27/2015	RECREATION.GOV	38.00
DEUTSCH JOE	384615852	3/24/2015	3/25/2015	3/27/2015	AMERICAN GLASS & MIRRO	348.47
DEUTSCH JOE	384752631	3/25/2015	3/26/2015	3/27/2015	STEFFEN HARDWARE	7.48
GROTBERG CAREN	382211872	3/2/2015	3/4/2015	3/27/2015	HAAN CRAFTS	339.34
GROTBERG CAREN	382588320	3/6/2015	3/6/2015	3/27/2015	COBORN S SUPERSTORE	12.87
GROTBERG CAREN	384752632	3/25/2015	3/26/2015	3/27/2015	COBORN S SUPERSTORE	28.35
GROTBERG CAREN	384752633	3/25/2015	3/26/2015	3/27/2015	NASCO MAIL ORDER	243.42
ACTIVITIES BELLE P	381939039	2/28/2015	3/2/2015	3/27/2015	DOMINO S 7300	58.17
ACTIVITIES BELLE P	381939040	2/28/2015	3/2/2015	3/27/2015	HOLIDAY INN ST PAUL	1,775.81
ACTIVITIES BELLE P	382211882	3/3/2015	3/4/2015	3/27/2015	COBORN S SUPERSTORE	14.91
ACTIVITIES BELLE P	382211883	3/3/2015	3/4/2015	3/27/2015	COBORN S SUPERSTORE	13.95
ACTIVITIES BELLE P	382340881	3/3/2015	3/5/2015	3/27/2015	COBORN S SUPERSTORE	(14.91)
ACTIVITIES BELLE P	383414699	3/13/2015	3/13/2015	3/27/2015	MMEA	20.00
ACTIVITIES BELLE P	383611954	3/13/2015	3/16/2015	3/27/2015	METROPOLIS HOTEL	1,793.00
ACTIVITIES BELLE P	383611955	3/13/2015	3/16/2015	3/27/2015	ACTION CITY	1,313.20
ACTIVITIES BELLE P	383973804	3/17/2015	3/19/2015	3/27/2015	ORIENTAL TRADING CO	275.07
ACTIVITIES BELLE P	384165739	3/19/2015	3/20/2015	3/27/2015	OSCEOLA COUNTY STADIUM	540.00
ACTIVITIES BELLE P	384363791	3/21/2015	3/23/2015	3/27/2015	SAMSCLUB #6311	14.92
ACTIVITIES BELLE P	384363792	3/21/2015	3/23/2015	3/27/2015	WM SUPERCENTER #3513	15.80
ACTIVITIES BELLE P	384363793	3/21/2015	3/23/2015	3/27/2015	SAMS CLUB #6311	198.28
ACTIVITIES BELLE P	384363794	3/21/2015	3/23/2015	3/27/2015	OFFICE MAX	38.38
ACTIVITIES BELLE P	384501764	3/24/2015	3/24/2015	3/27/2015	NETBRANDS MEDIA CORP.	92.38
ACTIVITIES BELLE P	384615855	3/24/2015	3/25/2015	3/27/2015	GOLF GALAXY # 001	134.96
ACTIVITIES BELLE P	384615856	3/25/2015	3/25/2015	3/27/2015	TWINS BALLPARK LLC	1,039.00
ACTIVITIES BELLE P	384615857	3/25/2015	3/25/2015	3/27/2015	NETBRANDS MEDIA CORP.	(26.68)
SPARBY MINDY	381939026	2/27/2015	3/2/2015	3/27/2015	COSSETTA S	236.41
SPARBY MINDY	381939027	2/27/2015	3/2/2015	3/27/2015	COSSETTA S	242.40
SPARBY MINDY	381939028	2/28/2015	3/2/2015	3/27/2015	HOLIDAY INN ST PAUL	3,412.72
SPARBY MINDY	382092371	2/28/2015	3/3/2015	3/27/2015	ERBERT AND GERBERTS SA	250.32
SPARBY MINDY	384165717	3/20/2015	3/20/2015	3/27/2015	MF ATHLETIC & PERFORM	148.45
COMM ED BELLE PLAINE	382211878	3/3/2015	3/4/2015	3/27/2015	USPS 26073001733418328	13.45
COMM ED BELLE PLAINE	382211879	3/3/2015	3/4/2015	3/27/2015	SYLVAN STUDIO	30.34
COMM ED BELLE PLAINE	382211880	3/3/2015	3/4/2015	3/27/2015	Discount School Supply	89.29
COMM ED BELLE PLAINE	382340880	3/4/2015	3/5/2015	3/27/2015	USPS 26073001733418328	1.61
COMM ED BELLE PLAINE	382588339	3/5/2015	3/6/2015	3/27/2015	COBORN S SUPERSTORE	46.36
COMM ED BELLE PLAINE	382588340	3/5/2015	3/6/2015	3/27/2015	USPS 26073001733418328	2.24

March 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	383080087	3/10/2015	3/11/2015	3/27/2015	USPS 26073001733418328	5.53
COMM ED BELLE PLAINE	383204896	3/10/2015	3/12/2015	3/27/2015	BOROUGH BOWL	181.75
COMM ED BELLE PLAINE	383720646	3/16/2015	3/17/2015	3/27/2015	USPS 26073001733418328	8.68
COMM ED BELLE PLAINE	383838904	3/17/2015	3/18/2015	3/27/2015	Discount School Supply	186.19
COMM ED BELLE PLAINE	383973802	3/18/2015	3/19/2015	3/27/2015	USPS 26073001733418328	15.61
COMM ED BELLE PLAINE	383973803	3/17/2015	3/19/2015	3/27/2015	THE GRAPHIC EDGE INC	454.15
COMM ED BELLE PLAINE	384165733	3/20/2015	3/20/2015	3/27/2015	COBORN S SUPERSTORE	17.80
COMM ED BELLE PLAINE	384165734	3/19/2015	3/20/2015	3/27/2015	USPS 26073001733418328	8.62
COMM ED BELLE PLAINE	384165735	3/20/2015	3/20/2015	3/27/2015	USPS 26073001733418328	494.27
COMM ED BELLE PLAINE	384165736	3/18/2015	3/20/2015	3/27/2015	THE GRAPHIC EDGE INC	857.80
COMM ED BELLE PLAINE	384363790	3/20/2015	3/23/2015	3/27/2015	ORIENTAL TRADING CO	128.13
COMM ED BELLE PLAINE	384935515	3/26/2015	3/27/2015	3/27/2015	COBORN S SUPERSTORE	11.87
COMM ED BELLE PLAINE	384935516	3/26/2015	3/27/2015	3/27/2015	USPS 26073001733418328	17.65
ELEMENTARY CHATFIELD	382092376	3/3/2015	3/3/2015	3/27/2015	AMAZON MKTPLACE PMTS	65.94
ELEMENTARY CHATFIELD	382340873	3/4/2015	3/5/2015	3/27/2015	TEACHERSPAYTEACHERS.CO	23.00
ELEMENTARY CHATFIELD	382340874	3/3/2015	3/5/2015	3/27/2015	DEMCO INC	64.20
ELEMENTARY CHATFIELD	382588335	3/5/2015	3/6/2015	3/27/2015	OFFICEMAX CT*IN#623699	30.74
ELEMENTARY CHATFIELD	382588336	3/6/2015	3/6/2015	3/27/2015	ACT*MN DEC Spring Conf	290.00
ELEMENTARY CHATFIELD	382817866	3/6/2015	3/9/2015	3/27/2015	DEMCO INC	45.87
ELEMENTARY CHATFIELD	382946427	3/9/2015	3/10/2015	3/27/2015	TEACHERSPAYTEACHERS.CO	4.00
ELEMENTARY CHATFIELD	383204891	3/11/2015	3/12/2015	3/27/2015	TARGET 00002204	36.27
ELEMENTARY CHATFIELD	383204892	3/11/2015	3/12/2015	3/27/2015	OFFICE DEPOT #415	88.55
ELEMENTARY CHATFIELD	383204893	3/10/2015	3/12/2015	3/27/2015	DEMCO INC	(56.25)
ELEMENTARY CHATFIELD	383414693	3/12/2015	3/13/2015	3/27/2015	OFFICEMAX CT*IN#783194	51.39
ELEMENTARY CHATFIELD	383414694	3/13/2015	3/13/2015	3/27/2015	OFFICEMAX CT*IN#796613	8.46
ELEMENTARY CHATFIELD	383838898	3/17/2015	3/18/2015	3/27/2015	GOPHER SPORT	33.57
ELEMENTARY CHATFIELD	384165728	3/20/2015	3/20/2015	3/27/2015	SPEECHPAGEC	131.51
ELEMENTARY CHATFIELD	384165729	3/19/2015	3/20/2015	3/27/2015	GOPHER SPORT	(35.90)
ELEMENTARY CHATFIELD	384363787	3/21/2015	3/23/2015	3/27/2015	GOPHER SPORT	42.00
ELEMENTARY CHATFIELD	384501760	3/23/2015	3/24/2015	3/27/2015	COBORN S SUPERSTORE	41.06
ELEMENTARY CHATFIELD	384501761	3/23/2015	3/24/2015	3/27/2015	SUPER DUPER PUBLICATIO	52.39
ELEMENTARY CHATFIELD	384615853	3/24/2015	3/25/2015	3/27/2015	JOISSU PRODUCTS	89.83
ELEMENTARY CHATFIELD	384752637	3/25/2015	3/26/2015	3/27/2015	GOPHER SPORT	(6.10)
ELEMENTARY CHATFIELD	384935509	3/26/2015	3/27/2015	3/27/2015	CREATIVE MATHEMATI	33.00
ELEMENTARY CHATFIELD	384935510	3/25/2015	3/27/2015	3/27/2015	ORIENTAL TRADING CO	19.50
ELEMENTARY OAK CREST	381939033	3/1/2015	3/2/2015	3/27/2015	SAMSCLUB #6311	65.77
ELEMENTARY OAK CREST	382211875	3/3/2015	3/4/2015	3/27/2015	SSI*SCHOOL SPECIALTY	170.85

March 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	382211876	3/3/2015	3/4/2015	3/27/2015	SSI*SCHOOL SPECIALTY	127.78
ELEMENTARY OAK CREST	382211877	3/3/2015	3/4/2015	3/27/2015	RGS Pay*	97.96
ELEMENTARY OAK CREST	382340875	3/4/2015	3/5/2015	3/27/2015	COBORN S SUPERSTORE	34.16
ELEMENTARY OAK CREST	382340876	3/4/2015	3/5/2015	3/27/2015	EDMENTUM/EDOPTIONACADE	853.29
ELEMENTARY OAK CREST	382340877	3/4/2015	3/5/2015	3/27/2015	SSI*SCHOOL SPECIALTY	112.09
ELEMENTARY OAK CREST	382340878	3/4/2015	3/5/2015	3/27/2015	AMAZON MKTPLACE PMTS	(204.99)
ELEMENTARY OAK CREST	382340879	3/4/2015	3/5/2015	3/27/2015	SCHOLASTIC BOOK CLUB	92.00
ELEMENTARY OAK CREST	383204894	3/11/2015	3/12/2015	3/27/2015	AmazonPrime Membership	99.00
ELEMENTARY OAK CREST	383204895	3/10/2015	3/12/2015	3/27/2015	THE ORDWAY	472.50
ELEMENTARY OAK CREST	383414695	3/13/2015	3/13/2015	3/27/2015	SSI*SCHOOL SPECIALTY	87.45
ELEMENTARY OAK CREST	383414696	3/13/2015	3/13/2015	3/27/2015	SSI*SCHOOL SPECIALTY	208.81
ELEMENTARY OAK CREST	383611949	3/13/2015	3/16/2015	3/27/2015	SUBWAY 03164670	117.56
ELEMENTARY OAK CREST	383611950	3/15/2015	3/16/2015	3/27/2015	AMAZON MKTPLACE PMTS	15.96
ELEMENTARY OAK CREST	383611951	3/16/2015	3/16/2015	3/27/2015	SSI*CLASSROOM DIRECT	163.22
ELEMENTARY OAK CREST	383720642	3/16/2015	3/17/2015	3/27/2015	COBORN S SUPERSTORE	12.97
ELEMENTARY OAK CREST	383720643	3/16/2015	3/17/2015	3/27/2015	SSI*SCHOOL SPECIALTY	325.87
ELEMENTARY OAK CREST	383720644	3/17/2015	3/17/2015	3/27/2015	NORTHEAST FOUNDATION F	1,458.00
ELEMENTARY OAK CREST	383720645	3/17/2015	3/17/2015	3/27/2015	AMAZON MKTPLACE PMTS	60.97
ELEMENTARY OAK CREST	383838899	3/18/2015	3/18/2015	3/27/2015	DOMINO S 7300	51.39
ELEMENTARY OAK CREST	383838900	3/17/2015	3/18/2015	3/27/2015	SSI*SCHOOL SPECIALTY	355.41
ELEMENTARY OAK CREST	383838901	3/17/2015	3/18/2015	3/27/2015	AMAZON MKTPLACE PMTS	115.44
ELEMENTARY OAK CREST	383838902	3/17/2015	3/18/2015	3/27/2015	Amazon.com	42.25
ELEMENTARY OAK CREST	383838903	3/17/2015	3/18/2015	3/27/2015	AMAZON MKTPLACE PMTS	11.31
ELEMENTARY OAK CREST	383973799	3/18/2015	3/19/2015	3/27/2015	COBORN S SUPERSTORE	65.82
ELEMENTARY OAK CREST	383973800	3/18/2015	3/19/2015	3/27/2015	TARGET 00012724	27.45
ELEMENTARY OAK CREST	383973801	3/18/2015	3/19/2015	3/27/2015	SQ *CHARITY JAMES J. H	732.00
ELEMENTARY OAK CREST	384165730	3/20/2015	3/20/2015	3/27/2015	AMAZON MKTPLACE PMTS	21.49
ELEMENTARY OAK CREST	384165731	3/20/2015	3/20/2015	3/27/2015	Amazon.com	58.45
ELEMENTARY OAK CREST	384165732	3/19/2015	3/20/2015	3/27/2015	YOUTHLIGHT INC.	194.65
ELEMENTARY OAK CREST	384363788	3/23/2015	3/23/2015	3/27/2015	SSI*SCHOOL SPECIALTY	93.84
ELEMENTARY OAK CREST	384363789	3/23/2015	3/23/2015	3/27/2015	SSI*CLASSROOM DIRECT	75.11
ELEMENTARY OAK CREST	384501762	3/24/2015	3/24/2015	3/27/2015	SSI*SCHOOL SPECIALTY	114.80
ELEMENTARY OAK CREST	384501763	3/23/2015	3/24/2015	3/27/2015	SAMSCLUB #6311	48.80
ELEMENTARY OAK CREST	384615854	3/23/2015	3/25/2015	3/27/2015	WILLIAM V MACGILL & CO	497.14
ELEMENTARY OAK CREST	384752638	3/25/2015	3/26/2015	3/27/2015	SAMS CLUB #6311	364.60
ELEMENTARY OAK CREST	384935511	3/26/2015	3/27/2015	3/27/2015	TEACHERSPAYTEACHERS.CO	81.00
ELEMENTARY OAK CREST	384935512	3/26/2015	3/27/2015	3/27/2015	TRIARCO MAIL ORDER	591.00

March 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	384935513	3/26/2015	3/27/2015	3/27/2015	TRIARCO MAIL ORDER	124.76
ELEMENTARY OAK CREST	384935514	3/27/2015	3/27/2015	3/27/2015	TEACHER CREATED RESOUR	32.93
HANSON LIANN	382092373	3/2/2015	3/3/2015	3/27/2015	GENESIS TOWN & COUNTRY	39.42
HANSON LIANN	383080085	3/10/2015	3/11/2015	3/27/2015	TARGET 00013524	68.90
HANSON LIANN	383414689	3/13/2015	3/13/2015	3/27/2015	DISCOUNTMUGS.COM	483.50
HANSON LIANN	383838896	3/17/2015	3/18/2015	3/27/2015	COMPENDIUM INC	83.40
HANSON LIANN	384165718	3/19/2015	3/20/2015	3/27/2015	COBORN S SUPERSTORE	186.92

Total	49,153.24
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Chuck Keller
Business Manager
Margot Hansen
Director of Curriculum & Assessment
Ken Wick
IT Director



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

DATE OF BOARD MEETING: April 27, 2015
 SUBJECT: Gifts and Donations
 RECOMMENDATION: Approve

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

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

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

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

DETAIL OF GIFTS/DONATIONS:

Date	Donor	Item and Nature of Donation/Gift	Amount
2.10.15	Wells Fargo Comm Support Campaign – Neal Williamson	Chatfield Elementary	95.00
3.10.15	Friends of the Library	Oak Crest Elementary – I Love to Read	500.00
2.19.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Grade 4 Scholastic News for the 2015-16 school year	679.90
2.19.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Art Journals for the 2015-16 school year	591.00
1.30.15	Belle Plaine Elementary PTO	Chatfield Elementary – Kindergarten Recess	410.02

Board Report
April 23, 2015
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank to the PTO for sponsoring the First Grade and Second Grade opportunities to learn about wolves and the animals from the MN Zoomobile.
- Thank you to the PTO for the successful craft night.
- 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!!!
- Thank you to Bob Caola for helping us find the perfect tree, digging the hole, and making sure everything was prepared for April 24th. Chatfield planted the tree in honor and memory of Emma German. The students at Chatfield each had the opportunity to scatter dirt around the tree throughout the day on April 24th.

Acceleration:

- Professional Learning Communities: The Chatfield PLC Leaders finished vertical teaming with the Foundational Reading Standards. The PLC leaders are now going to review the document with their teams and make any changes/additions that are necessary.
- The vertical teaming process has been beneficial. We are better able to see how each grade level and team is delivering the information to students.
- Class size numbers for 15-16 as of April 23: Begindergarten 14; Kindergarten 132; First Grade 116; Second Grade 115. Because of the increased number of Kindergarten students we will need to reduce second grade to 5 sections and increase Kindergarten to 7 sections.

Anticipation:

- NWEA and AIMS testing will be occurring at Chatfield. NWEA will be April 27-May 8 and AIMS will be May 11-14.
- Second grade will be attending their end of the year field trip on May 4.
- Kindergarten will be attending their end of the year field trip on May 21.
- First grade will be attending their end of the year field trip on May 26.
- Teacher Appreciation Week May 4-8.
- Bounce Into Spring PTO event on May 15.
- The NED show will be at Chatfield on May 29.

Board Report
April 27th, 2015
Oak Crest Elementary
Liann Hanson

Appreciation:

- **Symposium of Women Educational Leaders** Kim DeWitte and I attended the Symposium of Women Educational Leaders. It was a group of 200 female leaders from across the state. It was a great symposium!
- **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 25th! 2nd and 3rd grade students jumped their heart out!

Acceleration:

- **Girls ROC!** We continue our Girls ROC! Running club! We have 112 students and 12 staff members participating! We did the Girls on the Run 5K with over 90 people from Belle Plaine participating!
- **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 have started our Math and Reading MCA Testing in April. We will finish Science testing at the beginning of May.


Anticipation

- **4th Grade Musical** Our 4th grade students will be performing a musical on Tuesday, April 28th at 7:00 at Oak Crest.
- **DARE Graduation** Our 5th grade students will be participating in the DARE Graduation on Wednesday, May 12th at 9:00 AM.
- **DARE Walk/Run** Oak Crest will also host our DARE Walk/Run 5K on Wednesday, May 12th at 12:30 PM.
- **LEAP Ceremony** Our LEAP Ceremony is on Thursday, May 7th at 1:45 PM at Oak Crest.
- **6th Grade Field Trip** 6th grade has a field trip to Fort Snelling on Friday, May 8th.
- **5th and 6th grade Band Concert** Our 5th and 6th grade band students have a band concert on Monday, May 11th 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 Friday, May 15th. We thank them for all the work they do!
- **Terrific Tiger Breakfast** The Terrific Tiger Breakfast is on Friday, May 15th at 7:50 AM for those students who have been named a Terrific Tiger!
- **4th Grade Field Trip** Our 4th grade students will be taking a field trip to the Ney Center to construct birdhouse on Friday, May 15th.
- **ELC Talent Show** Our 5th and 6th grade students will be hosting the annual Talent Show at Oak Crest on Wednesday, May 27th and Thursday, May 28th at 7:00 PM.
- **Track Meet** Our 3rd and 4th grade students will be participating in a track meet on Wednesday, May 27th.
- **Skateville** 5th and 6th grade students will be heading to Skateville on Tuesday June 2nd
- **Track Meet** Our 5th and 6th grade students will also be participating in a track meet on Wednesday, June 3rd
- **6th Grade Graduation** Our 6th graders will graduate from Oak Crest on our last day of school, Thursday, June 4th at 9:30 AM.



Belle Plaine Jr.-Sr. High School Tiger Activities



Office P Mobile: E - mch Email: l		2418 belleplaine.k12.mn.us aine.k12.mn.us	Mindy Chevalier, Asst Principal/AD 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 Board Report

Appreciation

- The MCA's are underway with 7th grade reading first! The staff and students have worked hard to generate fun energy surrounding testing week. We have dress up days and some fun activities going to keep the kids focused. We are eagerly anticipating the results!
- The spring sports have all had great starts to their seasons!! Even though it's been cold...they've battled through!

Anticipation

- 6th grade Orientation into the Junior High is scheduled for May 13th. The students get a tour of the building as well as information on all the possible activities they can join.
- The Junior High Musical, Beauty and The Beast opens this Friday night! Show times are Friday at 7:00pm and Saturday at 1:00pm. Good luck to Ms. Velzke and the Junior High drama students!

Acceleration

- Thanks to Mr. Hennen and the Junior High Student council for a great activity night on April 17th! Mrs. Perkins, Mr. Nelson, Mr. Otto and Mrs. Otto all joined in the fun as well! It was a Hawaiian or Formal theme and the kids had a blast! Record attendance by our students!
- Prom is on the Horizon and the countdown is on! May 2nd is the date!

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

Belle Plaine
Schools
Expecting Excellence
from Everyone, Every Day!
Kelly D. Smith, Ed.D., Superintendent

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

Board Meeting 4.27.15

Belle Plaine School District #0716 Special Services Department Update:

- Working with building staff and administration on programming, staffing and getting ready for next fall.
- Toured with Rachel Benson different Transition Programs in Shakopee and New Prague.
- Met with vendors on PAES Lab for our Transition Program and preparing for construction of our classrooms in the District Office.
- Held quarterly SEAC (Parent Advisory Council Meeting) meeting on April 23, 2015 at JHS and toured SW Metro RVEC location in Jordan and heard presentation about SW Metro.
- Current hiring for the district:
 - Emily Aust, Speech and Language Pathologist, ECSE and Secondary
 - Jenna Eder, SpEd Coordinator
 - Kiirsten Rakers, Physical Therapist, District-wide (shared with Jordan)
 - TBD, Life Skills Teacher Jr. High and High School
- Completed the ADSIS Application to continue Behavioral Specialist position at Chatfield and Oak Crest.
- Getting ready for Extended School Year or ESY for our students on IEPs. This will be located at BPHS this summer July 6th through July 30th
- Attending the **Omni Circular Training – April 21, 2015**
- Main focus for 2015-2016 school year is to prepare and get ready for our due process procedures and special education monitoring by MDE.

**Belle Plaine High School
School Board Report
Submitted by Dave Kreft
April, 2015**

Appreciation:

- We were visited again by Katie Pekel with the University of Minnesota to evaluate our Ramp Up implementation. Katie provided us feedback on our process. She again gave us the autonomy to make the program unique to the needs of Belle Plaine, which means modifying some of the activities, removing some, and adding others. We will maintain the focus of the 5 Pillars of Readiness addressed in Ramp Up, but will fold the program into our needs. Katie complimented on our approach to forming groups, providing support, and willingness to adapt. We know we need to improve our parent involvement piece and she said it is typical in year 1. We have collected feedback from the staff and will move forward with changes that impact students. I appreciate the vision that our staff members have for the future, with a focus on student impact.
- The “Nuts and Bolts” group has met multiple times in the last two months. Our recent focus has been our attendance policy. Amie Hohenstein (responsible for 9-12 truancy) has collected information from 4-5 surrounding schools. We are examining the “punitive” side of attendance (unexcused absences, tardies, excessive absences) and the desire to put procedures in place that encourage students to come to school promptly and consistently. Our policies are as strong in practice as any surrounding school, but does not diminish our desire to improve policy and practice to improve attendance. We are looking at certain “triggers” to determine when parent meetings take place.

Acceleration:

- The ACT is upon us! All juniors will be testing from 8:00-12:45 or so on April 28th. It has required substantial coordination and communication to train proctors, warden off an area of the school, determine food for the day (Taher is assisting us with breakfast), inform parents, and adjust classes. We feel very comfortable with the plan that is in place and anticipate a successful test date. We have lined up one of our junior parents to provide the food, so the students may relax and celebrate after a long day of testing. The juniors are dismissed after they have eaten lunch.

Anticipation:

- At our last Southwest Minnesota Association of Secondary School Principals’ meeting, I was elected as President Elect. For the next two years I will serve as President Elect, then two years as the President, and closing with two years on the Executive Board (6 year commitment). I look forward to this leadership responsibility within the organization and the opportunity I will have to strengthen professional relationships.

**Belle Plaine High School
School Board Report
Submitted by Margot Hansen
April 27, 2015**

Appreciation:

- Over the past few weeks grades 3-8 have been completely invested in testing, both students and teachers. I appreciate all of the positive conversations, willingness to go the “extra mile” for the kids, and the amount of flexibility on behalf of the staff!

Acceleration:

- Testing continues in grades 3-8 next week, but Chatfield students will also be testing. NWEA starts for students in grades 1-2 on Monday and will continue through May 8, 2015. All MCA Reading and Math Assessments need to be completed and returned to the state department by May 8, 2015, while Science Assessments for grades 5, 8, and 10 will be completed and returned on May 15, 2015. Preliminary results are available.

Anticipation:

- I am looking forward to having all assessments complete, analyzing the results, and sharing them with the staff. Based on the preliminary results, it seems there will definitely be some things to celebrate, specifically growth.
- As we get closer to the end of the year, teachers are expressing interest in time to collaborate during the summer about standards, assessments, and overall best practice.



Independent School District No. 716

http://www.belleplaine.k12.mn.us

District Calendar 2015-2016

Approved 2/23/15

District Contact Information

District Office: (952) 873-2400

Chatfield Elementary: (952)

873-2401

Oak Crest Elementary: (952)

Jul-15

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan-16

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- No School (Holiday)
- No School (Teacher Workshop Day)
- 22 Parent-Teacher Conferences
- 22 End of Quarter or Trimester

18

Aug-15

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Feb-16

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

20

Sep-15

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Mar-16

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18

Oct-15

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Apr-16

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20

Nov-15

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May-16

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

21

Dec-15

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jun-16

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7

August

28,31 Teachers Workshop

September

2-Jan Teachers Workshop

7 No School - Labor Day

8 School Begins 7-12

8-9 K-6 Conferences 9 am to 5 pm

10 School Begins K-6

October

12, 13 K-6 Parent Teacher Conferences

15-16 No SchocEducation MN Conference

November

10 End of 1st Quarter

13 No School - Teacher Workshop

23, 24 7-12 Parent Teacher Conferences

25-27 No School - Thanksgiving Break

December

23-31 No School - Holiday Break

January

1 No School - Holiday Break

4 School Resumes

18 No School - Martin Luther King Jr. Day

27 End 2nd Quarter / 1st Semester

29 No School - Teacher Workshop

February

9, 11 K-6 Parent Teacher Conferences

15 No School - President's Day

18, 22 7-12 Parent Teacher Conferences

March

21 - 25 No School - Spring Break

April

7 End 3rd Quarter

8 Teacher Workshop

May

30 No School - Memorial Day

June

9 Last student day - End of 4th Quarter / 2nd Semester

10 Teacher workshop

12 Graduation

Student Contact Day Summary

Quarter Summary	Trimester Summary
1st Quar 44	1st Trimester
2nd Quar 43	2nd Trimester
3rd Quar 44	3rd Trimester
4th Quar 43	
Total 174	Total 0

8 teacher workshop days

2 days allotted for parent-teacher conferences

Total teacher days: 184

1st Reading: 05/29/2007

2nd Reading: 9/24/2007

Approved: 12/17/2007

Reviewed: 12/23/2013

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship;
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.

- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
 - 1. In the school district's discretion, training and instruction may result in CPR certification.
 - 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
 - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their college and career interests and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must be designed to:
 - 1. provide a comprehensive academic plan for completing a college and career-ready curriculum premised on meeting state and local academic standards and developing 21st century skills such as team work, collaboration, and good work habits;
 - 2. emphasize academic rigor and high expectations;
 - 3. help students identify personal learning styles that may affect their postsecondary education and employment choices;
 - 4. help students gain access to postsecondary education and career options;

5. integrate strong academic content into career-focused courses and integrate relevant career-focused courses into strong academic content;
6. help students and families identify and gain access to appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
7. help students and families identify collaborative partnerships of kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and employers that support student' transition to postsecondary education and employment and provide students with experiential learning opportunities; and
8. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduced students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select a career, career interest, employment goals, or related job training.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

Adopted: _____

MSBA/MASA Model Policy 604

Orig. 1995

Revised: _____

Rev. ~~2013~~ 2014

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship;
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with Minn. Stat. § 120B.022, Subd. 1.]

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two,

of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
 - 1. In the school district's discretion, training and instruction may result in CPR certification.
 - 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
 - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to

students under this section.]

- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must ~~be designed to~~:
1. provide a comprehensive academic plan ~~for completing a college and to prepare for and complete~~ career and college-ready curriculum ~~by premised on~~ meeting state and local academic standards and developing 21st-century career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
 2. emphasize academic rigor and high expectations;
 3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 - 4 5. help students gain access ~~to postsecondary~~ education and career options;
 - 5 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 - 6 7. help ~~students and families~~ identify and gain access ~~to~~ appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 - 7 8. help ~~students and families~~ identify collaborative partnerships ~~of among~~ pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 - 8 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial

course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

1st Reading: May 1, 2008
2nd Reading: May 27, 2008
Approved: June 23, 2008

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA Service Manual, Chapter 7, Education Funding

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 2000

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

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III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
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- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure

budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA Service Manual, Chapter 7, Education Funding

701-2 FUND BALANCES

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 10% percent of the annual budget.

Fund Balance Level equal to Ten (10) Percent

The board’s intent is to maintain a minimum unassigned fund balance of ten (10) 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 10% 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

1st Reading: 05/22/2006
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709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not

received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. A representative from Stier Transportation Service Co. and/or the building principal shall be responsible to determine consequences for misbehaving including suspension or termination of riding privileges.
- b. The first report of an incident involving a student's misbehavior on or near a bus will be sent to the parent (and a phone call) and principal stating the violation and the consequence, deemed as a warning.
- c. The second report of a student's misbehavior on or near the bus may require a meeting with the parents, principal & bus operator. Consequence will be a loss of riding privilege up to a period of five days.
- d. Any future reports on a particular student during one school year will lead to the denial of riding privilege for longer periods of time, up to and including the balance of the school year.
- e. In the event of a grossly flagrant violation, (i.e. physical abuse, sexual abuse, bringing of flammable material on the bus, etc.) it may become necessary to deny riding privileges at the time of the first violation. Any acts which may be construed as criminal shall be referred to the local police or sheriff's department.
- f. For incidents involving damage to a bus, such as broken windows, damage to seats, writing on seats, etc., the student and parents involved will pay for the cost of such damage.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota

Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers

transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning “pot type” flares are not allowed.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a

contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to student's with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street

loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

- (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
- (d) placing the type III vehicle in “park” during loading and unloading;
- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.

- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with Class D Driver’s License

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an

independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 3. A school bus operated under this section must bear a current certificate of inspection.
 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board

that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types,

Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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709 STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment

and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

1st Reading: 7/28/2008
2nd Reading: 9/22/2008
Approved: 10/27/2008
Reviewed: 4/28/2014

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

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, 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 other 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; or
 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©, (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:

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. ~~2011~~ 2014

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)

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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, 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~~ shall also collect at least three ~~of the following~~ recyclable materials: , such as, but not limited to, the following: 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~~ 16C.073, 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~~ 16C.073, 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. purchase paper which has been made on a paper machine located in Minnesota;
- ~~9~~ 10. print documents on both sides of the paper where commonly accepted publishing practices allow; and
- ~~10~~ 11. purchase copier paper that contains at least ten percent post-consumer material by fiber content.

(Minn. Stat. § ~~16B.122~~ 16C.073, 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~~ 16C.073, 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~~ 16C.073, Subd. 3(b))

VI. OTHER

~~It is the~~ The policy of the school district is 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~~ 16C.073 (Purchase and Use of Paper Stock; Printing)
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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:

Budget Reduction Options			Complete List	4/13 Supt. Recommendations	Board Approved	FTE	4/27 Supt. Recommendations
CHAT	1.0	RtI Teacher	\$60,000	\$60,000	\$0	0	\$0
CHAT	1.0	Title I Para	\$21,250	\$0	\$0	0.5	\$10,625
CHAT	1.0	Regular Ed Para	\$21,250	\$21,250	\$0	0.5	\$10,625
CHAT	1.0	Special Ed Para	\$8,700	\$8,700	\$0	1	\$8,700
OCE	3.0	Special Ed Paras	\$26,100	\$26,100	\$0	2	\$15,400
OCE	1.0	RtI Para	\$21,250	\$0	\$0	0	\$0
OCE	1.0	General Ed Para	\$21,250	\$21,250	\$0	0	\$0
JHSH	1	Social Worker *	\$43,500	\$43,500	\$43,500	1	\$43,500
JHSH	0.5	Physical Education	\$27,000	\$0	\$0	0	\$0
JHSH	1	Reduce One Overload at JHSH	\$7,000	\$7,000	\$0	1	\$7,000
JHSH	1	Special Ed Para	\$8,700	\$8,700	\$0	1	\$8,700
JHSH		10% Increase in Activity Fees	\$6,500	\$6,500	\$0		\$6,500
SPED		Transitions Program	\$115,000	\$115,000	\$115,000		\$115,000
SPED		Additional Supervisor Position	-\$45,000	-\$45,000	-\$45,000		-\$45,000
DIST	0.5	Custodian	\$21,000	\$21,000	\$0		\$21,000
DIST		10% Supply Budget Reduction	\$11,000	\$11,000	\$0		\$11,000
DIST		Restructure Tech Integration Position	\$9,000	\$9,000	\$0		\$9,000
* Proposal is made based on restructuring Activities/CE Director Position. Savings are net of new position & added AP							
Total			\$383,500	\$314,000	\$113,500		\$222,050

**Independent School District No. 716 (Belle Plaine)
Belle Plaine, Minnesota**

Estimated Taxes for Additional Levy

	<u>Assumptions</u>	<u>Source</u>
ADJ PU 2016-2017	1,794.60	MDE
RES PU 2016-2017	1,798.80	MDE
 Referendum Market Value (RMV)	 \$612,103,200	 MDE
 RMV Inflator	 0.0%	

Aid Ratio	2014 Levy Pay 2015	2015 Levy Pay 2016
First Tier	61.33%	61.33%
Second Tier	33.28%	33.28%
Third Tier	0.00%	0.00%

	\$250 Increase		\$400 Increase		\$550 Increase	
	Amount Per Pupil	Total Dollars	Amount Per Pupil	Total Dollars	Amount Per Pupil	Total Dollars
Local Optional Authorization	\$424.00	\$760,910.40	\$424.00	\$760,910.40	\$424.00	\$760,910.40
Board Authorized Authorization	300.00	538,380.00	300.00	538,380.00	300.00	538,380.00
New Levy	<u>250.00</u>	<u>448,650.00</u>	<u>400.00</u>	<u>717,840.00</u>	<u>550.00</u>	<u>987,030.00</u>
New Referendum Authorization	\$974.00	\$1,747,940.40	\$1,124.00	\$2,017,130.40	\$1,274.00	\$2,286,320.40
State Aid		\$479,495.68		\$569,075.67		\$604,907.67
Local Levy		1,268,444.72		1,448,054.73		1,681,412.73
Transition Revenue		7,752.67		7,752.67		7,752.67
Equity Revenue		<u>260,602.08</u>		<u>240,643.88</u>		<u>220,685.68</u>
Net Revenue		<u>\$2,016,295.15</u>		<u>\$2,265,526.95</u>		<u>\$2,514,758.75</u>

PRELIMINARY INFORMATION

Independent School District No. 716 (Belle Plaine)
Belle Plaine, Minnesota

Estimated Tax Impact for Additional Levy

Prepared: March 12, 2015

Referendum Market Value	FY 2017 2015 Pay 2016 Operating Levy Authority		
	Levy Increase		
	\$250.00 0.04891%	\$400.00 0.07825%	\$550.00 0.11637%
50,000	24.45	39.12	58.19
75,000	36.68	58.69	87.28
85,000	41.57	66.51	98.92
100,000	48.91	78.25	116.37
125,000	61.13	97.81	145.47
150,000	73.36	117.37	174.56
200,000	97.81	156.50	232.74
250,000	122.26	195.62	290.93
300,000	146.72	234.74	349.12
350,000	171.17	273.87	407.30
400,000	195.62	312.99	465.49
450,000	220.07	352.12	523.67
500,000	244.53	391.24	581.86
600,000	293.43	469.49	698.23
800,000	391.24	625.99	930.98
1,000,000	489.05	782.48	1,163.72

Tax rate increase is derived by dividing the levy on referendum market value by the total referendum market value.

The dollar increase in taxes payable is derived by multiplying the tax capacity rate increase

and the referendum market value by the referendum market value rate.

Residential seasonal recreational property and all but one acre and buildings of agriculture land

are excluded from referendum market value tax.

Calculations are based on current law and will require revision in the event of legislative changes.

Important Operating Referendum Dates

August 21, 2015	Last day to adopt resolution calling the referendum election and notify the Commissioner and county auditors. Last day to cancel a special election scheduled for General Election day. 74-day notice required
September 18, 2015	First day absentee ballots must be available for November election (46 days prior to election).
October 5, 2015	First day District may mail required notice (no more than 30 days prior to election).
October 13, 2015	Last day to preregister for November election (at least 21 days prior to date of election).
October 20, 2015	Last day to publish first notice of November election.
October 23, 2015	Last day to post notice of November election (at least 10 days prior to date of the election). Campaign finance reports are due if more than \$750 spent or received.
October 27, 2015	Last day to publish second notice of November election.
October 30, 2015	Last day to post sample ballot of November election (at least 4 days prior to date of election).
November 2, 2015	Last day to apply for absentee ballot for November election (day prior to date of election).
November 3, 2015	Election Day. No public meetings or school events may be held between 6 p.m. and 8 p.m. Minimum voting hours are 5 p.m. to 8 p.m. for non-metro districts and 10 a.m. to 8 p.m. for metro districts.
November 6-13, 2015	November election canvassing period.
November 13-20, 2015	Time period for citizens to request a recount (Within 7 days of canvass).
15 days after canvass	Last day to notify Commissioner of results of election.