

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



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

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**REGULAR BOARD MEETING**

**District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Tuesday, May 26, 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. Recognition of State Speech Meet Participants:** Mr. Jacobson

**2. Recognition of State Visual Arts Exhibit Participants:** Ms. Hannon-Orr

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

**4. Consensus Items:** Chair Ludvik

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

**2. Approve Monthly Expenditures:** 8

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:** 23

**6. Approve Gustavus Student Teacher Agreement:** 24

**5. Discussion Items:**

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

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

<b>3. <u>Building Administrator Reports:</u></b>		<b><u>31</u></b>
<b>6. <u>Action Items:</u></b>		
<b>1. <u>Approve Resolution to Place Teacher on Unrequested Leave of Absence:</u></b>	Dr. Smith	<b><u>37</u></b>
<b>2. <u>Approve Joint Facility Use Agreement &amp; Joint Community Services Agreements:</u></b>	Dr. Smith	<b><u>38</u></b>
<b>3. <u>Approve Activities &amp; Recreation Job Description:</u></b>	Dr. Smith	<b><u>47</u></b>
<b>4. <u>Discussion on Future Funding Streams for Belle Plaine:</u></b>	Dr. Smith, Mr. Keller	<b><u>50</u></b>
<b>5. <u>Accept Roofing Bid Proposal:</u></b>	Dr. Smith	
<b>6. <u>Approve Summer Curriculum Writing Requests:</u></b>	Dr. Smith	<b><u>58</u></b>
<b>7. <u>Policy Review:</u></b>	Dr. Smith	<b><u>59</u></b>
<b>7. <u>Upcoming Meetings:</u></b>		
<b>8. <u>Adjourn:</u></b>		

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Board Clerk

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Date

# **Preliminary Minutes of Regular Board Meeting**

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

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

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A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, April 27, 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, April 27, 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.*

2. Acknowledgment of Visitors and Special Presentations:

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

BPESP President, Dawn Underferth, addressed the school board and expressed concerns about the proposed para reductions. She shared her concerns that students would not be receiving the services that they needed as part if the proposed reductions were acted on.

2. 1. Technology in 7-12 Art Program:

Ms. Carol Hannon-Orr was present to share how she utilizes technology as an instructional tool within her 7-12 art classes. She shared a video put together by one of her students chronicling the efforts needed to produce some quality artwork.

Presenter: Ms. Carol Hannon-Orr

2. 2. Response to Intervention Program Update:

Emily Berg, Sara Bungarden, Teila Douglas, Carol Schultz and Jill Wallert from our Response to Intervention (RtI) program presented information about their program with the board. The teachers discussed the evaluation process, different types of interventions, transitions out of the program, and overall results of the program at Chatfield and Oak Crest Elementary Schools.

2. 3. Recycling Update for Belle Plaine Schools:

Mr. Jeff Heine, Buildings & Grounds Director, presented updates for the school board & community on the current recycling efforts and programs across our school district. He is also our Robotics Team advisor and their problem for the year dealt with Recycling. Members of the Robotics Team were present to demonstrate their robot. Thea Iverson gave a recap of the robotics season and expressed a need for more support in the elementary to begin creating interest in the program. The program is growing and includes a mix of boys and girls.

Presenter: Mr. Jeff Heine

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the March 23, 2015 Regular Board Meeting minutes and the April 13, 2015 Special Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of April were reviewed. Administration recommends approval of the April 2015 disbursements totaling \$1,895,279.31. This includes board payables of \$178,786.16, hand payments of \$360,643.66, electronic payments of \$1,332,022.17 and student activity payments of \$23,827.32.

4. 3. Personnel:

Approve the hire of Delores Johnson as long term substitute for Megan Voigt, Chatfield Elementary, effective April 13, 2015 until the return of the regular teacher.

Approve the hire of Angela Schneider as long term substitute for Amy Endres, Oak Crest Elementary, effective approximately May 5, 2015 through June 1, 2015.

Approve the hire of Emily Aust as a Speech Language Pathologist at \$55,194, MA Step 9 for the 2015-16 school year.

Accept the resignation of Kristine Thomson as a High School Paraprofessional effective April 24, 2015.

4. 4. Student Enrollments:

Approve a Belle Plaine, grade K, resident to attend Eden Prairie schools for the 2015-16 school year.

Approve a Belle Plaine, grade 8, resident to attend Houston Public Schools - Minnesota Virtual Academy effective March 9, 2015.

Approve a Belle Plaine, grade K, resident to attend Shakopee schools for the 2014-15 school year.

Approve a Chaska, grade K, resident to attend Belle Plaine schools for the 2015-16 school year.

Approve a New Prague, grade 9, resident to attend Belle Plaine schools effective April 6, 2015.

Approve a LeSueur, grade 4, resident to attend Belle Plaine schools starting date to be determined.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on current school activities including MCA testing schedule & ACT test on 4/28, Prom on 5/2, and Pops Concert on 5/8 as well as an update on the hiring process for the Activities &

Recreation Director position.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Tracy O'Brien shared information from the Curriculum Advisory Committee meeting. Presentations were made on the Academic Eligibility Requirements for all activities and an update on the Ramp Up to Readiness Program. Dan Giesen shared information from the SW Metro strategic planning session on Saturday, April 18<sup>th</sup>. The board, staff and administrators reviewed the core mission of the organization and looked at areas of need within the organization and at the possibility of adding member districts in the future. He also reported on the recent board meeting where members of the Skills USA team were recognized for the accomplishments at the recent state competition. Dan Gardner gave a report on the Wellness Committee. The committee continues to work on proposals for SHIP grant funding and is reviewing the Wellness Policy. The final meeting of the year is Wednesday, May 13 at 3:30.

Presenter: Board Members

5. 3. Building Administrator Reports:

Building administrator reports are attached for your review.

6. Action Items:

6. 1. Approve Change in 2015-2016 Calendar:

We have already approved a calendar for the 2015-16 school year, but I would like to request a change to the calendar. The change would impact only our back to school workshop days and would not impact days when students are in session.

After seeing Kevin Honeycutt speak at the MSBA conference, the Jordan superintendent and I determined it would be good to try get him to come to our back to school workshop. Unfortunately, he was not available during our Monday - Thursday sessions and was only open the Friday before. We opted to tentatively book him for that Friday in hopes that some other date may open up, but that has not happened. The request for the change is to move our Thursday, 9/3 day to the previous week Friday, 8/28.

Presenter: Dr. Smith

*Motion by Vandermark and second by O'Brien to approve the adjustment to workshop week for the 2015-16 school year. Motion carried unanimously.*

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

The Insurance Advisory Committee met earlier in April and has recommended that we stay with PreferredOne for our self-insured health insurance plan with an increase of 3% for next year. We have had a good experience rating so far this year and after just one year we are well on our way to building a satisfactory reserve for our insurance account within our estimated three year period.

The committee also recommended that we stay with a self-insured dental plan through Delta Dental with no increase in premium.

The teachers bargaining group voted on the proposal and provided overwhelming support for the PreferredOne 3% proposal. It is recommended that board give approval to these plans for health and dental insurance for the 2015-2016 school year.

Presenter: Dr. Smith

*Motion by Gardner and second by Lenz to approve continuing to use PreferredOne for our self-insured health insurance plan with a 3% increase for 2015-16 and Delta Dental at no change to the premium for 2015-16. Motion carried unanimously.*

6. 3. Policy Revisions:

We will continue our regular review of current policies updating the policies as per recommendations from MSBA Policy Services. This month we will review policies 604, 701.1, 701.2, 709 and 805. Copies of our current policy and a red-lined version of MSBA recommendations are attached for your review.

Presenter: Dr. Smith

*Motion by Vandermark and second by Lenz to approve the following policy revisions: Policy 604 – Instructional Curriculum, Policy 701.1 – Modification of Budget, Policy 709 – Student Transportation and Policy 805 – Waste Reduction. Motion carried unanimously.*

*Motion by Giesen and second by O'Brien to approve revisions to Policy 701.2 – Fund Balance lowering the target fund balance reserve from 10% to 6%.*

*Motion did not carry after a 3-3 vote. The policy will remain at 10%.*

6. 4. Budget Adjustments for 2015-16:

We have had numerous discussions regarding budget reductions for the 2015-16 school year. No one likes to go through the process of making reductions, but I feel that it is necessary at this point. As administration, we need to begin making plans for next year and delaying the reductions until later - perhaps into June puts stress on everyone. My recommendation is that we approve our reductions at this time. If we receive better news regarding state funding, we need to then have a discussion regarding possible changes to our list.

A list with recommended reductions is attached to the agenda and will be discussed in further detail on Monday night.

Presenter: Dr. Smith

*Motion by Gardner and second by Giesen to approve the Resolution Discontinuing and Reducing Educational Programs and Positions for the 2015-16 school year. Motion carried by a 4-2 vote.*

*Programs/Positon Reductions:*

1. 1 FTE JH/SH Social Worker
2. 5 FTE K-12 Para-Professionals
3. .5 FTE Custodial Position
4. Bring Transitions program back to district for net savings of \$70,000
5. Restructure Technology Integrationist Position saving \$9,000
6. Eliminate one overload class at JH/SH \$7,000
7. Increase Activity Fees by 10% to raise \$6,500 in revenue
8. Decrease K-12 supply budgets by 10% saving \$11,000

6. 5. Options for Operating Levy for Fall, 2015:

The board reviewed a timetable for the board to consider as we deliberate a possible operating levy for this fall. Election date is November 3, 2015 with board action on this possibility necessary by mid-August. This is just for discussion purposes only at this time.

Presenter: Dr. Smith

7. Upcoming Meetings:

May 2 - Prom

May 8 - Pops Concert

May 11, 6:00 p.m. - School Board Work Session

May 26, 5:30 p.m. - Finance Committee

6:00 p.m. - School Board Meeting

8. Adjourn:

*Motion by Giesen and second by Vandermark to adjourn at 8:08 pm. Motion carried unanimously.*

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2649	N	AARP	V51101	48756	04272015	110.00	0.00	110.00	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$110.00			
1	4332	N	ABBIGAIL VOLEK	V51101	48926	05262015	43.01	0.00	43.01	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$43.01			
1	6551	N	AFFINETY SOLUTIONS	V51101	48906	10281	1,805.26	0.00	1,805.26	05/19/2015	05/19/2015	05/19/2015
1	6551	N	AFFINETY SOLUTIONS	V51101	48765	10243	13.95	0.00	13.95	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$1,819.21			
1	4589	N	BANC OF AMERICA LEASING	V51101	48766	72	8,256.74	0.00	8,256.74	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V51101	48758	19012	63.00	0.00	63.00	05/11/2015	05/11/2015	05/11/2015
1	1125	N	BELLE PLAINE HERALD	V51101	48757	18958	63.00	0.00	63.00	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$126.00			
1	6380	N	BRIANNA VELZKE	V51101	48932	05262015	202.40	0.00	202.40	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$202.40			
1	6211	N	CHAD WILLIAMS	V51101	48930	05262015	253.80	0.00	253.80	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$253.80			
1	3717	N	CNA SURETY	V51101	48907	07022015	100.00	0.00	100.00	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$100.00			
1	2746	N	DAVID MECREDY	V51101	48869	05192015	149.59	0.00	149.59	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$149.59			
1	6610	N	EASTERN CARVER COUNTY SCHC	V51101	48831	04292015	1,000.00	0.00	1,000.00	05/13/2015	05/13/2015	05/13/2015
							Check Amount:		\$1,000.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V51101	48764	27382	205.84	0.00	205.84	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$205.84			
1	3249	N	GATCHELL IMAGING PRODUCTS	V51101	48872	24071	159.99	0.00	159.99	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$159.99			
1	1528	N	GROTH MUSIC	V51101	48836	2313520	249.50	0.00	249.50	05/15/2015	05/15/2015	05/15/2015
1	1528	N	GROTH MUSIC	V51101	48837	2313552	9.60	0.00	9.60	05/15/2015	05/15/2015	05/15/2015
							Check Amount:		\$259.10			
1	1607	N	ISD 287	V51101	48917	73095	479.48	0.00	479.48	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$479.48			

## 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	1202	N	JANIS BUESGENS	V51101	48934	05262015	20.70	0.00	20.70	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$20.70			
1	1660	N	JORDAN HIGH SCHOOL	V51101	48835	3965	104.80	0.00	104.80	05/15/2015	05/15/2015	05/15/2015
							Check Amount:		\$104.80			
1	3397	N	JUSTIN JOHNSTON	V51101	48928	05262015	172.50	0.00	172.50	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$172.50			
1	6547	N	KALLIE MAASS	V51101	48921	05262015	14.38	0.00	14.38	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$14.38			
1	2857	N	KELLY POPPLER	V51101	48922	05262015	83.72	0.00	83.72	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$83.72			
1	6471	N	KITEC INC	V51101	48919	42815	1,760.00	0.00	1,760.00	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$1,760.00			
1	4843	N	KRIS ANN KRAUSE	V51101	48830	04202015	140.00	0.00	140.00	05/13/2015	05/13/2015	05/13/2015
							Check Amount:		\$140.00			
1	1711	N	LAURIE GREEN	V51101	48933	05262015	184.00	0.00	184.00	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$184.00			
1	6767	N	LESUEUR HENDERSON BUS SERV	V51101	48920	196	260.69	0.00	260.69	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$260.69			
1	1823	N	MICHELLE AMUNDSON	V51101	48925	05262015	66.13	0.00	66.13	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$66.13			
1	3979	N	MRCI MANKATO	V51101	48753	F60785	660.00	0.00	660.00	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$660.00			
1	1889	N	MULTILINGUAL WORD INC	V51101	48754	121914-604	110.00	0.00	110.00	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$110.00			
1	5931	N	NAOMI BARRINGER	V51101	48873	05182015	150.00	0.00	150.00	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$150.00			
1	6323	N	NICOLE KOEPP	V51101	48931	05262015	42.96	0.00	42.96	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$42.96			
1	6111	N	RAM MUTUAL INSURANCE COMP	V51101	48871	162728	3,977.02	0.00	3,977.02	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$3,977.02			

## 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	6548	N	RENETTA HALVERSON	V51101	48923	05262015	112.30	0.00	112.30	05/20/2015	05/20/2015	05/20/2015
							Check Amount:		\$112.30			
1	3733	N	SAXE CHEV/BUICK	V51101	48755	52263	179.42	0.00	179.42	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$179.42			
1	2112	N	SHELLY JUAIRE	V51101	48829	05022015	880.00	0.00	880.00	05/13/2015	05/13/2015	05/13/2015
							Check Amount:		\$880.00			
1	2137	N	SOUTH CENTRAL ECSU	V51101	48908	15521	2,690.43	0.00	2,690.43	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$2,690.43			
1	6138	N	SOUTHWEST METRO EDUCATION	V51101	48870	12446	10,671.36	0.00	10,671.36	05/19/2015	05/19/2015	05/19/2015
							Check Amount:		\$10,671.36			
1	2188	N	TAHER INC	V51101	48759	0043241-IN	66,753.87	0.00	66,753.87	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$66,753.87			
1	6322	N	TRI COUNTY WATER CONDITIONI	V51101	48763	195032	72.00	0.00	72.00	05/11/2015	05/11/2015	05/11/2015
1	6322	N	TRI COUNTY WATER CONDITIONI	V51101	48762	195024	72.00	0.00	72.00	05/11/2015	05/11/2015	05/11/2015
1	6322	N	TRI COUNTY WATER CONDITIONI	V51101	48761	195057	72.00	0.00	72.00	05/11/2015	05/11/2015	05/11/2015
1	6322	N	TRI COUNTY WATER CONDITIONI	V51101	48760	194993	72.00	0.00	72.00	05/11/2015	05/11/2015	05/11/2015
							Check Amount:		\$288.00			
							Report Total:		\$102,487.44			

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

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p511p1	0716	36529	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/5/2015	0 N	USD	42,345.76
p511p1	0716	36530	SBC		WX	1	1977	PERA	N	N	5/5/2015	0 N	USD	11,254.35
p511p1	0716	36531	SBC		WX	1	2330	FEDERAL	N	N	5/5/2015	0 N	USD	25,610.33
p511p1	0716	36531	SBC		WX	1	2330	FEDERAL	N	N	5/5/2015	0 N	USD	9,779.84
p511p1	0716	36531	SBC		WX	1	2330	FEDERAL	N	N	5/5/2015	0 N	USD	41,817.66
p511p1	0716	36532	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/5/2015	0 N	USD	11,274.18
p511p1	0716	36533	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/5/2015	0 N	USD	545.00
p511p1	0716	36534	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/5/2015	0 N	USD	2,135.64
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	1,147.28
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	0.30
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	425.00
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	2,012.27
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	100.00
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	1,765.00
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	4,862.90
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	695.20
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	552.84
p511p1	0716	36535	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2015	0 N	USD	141.18
P51102	0716	36545	SBC		WX	1	1486	FRONTIER	N	N	4/23/2015	N	USD	100.43
P51102	0716	36545	SBC		WX	1	1486	FRONTIER	N	N	4/23/2015	N	USD	107.27
P51102	0716	36545	SBC		WX	1	1486	FRONTIER	N	N	4/23/2015	N	USD	112.45
P51102	0716	36545	SBC		WX	1	1486	FRONTIER	N	N	4/23/2015	N	USD	1,839.57
P51102	0716	36546	SBC		WX	1	2336	XCEL ENERGY	N	N	4/23/2015	N	USD	853.23
P51102	0716	36547	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	4/23/2015	N	USD	305.95
P51102	0716	36548	SBC		WX	1	2336	XCEL ENERGY	N	N	4/27/2015	N	USD	5,269.60
P51102	0716	36548	SBC		WX	1	2336	XCEL ENERGY	N	N	4/27/2015	N	USD	5,954.40
p511p2	0716	36588	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/20/2015	N	USD	47,434.64
p511p2	0716	36589	SBC		WX	1	1977	PERA	N	N	5/20/2015	N	USD	13,758.79
p511p2	0716	36590	SBC		WX	1	2330	FEDERAL	N	N	5/20/2015	N	USD	30,656.85
p511p2	0716	36590	SBC		WX	1	2330	FEDERAL	N	N	5/20/2015	N	USD	11,463.80
p511p2	0716	36590	SBC		WX	1	2330	FEDERAL	N	N	5/20/2015	N	USD	49,016.88
p511p2	0716	36591	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/20/2015	N	USD	13,482.46
p511p2	0716	36592	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/20/2015	N	USD	545.00
p511p2	0716	36593	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/20/2015	N	USD	2,135.64
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	1,147.28
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	0.30
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	425.00

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	1,962.27	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	100.00	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	1,765.00	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	4,962.84	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	690.20	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	552.84	
p511p2	0716	36594	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2015	N	USD	141.18	
P51102	0716	36602	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2015	0	N	USD	5,694.88
P51102	0716	36602	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2015	0	N	USD	4,870.98
P51102	0716	36602	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2015	0	N	USD	3,231.21
P51102	0716	36603	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/7/2015	0	N	USD	1,750.83
P51102	0716	36603	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/7/2015	0	N	USD	267.22
P51102	0716	36603	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/7/2015	0	N	USD	263.22
P51102	0716	36603	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/7/2015	0	N	USD	128.05
P51102	0716	36604	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/8/2015	0	N	USD	3,775.17
P51102	0716	36604	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/8/2015	0	N	USD	3,712.08
P51102	0716	36604	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/8/2015	0	N	USD	2,821.96
P51102	0716	36605	SBC		WX	1	2336	XCEL ENERGY	N	N	5/11/2015	N	USD	473.96	
P51102	0716	36605	SBC		WX	1	2336	XCEL ENERGY	N	N	5/11/2015	N	USD	27.84	
<hr/>															
April 2015 PCARD															
Payroll 5/05/2015															
Payroll 5/20/2015															
<hr/>															
Total															
\$ 945,608.50															

## Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P51102	0716	36327	SBC	57649	CH	1	4677	HAMLIN UNIVERSITY	Y	N	4/23/2015	C N	USD	80.00
P51102	0716	36518	SBC	57728	CH	1	6483	ACCO BRANDS USA LLC	Y	N	4/29/2015	C N	USD	731.00
P51102	0716	36520	SBC	57729	CH	1	6755	ASHLEY GOLEMBISKI	Y	N	4/29/2015	C N	USD	40.00
P51102	0716	36503	SBC	57730	CH	1	1197	BRUCE MATHIOWETZ	Y	N	4/29/2015	C N	USD	66.40
P51102	0716	36503	SBC	57730	CH	1	1197	BRUCE MATHIOWETZ	Y	N	4/29/2015	C N	USD	173.20
P51102	0716	36504	SBC	57731	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	4/29/2015	C N	USD	150.00
P51102	0716	36512	SBC	57732	CH	1	3809	CRAIG JOHNSON	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36509	SBC	57733	CH	1	2759	DLR GROUP INC	Y	N	4/29/2015	C N	USD	4,553.77
P51102	0716	36510	SBC	57734	CH	1	3533	GFW HIGH SCHOOL	Y	N	4/29/2015	C N	USD	60.00
P51102	0716	36511	SBC	57735	CH	1	3681	J C CHREST	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36505	SBC	57736	CH	1	1629	JEFF HEINE	Y	N	4/29/2015	C N	USD	15.13
P51102	0716	36515	SBC	57737	CH	1	5209	JEFF HEWITT	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36516	SBC	57738	CH	1	5664	JIM KEILEN	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36506	SBC	57739	CH	1	1759	MANKATO EAST HIGH SCHOOL	Y	N	4/29/2015	C N	USD	150.00
P51102	0716	36513	SBC	57740	CH	1	4068	MARK KOTEK	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36514	SBC	57741	CH	1	4392	MIKE PAGGEN	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36521	SBC	57742	CH	1	6756	MITCHELL MANTHE	Y	N	4/29/2015	C N	USD	80.00
P51102	0716	36522	SBC	57743	CH	1	6757	PAUL RINGO	Y	N	4/29/2015	C N	USD	160.00
P51102	0716	36507	SBC	57744	CH	1	2119	SIBLEY EAST	Y	N	4/29/2015	C N	USD	50.00
P51102	0716	36517	SBC	57745	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	4/29/2015	C N	USD	50.00
P51102	0716	36508	SBC	57746	CH	1	2293	WATERTOWN MAYER HIGH SCHOO	Y	N	4/29/2015	C N	USD	40.00
P51102	0716	36519	SBC	57747	CH	1	6754	WORKPLACE DYNAMICS, LLC	Y	N	4/29/2015	C N	USD	1,880.00
p511p1	0716	36536	SBC	57748	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/5/2015	O C N	USD	4,783.63
p511p1	0716	36537	SBC	57749	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/5/2015	O C N	USD	4,107.60
p511p1	0716	36543	SBC	57750	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	5/5/2015	O C N	USD	10,490.13
p511p1	0716	36543	SBC	57750	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	5/5/2015	O C N	USD	1,301.82
p511p1	0716	36544	SBC	57751	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/5/2015	O C N	USD	112,325.46
p511p1	0716	36538	SBC	57752	CH	1	1178	BPESPA	Y	N	5/5/2015	O C N	USD	1,055.66
p511p1	0716	36540	SBC	57753	CH	1	5017	GURSTEL CHARGO	Y	N	5/5/2015	O C N	USD	86.84
p511p1	0716	36542	SBC	57754	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	5/5/2015	O C N	USD	2,855.45
p511p1	0716	36542	SBC	57754	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	5/5/2015	O C N	USD	14.72
p511p1	0716	36539	SBC	57755	CH	1	1836	NCPERS MINNESOTA	Y	N	5/5/2015	O C N	USD	32.00
p511p1	0716	36541	SBC	57756	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	5/5/2015	O C N	USD	63.67
P51102	0716	36549	SBC	57757	CH	1	1177	BOROUGH BOWL	Y	N	5/5/2015	O C N	USD	93.50
P51102	0716	36558	SBC	57758	CH	1	6571	BRYCE JACOBSON	Y	N	5/5/2015	O C N	USD	80.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P51102	0716	36550	SBC	57759	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	5/5/2015	0	N	USD	100.00
P51102	0716	36554	SBC	57760	CH	1	2609	DAN KNEELAND	Y	N	5/5/2015	0	N	USD	80.00
P51102	0716	36555	SBC	57761	CH	1	3432	DOUG SORENSON	Y	N	5/5/2015	0	N	USD	80.00
P51102	0716	36559	SBC	57762	CH	1	6759	GREG KNUTSON	Y	N	5/5/2015	0	N	USD	80.00
P51102	0716	36553	SBC	57763	CH	1	2430	MRC	Y	N	5/5/2015	0	N	USD	180.00
P51102	0716	36557	SBC	57764	CH	1	6391	PANTHER BOOSTER CLUB	Y	N	5/5/2015	0	N	USD	140.00
P51102	0716	36556	SBC	57765	CH	1	5234	PETER FLICEK	Y	N	5/5/2015	0	N	USD	80.00
P51102	0716	36551	SBC	57766	CH	1	2009	RACHEL PALMER	Y	N	5/5/2015	0	N	USD	80.00
P51102	0716	36552	SBC	57767	CH	1	2027	REGION 2A - MSHSL	Y	N	5/5/2015	0	N	USD	180.00
P51102	0716	36564	SBC	57768	CH	1	1212	CANNON FALLS HIGH SCHOOL	Y	N	5/7/2015	0	N	USD	200.00
P51102	0716	36568	SBC	57769	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	5/7/2015	0	N	USD	1,000.00
P51102	0716	36569	SBC	57770	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	5/7/2015	0	N	USD	610.00
P51102	0716	36567	SBC	57771	CH	1	6485	JASON PALO	Y	N	5/7/2015	0	N	USD	80.00
P51102	0716	36567	SBC	57771	CH	1	6485	JASON PALO	Y	N	5/7/2015	0	N	USD	80.00
P51102	0716	36566	SBC	57772	CH	1	5234	PETER FLICEK	Y	N	5/7/2015	0	N	USD	80.00
P51102	0716	36583	SBC	57773	CH	1	2832	DARYL GOULSON	Y	N	5/15/2015	0	N	USD	150.00
P51102	0716	36587	SBC	57774	CH	1	6403	JEFF BJERKE	Y	N	5/15/2015	0	N	USD	80.00
P51102	0716	36580	SBC	57775	CH	1	1629	JEFF HEINE	Y	N	5/15/2015	0	N	USD	1,238.51
P51102	0716	36584	SBC	57776	CH	1	3429	JOSH PAGGEN	Y	N	5/15/2015	0	N	USD	80.00
P51102	0716	36586	SBC	57777	CH	1	4392	MIKE PAGGEN	Y	N	5/15/2015	0	N	USD	80.00
P51102	0716	36585	SBC	57778	CH	1	3726	PAT PERKINSON	Y	N	5/15/2015	0	N	USD	80.00
P51102	0716	36581	SBC	57779	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	5/15/2015	0	N	USD	38,364.37
P51102	0716	36582	SBC	57780	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	5/15/2015	0	N	USD	83,875.81
p511p2	0716	36595	SBC	57781	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/20/2015	0	N	USD	4,743.40
p511p2	0716	36596	SBC	57782	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/20/2015	0	N	USD	4,107.60
p511p2	0716	36601	SBC	57783	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/20/2015	0	N	USD	7,172.62
p511p2	0716	36601	SBC	57783	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/20/2015	0	N	USD	25,023.92
p511p2	0716	36597	SBC	57784	CH	1	1178	BPESPA	Y	N	5/20/2015	0	N	USD	1,051.24
p511p2	0716	36599	SBC	57785	CH	1	5017	GURSTEL CHARGO	Y	N	5/20/2015	0	N	USD	236.48
p511p2	0716	36598	SBC	57786	CH	1	4924	MESSERLI & KRAMER	Y	N	5/20/2015	0	N	USD	127.17
p511p2	0716	36600	SBC	57787	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	5/20/2015	0	N	USD	233.17
p51102	0716	36608	SBC	57788	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	5/20/2015	0	N	USD	285.00
p51102	0716	36611	SBC	57789	CH	1	6766	CENTRAL SOFTBALL BOOSTERS	Y	N	5/20/2015	0	N	USD	100.00
p51102	0716	36609	SBC	57790	CH	1	2631	DAVE SMISEK	Y	N	5/20/2015	0	N	USD	80.00
p51102	0716	36607	SBC	57791	CH	1	1639	JERRY KORBA	Y	N	5/20/2015	0	N	USD	152.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p51102	0716	36612	SBC	57792	CH	1	6773	MARK WORM	Y	N	5/20/2015	C N	USD	80.00
p51102	0716	36610	SBC	57793	CH	1	3942	RUMBLE ON THE RED	Y	N	5/20/2015	C N	USD	475.00
<b>Total</b>													<b>\$ 316,916.27</b>	

April 2015 Student Activities

Activity	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
Concessions	0716	36166	HSAC	7485	CH	3	5249	DOUG ANDERSON	MILEAGE	4/2/2015 00	N	USD	111.55
FFA	0716	36164	HSAC	7486	CH	3	5025	MINNTEX CITRUS, INC.	SPRING FRUIT	4/2/2015 00	N	USD	2,508.46
Speech	0716	36165	HSAC	7487	CH	3	5190	PETER JACOBSON	Team Breakfast for ML Speech Meet	4/2/2015 00	N	USD	36.30
Concert Choir	0716	36177	HSAC	7488	CH	3	5639	REGION 2A	SOLO / ENSEMBLE PRACTICE	4/7/2015 00	N	USD	50.00
Golf	0716	36213	HSAC	7489	CH	3	6733	BIG	Range Finder	4/15/2015 0	N	USD	191.64
BP Sr. Hi Club	0716	36207	HSAC	7490	CH	3	4813	BPEA	PEPSI	4/15/2015 0	N	USD	42.20
BP Sr. Hi Club	0716	36207	HSAC	7490	CH	3	4813	BPEA	PEPSI	4/15/2015 0	N	USD	51.59
FFA	0716	36206	HSAC	7491	CH	3	4748	BRUCE MATHIOWETZ	Dues for FFA	4/15/2015 0	N	USD	58.00
FFA	0716	36209	HSAC	7492	CH	3	5180	DOLLARS FOR SCHOLARS	Donation to DFS	4/15/2015 0	N	USD	500.00
Trapshoot	0716	36212	HSAC	7493	CH	3	5661	EVOLUTION SHIRTS	Team T-shirts for Trap	4/15/2015 0	N	USD	1,016.08
Art/Visual Art	0716	36211	HSAC	7494	CH	3	5471	HIGHPOINT CENTER FOR PRINTMAKING	Printing Workshops	4/15/2015 0	N	USD	380.00
Concessions	0716	36208	HSAC	7495	CH	3	4848	PEPSI-COLA	Pop Delivery	4/15/2015 0	N	USD	469.12
Tiger Fever	0716	36210	HSAC	7496	CH	3	5190	PETER JACOBSON	Speech - Parents Night	4/15/2015 0	N	USD	46.49
Art/Visual Art	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - DOMINOS	4/24/2015 0	N	USD	58.17
Tiger Club	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - COBORNS	4/24/2015 0	N	USD	13.95
Concert Choir	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - MMEA	4/24/2015 0	N	USD	20.00
SH Band	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - METROPOLIS HOTEL	4/24/2015 0	N	USD	1,793.00
SH Band	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - METROPOLIS - ACTION CITY	4/24/2015 0	N	USD	1,313.20
Concert Choir	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - ORIENTAL TRADING	4/24/2015 0	N	USD	257.36
Baseball	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - OSCEOLA COUNTY STADIUM	4/24/2015 0	N	USD	540.00
Concert Choir	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - SAMS CLUB	4/24/2015 0	N	USD	14.92
Concert Choir	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - WALMART	4/24/2015 0	N	USD	15.24
Concert Choir	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - SAMS CLUB	4/24/2015 0	N	USD	198.28
Concert Choir	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - OFFICE MAX	4/24/2015 0	N	USD	35.91
Softball	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - NETBRANDS	4/24/2015 0	N	USD	92.38
Golf	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	GOLF - GOLF GALAXY	4/24/2015 0	N	USD	134.96
Class 2015	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2015 - MN TWINS	4/24/2015 0	N	USD	1,039.00
Class 2015	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - NETBRANDS	4/24/2015 0	N	USD	(26.68)
Class 2015	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - NETBRANDS	4/24/2015 0	N	USD	26.68
Softball	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	WRONG ACCT CODE	4/24/2015 0	N	USD	(26.68)
#N/A	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSION - MARCH	4/24/2015 0	N	USD	1,457.74
#N/A	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SPEECH - SUBWAY	4/24/2015 0	N	USD	135.00
Robotics	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ROBOTICS - VISTAPRINT	4/24/2015 0	N	USD	53.92
Robotics	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ROBOTICS - PIZZA PLUS	4/24/2015 0	N	USD	71.99
Robotics	0716	36328	HSAC	7497	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ROBOTICS - VISTAPRINT	4/24/2015 0	N	USD	13.99
Concessions	0716	36329	HSAC	7498	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	REIMBURSE SUB-PAY	4/24/2015 0	N	USD	118.42
Class of 2016	0716	36332	HSAC	7499	CH	3	5224	CRAVE CATERING	DEPOSIT FOR PROM DINNTER	4/24/2015 0	N	USD	4,060.22
Concessions	0716	36333	HSAC	7500	CH	3	5249	DOUG ANDERSON	MILEAGE REIMBURSEMENT	4/24/2015 0	N	USD	160.43
Class of 2016	0716	36331	HSAC	7501	CH	3	4888	J.P.S SMART SOUNDS	DJ for Prom	4/24/2015 0	N	USD	350.00
Concert Choir	0716	36336	HSAC	7502	CH	3	6739	KATIE STEVENS	Accompanying for Solo/Ensemble Festival	4/24/2015 0	N	USD	95.00
Softball	0716	36335	HSAC	7503	CH	3	6737	LUKE AUDETTE	SKLZ Quickswing	4/24/2015 0	N	USD	49.47
Class of 2016	0716	36334	HSAC	7504	CH	3	5577	LYLE NOAH	Prom Decorations	4/24/2015 0	N	USD	149.88
JR High Student Council	0716	36330	HSAC	7505	CH	3	4867	MATT HENNEN	Act. night/decorations, subway, pop	4/24/2015 0	N	USD	198.73
Trapshoot	0716	36337	HSAC	7506	CH	3	6748	POCKET WATCH PHOTO	Trap Team Banner	4/24/2015 0	N	USD	100.00
Speech	0716	36501	HSAC	7507	CH	3	6245	ALLISON M BURMEISTER	Speech Meet Conc Supplies	4/29/2015 0	N	USD	114.90

April 2015 Student Activities

Activity	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
Outdoor Club	0716	36500	HSAC	7508	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	OUTDOOR CLUB - RECREATION.GOV	4/29/2015 0	N	USD	114.00
FFA	0716	36500	HSAC	7508	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - TARPAFLEX	4/29/2015 0	N	USD	142.98
FFA	0716	36500	HSAC	7508	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - CUB FOODS	4/29/2015 0	N	USD	34.34
Speech	0716	36500	HSAC	7508	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SPEECH - OLD COUNTRY BUFFET	4/29/2015 0	N	USD	331.18
Art/Visual Art	0716	36500	HSAC	7508	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - COBORNS	4/29/2015 0	N	USD	86.77
SH Band	0716	36502	HSAC	7509	CH	3	6738	GREG KEEL	guest Artist	4/29/2015 0	N	USD	800.00
<b>Total</b>												<b>19,600.08</b>	

April 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	386198314	4/7/2015	4/9/2015	4/27/2015	SUBWAY 03164670	39.12
KREFT DAVID	388100533	4/26/2015	4/27/2015	4/27/2015	SAMSCLUB #6311	135.94
DEWITTE KIMBERLY	385296069	3/30/2015	3/31/2015	4/27/2015	AMAZON MKTPLACE PMTS	92.89
DEWITTE KIMBERLY	387453834	4/20/2015	4/21/2015	4/27/2015	Audible	15.98
SD BELLE PLAINE	385296070	3/30/2015	3/31/2015	4/27/2015	AMAZON MKTPLACE PMTS	145.88
SD BELLE PLAINE	385407794	3/31/2015	4/1/2015	4/27/2015	AMAZON MKTPLACE PMTS	77.61
SD BELLE PLAINE	385407795	3/31/2015	4/1/2015	4/27/2015	AMAZON MKTPLACE PMTS	5.97
SD BELLE PLAINE	385407796	3/31/2015	4/1/2015	4/27/2015	AMAZON MKTPLACE PMTS	35.97
SD BELLE PLAINE	385818970	4/4/2015	4/6/2015	4/27/2015	NCS PEARSON	300.00
SD BELLE PLAINE	386085633	4/7/2015	4/8/2015	4/27/2015	NCS PEARSON	300.00
SD BELLE PLAINE	386085634	4/7/2015	4/8/2015	4/27/2015	NASP ONLINE	199.00
SD BELLE PLAINE	386372431	4/9/2015	4/10/2015	4/27/2015	Amazon.com	16.63
HIGH SCHOOL BELLE PLAINE	385818980	4/2/2015	4/6/2015	4/27/2015	LUNDS #1	8.61
HIGH SCHOOL BELLE PLAINE	386085646	4/7/2015	4/8/2015	4/27/2015	SCHMITT MUSIC CENTERS	81.52
HIGH SCHOOL BELLE PLAINE	386198321	4/8/2015	4/9/2015	4/27/2015	COBORN S SUPERSTORE	42.72
HIGH SCHOOL BELLE PLAINE	386575545	4/12/2015	4/13/2015	4/27/2015	SAMSCLUB #6510	137.10
HIGH SCHOOL BELLE PLAINE	386688387	4/13/2015	4/14/2015	4/27/2015	BIO COMPANY INC	384.33
HIGH SCHOOL BELLE PLAINE	386688388	4/13/2015	4/14/2015	4/27/2015	GOOGLE *YouTube	3.20
HIGH SCHOOL BELLE PLAINE	387140360	4/17/2015	4/17/2015	4/27/2015	J W PEPPER AND SON INC	175.98
HIGH SCHOOL BELLE PLAINE	387140361	4/16/2015	4/17/2015	4/27/2015	GOPHER SPORT	300.00
HIGH SCHOOL BELLE PLAINE	387453836	4/20/2015	4/21/2015	4/27/2015	SAMSCLUB #6510	147.12
DAVIS KRIS	385171751	3/28/2015	3/30/2015	4/27/2015	HOLIDAY INN AUSTIN	104.85
DAVIS KRIS	386085635	4/6/2015	4/8/2015	4/27/2015	METRO SALES INC.	692.25
DAVIS KRIS	386198315	4/7/2015	4/9/2015	4/27/2015	METRO SALES INC.	756.08
DAVIS KRIS	386812408	4/13/2015	4/15/2015	4/27/2015	WM EZPAY	1,136.89
DAVIS KRIS	386812409	4/13/2015	4/15/2015	4/27/2015	WM EZPAY	515.35
DAVIS KRIS	386812410	4/13/2015	4/15/2015	4/27/2015	WM EZPAY	800.09
DAVIS KRIS	386812411	4/13/2015	4/15/2015	4/27/2015	WM EZPAY	191.75
DAVIS KRIS	386940866	4/13/2015	4/16/2015	4/27/2015	METRO SALES INC.	1,840.54
DAVIS KRIS	387901365	4/22/2015	4/24/2015	4/27/2015	METRO SALES INC.	2,928.88
HEINE JEFF	385407797	3/31/2015	4/1/2015	4/27/2015	SQ *SERVICES CHRISTINE	670.00
HEINE JEFF	385818971	4/3/2015	4/6/2015	4/27/2015	FIVE GUYS - DINKYT	115.25
HEINE JEFF	385818972	4/2/2015	4/6/2015	4/27/2015	BUFFALO WILD WINGS 029	147.20
HEINE JEFF	385818973	4/3/2015	4/6/2015	4/27/2015	HILLYARD INC HUTCHINSO	3,656.55
HEINE JEFF	385818974	4/3/2015	4/6/2015	4/27/2015	HILLYARD INC HUTCHINSO	4,740.73
HEINE JEFF	385818975	4/3/2015	4/6/2015	4/27/2015	SHAKOPEE PIZZA RANCH	162.56
HEINE JEFF	386016649	4/6/2015	4/7/2015	4/27/2015	PLUNKETT S PEST CONTRO	777.67

April 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	386016650	4/6/2015	4/7/2015	4/27/2015	HILLYARD INC HUTCHINSO	540.00
HEINE JEFF	386016651	4/6/2015	4/7/2015	4/27/2015	HILLYARD INC HUTCHINSO	446.49
HEINE JEFF	386016652	4/6/2015	4/7/2015	4/27/2015	HILLYARD INC HUTCHINSO	175.00
HEINE JEFF	386085636	4/7/2015	4/8/2015	4/27/2015	HILLYARD INC HUTCHINSO	10,324.00
HEINE JEFF	386198316	4/8/2015	4/9/2015	4/27/2015	MILLS FLEET FARM 3200	34.97
HEINE JEFF	386198317	4/8/2015	4/9/2015	4/27/2015	JIFFY-JR. PRODUCTS	789.09
HEINE JEFF	387140349	4/17/2015	4/17/2015	4/27/2015	HILLYARD INC HUTCHINSO	232.76
HEINE JEFF	387140350	4/16/2015	4/17/2015	4/27/2015	AUCTION MASTERS	35.24
HEINE JEFF	387567472	4/20/2015	4/22/2015	4/27/2015	CENEX CENEX CO07038920	299.42
HEINE JEFF	387567473	4/13/2015	4/22/2015	4/27/2015	WW GRAINGER	(128.60)
HEINE JEFF	387704399	4/23/2015	4/23/2015	4/27/2015	THEWASSERSTROMCOMPANY	1,869.24
HEINE JEFF	387901366	4/24/2015	4/24/2015	4/27/2015	HILLYARD INC HUTCHINSO	151.42
HEINE JEFF	387901367	4/23/2015	4/24/2015	4/27/2015	SCHOOL OUTFITTERS	644.96
HEINE JEFF	387901368	4/23/2015	4/24/2015	4/27/2015	SIWEK LUMBER & MILLWOR	31.08
HEINE JEFF	388100534	4/25/2015	4/27/2015	4/27/2015	THE HOME DEPOT #2841	197.44
KELLER CHUCK	385407798	3/31/2015	4/1/2015	4/27/2015	Amazon Digital Svcs	48.18
KELLER CHUCK	386085637	4/6/2015	4/8/2015	4/27/2015	VZWRLSS*MY VZ VB P	199.24
KELLER CHUCK	388100535	4/26/2015	4/27/2015	4/27/2015	VZWRLSS*APOCC VISB	601.73
WILLIAMS CHAD	387344125	4/19/2015	4/20/2015	4/27/2015	SAMS CLUB #6311	38.22
MATHIOWETZ BRUCE	385818979	4/3/2015	4/6/2015	4/27/2015	NATIONAL FFA	1,000.00
MATHIOWETZ BRUCE	386372438	4/9/2015	4/10/2015	4/27/2015	JOHN DEERE PUBLICATION	660.83
MATHIOWETZ BRUCE	386372439	4/10/2015	4/10/2015	4/27/2015	JOHN DEERE PUBLICATION	(42.51)
MATHIOWETZ BRUCE	386575544	4/10/2015	4/13/2015	4/27/2015	MATHESON - C16	419.21
MATHIOWETZ BRUCE	386688386	4/13/2015	4/14/2015	4/27/2015	COBORN S #2038	41.07
MATHIOWETZ BRUCE	387140356	4/16/2015	4/17/2015	4/27/2015	KWIK TRIP 33000003301	21.65
MATHIOWETZ BRUCE	387453835	4/20/2015	4/21/2015	4/27/2015	COBORN S SUPERSTORE	41.77
ANDERSON DOUG	386085645	4/7/2015	4/8/2015	4/27/2015	BERRY BLENDZ EP	175.50
SMITH KELLY	387567470	4/22/2015	4/22/2015	4/27/2015	MINNESOTA SCHOOL BOARD	170.00
WICK KEN	385171750	3/28/2015	3/30/2015	4/27/2015	APL* ITUNES.COM/BILL	5.33
WICK KEN	386085632	4/6/2015	4/8/2015	4/27/2015	THE IDOCTOR LLC	625.50
WICK KEN	386198313	4/9/2015	4/9/2015	4/27/2015	AMAZON MKTPLACE PMTS	86.38
WICK KEN	386372429	4/9/2015	4/10/2015	4/27/2015	AMAZON MKTPLACE PMTS	58.90
WICK KEN	386372430	4/9/2015	4/10/2015	4/27/2015	THE IDOCTOR LLC	206.99
WICK KEN	386940865	4/15/2015	4/16/2015	4/27/2015	APL*APPLEONLINESTOREUS	59.95
WICK KEN	387140348	4/15/2015	4/17/2015	4/27/2015	THE IDOCTOR LLC	144.00
WICK KEN	387567471	4/20/2015	4/22/2015	4/27/2015	THE IDOCTOR LLC	715.49
GROTBERG CAREN	387140346	4/17/2015	4/17/2015	4/27/2015	NASCO MAIL ORDER	230.59

April 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
GROTBERG CAREN	387704398	4/22/2015	4/23/2015	4/27/2015	COBORN S SUPERSTORE	34.30
ACTIVITIES BELLE P	385171757	3/29/2015	3/30/2015	4/27/2015	TCT*PROM NITE	169.84
ACTIVITIES BELLE P	387140357	4/15/2015	4/17/2015	4/27/2015	WOW! ZONE FAMILY ENTER	307.24
ACTIVITIES BELLE P	387140358	4/15/2015	4/17/2015	4/27/2015	WOW! ZONE FAMILY ENTER	648.00
ACTIVITIES BELLE P	387140359	4/15/2015	4/17/2015	4/27/2015	ORIENTAL TRADING CO	45.92
ACTIVITIES BELLE P	387344128	4/18/2015	4/20/2015	4/27/2015	GREEN MILL RESTAURANT	255.10
ACTIVITIES BELLE P	387567477	4/21/2015	4/22/2015	4/27/2015	GREEN MILL RESTAURANT	(14.31)
ACTIVITIES BELLE P	387901373	4/25/2015	4/24/2015	4/27/2015	TCT*PROM NITE	155.87
CHEVALIER MINDY	387140343	4/17/2015	4/17/2015	4/27/2015	DRAMATIC PUBLISHING CO	31.35
CHEVALIER MINDY	387140344	4/16/2015	4/17/2015	4/27/2015	MF ATHLETIC & PERFORM	29.00
CHEVALIER MINDY	387140345	4/17/2015	4/17/2015	4/27/2015	BELLE PLAINE DQ	60.67
COMM ED BELLE PLAINE	385171755	3/28/2015	3/30/2015	4/27/2015	INNOVATIVE OFFICE SOLU	198.39
COMM ED BELLE PLAINE	385171756	3/28/2015	3/30/2015	4/27/2015	BEST WESTERN HOTELS -	182.04
COMM ED BELLE PLAINE	385296075	3/30/2015	3/31/2015	4/27/2015	USPS 26073001733418328	12.30
COMM ED BELLE PLAINE	385550618	4/1/2015	4/2/2015	4/27/2015	USPS 26073001733418328	2.03
COMM ED BELLE PLAINE	385550619	4/1/2015	4/2/2015	4/27/2015	GOPHER SPORT	144.20
COMM ED BELLE PLAINE	385818978	4/2/2015	4/6/2015	4/27/2015	USPS 26073001733418328	3.50
COMM ED BELLE PLAINE	386085642	4/7/2015	4/8/2015	4/27/2015	COBORN S SUPERSTORE	51.21
COMM ED BELLE PLAINE	386085643	4/7/2015	4/8/2015	4/27/2015	COBORN S SUPERSTORE	15.96
COMM ED BELLE PLAINE	386085644	4/7/2015	4/8/2015	4/27/2015	USPS 26073001733418328	5.81
COMM ED BELLE PLAINE	386198318	4/8/2015	4/9/2015	4/27/2015	USPS 26073001733418328	9.53
COMM ED BELLE PLAINE	386198319	4/8/2015	4/9/2015	4/27/2015	TARGET CENTER TICKETS	13.50
COMM ED BELLE PLAINE	386198320	4/8/2015	4/9/2015	4/27/2015	PAYPAL *MNAFEE	175.00
COMM ED BELLE PLAINE	386372435	4/10/2015	4/10/2015	4/27/2015	TARGET 00012724	32.94
COMM ED BELLE PLAINE	386372436	4/10/2015	4/10/2015	4/27/2015	USPS 26073001733418328	11.13
COMM ED BELLE PLAINE	386372437	4/10/2015	4/10/2015	4/27/2015	SAMSClub #6311	144.55
COMM ED BELLE PLAINE	386575543	4/12/2015	4/13/2015	4/27/2015	ILP*INSECT LORE	67.91
COMM ED BELLE PLAINE	386688385	4/13/2015	4/14/2015	4/27/2015	G & K RENTAL	275.00
COMM ED BELLE PLAINE	386812414	4/14/2015	4/15/2015	4/27/2015	USPS 26073001733418328	196.00
COMM ED BELLE PLAINE	386940869	4/15/2015	4/16/2015	4/27/2015	Discount School Supply	102.89
COMM ED BELLE PLAINE	387140353	4/16/2015	4/17/2015	4/27/2015	TREND ENTERPRISES INC	595.13
COMM ED BELLE PLAINE	387140354	4/16/2015	4/17/2015	4/27/2015	BOROUGH BOWL	153.75
COMM ED BELLE PLAINE	387140355	4/15/2015	4/17/2015	4/27/2015	LAKESHORE LEARNING MAT	91.99
COMM ED BELLE PLAINE	387344127	4/18/2015	4/20/2015	4/27/2015	SCHOLASTIC BOOK CLUB	114.00
COMM ED BELLE PLAINE	387567475	4/21/2015	4/22/2015	4/27/2015	TARGET 00012724	72.67
COMM ED BELLE PLAINE	387567476	4/20/2015	4/22/2015	4/27/2015	CENEX CENEX CO07038920	26.66
ELEMENTARY CHATFIELD	385171752	3/27/2015	3/30/2015	4/27/2015	LAKESHORE LEARNING MAT	250.95

April 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	386085638	4/7/2015	4/8/2015	4/27/2015	OFFICEMAX CT*IN#242785	36.40
ELEMENTARY CHATFIELD	386085639	4/7/2015	4/8/2015	4/27/2015	JOISSU PRODUCTS	(1.66)
ELEMENTARY CHATFIELD	386372432	4/10/2015	4/10/2015	4/27/2015	BELLE PLAINE HERALD	108.00
ELEMENTARY CHATFIELD	386372433	4/10/2015	4/10/2015	4/27/2015	CHILDREN S THEATRE COM	1,216.00
ELEMENTARY CHATFIELD	386575540	4/11/2015	4/13/2015	4/27/2015	MICHAELS STORES 3747	8.41
ELEMENTARY CHATFIELD	386575541	4/11/2015	4/13/2015	4/27/2015	THE HOME DEPOT #2841	157.26
ELEMENTARY CHATFIELD	386812412	4/15/2015	4/15/2015	4/27/2015	SSI*SCHOOL SPECIALTY	40.77
ELEMENTARY CHATFIELD	386940867	4/15/2015	4/16/2015	4/27/2015	SCHOLASTIC INC. KEY 22	25.00
ELEMENTARY CHATFIELD	386940868	4/14/2015	4/16/2015	4/27/2015	LAKESHORE LEARNING MAT	159.78
ELEMENTARY CHATFIELD	387567474	4/20/2015	4/22/2015	4/27/2015	MADDENS GULL LAKE	326.92
ELEMENTARY CHATFIELD	387901369	4/24/2015	4/24/2015	4/27/2015	MN CHILDREN S MUSEUM	536.75
ELEMENTARY CHATFIELD	388100536	4/26/2015	4/27/2015	4/27/2015	ILP*INSECT LORE	115.73
ELEMENTARY OAK CREST	385171753	3/28/2015	3/30/2015	4/27/2015	Amazon.com	64.02
ELEMENTARY OAK CREST	385171754	3/30/2015	3/30/2015	4/27/2015	Amazon.com	204.78
ELEMENTARY OAK CREST	385296071	3/30/2015	3/31/2015	4/27/2015	NASCO MAIL ORDER	146.94
ELEMENTARY OAK CREST	385296072	3/30/2015	3/31/2015	4/27/2015	AmazonPrime Membership	(99.00)
ELEMENTARY OAK CREST	385296073	3/30/2015	3/31/2015	4/27/2015	BLUE 84 SPIRIT BY LAKE	1,112.60
ELEMENTARY OAK CREST	385296074	3/30/2015	3/31/2015	4/27/2015	CONTINENTAL CLAY COMPA	13.09
ELEMENTARY OAK CREST	385407799	3/31/2015	4/1/2015	4/27/2015	TREND ENTERPRISES INC	28.76
ELEMENTARY OAK CREST	385407800	3/31/2015	4/1/2015	4/27/2015	NASCO MAIL ORDER	26.78
ELEMENTARY OAK CREST	385407801	3/31/2015	4/1/2015	4/27/2015	SSI*SCHOOL SPECIALTY	157.91
ELEMENTARY OAK CREST	385407802	3/31/2015	4/1/2015	4/27/2015	SSI*SCHOOL SPECIALTY	229.26
ELEMENTARY OAK CREST	385407803	3/31/2015	4/1/2015	4/27/2015	SSI*SCHOOL SPECIALTY	110.88
ELEMENTARY OAK CREST	385407804	3/31/2015	4/1/2015	4/27/2015	SSI*SCHOOL SPECIALTY	175.19
ELEMENTARY OAK CREST	385407805	3/31/2015	4/1/2015	4/27/2015	SSI*SCHOOL SPECIALTY	108.02
ELEMENTARY OAK CREST	385407806	3/31/2015	4/1/2015	4/27/2015	GOPHER SPORT	13.31
ELEMENTARY OAK CREST	385550617	4/1/2015	4/2/2015	4/27/2015	SSI*SCHOOL SPECIALTY	256.14
ELEMENTARY OAK CREST	385818976	4/3/2015	4/6/2015	4/27/2015	SSI*SCHOOL SPECIALTY	248.22
ELEMENTARY OAK CREST	385818977	4/4/2015	4/6/2015	4/27/2015	GOPHER SPORT	813.75
ELEMENTARY OAK CREST	386016653	4/6/2015	4/7/2015	4/27/2015	SAMS CLUB #6311	184.36
ELEMENTARY OAK CREST	386085640	4/7/2015	4/8/2015	4/27/2015	SCHMITT MUSIC CENTERS	112.36
ELEMENTARY OAK CREST	386085641	4/8/2015	4/8/2015	4/27/2015	SSI*SCHOOL SPECIALTY	31.42
ELEMENTARY OAK CREST	386372434	4/9/2015	4/10/2015	4/27/2015	Amazon.com	97.47
ELEMENTARY OAK CREST	386575542	4/13/2015	4/13/2015	4/27/2015	SSI*SCHOOL SPECIALTY	34.37
ELEMENTARY OAK CREST	386812413	4/15/2015	4/15/2015	4/27/2015	SSI*SCHOOL SPECIALTY	359.82
ELEMENTARY OAK CREST	387140351	4/15/2015	4/17/2015	4/27/2015	SOUTH CENTRAL SERVICE	20.00
ELEMENTARY OAK CREST	387140352	4/16/2015	4/17/2015	4/27/2015	SCIENCE MUSEUM OF MN	1,572.00

April 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	387344126	4/20/2015	4/20/2015	4/27/2015	SSI*SCHOOL SPECIALTY	78.22
ELEMENTARY OAK CREST	387704400	4/22/2015	4/23/2015	4/27/2015	COBORN S SUPERSTORE	273.00
ELEMENTARY OAK CREST	387901370	4/23/2015	4/24/2015	4/27/2015	INNOVATIVE OFFICE SOLU	86.50
ELEMENTARY OAK CREST	387901371	4/24/2015	4/24/2015	4/27/2015	WAL-MART #3513	25.24
ELEMENTARY OAK CREST	387901372	4/24/2015	4/24/2015	4/27/2015	SAMSClub #6311	54.78
HANSON LIANN	386085631	4/7/2015	4/8/2015	4/27/2015	PAYPAL *EDUCATIONAL	418.00
HANSON LIANN	387140347	4/16/2015	4/17/2015	4/27/2015	COBORN S SUPERSTORE	32.00

<b>Total</b>	<b>57,424.31</b>
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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: May 26, 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
3.26.15	Wells Fargo Comm Support Campaign – Neal Williamson	Chatfield Elementary	35.00
3.17.15	Kopp Family Foundation	Belle Plaine High School – Scholarships	1,000.00
4.13.15	Belle Plaine Elementary PTO	Chatfield Elementary – Spring Read-A-Thon Payout	3,000.00
4.13.15	Ordway Center for the Performing Arts	Oak Crest Elementary – Reimbursement for Bus Cost on 6 <sup>th</sup> Grade Field Trip	360.00
4.16.15	Belle Plaine Elementary PTO	Chatfield Elementary – 2014-15 Big Ticket	4,000.00
4.16.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Wolf Ridge	1,000.00
4.16.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Backpack Program	1,000.00
4.19.15	Belle Plaine Elementary PTO	Oak Crest Elementary – Big Ticket – IXL Software	5,000.00

May 1, 2015


Dear Superintendent,

Greetings from the Department of Education at Gustavus Adolphus College. It is that time again to update our field experience partnership agreement with your school district. We truly appreciate your willingness to work with our teacher education programming and value your staff's time, expertise and support of our teacher candidates.

Please read the enclosed contract that describes the hosting agreement of our practicum and student teaching candidates. If you have any questions or need any clarification, please do not hesitate to contact me. I am enclosing two copies for original signatures to keep in our records. After your school district Board of Education designee and you have signed the contract partnership agreement retain a copy for your office and then please return to us the original signed copies in the self-addressed envelope.

We look forward to receiving the signed copies by July 1, 2015. Again, thank you for the renewal of our partnership agreement. Our teacher education students and faculty value the help and guidance they receive to meet the needs of our global communities.

Kind regards,

A handwritten signature in black ink, appearing to read "Debra Eckerman Pitton". The signature is fluid and cursive, with a long horizontal stroke at the end.

Debra Eckerman Pitton, Ph.D.  
Education Professor and Department Chair  
Gustavus Adolphus College  
800 W. College  
St. Peter, MN 56082  
507-933-7456

## FIELD EXPERIENCE AGREEMENT

This Agreement is entered into between the Gustavus Adolphus College, Dr. Debra Pitton, Education Department, 800 West College Ave., St. Peter, MN 56082 and the said School District and building sites. This Agreement is based upon the parties' common goal to facilitate a partnership for the purpose of providing student teaching experiences in said School District sites pursuant to Minn. Stat. § 122A.69.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

### **I. Responsibilities of the Parties**

#### **A. Joint Responsibilities**

1. Gustavus Adolphus College and said School District will each identify a person or persons responsible for liaison during the course of this Agreement. The appointment of liaisons shall be subject to mutual approval of the parties.
2. The persons responsible for the liaison will jointly plan for:
  - Selection, assignment and orientation of student teachers
  - Periodic review and preparation of objectives for the student teaching experience program
  - Evaluation of student teacher performance

Although the persons responsible for liaison will jointly plan for selection and assignment of student teachers, said School District has final authority to determine the number of student teachers that may participate in the program and the building site(s) to which student teachers are assigned.

Said School District shall be under no obligation to accept a student teacher under this Agreement.

3. Gustavus Adolphus College has authority to withdraw, suspend or terminate a student teacher from the program for academic deficiencies, behavioral violations or other sufficient reason subject to certain procedures afforded to the student teacher. Said School District may unilaterally suspend or terminate a student teacher's participation in the program at building site(s) for any reason. The District liaison will consult Gustavus Adolphus College liaison before suspending or terminating a student teacher's participation, except where consultation is not reasonably possible under the circumstances.
4. Student teachers are participants in an educational program, and for purposes of this Agreement, shall not be considered employees of either the said School District or Gustavus Adolphus College except as provided in Minn. Stat. § 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of said School District or Gustavus Adolphus College except as provided in Minn. Stat. § 122A.69.

B. Gustavus Adolphus College Responsibilities

1. Gustavus Adolphus College shall assume overall responsibility for the general educational experience of student teachers assigned to school sites. That responsibility includes the following:
  - Determination of educational goals for each student teacher
  - Establishing a prerequisite criteria for placement of student teachers at said School District which shall include the requirement that all student teachers have completed not less than two years of an approved teacher education program;
  - Determination of completion of the assignment
  - On site supervision and evaluation as coordinated by the liaisons
  - Final evaluation of student teacher performance.

Notwithstanding Gustavus Adolphus College responsibility to determine educational goals for the program, said School District has full authority to prohibit the implementation of any goal that is not compatible with said School District and building site programs and practices or its professional responsibilities to said School District pupils.

2. Said School District requires student teachers to undergo criminal/maltreatment background studies pursuant to Minn. Stat. § 123B.03 and 299C.60 et. seq. as a prerequisite to participation in the program. The student teacher must reimburse said School District for the actual cost of the background study. Participating student teachers are required to complete a background study consent form and submit to a background study performed by said School District or its agent.
3. Gustavus Adolphus College certifies that its student teachers have been instructed on the confidentiality of information related to pupils.
4. Gustavus Adolphus College shall pay an honorarium or stipend for the placement of its student teachers in the amount of Three Hundred Dollars per 14-week experience per student teacher. Payment shall be made directly to the cooperating teacher.

C. Said School District Responsibilities

1. Shall assume full responsibility for the instruction of its pupils. It is understood that individual pupil instruction is not controlled, supervised, or paid for by Gustavus Adolphus College.
2. Agrees to provide student teaching opportunities for student teachers in said School District building sites. In this regard, said School District will provide the equipment, facilities, supplies and services for student teachers assigned to said School District necessary to meet the objectives of the program. Licensed, full-time, continuing contract teachers will supervise student teachers and such employees will have full authority to restrict and set limits upon the conduct and actions of student teachers participating in the program.

3. Agrees that it will not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this Agreement. A student teacher shall not act as a substitute teacher.
4. Agrees to provide Gustavus Adolphus College with a current copy of its regulation and procedure with regard to student teachers.
5. Will provide student teachers with an introductory orientation. Student teachers will be required to adhere to the internal policies, regulations and procedures of said School District.

## **II. Term**

This Agreement shall be effective **July 1, 2015** and shall remain in effect until **June 30, 2018**. It may be terminated as provided by this Agreement.

## **III. Insurance and Indemnity**

Gustavus Adolphus College shall maintain insurance coverage to cover any claims arising out of student teacher participation in the program provided for in this Agreement. A certificate evidencing insurance obtained by the Gustavus Adolphus College shall be furnished to said School District upon request. Gustavus Adolphus College shall carry the following minimum insurance coverage in a form acceptable to said School District at Gustavus Adolphus College expense during the term of this Agreement.

- General Liability Insurance, \$1,500,000 per occurrence, minimum
- Professional Liability Insurance, \$500,000 per occurrence, minimum
- Said School District will be listed as an additional insured on the Gustavus Adolphus College insurance policies with respect to claims related to the student teaching program referenced in this Agreement

Gustavus Adolphus College and said School District will be responsible for their own acts and behavior and the results thereof.

## **IV. Data Privacy**

Gustavus Adolphus College agrees that the College and all student teachers participating in the program will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13 and the Federal Educational Rights and Privacy Act (FERPA), 20 USC 1232g if the implementation of this Agreement requires student teachers or Gustavus Adolphus College to have access to any of said School District's government data, including the educational data of pupils enrolled in said School District.

All student teachers participating in the program will be required to sign an authorization to allow Gustavus Adolphus College and said School District to exchange information about the student teacher's participation and performance in the program.

**V. Termination**

Said School District may terminate this Agreement by providing thirty (30) days written notice. Said School District may also reject a student teacher that Gustavus Adolphus College has proposed for participation in the program and may also immediately terminate a student teacher's participation in the program as provided in section I.A.3 of this Agreement.

**VI. Compliance with Applicable Laws**

The parties warrant that they will comply with all applicable federal, state and local laws.

**VII. Non-Discrimination**

Neither Gustavus Adolphus College nor said School District shall discriminate on the basis of race, religion, creed, color, sex, national origin, disability, age, marital status, public assistance status, membership or activity in a local human rights commission, veteran status, or sexual orientation.

**VIII. Costs**

It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the program, except as expressly provided in this Agreement. The parties specifically agree that the student teachers participating in the program are not entitled to or eligible for compensation of any kind as a result of their participation in the program.

**IX. Successors**

All covenants, stipulations and promises in this Agreement will be binding upon and insure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. Gustavus Adolphus College does not have the right to assign or otherwise transfer its rights or obligations under this Agreement except with the written consent of said School District. Any prohibited assignment will be null and void.

**X. Governing Law**

This Agreement will be governed by and construed pursuant to the laws of the state of Minnesota.

**XI. Waivers**

No failure on the part of either party to exercise and no delay in exercising any right or remedy hereunder shall operate as a waiver thereof.

**XII. Amendments**

This Agreement may not be modified, amended, rescinded, canceled or waived in whole or in part, except by a written instrument signed by both parties or as provided in section V, Termination.

**XIII. Entire Agreement**

This Agreement, including any appendices attached hereto and made a part hereof, constitutes and expresses the entire agreement and understanding between the parties relative to the services. This Agreement supersedes all other prior between the parties.

**IN WITNESS WHEREOF**, the parties hereto execute this agreement as follows:

**Gustavus Adolphus College, Department of Education**

Date: April 24, 2015 By: Debra E. Pitton  
Dr. Debra Pitton, Chairperson, Education Dept.

**Independent School District** BELLE PLAINE, ISD 716  
**Name and District Number**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Chairperson of the School Board

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Superintendent of Schools or Clerk of Board

## APPENDIX

### AUTHORIZATION FOR THE EXCHANGE OF INFORMATION

I authorize employees and agents of the Gustavus Adolphus College, Dr. Debra Pitton, Education Department, 800 West College Ave., St. Peter, MN 56082 and employees and agents of said School District to exchange information regarding my participation and performance in the student teaching program. The purpose of this exchange of information is to allow the College and the said School District to plan for my participation in the program and to discuss issues relative to my placement and performance in the program. I agree that this authorization is willing and voluntary. I understand that this authorization automatically expires upon my completion of the program unless I revoke it prior to my completion of the program. I understand that if I revoke this authorization before my completion of the program, I may no longer be eligible to participate in the program.

Date: \_\_\_\_\_

Student Teacher's Name: \_\_\_\_\_

Board Report  
May 22, 2015  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Thank you to Julie and her entire kitchen staff for preparing food for our Bring A Buddy To Breakfast celebrations.
- Thank you Kati Miller for substituting for Jenny Jungwirth since December. She has done a fabulous job and helped Kindergarten and second grade with their performances.
- Thank you to Delores Johnson. She has completed her second long term sub position with the first grade students and staff.
- Thank you to the Belle Plaine Public Library for welcoming our students and providing information regarding summer reading!
- Thank you to Jill Wallert and Kelly Adrian for your time at Chatfield. We wish you well in your new adventures.
- Thank you to all of the students, staff, and volunteers that helped make our end of the year field trips fun, exciting, and successful.

**Acceleration:**

- Professional Learning Communities: The PLC teams will be presenting their final presentations to wrap up their school year on May 26<sup>th</sup>. They will be sharing about the school year, growth, and goals. Our end of the year Staff Meeting will also include celebrating years of service and handing on longevity pins to staff.
- Our end of the year AIMS testing is complete. Kdg-84% Tier I Letter Sound Fluency; First Grade Reading-76% Tier I; Second Grade Reading-77% Tier I; Kdg Math-77% Tier I; First Grade Math-87.4% Tier I; Second Math-84.7% Tier I.

**Anticipation:**

- The Phy. Ed. Staff have developed a K-2 Field Day experience that is going to be awesome. All students in K-2 will be at the field by Oak Crest from 11:30-2:45.
- The Kindergarten Team will be interviewing for two open positions. The first round of interviews will take place on June 5<sup>th</sup>.
- Several Chatfield and Oak Crest Staff will be trained on the FAST assessment system on July 21. We are looking forward to learning more about this assessment and creating a train the trainer model to be implemented during the 15-16 school year.
- We will have our last All School Morning Meeting of the 14-15 school year on June 4<sup>th</sup>.
- The Chatfield staff are looking forward to a summer filled with learning, reflection, rejuvenation, and spending time with family.

**Board Report**  
**May 26<sup>th</sup>, 2015**  
**Oak Crest Elementary**  
**Liann Hanson**

**Appreciation:**

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

**Acceleration:**

- **Terrific Tiger Celebration** We had our Terrific Tiger Celebration on Friday, May 15<sup>th</sup>. We celebrated positive behavior traits of students!
- **Girls ROC!** We did our final run on Saturday, April 25<sup>th</sup> at the Girls on the Run 5K! What a great experience for our parents, students, and staff!
- **Testing** We have finished our MCA testing. We really narrowed down some factors and I believe this helped support our students during testing.


**Anticipation**

- **ELC Talent Show** Our 5<sup>th</sup> and 6<sup>th</sup> grade students will be hosting the annual Talent Show at Oak Crest on Wednesday, May 27<sup>th</sup> and Thursday, May 28<sup>th</sup> at 7:00 PM.
- **Track Meet** Our 3<sup>rd</sup> and 4<sup>th</sup> grade students will be participating in a track meet on Wednesday, May 27<sup>th</sup>!
- **4<sup>th</sup> Grade Como Zoo Field Trip** Our 4<sup>th</sup> graders will be taking a field trip to the Como Zoo on Monday, June 1<sup>st</sup>!
- **3<sup>rd</sup> grade Informational Night** We are hosting an Informational Night for our incoming 2<sup>nd</sup> grade students and parents on Monday, June 1<sup>st</sup> at 6:00 PM.
- **Skateville** 5<sup>th</sup> and 6<sup>th</sup> grade students will be heading to Skateville on Tuesday, June 2<sup>nd</sup>
- **Track Meet** Our 5<sup>th</sup> and 6<sup>th</sup> grade students will also be participating in a track meet on Wednesday, June 3<sup>rd</sup>!
- **6<sup>th</sup> Grade Graduation** Our 6<sup>th</sup> graders will graduate from Oak Crest on our last day of school, Thursday, June 4<sup>th</sup> at 9:00 AM.



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



Office P Mobile: E - <a href="mailto:mch@belleplaine.k12.mn.us">mch</a> Email: l		2418 <a href="mailto:laine.k12.mn.us">laine.k12.mn.us</a> 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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## May Board Report

### Appreciation

- Thank you to our Staff and Students for all of their hard work during the MCA's in late April and early May! Our students made great growth in Reading and Math from their OLPA test in January!
- Special thanks to our golf coaches, kids and parents for their flexibility this season as we worked through a challenging situation with Valley View's closing.
- Spring sports had the tall task of bringing home the MRC All-Sports Award and they succeeded! Belle Plaine Activities are the MRC All-Sports winners for 2014-15. Great kids, coaches, parents and community support!
- Visual Arts sent 3 students to State this year!
- Bruce Mathiowetz and the FFA students put on another GREAT FFA Banquet this year!
- The Pop's Concert and Art show was fabulous once again! Thanks to our talented students and directors/coaches!

### Anticipation

- 6<sup>th</sup> grade Orientation into the Junior High is scheduled for May 13<sup>th</sup>. The students get a tour of the building as well as information on all the possible activities they can join.
- The Band Concert in the Park is Wednesday, May 27<sup>th</sup> @ Union Square Park – 6:00pm.

### Acceleration

- Mrs. Vourlos, Mrs. Hohenstein and I met with our 6<sup>th</sup> grade students May 13<sup>th</sup> to give them a brief orientation and tour of the JH/SH. We collected registration materials and talked about the different options of classes they would have as 7<sup>th</sup> graders.
- Everyone is underway with Sub-Section and Section play! Best of luck to our spring teams and activities!

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

**Appreciation:**

- We are geared up for the last weeks of the year! The iPad collection will be a major process at the end of our first year of 1:1. The Tech Vanguard Team has a process in place to efficiently collect the devices, cords, and charging blocks during our social studies classes on May 29 (7th/8th grade), June 1 (11th/12th grade), and June 2 (9th/10th grade). I appreciate the efforts of the tech team in the planning they have done to make this a successful day. I know the experiences from the Oak Crest turn in will help in our process. I can see the progress that our staff has made with 1:1 integration, as I had some staff members curious how they should run their classroom without the devices, since they have become paperless.
- With the shift in titles and the reduction in staff for next year, our office team for next year (counsel, student support specialist, assistant principal, and principal) met to discuss how to divide responsibilities that were part of the social work position that has eliminated. It is an excellent group of professionals who is willing to take on new challenges and work together - all for the needs of the students. People are so willing to step forward and address the needs. The team has come up with an appropriate transition plan and will be ready for next year.

**Acceleration:**

- We are finalizing our Tech Coaches for next year. With three representatives in the 7-12 building, I believe the new model will successfully meet the needs of the staff. Being able to stop in and see a colleague before or after school will allow staff members to get technology needs addressed quickly. The Tech Coaches will be made aware of each person's technology goal, offer individual and group instruction, be an active member of the Tech Vanguard Team, and will serve as a liaison between the staff and administration. Efforts will be made to gauge what large group and individual technology needs we have. Progress on the Tech Benchmarks will serve as the progress monitoring tool.

**Anticipation:**

- With the creation of the Activities Director/Community Recreation position, we have engaged in conversations on preparing our space in the high school office to welcome the new personnel. The work stations for the Community Education clerical staff and Assistant Recreation Director will be located right as you enter the office. We plan on having the space ready on or around June 22nd. We are also examining how we have designated our parking spaces on school property and will consider altering the labelling of some of the them to better support community members.
- Graduation is right around the corner - June 7th! As has happened the last handful of years, the staff is invited to be part of the processional during the ceremony. The students again selected a staff member to speak at graduation. Ali Jacobson is an excellent fit for the position because of the impact she has had on our seniors, her transition in her life and career, and her ability to represent the staff.

**Belle Plaine High School  
School Board Report  
Submitted by Margot Hansen  
May 20, 2015**

**Appreciation:**

- Testing is complete! I am so thankful for the time that teachers invested in generating a climate and culture conducive to testing. The positivity and priority designated to this year's assessments is definitely a step in the right direction. Our preliminary results look like we will have successes to celebrate as well. We are hoping to receive feedback from staff in regards to any improvements we can make in the future!

**Acceleration:**

- As the year winds down, we are analyzing what we have for preliminary MCA results at the high school in order to make decisions about class offerings based on student needs.
- The Minnesota Department of Education requires a post-test edit to be secured June 12, 2015. This information confirms that students registered in the district during the testing window were assigned and completed the appropriate state assessments.
- Technology Coach Applications are in and the administrative team is determining who will fill act as the coaches and fill the seats of the Technology Vanguard team for the school year 2015-2016.

**Anticipation:**

- I am excited about wrapping up one school year, and planning for the next. There are many things that I would like to try, do differently or focus more on as we approach the new school year. We are in the process of restructuring the Rtl programs at the junior/senior high school. District-wide, I am looking forward to working more individually with teachers on instruction, assessments, and standards. In addition, our new TVT will be collaborating to determine the most impactful and purposeful strategies in providing support and professional development on technology integration for our teachers.

**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*

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## Board Meeting 5.26.15

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

- Working with building staff and administration on programming, staffing and getting ready for next fall.
- Working on getting items, materials, etc. for Transition Program.
- Worked on logo and name for Transition Program. Name of transition program will SOAR (Students Out Achieving Results)
- Attended the Director's Forum on Friday, May 15<sup>th</sup> to hear updates and changes for the 2015-2016 school year.
- Attended Finance Training on Friday, May 22<sup>nd</sup> to prepare for the new funding formula and expectations financially.
- Getting ready for Extended School Year or ESY for our students on IEPs. This will be located at BPHS this summer July 6<sup>th</sup> through July 30<sup>th</sup> from 8:30am – 11:30am.
- Continuing to work with Special Services Secretary on improving our MA Billing Process.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PLACING KELLY VORLOUS  
ON UNREQUESTED LEAVE  
OF ABSENCE

WHEREAS, the School Board of Independent School District No. 716 adopted a resolution proposing placement of Kelly Vorlous on unrequested leave of absence on April 27, 2015, on the grounds of insufficient financial resources; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by Kelly Vorlous by personal service on Wednesday, April 29, 2015, and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting for the reasons for the proposed placement as well as a statement that she was entitled to a hearing before the school board provided she make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by Kelly Vorlous to the school board's proposed action, and

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from Kelly Vorlous for a hearing as of May 15, 2015 and

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by Kelly Vorlous to her placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 716 that Kelly Vorlous be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 716 on the grounds of insufficient financial resources effective at the end of the 2014-2015 school year on June 30, 2015 pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 11, without pay or fringe benefits.

Member \_\_\_\_\_ seconded the resolution and the following members voted in support of the resolution:

And the following voted against the resultion:

Therefore the resolution is/is not passed.

\_\_\_\_\_  
Dan Giesen, School Board Clerk

\_\_\_\_\_  
Date

AGREEMENT BETWEEN THE CITY OF BELLE PLAINE AND  
INDEPENDENT SCHOOL DISTRICT #716 RELATING TO THE ESTABLISHMENT AND  
OPERATION OF A JOINTLY SPONSORED  
COMMUNITY EDUCATION PROGRAM

MAY 2015 TO MAY 2017

AGREEMENT, made as of January 17, 1982, and February 1, 1988, February 6, 1995, and March 2004 between the CITY OF BELLE PLAINE, a Minnesota municipal corporation ("City") and INDEPENDENT SCHOOL DISTRICT NO. 716, Scott County, Minnesota, ("School District").

WHEREAS, the School District is organized for the purpose of providing public school education, including at its discretion lifelong learning opportunities, continuing education programs and associated recreation programs within its geographic boundaries; and

WHEREAS, the City does provide recreation and civic programs for citizens within its geographic boundaries; and

WHEREAS, the School District and the City ("Sponsors"), within their respective powers, desire to cooperate in the establishment and operation of a Community Education and Recreation Program, as that term is defined herein below in Article 1, within the total area encompassed by the boundaries of the City and the School District.

NOW, THEREFORE, the Sponsors hereby agree as follows:

1. PURPOSE OF AGREEMENT

The Sponsors shall severally, jointly and cooperatively, pursuant to the board and authority of Minnesota Statutes, and other applicable statutes and their respective express and implied powers, established and operate a Community Education and Recreation Program.

The Community Education and Recreation Program is defined to mean the following:

A program of academic improvement, enrichment, leisure and recreation services, program coordination, and social action utilizing School District facilities, City park and recreation facilities, and private resources for all ages, for all social and for all economic groups residing within the geographic boundaries of the Sponsors.

## 2. COMMUNITY EDUCATION AND RECREATION ADVISORY COUNCIL

A work group committee will meet to discuss any issues arising with Community Ed./Rec. with the following representation.

- \* School Board Representative
- \* City Council Representative
- \* School Board Superintendent
- \* City Administrator
- \* Activities and Recreation Director

## 3. PERSONNEL

- a). The School District and City Council shall approve qualifications, salary, and personnel hired for the position of Director.
- b). The School District shall approve qualifications, salary and personnel hired for community education staff positions.
- c). The City Council shall approve qualifications, salary, and personnel hired for recreation staff positions.

## 4. FINANCES

Each Sponsor shall make contributions necessary to meet the approved financial needs of the annual budget. Annual budgets shall be submitted to the respective Sponsor for approval. A proposed recreation budget shall be submitted to the School District by requested date. Each proposed budget shall estimate all revenue and expenditures and shall set forth the recommended program of activities including administrative costs and shall be in sufficient detail to provide review.

The City shall fund recreation-orientated activities encompassing all ages. Financing shall be provided through fees, donations and general tax revenue.

The School District shall bill the City on a quarterly basis for its 30% share of administrative costs and services while the ISD/Community Ed. will be responsible for the remaining 70% of the administrative expenses.

Other costs of the Community Education Program shall be funded through the Community Service Budget, Community Education/Services Fund, of the School District. Financing shall be provided through fees, donations, state and federal financial aid and special tax levies. The School District will make available to the City monthly financial statements relative to the operation of the Community Education and Recreation Program. Reports shall conform to the principles and standards of public financial reporting as established by Uniform Financial Accounting for Minnesota School Districts, State of Minnesota Department of Education.

## 5. FISCAL AGENTS

- a). The School District through its designee will be the fiscal agent for the following:
  - (1) The majority of revenues and expenditures for the administration of the Community Education/Recreation and this agreement.
  - (2) Revenues and expenditures for School District approved budget, programs, classes, and activities.
- b). The City through its designee will be the fiscal agent for revenues and expenditures for City approved budget and programs.
- c). The fiscal agent(s) shall approve and process bills and claims submitted by the Director.
- d). The Director is responsible for preparing budgets and handling funds.

## 6. FACILITIES

- a). Each Sponsor shall determine which of its lands, buildings and equipment (“public resources”) will be made available to the Community Education/Recreation Program.
- b). The School District shall provide office space and operational services to permit the Director to administer the Community Education and Recreation Program.
- c). Each sponsor shall maintain general liability insurance covering those public resources made available to the Community Education and Recreation Program.
- d). Joint Facility Use Agreement.

## 7. SUPERVISION OF PROGRAMS

The responsibility for operation and maintenance of the Community Education Program, except as otherwise set forth within, shall be the School District's. The responsibility for operation and maintenance of the Community Recreation Program, except as otherwise set forth within, shall be the City's.

The Superintendent of Schools shall supervise the Activities and Recreation Director in community education development and activities, and the City Administrator shall supervise the Director in recreation development activities;

The Superintendent and City Administrator shall conduct a semi-annual review/evaluation of the Director. The evaluation instrument will be mutually agreed upon by the ISD Superintendent and the City Administrator.

## 8. POLICY REVIEW/TERMINATION

This agreement shall be reviewed by the sponsors every 2 years or as requested in writing by either party.

This agreement shall remain in effect and shall govern the jointly-sponsored Community Education and Recreation Program, subject to the right of either party to terminate this agreement at the end of a calendar year. The notice of intent to terminate

shall be in writing and shall be served at least one year before the proposed date of termination. In the event of such termination, the unexpended balances or deficits remaining after satisfaction of all obligations in the Community Education/Services Fund and Trust/Agency Fund, as set forth in section 4 above, will be repaid in direct final fiscal year. Property acquired from the Community Education/Services Fund will be returned to the School District upon completion of the Program's final fiscal year.

#### 9. NONDISCRIMINATION

a). Access to Community Education and Recreation programs shall be available to all residents of the Sponsoring agencies without regard to race, color, creed, religion, national origin, or sex, or as required by the State of Minnesota or the U.S. Government.

b). No applicant for employment or employee hired pursuant to the agreement shall be discriminated against with respect to the person's race, color, creed, religion, national origin, age or sex. Age or sex may be taken into consideration only when required by a bonafide occupational qualification.



**JOINT FACILITY USE AGREEMENT BETWEEN  
THE CITY OF BELLE PLAINE AND  
BELLE PLAINE I.S.D. #716**

**April 2015 – December 2016**

This agreement is to identify the use of the joint facilities between the City of Belle Plaine and Independent School District #716.

Management. In respect to the joint facilities use, the Public Works Superintendent of the City of Belle Plaine and the Building and Grounds Supervisor of I.S.D. #716 shall have the responsibility of carrying out this agreement. Frequent and timely communications is essential between the facility managers.

Community Services Department. The Community Services Director will schedule all recreation activities on the below mentioned facilities and must provide all schedules to the Public Works Superintendent and the Building and Grounds Supervisor.

Liability Insurance. Owners of the facility will provide liability insurance.

**City Fields: Tiger Stadium, Heritage, Fountain, Meadow, Prairie**  
**School Fields: Chatfield, Oak Crest, Sports Complex (Football/Track/Tennis)**

**1.0. LITTLE LEAGUE BASEBALL/SOFTBALL FIELDS – SCHOOL PROPERTY.**

**School Responsibility.**

1. Backstops and bench area fencing.
2. Mowing and trimming of grass.
3. Care of grass – fertilizing, weed control, etc.
4. All repairs (Pertaining to the facilities)
5. Garbage collection during school year.
6. School to pay for all materials.
7. Dragging of fields on a daily basis during the school year.
8. Storage of equipment.
9. Maintenance – Building and Grounds Supervisor will initiate the following maintenance items:
  - Red rock – add.
  - Red rock tilling/weed control.
  - Red rock grading.
  - Grounds keeping materials, rakes, etc.

**City Responsibility.**

1. Dragging of fields on a daily basis during the summer.
2. Provide garbage containers, minimum of one per field. Garbage will be collected a minimum of once a week during the months of June, July and August.
3. The City providing manpower, trucks and equipment and the school pays for the material.
4. Portable restrooms.

**Shared School/City Responsibility (Purchases with Prior Approval)**

1. Chalk (allocated to each department and programs will be billed for use).
2. Mound clay (city to purchase and allocate back to department).

**Community Services Responsibility.**

Coordinate reservation and scheduling the fields and provide information to Public Works Superintendent and the District Building and Grounds Supervisor.

1. Locate base locations and placed seasonally.
2. Provide field equipment (bases, rakes, etc.) and program equipment (helmets, balls, etc.) to appropriate programs.

**Individual Program Responsibility.**

1. Field preparation such as chalking lines, etc.

**2.0. UNION SQUARE BASEBALL FACILITY – CITY PROPERTY.**

**City Responsibility.**

Maintain all aspects of the complex

1. Baseball scoreboard.
2. Baseball press box.
3. Grandstand, dug-outs, fencing, light tower – bulbs.
4. Irrigation.
5. Mowing and bagging.

**Shared School/City Responsibility (Purchases with Prior Approval).**

1. Chalk (allocated to each department and programs will be billed for use).
2. Mound clay (city to purchase and allocate back to department).

**Community Services Responsibility.**

Coordinate reservation and scheduling the fields and provide information to Public Works Superintendent and the District Building and Grounds Supervisor.

**3.0. TENNIS COURTS – SCHOOL PROPERTY. (SOUTH MARKET STREET & W. COMMERCE DR)**

**School Responsibility.**

1. Building and Grounds Supervisor initiates repair needs.

**City Responsibility.**

1. Electric Bill.

**Shared School/City Responsibility.**

1. Cost shared 50/50 School City for Market Street courts, for court surface, lights and towers, electrical service, nets, meter box, and security fencing.

**4.0. SKATING RINK – CITY PROPERTY. (WEST PARK STREET & HICKORY PARK)**

**City Responsibility.**

1. Public Works Superintendent initiates repair needs.
2. Lights.
3. Electric utility bill.
4. Trash removal and portable restrooms.
5. Warming House Attendant payroll.

**Community Services Responsibility.**

1. Scheduling hours for warming house attendant.

**5.0. HOCKEY RINK – SCHOOL PROPERTY. (SOUTH MARKET STREET)**

**School Responsibility.**

1. School Building and Grounds Supervisor initiates repair needs.

**City Responsibility.**

1. Lights.
2. Electric utility bill.
3. City to maintain ice.
4. Trash removal and portable restrooms.
5. Dog park (seasonal), including mowing, clean-up, etc.
6. Hockey boards - ownership and maintenance.
7. Provide goals and nets.

**Community Services Responsibility.**

1. Schedule facility if necessary.

**6.0. FOOTBALL: Flag, Tackle and Intramural Flag**

**School Responsibility:**

**Sports Complex/Chatfield**

1. Building and Grounds Supervisor initiates repair needs and maintain fields.

**City Fields (Meadow and Prairie):**

- 1. City Superintendent initiates repairs needs and maintain fields.

**Community Services:**

- 1. Equipment and schedule.
- 2. Coordinate field set up i.e. chalk/cones/equipment.

**7.0. SOCCER**

**Community Services:**

- 1. Maintains program: i.e. Placement and Removal of Goals, nets, balls, uniforms etc.

**City Responsibility:**

- 1. Field Maintenance if program is being played on city fields.
- 2. Purchase goals.

**School Responsibility:**

- 1. Field Maintenance if program is being played on school fields.

**9.0. AGREEMENT REVIEW AND RENEWAL.**

1. This agreement will be reviewed every two years prior to renewal by the designated City and School officials. Everyone on the Committee associated with this agreement will coordinate and review of this document as needed. Amendments will be made upon agree by all parties.

Adopted by the Belle Plaine City Council

Adopted by the Belle Plaine School Board

on \_\_\_\_ day of \_\_\_\_\_, 2015.

on \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
 Mayor Date

\_\_\_\_\_  
 School Board Chair Date

\_\_\_\_\_  
 City Administrator Date

\_\_\_\_\_  
 School Superintendent Date

\_\_\_\_\_  
 City Public Works Superintendent Date

\_\_\_\_\_  
 Bldg & Grounds Supervisor Date

# Activities & Recreation Director

Dept/Div: District Wide/N/A

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work planning, organizing and supervising community education and 7-12 activities, programs, staff and events, enforcing rules, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all personnel in the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Assigns, directs and reviews recreation & activities staff work; handles hiring, transferring, suspending, disciplining, and terminating staff, coaches & advisors; evaluates staff performance; coaches and/or counsels staff.

Assists with community education & recreation budget & develops and administers the activities budget.

Manages community education facilities and programs outside the school day including decision making, policy interpretations and other issues.

Approves payroll information, bills, etc.

Attends various meetings, seminars, conferences, etc.

Acts as the civil rights officer for the district.

Supervises and coordinates activities programs; Schedules workers for activities and assignments; hires and terminates coaches.

Supervises contests or ensures proper supervision of events.

Acts as a liaison for activities stakeholder groups and participates on various community committees.

Promotes activities available through the district.

Oversees activity accounts; collects activities fees and insurance forms or waivers.

Coordinates the end of year awards programs.

## Knowledge, Skills and Abilities

Thorough knowledge of the general laws and administrative policies governing student service programs; thorough knowledge of athletic/activity programs and related rules and regulations; thorough knowledge of the principles and practices of planning, programming and operations; ability to develop and present ideas effectively, both orally and in written form; ability to plan and supervise the work of others; ability to operate standard office equipment and related hardware and software; ability to interpret programming guidelines and to implement into daily business operations; ability to write and coordinate the facilitation of a budget; ability to operate standard sporting and activities equipment and tools; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates and students.

Thorough knowledge of a community recreation department operations; thorough knowledge of the program areas in community; thorough knowledge in creating and monitoring a department budget; thorough knowledge of state and federal funding for community education; thorough knowledge of community programs and related rules and regulations; thorough knowledge of the principles and practices of facility planning, programming and operations; ability to maintain order in a public facility; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with participants, associates and the general public.

## Education and Experience

Bachelor's degree with coursework in recreation programming, education, or related field and experience working in community education with some supervisory experience, prior head coaching experience, or equivalent combination of education and experience. Advanced degree in education administration or community education is preferred.

# Activities & Recreation Director

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Applicable district or department training will be provided and must be completed upon hire.  
Licensed community education director desired but not required.  
Valid driver's license in the State of Minnesota.

Last Revised: 04/13/2015

# Activities & Recreation Director

## Financing Options for Minnesota School Districts

### Capital Project Referendum Account – MS123B.63

#### Authority

Subject to MS 123B.63 a district may seek voter approval to create a capital project referendum account as a separate account in its general fund or its building construction fund. If approved by the voters, all proceeds from the capital project levy must be deposited in the capital project referendum account in its general fund for future planned expenditures. The portion of the proceeds to be used for building construction must be transferred to the capital project referendum account in its building construction fund. Interest income attributable to the capital project referendum account must be credited to the account.

#### Permitted Uses

Money in the capital project referendum account must be used only for the purposes specified in section 126C.10, subdivision 14, for operating capital revenue, including the costs of acquisition and betterment for a project. The Department of Education is currently requiring Review and Comment submission on all proposed projects irrespective of cost. Permitted uses of funds from the Capital Project Referendum Account include the following:

- to acquire land for school purposes;
- to acquire or construct buildings for school purposes;
- to rent or lease buildings, including the costs of building repair or improvement that are part of a lease agreement;
- to improve and repair school sites and buildings, and equip or reequip school buildings with permanent attached fixtures, including library media centers;
- for a surplus school building that is used substantially for a public non-school purpose;
- to eliminate barriers or increase access to school buildings by individuals with a disability;
- to bring school buildings into compliance with the Uniform Fire Code adopted according to chapter 299F;
- to remove asbestos from school buildings, encapsulate asbestos, or make asbestos-related repairs;
- to clean up and dispose of polychlorinated biphenyls found in school buildings;
- to clean up, remove, dispose of, and make repairs related to storing heating fuel or transportation fuels such as alcohol, gasoline, fuel oil, and special fuel, as defined in section 296A.01;
- for energy audits for school buildings and to modify buildings if the audit indicates the cost of the modification can be recovered within ten years;
- to improve buildings that are leased according to section 123B.51, subdivision 4;
- to pay special assessments levied against school property but not to pay assessments for service charges;
- to pay principal and interest on state loans for energy conservation according to section 216C.37 or loans made under the Douglas J. Johnson Economic Protection Trust Fund Act according to sections 298.292 to 298.298;
- to purchase or lease interactive telecommunications equipment;

- by board resolution, to transfer money into the debt redemption fund to: (i) pay the amounts needed to meet, when due, principal and interest payments on certain obligations issued according to chapter 475; or (ii) pay principal and interest on debt service loans or capital loans according to section 126C.70;
- to pay operating capital-related assessments of any entity formed under a cooperative agreement between two or more districts;
- to purchase or lease computers and related materials, copying machines, telecommunications equipment, and other non-instructional equipment;
- to purchase or lease assistive technology or equipment for instructional programs;
- to purchase textbooks;
- to purchase new and replacement library media resources or technology;
- to purchase vehicles;
- to purchase or lease telecommunications equipment, computers, and related equipment for integrated information management systems for managing and reporting learner outcome information for all students under a results-oriented graduation rule, managing student assessment, services, and achievement information required for students with individual education plans, and other classroom information management needs; and
- to pay personnel costs directly related to the acquisition, operation, and maintenance of telecommunications systems, computers, related equipment, and network and applications software.

#### Levy Authority

A district may levy the local tax rate approved by a majority of the electors voting on the question to provide funds for an approved project. The election must take place no more than five years before the estimated date of commencement of the project. The referendum must be held on a date set by the board. A referendum for a project not receiving a positive Review and Comment by the commissioner under section 123B.71 must be approved by at least 60 percent of the voters at the election. The referendum may be called by the school board and may be held:

- separately, before an election for the issuance of obligations for the project under chapter 475; or
- in conjunction with an election for the issuance of obligations for the project under chapter 475; or
- notwithstanding section 475.59, as a conjunctive question authorizing both the capital project levy and the issuance of obligations for the project under chapter 475. Any obligations authorized for a project may be issued within five years of the date of the election.

#### Ballot Requirements

The ballot must provide a general description of the proposed project, state the estimated total cost of the project, state whether the project has received a positive or negative review and comment from the commissioner, state the maximum amount of the capital project levy as a percentage of net tax capacity, state the amount that will be raised by that local tax rate in the first year it is to be levied, and state the maximum number of years that the levy authorization will apply. Since the authorization is a percentage of net tax capacity, the maximum levy will increase each year assuming the net tax capacity of the district increases. The ballot must contain a textual portion with the information required in this section and a question stating substantially the following:

"Shall the capital project levy proposed by the board of ..... School District No. .... be approved?"

If approved, the amount provided by the approved local tax rate applied to the net tax capacity for the year proceeding the year the levy is certified may be certified for the number of years, not to exceed ten, approved. In the event a conjunctive question proposes to authorize both the capital project levy and the issuance of obligations for the project, appropriate language authorizing the issuance of obligations must also be included in the question. The district must notify the commissioner of the results of the referendum.

#### Excess Levy Proceeds

Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved project before its final completion must be transferred to the district's debt redemption fund.

It is recommended that you contact a Springsted Client Representative as soon as possible if you need assistance planning a Capital Project Referendum Account project. As your independent financial advisor, Springsted will assist your district through this process from beginning to end.

#### **Please contact a Springsted Client Representative:**

Don Lifo	dlifo@springsted.com	651-223-3067
Patty Heminover	pheminover@springsted.com	651-223-3058
Stacy Childers	schilders@springsted.com	651-223-3083
Jerry Dudzik	jdudzik@springsted.com	651-223-3033

**Independent School District No. 716 (Belle Plaine)  
 Belle Plaine, Minnesota  
 Estimated Tax Impact - Based on Net Tax Capacity  
 Capital Project Levy**

<b>Assumptions</b>		
	<b>Taxable Net Tax Capacity*</b>	<b>Total Taxable Net Tax Capacity**</b>
<b>2014 Pay 2015</b>	\$8,962,084	\$10,220,936
<b>2015 Pay 2016 (Est)</b>	\$8,962,084	\$10,220,936
<b>Inflation Factor</b>	0.00%	

<b>Capital Project Referendum Calculation</b>		
	<b>Percentage of TTNTC</b>	<b>Total Dollars</b>
<b>2015 Pay 2016 - Option 1</b>	0.040121081	\$410,075.00
<b>2015 Pay 2016 - Option 2</b>	0.064193827	\$656,121.00
<b>2015 Pay 2016 - Option 3</b>	0.088266476	\$902,166.00

*\* Taxes paid by taxpayers are calculated using the Taxable Net Tax Capacity*

**Independent School District No. 716 (Belle Plaine)  
Estimated Tax Impact - Based on Net Tax Capacity**

Estimated Market Value (a)	Capital Project Levy 2014 Pay 2015 TNTC Tax Rate Increase (b):	Option 1	Option 2	Option 3
		\$410,075 \$8,962,084 4.576%	\$656,121 \$8,962,084 7.321%	\$902,166 \$8,962,084 10.066%
<b>Homestead Residential</b>				
\$50,000		\$14	\$22	\$30
75,000		21	33	45
85,000		25	41	56
100,000		33	53	72
125,000		45	72	100
150,000		58	92	127
175,000		70	112	155
200,000		83	132	182
225,000		95	152	209
250,000		108	172	237
300,000		133	212	292
350,000		158	252	347
400,000		182	292	401
450,000		206	329	453
<b>Commercial/Industrial</b>				
\$100,000		\$69	\$110	\$151
150,000		103	165	226
250,000		194	311	428
500,000		423	677	931
1,000,000		881	1,409	1,938
<b>Apartments (4 or More Units)</b>				
\$50,000		\$29	\$46	\$63
75,000		43	69	94
100,000		57	92	126
200,000		114	183	252
500,000		286	458	629
1,000,000		572	915	1,258
<b>Seasonal/Recreational (Residential)</b>				
\$30,000		\$14	\$22	\$30
40,000		18	29	40
45,000		21	33	45
50,000		23	37	50
75,000		34	55	75
<b>Agricultural Homestead</b>				
<b>Value per Acre</b>	\$8,500			
Dwelling Est. Market (c)	<u>Acres</u>	<u>Total EMV (d)</u>		
\$100,000	80	\$780,000	\$188	\$301
	160	1,460,000	344	550
	320	2,820,000	934	1,495
	640	5,540,000	2,179	3,486
<b>Agricultural Non-Homestead</b>				
	<u>Acres</u>	<u>Total EMV (d)</u>		
	80	\$680,000	\$311	\$498
	160	1,360,000	622	996
	320	2,720,000	1,245	1,991
	640	5,440,000	2,489	3,983

- (a) Estimated market value is the basis from which the net tax capacity is calculated. This value is not necessarily the price the property would bring if sold.
- (b) The tax rate increase is derived by dividing the average debt service by the taxable net tax capacity. The dollar increase in taxes payable is derived by multiplying the net tax capacity by the tax capacity rate increase.
- (c) Includes house, garage and one acre with an estimated market value of \$100,000.00

**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	1,777.20	MDE
RES PU 2016-2017	1,779.60	MDE
Referendum Market Value (RMV)	\$663,366,200	MDE
RMV Inflator	0.0%	

Aid Ratio	2014 Levy Pay	2015 Levy Pay
	2015	2016
First Tier	57.64%	57.64%
Second Tier	26.91%	26.91%
Third Tier	0.00%	0.00%

	Current Authorization		\$250 Increase	
	Amount Per Pupil	Total Dollars	Amount Per Pupil	Total Dollars
Local Optional Authorization	\$424.00	\$753,532.80	\$424.00	\$753,532.80
Current Referendum Authorization	300.00	533,160.00	300.00	533,160.00
Levy Increase	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>444,300.00</u>
New Referendum Authorization	\$724.00	\$1,286,692.80	\$974.00	\$1,730,992.80
State Aid		\$510,089.54		\$629,648.57
Local Levy		776,603.26		1,101,344.23
Transition Revenue		7,752.67		7,752.67
Equity Revenue		<u>297,681.00</u>		<u>263,456.43</u>
Net Revenue		<u>\$1,592,126.47</u>		<u>\$2,002,201.90</u>

	\$400 Increase		\$550 Increase	
	Amount Per Pupil	Total Dollars	Amount Per Pupil	Total Dollars
Local Optional Authorization	\$424.00	\$753,532.80	\$424.00	\$753,532.80
Current Referendum Authorization	300.00	533,160.00	300.00	533,160.00
Levy Increase	<u>400.00</u>	<u>710,880.00</u>	<u>550.00</u>	<u>977,460.00</u>
New Referendum Authorization	\$1,124.00	\$1,997,572.80	\$1,274.00	\$2,264,152.80
State Aid		\$701,383.99		\$730,078.16
Local Levy		1,296,188.81		1,534,074.64
Transition Revenue		7,752.67		7,752.67
Equity Revenue		<u>242,921.68</u>		<u>222,386.94</u>
Net Revenue		<u>\$2,248,247.15</u>		<u>\$2,494,292.41</u>

PRELIMINARY INFORMATION

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

Estimated Tax Impact for Additional Levy

Prepared: May 22, 2015

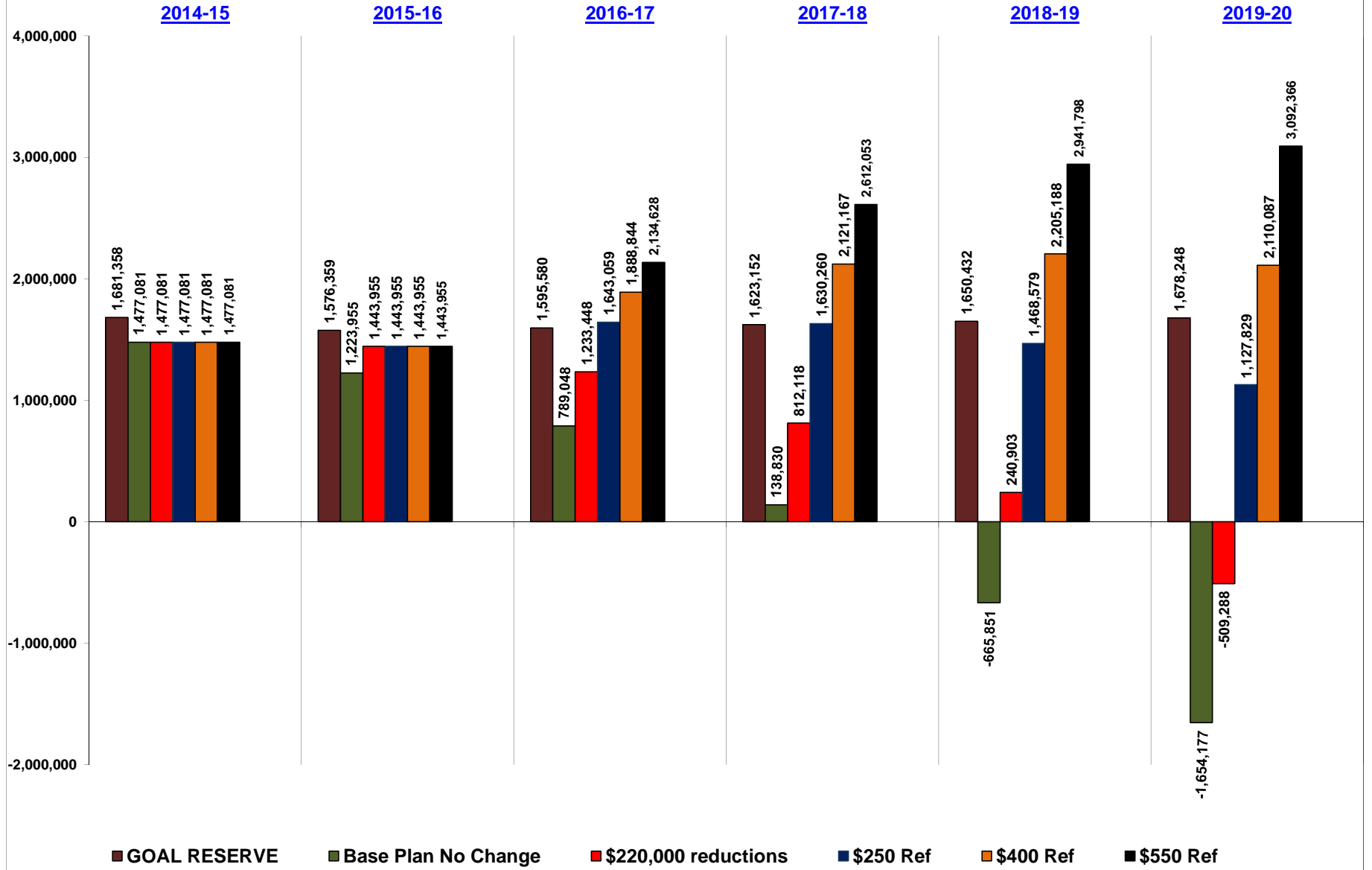
Referendum Market Value	FY 2017 2015 Pay 2016 Operating Levy Authority		
	Levy Increase \$250.00 0.0490%	Levy Increase \$400.00 0.0783%	Levy Increase \$550.00 0.1142%
50,000	24.48	39.16	57.09
75,000	36.72	58.74	85.64
85,000	41.61	66.58	97.06
100,000	48.95	78.33	114.19
125,000	61.19	97.91	142.73
150,000	73.43	117.49	171.28
175,000	85.67	137.07	199.83
200,000	97.91	156.65	228.37
225,000	110.15	176.23	256.92
250,000	122.38	195.81	285.47
300,000	146.86	234.98	342.56
350,000	171.34	274.14	399.65
400,000	195.81	313.30	456.74
450,000	220.29	352.47	513.84

*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.*

## Graph of Financial Planning Options Selected Version 2 (2%)



Name	Project	Requested Hours	Cost (at \$25.30/hr)	Group Cost	Recommended Hours	Cost (at \$25.30/hr)	Group Cost
G Brandt	3rd Grade	40	\$1,012		24	\$607	
A Fahey	3rd Grade	40	\$1,012		24	\$607	
C Rothstein	3rd Grade	40	\$1,012		24	\$607	
S Schroers	3rd Grade	40	\$1,012		24	\$607	
J Stebbins	3rd Grade	40	\$1,012		24	\$607	
				<b>5060</b>			<b>3036</b>
T Hartmann	6th Grade	40	\$1,012		24	\$607	
K LaJeunesse	6th Grade	40	\$1,012		24	\$607	
K Miller	6th Grade	40	\$1,012		24	\$607	
D Tesmer	6th Grade	40	\$1,012		24	\$607	
J Werner	6th Grade	40	\$1,012		24	\$607	
				<b>\$5,060</b>			<b>\$3,036</b>
M Hanson	Blended	40	\$1,012		24	\$607	
N Nelson	Blended	40	\$1,012		24	\$607	
				<b>\$2,024</b>			<b>\$1,214</b>
R Banks	Art	32	\$810		24	\$607	
C Hannon-Orr	Art	24	\$607		24	\$607	
				<b>\$1,417</b>			<b>\$1,214</b>
J Wellner	Civics	45	\$1,139		45	\$1,139	
	Am History	110	\$2,783		0	\$0	
				<b>\$3,922</b>			<b>\$1,139</b>
<b>Grand Total</b>				<b>\$17,482</b>			<b>\$9,639</b>
* Hourly rate of \$22/hour x 1.15 for payroll taxes =			\$25.30				

## **807 HEALTH AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

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

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
  
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards

existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard
  - 14. Electrical Safety
  - 15. First Aid/CPR/AED
  - 16. Food Safety Inspection
  - 17. Forklift Safety
  - 18. Hazardous Waste
  - 19. Hearing Conservation
  - 20. Hoist/Lift/Elevator Safety
  - 21. Integrated Pest Management
  - 22. Laboratory Safety Standard/Chemical Hygiene Plan
  - 23. Lead
  - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
  - 25. Machine Guarding

26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new

recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

MSBA/MASA Model Policy 807

Orig. 2012

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

Rev. ~~2012~~ 2014

## 807 HEALTH AND SAFETY POLICY

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

### I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee

established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard

14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
- 34 35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the

incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

MSBA/MASA Model Policy 427  
Orig. 2015

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

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

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

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

### I. PURPOSE

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

### II. DEFINITIONS

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

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

#### B. Direct Services

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

#### C. Indirect Services

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

D. Workload

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

**III. GENERAL STATEMENT OF POLICY**

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

**IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

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

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

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

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

MSBA/MASA Model Policy 905

Orig. 1996

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

Rev. 2003

## 905 ADVERTISING

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. ADVERTISING GUIDELINES

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

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

#### IV. ACCOUNTING

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

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

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