

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



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

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**REGULAR BOARD MEETING**  
**District Office, 130 South Willow Street, Belle Plaine, MN 56011**  
**6:00 PM Monday, March 28, 2016**

***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:**

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

**4. Consensus Items:**

Chair Gardner

**1. Previous Board Meeting Minutes:**

**3**

**2. Approve Monthly Expenditures:**

**7**

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:**

**29**

**5. Discussion Items:**

**1. Board Member Reports:**

Board Members

**2. Building Administrator Reports:**

**30**

**1. Superintendent Update:**

Dr. Laager

**1. Reductions for 2016-17:**

Dr. Ryan Laager

**36**

**6. Action Items:**

<b><u>1. Resolution Discontinuing and Reducing Educational Programs and Positions:</u></b>	Dr. Ryan Laager	<b><u>46</u></b>
<b><u>2. Resolutions Relating to the Termination and Nonrenewal of Teaching Contracts:</u></b>	Dr. Ryan Laager	<b><u>47</u></b>
<b><u>3. Reduction of non licensed Personnel:</u></b>	Dr. Ryan Laager	<b><u>52</u></b>
<b><u>4. Community Education Fees:</u></b>	Dr. Ryan Laager	<b><u>53</u></b>
<b><u>5. Review ELL Program:</u></b>	Dr. Ryan Laager	<b><u>56</u></b>
<b><u>6. 2016-17 Calendar:</u></b>	Dr. Ryan Laager	<b><u>73</u></b>
<b><u>7. Set-Sale Bond Resolution:</u></b>	Dr. Ryan Laager	<b><u>77</u></b>
<b><u>8. Integration Grant:</u></b>	Dr. Ryan Laager/Mr. Kell	<b><u>100</u></b>
<b><u>9. Review of Current Policies:</u></b>	Dr. Ryan Laager	<b><u>103</u></b>
<b><u>7. Upcoming Meetings:</u></b>		
<b><u>8. Adjourn:</u></b>		

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

\_\_\_\_\_  
Date

# **Preliminary Minutes of Regular School 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, February 22, 2016, 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 Gardner on Monday, February 22, 2016 at 6:00 pm at the District Center Board Room with the following members present: Vandermark, Giesen, Gardner, O'Brien, Skelley, Kahle and Supt. Laager.*

2. Acknowledgment of Visitors and Special Presentations:

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

*One Act Play members were present – They have grown to love One Act and want to continue on and do this in college and after. The bond from theatre is stronger than sports. One Act has taught the students skills like public speaking. They are thankful to have such a wonderful program available.*

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

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

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

4. Consensus Items:

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

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the January 25, 2016 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of February were reviewed. Administration recommends approval of the February 2016 disbursements totaling \$1,586,374.70. This includes board payables of \$210,884.65, hand payments of \$336,530.52, electronic payments of \$1,011,683.98 and student activity payments of \$27,275.55.

4. 3. Personnel:

Approve the hire of Karolyn Sonnetag as a long term substitute teacher from approximately March 30, 2016 through May 26, 2016.

Approve a lane change for Megan Zinken BA30 to MA.

Approve an Employee Leave Request for Jessica Moers, Paraprofessional, effective approximately March 28, 2016 through May 6, 2016.

Approve a requested Leave of Absence for John Wellner, Senior High Social Studies Teacher, effective June 30, 2016 for up to five years.

4. 4. Student Enrollments:

Approve a New Prague, grade 11, resident to attend Belle Plaine Schools effective January 18, 2016.

Approve a LeSueur-Henderson, grade 11, resident to attend Belle Plaine Schools effective January 25, 2016.

Approve a Shakopee, grade 9, resident to attend Belle Plaine Schools effective February 11, 2016.

Approve a Belle Plaine Kindergarten resident to attend Prior Lake-Savage Area Schools effective September 8, 2016.

4. 5. Donations:

Donations totaling \$2,556.56 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

<b>Date</b>	<b>Donor</b>	<b>Donation/Gift</b>	<b>Amount</b>
01.12.2016	Oak Crest Students and Parents	Oak Crest – Lunchroom Microwaves	740.00
01.21.2016	Belle Plaine Elementary PTO	Chatfield – Conference Meal	90.00
01.21.2016	Belle Plaine Elementary PTO	Chatfield – Fund Requests	130.49
01.27.2016	Schwann’s Cares Program	Oak Crest – Wolf Ridge	22.93
01.27.2016	Belle Plaine Elementary PTO	Oak Crest – Conference Meal	150.00
01.27.2016	Belle Plaine Elementary PTO	Oak Crest – Wiggle Cushions	1298.14
01.27.2016	Belle Plaine Elementary PTO	Oak Crest – Opera Singer	125.00

5. Discussion Items:

5. 1. Building Administrator Reports:

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month.

*Vandermark – Wellness*

- *75 pairs of Roller Blades going well*
- *School garden project going to Arborium next month*
- *480 kids using the snack cart*
- *Ship Grant – Boxes with activities for phy-ed. Staff going to National Phy-Ed Conference.*

*Geisen – SW Metro*

- *Website refresh complete*
- *SouthWest Metro Galla – October 28<sup>th</sup> – Fundraiser for Scholarships*
- *Buffalo accepted invitation*
- *Video on post-secondary and where they are today.*

5. 3. Superintendent Update:

Superintendent Laager will provide updates on current school activities:

- *Celebration of Excellence recognized our students achievements*
- *At Oak Crest to attend the Presidential Conference. Really a powerful experience for 6<sup>th</sup> graders to remember two years later.*
- *Digi Girls – National program by Microsoft for girls 9-12 to expose them to computer programming. 71 girls signed up from employee's school district.*

5. 4. Update on Blended and Online Learning:

Update on our action document for blended and online learning.

Presenter: Dr. Ryan Laager

*Groups of teachers went to New Prague and Farmington to observe their blended learning programs. Language, math, science and social will have blended learning options next year. We currently have some high school classes testing the program.*

5. 5. Changes to Gifted and Talented Program:

Update on our action document for Gifted and Talented.

Presenter: Dr. Ryan Laager

*The finishing touches are being put on the Gifted and Talented program now. We will be piloting the program in the both 3<sup>rd</sup> and 4<sup>th</sup> grades next year.*

6. Action Items:

6. 1. Preschool Proposal for Fees:

Attached is the proposal for Preschool fee increases for the 2016-17 school year. Increased fees are recommended due to additional costs of running the program. Approval of the Preschool fees for 2016-17 is recommended.

Presenter: Dr. Ryan Laager/Mr. Keller

*Motion by Giesen and second by O'Brien to approve a \$15.00 increase in preschool tuitions for all classes. Motion carried unanimously.*

6. 2. 5-Year Projection Assumptions:

The assumptions for the 5-year projection were reviewed at the February 8th board workshop. These will be used for our 1-5 year projection. Approval of the assumptions are recommended.

Presenter: Mr. Keller

*Motion by Vandermark and second by Kahle to approve the 5 year projection assumptions. Motion carried unanimously.*

6. 3. Memorandum of Agreement:

6. 3. 1. BPESP

Preschool and ECFE paraprofessionals have requested to become part of the BPESP union. The MOA states the staff members and step, lane and rate of pay that they will be placed. Approval of the BPESP MOA is recommended.

Presenter: Mr. Keller

*Motion by O'Brien and second by Giesen to approve the Memorandum of Agreement to include Preschool and ECFE paraprofessionals as part of the BPESP union. Motion carried unanimously.*

6. 3. 2. BPEA

There is a need to add 1 additional day to the preschool teacher's

contract. The current contract defines the number of days as 166. Due to schedules it is recommended that the number of days be increased to 167. The MOA changes the number of days to 167 for the entire contract 2015-2017. Approval of the BPEA MOA is recommended.

Presenter: Mr. Keller

*Motion by Vandermark and second by Kahle to approve the Memorandum of Agreement adding 1 day to the preschool teacher contracts. Motion carried unanimously.*

6. 4. Proposal to Increase Long-Term Substitute Pay:

The district currently pays \$150 per day for long-term substitute teachers. In order for the district to be competitive, attract and keep good long-term subs it is recommended that we increase the daily rate to 1/184th of the BA Step 1 salary on the teacher schedule. The BA Step 1 salary amount is \$34,513 for 2015-16 which would equate to a daily rate of \$187.57. Discussion and approval is recommended.

Presenter: Dr. Ryan Laager/Mr. Keller

*Motion by Vandermark and second by Giesen to approve increasing the daily pay rate for long-term substitutes to \$187.57. Motion carried unanimously.*

7. Upcoming Meetings:

February 22:	7:30 a.m.	Technology Meeting
March 08:	6:00 p.m.	Community Services Meeting
March 08:	6:00 p.m.	Curriculum Advisory Committee Meeting
March 14:	6:00 p.m.	Board Work Session
March 16:	3:30 p.m.	Insurance Advisory Committee Meeting
March 28:	5:30 p.m.	Finance Committee
	6:00 p.m.	Regular Board Meeting

8. Adjourn:

*Motion by O'Brien and second by Giesen to adjourn at 6:52 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	V60901	52974	02252016	80.00	0.00	80.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$80.00			
1	2649	N	AARP	V60901	53013	03172016	285.00	0.00	285.00	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$285.00			
1	4272	N	AMY FRANCK	V60901	52739	02292016	119.88	0.00	119.88	03/02/2016	03/02/2016	03/02/2016
							Check Amount:		\$119.88			
1	4589	N	BANC OF AMERICA LEASING	V60901	52661	82	8,256.74	0.00	8,256.74	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$8,256.74			
1	1126	N	BELLE PLAINE HS ACT FND	V60901	52935	02062016	240.00	0.00	240.00	03/21/2016	03/21/2016	03/21/2016
1	1126	N	BELLE PLAINE HS ACT FND	V60901	52934	02062016	190.00	0.00	190.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$430.00			
1	6994	N	BELLE PLAINE SOFTBALL ASSOCIA	V60901	52920	02272016	468.00	0.00	468.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$468.00			
1	1177	N	BOROUGH BOWL	V60901	52682	02252016	4,762.00	0.00	4,762.00	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$4,762.00			
1	5317	N	BP BOYS BASKETBALL	V60901	52669	02.06.2016	120.00	0.00	120.00	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$120.00			
1	1543	N	CAROL A. HANNON-ORR	V60901	52677	02182016	166.61	0.00	166.61	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$166.61			
1	6896	N	CAROLYN GLEASON	V60901	52965	03102016	200.00	0.00	200.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$200.00			
1	1238	N	CENTRAL PUBLIC SCHOOLS	V60901	52973	02202016	125.00	0.00	125.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$125.00			
1	1240	N	CERISSE MURPHY	V60901	52925	02292016	201.42	0.00	201.42	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$201.42			
1	2730	N	DAVE KREFT	V60901	52590	02232016	35.00	0.00	35.00	02/23/2016	02/23/2016	02/23/2016
							Check Amount:		\$35.00			
1	5152	N	DISTRICT 112 COMMUNITY ED	V60901	53016	03142016	1,000.00	0.00	1,000.00	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$1,000.00			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V60901	52731	31317	205.84	0.00	205.84	03/01/2016	03/01/2016	03/01/2016
							Check Amount:		\$205.84			
1	1472	N	FOLLETT SCHOOL SOLUTIONS INC	V60901	52917	1931149A	5.00	0.00	5.00	03/18/2016	03/18/2016	03/18/2016
1	1472	N	FOLLETT SCHOOL SOLUTIONS INC	V60901	52678	1931149A	27.66	0.00	27.66	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$32.66			
1	6478	N	GARDEN & ASSOCIATES INC	V60901	52938	17416	378.36	0.00	378.36	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$378.36			
1	3249	N	GATCHELL IMAGING PRODUCTS	V60901	52923	25167	3,969.72	0.00	3,969.72	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$3,969.72			
1	1181	N	GLORIA BRANDT	V60901	52940	02182016	43.20	0.00	43.20	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$43.20			
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V60901	52663	952076243	200.00	0.00	200.00	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$200.00			
1	1202	N	JANIS BUESGENS	V60901	52926	02292016	25.92	0.00	25.92	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$25.92			
1	1629	N	JEFF HEINE	V60901	52662	02222016	489.75	0.00	489.75	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$489.75			
1	6871	N	JENNA EDER	V60901	52730	02292016	199.36	0.00	199.36	03/01/2016	03/01/2016	03/01/2016
							Check Amount:		\$199.36			
1	6021	N	JENNIFER JUNGWIRTH	V60901	52681	02132014	92.88	0.00	92.88	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$92.88			
1	6991	N	JOHN RISTVEDT	V60901	52670	02052016	109.08	0.00	109.08	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$109.08			
1	1660	N	JORDAN HIGH SCHOOL	V60901	52959	4510	21.56	0.00	21.56	03/21/2016	03/21/2016	03/21/2016
1	1660	N	JORDAN HIGH SCHOOL	V60901	52932	02252016	48.00	0.00	48.00	03/21/2016	03/21/2016	03/21/2016
1	1660	N	JORDAN HIGH SCHOOL	V60901	52676	4418	167.26	0.00	167.26	02/25/2016	02/25/2016	02/25/2016
1	1660	N	JORDAN HIGH SCHOOL	V60901	52667	02132016	203.00	0.00	203.00	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$439.82			
1	6555	N	KELLY PETRASEK	V60901	52968	03112016	32.94	0.00	32.94	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$32.94			

## 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	2857	N	KELLY POPPLER	V60901	52664	02172016	73.12	0.00	73.12	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$73.12			
1	5631	N	KERRI WILLIAMSON	V60901	52737	02192016	38.88	0.00	38.88	03/02/2016	03/02/2016	03/02/2016
							Check Amount:		\$38.88			
1	4843	N	KRIS ANN KRAUSE	V60901	53017	04112016	318.50	0.00	318.50	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$318.50			
1	6693	N	LANA BECK	V60901	53015	03172016	598.50	0.00	598.50	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$598.50			
1	1707	N	LANGE'S PLUMBING & HEATING	V60901	52943	128700	205.00	0.00	205.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$205.00			
1	3078	N	LAURIE FOGARTY	V60901	52668	02182016	10.00	0.00	10.00	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$10.00			
1	1711	N	LAURIE GREEN	V60901	52970	03022016	101.52	0.00	101.52	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$101.52			
1	5357	N	LIANN HANSON	V60901	53018	03192016	473.69	0.00	473.69	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$473.69			
1	6873	N	LINDSAY VOGEL	V60901	52736	02292016	89.64	0.00	89.64	03/02/2016	03/02/2016	03/02/2016
							Check Amount:		\$89.64			
1	6706	N	MANKATO LOYOLA BOOSTER CLUI	V60901	52931	03032016	31.50	0.00	31.50	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$31.50			
1	5571	N	MAPLE LAKE PUBLIC SCHOOLS	V60901	52975	02272016	159.50	0.00	159.50	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$159.50			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V60901	52949	02232016	60.00	0.00	60.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$60.00			
1	2762	N	MN DEPT LABOR & INDUSTRY	V60901	52947	ALR0058973I	100.00	0.00	100.00	03/21/2016	03/21/2016	03/21/2016
1	2762	N	MN DEPT LABOR & INDUSTRY	V60901	52946	ALR0059312I	100.00	0.00	100.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$200.00			
1	5995	N	MSU - MANKATO	V60901	52729	00912866	8,359.63	0.00	8,359.63	03/01/2016	03/01/2016	03/01/2016
1	5995	N	MSU - MANKATO	V60901	52680	00912110	9,000.00	0.00	9,000.00	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$17,359.63			

## 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	1914	N	NEW PRAGUE AREA SCHOOLS	V60901	52930	02182016	33.00	0.00	33.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$33.00			
1	5780	N	NYSTROM PUBLISHING CO, INC	V60901	52666	29352	284.30	0.00	284.30	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$284.30			
1	6997	N	OLIVIA KENDALL	V60901	53019	03172016	55.62	0.00	55.62	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$55.62			
1	1950	N	PAAPE DISTRIB.CO.	V60901	52941	049348	251.90	0.00	251.90	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$251.90			
1	2001	N	PROGRESSIVE PRINTING	V60901	52927	20160075	56.55	0.00	56.55	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$56.55			
1	2002	N	PROTECTION SYSTEMS INC	V60901	52942	30959	413.00	0.00	413.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$413.00			
1	3866	N	RACHELLE KERKOW	V60901	52728	02052016	43.20	0.00	43.20	03/01/2016	03/01/2016	03/01/2016
							Check Amount:		\$43.20			
1	6111	N	RAM MUTUAL INSURANCE COMPAI	V60901	52937	162728	4,133.00	0.00	4,133.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$4,133.00			
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52674	590289	251.12	0.00	251.12	02/25/2016	02/25/2016	02/25/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52732	596285	414.03	0.00	414.03	03/01/2016	03/01/2016	03/01/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52672	588012	90.77	0.00	90.77	02/25/2016	02/25/2016	02/25/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52727	592385	205.69	0.00	205.69	03/01/2016	03/01/2016	03/01/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52928	598322	217.79	0.00	217.79	03/21/2016	03/21/2016	03/21/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52972	598717	150.30	0.00	150.30	03/21/2016	03/21/2016	03/21/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52929	596332	306.12	0.00	306.12	03/21/2016	03/21/2016	03/21/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52964	600172	369.63	0.00	369.63	03/21/2016	03/21/2016	03/21/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52671	589967	369.73	0.00	369.73	02/25/2016	02/25/2016	02/25/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52954	601057	246.12	0.00	246.12	03/21/2016	03/21/2016	03/21/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V60901	52675	591645	280.20	0.00	280.20	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$2,901.50			
1	6504	N	ROSETTA STONE LTD	V60901	53012	8540371	86.92	0.00	86.92	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$86.92			
1	6893	N	RYAN LAAGER	V60901	52977	03232016	470.99	0.00	470.99	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$470.99			

## 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	3227	N	SAMS CLUB	V60901	52955	3410676775315	190.00	0.00	190.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$190.00			
1	4562	N	SARA LINQUIST	V60901	53014	03222016	800.00	0.00	800.00	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$800.00			
1	2066	N	SCHINDLER ELEVATOR CORP	V60901	52945	8104225722	495.00	0.00	495.00	03/21/2016	03/21/2016	03/21/2016
1	2066	N	SCHINDLER ELEVATOR CORP	V60901	52944	7152296139	1,480.67	0.00	1,480.67	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$1,975.67			
1	2067	N	SCHMITT MUSIC COMPANY	V60901	52673	458264	27.75	0.00	27.75	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$27.75			
1	5589	N	SHAKOPEE HIGH SCHOOL	V60901	52933	03052016	186.00	0.00	186.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$186.00			
1	4959	N	SIBEL DIKMEN	V60901	52924	02172016	92.34	0.00	92.34	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$92.34			
1	2137	N	SOUTH CENTRAL ECSU	V60901	52948	16184	2,234.84	0.00	2,234.84	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$2,234.84			
1	6138	N	SOUTHWEST METRO EDUCATION	V60901	52936	12923	13,858.90	0.00	13,858.90	03/21/2016	03/21/2016	03/21/2016
1	6138	N	SOUTHWEST METRO EDUCATION	V60901	52665	12900	11,262.24	0.00	11,262.24	02/25/2016	02/25/2016	02/25/2016
1	6138	N	SOUTHWEST METRO EDUCATION	V60901	52679	12913	1,125.61	0.00	1,125.61	02/25/2016	02/25/2016	02/25/2016
							Check Amount:		\$26,246.75			
1	3287	N	SPARETIME INVESTMENT GROUP	V60901	52953	2004	507.50	0.00	507.50	03/21/2016	03/21/2016	03/21/2016
1	3287	N	SPARETIME INVESTMENT GROUP	V60901	52952	2003	295.00	0.00	295.00	03/21/2016	03/21/2016	03/21/2016
1	3287	N	SPARETIME INVESTMENT GROUP	V60901	52951	2002	62.50	0.00	62.50	03/21/2016	03/21/2016	03/21/2016
1	3287	N	SPARETIME INVESTMENT GROUP	V60901	52950	2001	322.50	0.00	322.50	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$1,187.50			
1	5087	N	ST. PETER PUBLIC SCHOOLS	V60901	52967	03122016	156.25	0.00	156.25	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$156.25			
1	2157	N	STEFFEN HARDWARE	V60901	52976	02.2016	43.60	0.00	43.60	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$43.60			
1	6974	N	STRATEGIC STAFFING SOLUTIONS	V60901	52733	9585-03	4,970.00	0.00	4,970.00	03/01/2016	03/01/2016	03/01/2016
1	6974	N	STRATEGIC STAFFING SOLUTIONS	V60901	52969	9585-04	5,670.00	0.00	5,670.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$10,640.00			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2188	N	TAHER INC	V60901	52971	0045724-IN	62,401.88	0.00	62,401.88	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$62,401.88			
1	3587	N	THEATRICAL CO	V60901	52738	01182016	120.99	0.00	120.99	03/02/2016	03/02/2016	03/02/2016
							Check Amount:		\$120.99			
1	2235	N	TIM LITFIN	V60901	52919	01042016	271.60	0.00	271.60	03/21/2016	03/21/2016	03/21/2016
1	2235	N	TIM LITFIN	V60901	52918	01252016	110.00	0.00	110.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$381.60			
1	2250	N	TONY HARTMANN	V60901	52966	02062016	78.84	0.00	78.84	03/21/2016	03/21/2016	03/21/2016
1	2250	N	TONY HARTMANN	V60901	52921	03212016	133.06	0.00	133.06	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$211.90			
1	3931	N	TRAILBLAZER TRANSIT	V60901	52939	2016-01-240	16.00	0.00	16.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$16.00			
1	6322	N	TRI COUNTY WATER CONDITIONIN	V60901	52963	195057	85.00	0.00	85.00	03/21/2016	03/21/2016	03/21/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V60901	52962	195032	85.00	0.00	85.00	03/21/2016	03/21/2016	03/21/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V60901	52961	195024	85.00	0.00	85.00	03/21/2016	03/21/2016	03/21/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V60901	52960	194993	85.00	0.00	85.00	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$340.00			
1	4631	N	TRINITY LUTHERAN CHURCH	V60901	52683	02232016	3,140.07	0.00	3,140.07	02/25/2016	02/25/2016	02/25/2016
1	4631	N	TRINITY LUTHERAN CHURCH	V60901	52922	03212016	379.50	0.00	379.50	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$3,519.57			
1	6335	N	TRUSTED EMPLOYEES	V60901	52734	0220169775S	25.00	0.00	25.00	03/01/2016	03/01/2016	03/01/2016
							Check Amount:		\$25.00			
1	6998	N	U OF M - CEED	V60901	53020	06142016	432.00	0.00	432.00	03/22/2016	03/22/2016	03/22/2016
							Check Amount:		\$432.00			
1	6037	N	UNIVERSAL ATHLETIC	V60901	52958	150-0018959-01	60.52	0.00	60.52	03/21/2016	03/21/2016	03/21/2016
1	6037	N	UNIVERSAL ATHLETIC	V60901	52957	150-0018306-01	1,328.36	0.00	1,328.36	03/21/2016	03/21/2016	03/21/2016
1	6037	N	UNIVERSAL ATHLETIC	V60901	52956	1501-004077	39.99	0.00	39.99	03/21/2016	03/21/2016	03/21/2016
							Check Amount:		\$1,428.87			
							Report Total:		\$163,577.15			

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

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p608p2	0716	38825	SBC	58763	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	2/19/2016	CN	USD	5,250.12
p608p2	0716	38826	SBC	58764	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	2/19/2016	CN	USD	3,461.06
p608p2	0716	38830	SBC	58765	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	2/19/2016	CN	USD	32,151.26
p608p2	0716	38827	SBC	58766	CH	1	1178	BPESPA	Y	N	2/19/2016	CN	USD	1,205.09
p608p2	0716	38828	SBC	58767	CH	1	4924	MESSERLI & KRAMER	Y	N	2/19/2016	CN	USD	168.29
p608p2	0716	38829	SBC	58768	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	2/19/2016	CN	USD	108.65
P60902	0716	38910	SBC	58818	CH	1	6988	ACTION OVERHEAD GARAGE DOOR	Y	N	2/24/2016	CN	USD	140.00
P60902	0716	38892	SBC	58819	CH	1	3753	AG POWER ENTEPRISES INC	Y	N	2/24/2016	CN	USD	123.42
P60902	0716	38895	SBC	58820	CH	1	4245	ANDREW BAEHR	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38882	SBC	58821	CH	1	1179	BRAD DAVICK	Y	N	2/24/2016	CN	USD	140.00
P60902	0716	38898	SBC	58822	CH	1	4576	BRIAN BELLICOT	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38898	SBC	58822	CH	1	4576	BRIAN BELLICOT	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38911	SBC	58823	CH	1	6989	CASSIE WILLIAMS	Y	N	2/24/2016	CN	USD	292.50
P60902	0716	38897	SBC	58824	CH	1	4251	CHARLES THAYER	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38902	SBC	58825	CH	1	5974	CORY VOGEL	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38906	SBC	58826	CH	1	6686	DENNY MISENER	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38883	SBC	58827	CH	1	1390	DR DAN'S REF & ELECT	Y	N	2/24/2016	CN	USD	498.00
P60902	0716	38904	SBC	58828	CH	1	6510	DYLAN BOTHUN	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38904	SBC	58828	CH	1	6510	DYLAN BOTHUN	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38887	SBC	58829	CH	1	2882	GERALD TIEGS	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38899	SBC	58830	CH	1	5498	GLENN MOEDE	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38891	SBC	58831	CH	1	3607	GUY TREBESCH	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38889	SBC	58832	CH	1	3278	HUMERATECH	Y	N	2/24/2016	CN	USD	2,256.60
P60902	0716	38907	SBC	58833	CH	1	6840	LEGEND COMPANIES	Y	N	2/24/2016	CN	USD	490.00
P60902	0716	38907	SBC	58833	CH	1	6840	LEGEND COMPANIES	Y	N	2/24/2016	CN	USD	11,028.75
P60902	0716	38907	SBC	58833	CH	1	6840	LEGEND COMPANIES	Y	N	2/24/2016	CN	USD	9,995.00
P60902	0716	38907	SBC	58833	CH	1	6840	LEGEND COMPANIES	Y	N	2/24/2016	CN	USD	1,518.25
P60902	0716	38884	SBC	58834	CH	1	1787	MASSP	Y	N	2/24/2016	CN	USD	510.00
P60902	0716	38905	SBC	58835	CH	1	6646	MATTHEW BERGMANN	Y	N	2/24/2016	CN	USD	35.00
P60902	0716	38894	SBC	58836	CH	1	4145	MEDICAREBLUE RX	Y	N	2/24/2016	CN	USD	433.50
P60902	0716	38896	SBC	58837	CH	1	4250	PETER THALDORF	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38903	SBC	58838	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	2/24/2016	CN	USD	4,133.00
P60902	0716	38888	SBC	58839	CH	1	3244	RICK RUD	Y	N	2/24/2016	CN	USD	140.00
P60902	0716	38908	SBC	58840	CH	1	6903	ROBERT BISSONETTE	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38909	SBC	58841	CH	1	6915	SCOTT PETERSON	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38893	SBC	58842	CH	1	3925	SCOTT RYAN	Y	N	2/24/2016	CN	USD	110.00
P60902	0716	38893	SBC	58842	CH	1	3925	SCOTT RYAN	Y	N	2/24/2016	CN	USD	75.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P60902	0716	38890	SBC	58843	CH	1	3287	SPARETIME INVESTMENT GROUP	Y	N	2/24/2016	C N	USD	225.00
P60902	0716	38890	SBC	58843	CH	1	3287	SPARETIME INVESTMENT GROUP	Y	N	2/24/2016	C N	USD	50.00
P60902	0716	38890	SBC	58843	CH	1	3287	SPARETIME INVESTMENT GROUP	Y	N	2/24/2016	C N	USD	190.00
P60902	0716	38890	SBC	58843	CH	1	3287	SPARETIME INVESTMENT GROUP	Y	N	2/24/2016	C N	USD	500.00
P60902	0716	38886	SBC	58844	CH	1	2331	STATE OF MINNESOTA	Y	N	2/24/2016	C N	USD	25.00
P60902	0716	38886	SBC	58844	CH	1	2331	STATE OF MINNESOTA	Y	N	2/24/2016	C N	USD	25.00
P60902	0716	38886	SBC	58844	CH	1	2331	STATE OF MINNESOTA	Y	N	2/24/2016	C N	USD	25.00
P60902	0716	38885	SBC	58845	CH	1	2157	STEFFEN HARDWARE	Y	N	2/24/2016	C N	USD	59.53
P60902	0716	38900	SBC	58846	CH	1	5537	THOMAS RYAN	Y	N	2/24/2016	C N	USD	110.00
P60902	0716	38900	SBC	58846	CH	1	5537	THOMAS RYAN	Y	N	2/24/2016	C N	USD	110.00
P60902	0716	38901	SBC	58847	CH	1	5678	XCEL ENERGY CENTER BOX OFFICE	Y	N	2/24/2016	C N	USD	14.00
P60902	0716	38991	SBC	58848	CH	1	5544	1ST SEWING CENTERS	Y	N	3/2/2016	0C N	USD	34.95
P60902	0716	38988	SBC	58849	CH	1	2528	DWIGHT KRUEGER	Y	N	3/2/2016	0C N	USD	90.00
P60902	0716	38990	SBC	58850	CH	1	4403	GREAT AMERICAN OPPORTUNITIES	Y	N	3/2/2016	0C N	USD	10,420.00
P60902	0716	38989	SBC	58851	CH	1	4273	JEFF JONCKOWSKI	Y	N	3/2/2016	0C N	USD	90.00
P60902	0716	38992	SBC	58852	CH	1	6693	LANA BECK	Y	N	3/2/2016	0C N	USD	231.00
P60902	0716	38995	SBC	58853	CH	1	6993	MARILYN BOSCHEE	Y	N	3/2/2016	0C N	USD	85.00
P60902	0716	38994	SBC	58854	CH	1	6992	MSOPA	Y	N	3/2/2016	0C N	USD	300.00
P60902	0716	38993	SBC	58855	CH	1	6707	MSU MANKATO - ATHLETICS	Y	N	3/2/2016	0C N	USD	150.00
P60902	0716	38986	SBC	58856	CH	1	2027	REGION 2A - MSHSL	Y	N	3/2/2016	0C N	USD	2,064.00
P60902	0716	38987	SBC	58857	CH	1	2038	RICH POHLMIEIER	Y	N	3/2/2016	0C N	USD	140.00
p609p1	0716	39003	SBC	58858	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	3/4/2016	0C N	USD	5,250.12
p609p1	0716	39004	SBC	58859	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	3/4/2016	0C N	USD	3,461.06
p609p1	0716	39010	SBC	58860	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	3/4/2016	0C N	USD	12,212.28
p609p1	0716	39011	SBC	58861	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	3/4/2016	0C N	USD	116,978.74
p609p1	0716	39005	SBC	58862	CH	1	1178	BPESPA	Y	N	3/4/2016	0C N	USD	1,255.76
p609p1	0716	39007	SBC	58863	CH	1	4924	MESSERLI & KRAMER	Y	N	3/4/2016	0C N	USD	219.54
p609p1	0716	39009	SBC	58864	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	3/4/2016	0C N	USD	3,022.42
p609p1	0716	39006	SBC	58865	CH	1	1836	NCBERS MINNESOTA	Y	N	3/4/2016	0C N	USD	32.00
p609p1	0716	39008	SBC	58866	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	3/4/2016	0C N	USD	135.78
P60902	0716	39012	SBC	58867	CH	1	2027	REGION 2A - MSHSL	Y	N	3/4/2016	0C N	USD	962.00
p609p2	0716	39033	SBC	58868	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	3/18/2016	C N	USD	5,250.12
p609p2	0716	39034	SBC	58869	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	3/18/2016	C N	USD	3,461.06
p609p2	0716	39037	SBC	58870	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	3/18/2016	C N	USD	32,216.26
p609p2	0716	39035	SBC	58871	CH	1	1178	BPESPA	Y	N	3/18/2016	C N	USD	1,230.76
p609p2	0716	39036	SBC	58872	CH	1	5961	STEWART, ZLIMEN & JUNGERS, LTD	Y	N	3/18/2016	C N	USD	234.53
P60902	0716	39042	SBC	58873	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	3/18/2016	C N	USD	285.00

## Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P60902	0716	39038	SBC	58874	CH	1	1262	CITY OF BELLE PLAINE	Y	N	3/18/2016	C N	USD	765.43
P60902	0716	39045	SBC	58875	CH	1	6639	JOE BOLLANT	Y	N	3/18/2016	C N	USD	110.00
P60902	0716	39046	SBC	58876	CH	1	6646	MATTHEW BERGMANN	Y	N	3/18/2016	C N	USD	18.63
P60902	0716	39046	SBC	58876	CH	1	6646	MATTHEW BERGMANN	Y	N	3/18/2016	C N	USD	15.00
P60902	0716	39046	SBC	58876	CH	1	6646	MATTHEW BERGMANN	Y	N	3/18/2016	C N	USD	30.00
P60902	0716	39046	SBC	58876	CH	1	6646	MATTHEW BERGMANN	Y	N	3/18/2016	C N	USD	50.00
P60902	0716	39046	SBC	58876	CH	1	6646	MATTHEW BERGMANN	Y	N	3/18/2016	C N	USD	31.37
P60902	0716	39044	SBC	58877	CH	1	5486	MIKE GEARMAN	Y	N	3/18/2016	C N	USD	110.00
P60902	0716	39047	SBC	58878	CH	1	6996	MONICA OR SCOTT KUBES	Y	N	3/18/2016	C N	USD	37.30
P60902	0716	39039	SBC	58879	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	3/18/2016	C N	USD	40,578.68
P60902	0716	39040	SBC	58880	CH	1	2014	RANDY JENSEN	Y	N	3/18/2016	C N	USD	110.00
P60902	0716	39041	SBC	58881	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	3/18/2016	C N	USD	85,281.48
P60902	0716	39043	SBC	58882	CH	1	4847	TRACY WITT	Y	N	3/18/2016	C N	USD	185.00
<b>Total</b>													<b>\$ 395,561.11</b>	

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p608p2	0716	38817	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	2/19/2016	N	USD	45,368.34
p608p2	0716	38818	SBC		WX	1	1977	PERA	N	N	2/19/2016	N	USD	12,127.59
p608p2	0716	38819	SBC		WX	1	2330	FEDERAL	N	N	2/19/2016	N	USD	28,778.11
p608p2	0716	38819	SBC		WX	1	2330	FEDERAL	N	N	2/19/2016	N	USD	10,719.00
p608p2	0716	38819	SBC		WX	1	2330	FEDERAL	N	N	2/19/2016	N	USD	45,833.00
p608p2	0716	38820	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	2/19/2016	N	USD	12,634.18
p608p2	0716	38821	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	2/19/2016	N	USD	545.00
p608p2	0716	38822	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	2/19/2016	N	USD	1,614.14
p608p2	0716	38823	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	2/19/2016	N	USD	13,696.10
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	1,693.42
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	653.00
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	3,700.29
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	108.00
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	2,076.06
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	4,891.08
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	1,442.68
p608p2	0716	38824	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/19/2016	N	USD	736.48
p607p2	0716	38831	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	2/17/2016	N	USD	810.40
p609p1	0716	38996	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	3/4/2016	0 N	USD	47,869.90
p609p1	0716	38997	SBC		WX	1	1977	PERA	N	N	3/4/2016	0 N	USD	12,573.57
p609p1	0716	38998	SBC		WX	1	2330	FEDERAL	N	N	3/4/2016	0 N	USD	30,397.71
p609p1	0716	38998	SBC		WX	1	2330	FEDERAL	N	N	3/4/2016	0 N	USD	11,444.28
p609p1	0716	38998	SBC		WX	1	2330	FEDERAL	N	N	3/4/2016	0 N	USD	48,934.32
p609p1	0716	38999	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	3/4/2016	0 N	USD	13,360.52
p609p1	0716	39000	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	3/4/2016	0 N	USD	545.00
p609p1	0716	39001	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	3/4/2016	0 N	USD	1,614.14
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	1,597.87
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	553.00
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	3,645.29
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	108.00
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	2,076.06
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	4,701.08
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	1,342.68
p609p1	0716	39002	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/4/2016	0 N	USD	686.48
p609p2	0716	39026	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	3/18/2016	N	USD	45,769.58
p609p2	0716	39027	SBC		WX	1	1977	PERA	N	N	3/18/2016	N	USD	12,979.08
p609p2	0716	39028	SBC		WX	1	2330	FEDERAL	N	N	3/18/2016	N	USD	29,845.70

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p609p2	0716	39028	SBC		WX	1	2330	FEDERAL	N	N	3/18/2016	N	USD	11,154.88
p609p2	0716	39028	SBC		WX	1	2330	FEDERAL	N	N	3/18/2016	N	USD	47,696.42
p609p2	0716	39029	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	3/18/2016	N	USD	13,075.33
p609p2	0716	39030	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	3/18/2016	N	USD	545.00
p609p2	0716	39031	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	3/18/2016	N	USD	1,889.14
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	1,457.05
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	553.00
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	3,566.29
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	108.00
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	2,076.06
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	4,651.08
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	1,342.68
p609p2	0716	39032	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/18/2016	N	USD	636.48
P60902	0716	39050	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	2/22/2016	N	USD	3.52
P60902	0716	39050	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	2/22/2016	N	USD	31.40
P60902	0716	39050	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	2/22/2016	N	USD	196.44
P60902	0716	39050	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	2/22/2016	N	USD	399.72
P60902	0716	39050	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	2/22/2016	N	USD	842.58
P60902	0716	39050	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	2/22/2016	N	USD	1,486.71
P60902	0716	39051	SBC		WX	1	1486	FRONTIER	N	N	2/23/2016	N	USD	95.50
P60902	0716	39051	SBC		WX	1	1486	FRONTIER	N	N	2/23/2016	N	USD	95.80
P60902	0716	39051	SBC		WX	1	1486	FRONTIER	N	N	2/23/2016	N	USD	111.88
P60902	0716	39051	SBC		WX	1	1486	FRONTIER	N	N	2/23/2016	N	USD	1,362.90
P60902	0716	39052	SBC		WX	1	2336	XCEL ENERGY	N	N	2/24/2016	N	USD	1,156.82
P60902	0716	39053	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	2/24/2016	N	USD	1,131.30
P60902	0716	39054	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/7/2016	0	USD	2,623.17
P60902	0716	39054	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/7/2016	0	USD	254.39
P60902	0716	39054	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/7/2016	0	USD	171.13
P60902	0716	39054	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/7/2016	0	USD	104.34
P60902	0716	39055	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/8/2016	0	USD	5,261.96
P60902	0716	39055	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/8/2016	0	USD	4,874.06
P60902	0716	39055	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/8/2016	0	USD	3,691.21
P60902	0716	39056	SBC		WX	1	2336	XCEL ENERGY	N	N	3/9/2016	0	USD	7,372.29
P60902	0716	39056	SBC		WX	1	2336	XCEL ENERGY	N	N	3/9/2016	0	USD	5,467.89
P60902	0716	39056	SBC		WX	1	2336	XCEL ENERGY	N	N	3/9/2016	0	USD	4,953.78
P60902	0716	39057	SBC		WX	1	2336	XCEL ENERGY	N	N	3/10/2016	N	USD	189.17
P60902	0716	39058	SBC		WX	1	2336	XCEL ENERGY	N	N	3/11/2016	N	USD	65.65

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P60902	0716	39059	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2016	N	USD	1,876.63
P60902	0716	39059	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2016	N	USD	1,042.96
P60902	0716	39059	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2016	N	USD	412.60
P60902	0716	39059	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2016	N	USD	196.44
P60902	0716	39059	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2016	N	USD	31.40
P60902	0716	39059	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2016	N	USD	3.52

February 2016 PCARD  
 Payroll 2/19/2016  
 Payroll 3/04/2016  
 Payroll 3/19/2016

72,102.57  
 254,465.63  
 273,221.73  
 266,233.51

**Total** \$ 1,457,753.14

Feb 2016 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	38712	HSAC	7673	CH	3	4733	ANNETTE MOYLAN	Pep Club Markers	2/4/2016 00	N	USD	38.73
0716	38715	HSAC	7674	CH	3	4839	BELLE PLAINE DANCE TEAM	Concessions fr BBB 1/7 vs Tri-City	2/4/2016 00	N	USD	325.00
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	parents night -Dance/cookies-lemonade	2/4/2016 00	N	USD	28.00
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - WALMART	2/4/2016 00	N	USD	55.74
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - HISTORIC THEATRE	2/4/2016 00	N	USD	775.00
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	HS STD CNCL - CUSTOMINK	2/4/2016 00	N	USD	415.58
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - LEAGUE ATHLETICS	2/4/2016 00	N	USD	2,300.00
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - COBORNS	2/4/2016 00	N	USD	24.54
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - DOMINOS	2/4/2016 00	N	USD	55.00
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - LAUS BAKERY	2/4/2016 00	N	USD	13.50
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	2/4/2016 00	N	USD	23.03
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	2/4/2016 00	N	USD	196.00
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	2/4/2016 00	N	USD	46.20
0716	38711	HSAC	7675	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - DEC 2015	2/4/2016 00	N	USD	1,895.85
0716	38718	HSAC	7676	CH	3	6962	BERRY COFFEE COMPANY	Coffee	2/4/2016 00	N	USD	208.50
0716	38713	HSAC	7677	CH	3	4813	BPEA	PEPSI	2/4/2016 00	N	USD	72.61
0716	38714	HSAC	7678	CH	3	4830	CITY OF BELLE PLAINE	App for License/color Run	2/4/2016 00	N	USD	10.00
0716	38717	HSAC	7679	CH	3	5180	DOLLARS FOR SCHOLARS	Scholarships for Dollars 4 Scholars	2/4/2016 00	N	USD	1,150.00
0716	38716	HSAC	7680	CH	3	5088	ELC	CONCESSIONS FR 1-15 WRESTLING	2/4/2016 00	N	USD	325.00
0716	38805	HSAC	7681	CH	3	6356	ARLINGTON COMMUNITY CENTER	PROM VENUE DEPOSIT	2/15/2016 0	N	USD	600.00
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - DOMINOS	2/15/2016 0	N	USD	61.00
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - DOMINOS	2/15/2016 0	N	USD	(61.00)
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - DOMINOS	2/15/2016 0	N	USD	61.00
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	OUTDOOR CLUB - AFTON ALPS	2/15/2016 0	N	USD	1,176.00
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	OUTDOOR CLUB - AFTON ALPS	2/15/2016 0	N	USD	419.00
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - AMAZON	2/15/2016 0	N	USD	116.98
0716	38796	HSAC	7682	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JAN TRANSACTIONS	2/15/2016 0	N	USD	3,456.29
0716	38806	HSAC	7683	CH	3	6962	BERRY COFFEE COMPANY	coffee	2/15/2016 0	N	USD	32.00
0716	38797	HSAC	7684	CH	3	4811	EMMA KRUMBEE'S FLORAL	WRESTLING-PARENTS NIGHT FLOWERS	2/15/2016 0	N	USD	60.00
0716	38798	HSAC	7685	CH	3	4837	FAME AWARDS	FOOTBALL AWARDS	2/15/2016 0	N	USD	18.00
0716	38802	HSAC	7686	CH	3	5228	GRAPHIC EDGE	T-shirts - Salt	2/15/2016 0	N	USD	631.88
0716	38802	HSAC	7686	CH	3	5228	GRAPHIC EDGE	T-shirts	2/15/2016 0	N	USD	34.98
0716	38803	HSAC	7687	CH	3	5229	JOSH OTTO	PAINT FOR HURDLES	2/15/2016 0	N	USD	14.97
0716	38800	HSAC	7688	CH	3	5020	NATIONAL FFA	FFA Jackets	2/15/2016 0	N	USD	136.50
0716	38807	HSAC	7689	CH	3	6981	NORTHFIELD LINES, INC	KC BUS	2/15/2016 0	N	USD	823.43
0716	38799	HSAC	7690	CH	3	4848	PEPSI-COLA	Pepsi Pop Delivery	2/15/2016 0	N	USD	2,394.65
0716	38804	HSAC	7691	CH	3	6260	UNIVERSITY OF MN - REGENTS	U OF MN	2/15/2016 0	N	USD	48.00
0716	38801	HSAC	7692	CH	3	5150	ZEPHYR	HATS	2/15/2016 0	N	USD	751.35
0716	38912	HSAC	7693	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - TIECOON.COM	2/26/2016 0	N	USD	139.00
0716	38912	HSAC	7693	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - HOTEL WINNESHIEK	2/26/2016 0	N	USD	155.68

Feb 2016 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	38912	HSAC	7693	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - CUB FOODS	2/26/2016 0	N	USD	42.99
0716	38914	HSAC	7694	CH	3	6962	BERRY COFFEE COMPANY	COFFEE	2/26/2016 0	N	USD	64.00
0716	38913	HSAC	7695	CH	3	4929	IRISH SPORTS DOME	DOME RENTAL	2/26/2016 0	N	USD	300.00
0716	38915	HSAC	7696	CH	3	6987	SMART SOUNDS	DEPOSIT FOR PROM DJ	2/26/2016 0	N	USD	150.00
<b>Total</b>											<b>19,584.98</b>	

February 2016 P-Card Statement

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	419602808	2/17/2016	2/19/2016	2/27/2016	SUBWAY 00999912	179.55
KREFT DAVID	419932726	2/22/2016	2/23/2016	2/27/2016	COBORN S SUPERSTORE	269.59
DEWITTE KIMBERLY	420345234	2/25/2016	2/26/2016	2/27/2016	CROOKED PINT - CHASKA	93.04
SD BELLE PLAINE	417078336	1/28/2016	1/28/2016	2/27/2016	RVRSIDE EDU *TESTING	1,953.39
SD BELLE PLAINE	417269836	1/28/2016	1/29/2016	2/27/2016	PHONAK HEARING SYS	5,101.39
SD BELLE PLAINE	417762587	2/2/2016	2/3/2016	2/27/2016	COBORN S SUPERSTORE	106.74
SD BELLE PLAINE	417762588	2/2/2016	2/3/2016	2/27/2016	ACT*MN DEC Spring Conf	145.00
SD BELLE PLAINE	418090917	2/4/2016	2/5/2016	2/27/2016	Amazon.com	60.47
SD BELLE PLAINE	418540137	2/9/2016	2/10/2016	2/27/2016	DBS*LAKES COUNTRY SERV	109.00
SD BELLE PLAINE	418540138	2/9/2016	2/10/2016	2/27/2016	TRUMEDICAL SOLUTIONS	801.02
SD BELLE PLAINE	418879566	2/12/2016	2/12/2016	2/27/2016	LAKEVILLE THEATRE	20.25
SD BELLE PLAINE	418879567	2/11/2016	2/12/2016	2/27/2016	MICHAELS STORES 3747	105.64
SD BELLE PLAINE	419078359	2/13/2016	2/15/2016	2/27/2016	PHONAK HEARING SYS	(5,101.39)
SD BELLE PLAINE	419078360	2/13/2016	2/15/2016	2/27/2016	PHONAK HEARING SYS	5,101.39
SD BELLE PLAINE	419804223	2/21/2016	2/22/2016	2/27/2016	EVERYDAYSPEECHSOCIALSK	49.99
SD BELLE PLAINE	420041614	2/23/2016	2/24/2016	2/27/2016	PAYPAL *RYUUNDEAVO	60.00
SD BELLE PLAINE	420041615	2/23/2016	2/24/2016	2/27/2016	COCHLEAR CORPORATION	90.00
HIGH SCHOOL BELLE PLAINE	417078344	1/26/2016	1/28/2016	2/27/2016	OFFICE DEPOT #1090	(21.28)
HIGH SCHOOL BELLE PLAINE	418090918	2/4/2016	2/5/2016	2/27/2016	COBORN S SUPERSTORE	41.43
HIGH SCHOOL BELLE PLAINE	418090919	2/4/2016	2/5/2016	2/27/2016	BIO CORPORATION	42.80
HIGH SCHOOL BELLE PLAINE	418441339	2/8/2016	2/9/2016	2/27/2016	J W PEPPER AND SON INC	83.99
HIGH SCHOOL BELLE PLAINE	418441340	2/8/2016	2/9/2016	2/27/2016	J W PEPPER AND SON INC	53.99
HIGH SCHOOL BELLE PLAINE	418540139	2/8/2016	2/10/2016	2/27/2016	WEST MUSIC - ACCOU	75.88
HIGH SCHOOL BELLE PLAINE	418685666	2/9/2016	2/11/2016	2/27/2016	BIO CORPORATION	526.81
HIGH SCHOOL BELLE PLAINE	419804224	2/20/2016	2/22/2016	2/27/2016	OFFICE DEPOT #1090	44.35
HIGH SCHOOL BELLE PLAINE	419932730	2/22/2016	2/23/2016	2/27/2016	OFFICE DEPOT #1090	192.50
HIGH SCHOOL BELLE PLAINE	419932731	2/22/2016	2/23/2016	2/27/2016	SHAPE AMER-CNV	475.00
HIGH SCHOOL BELLE PLAINE	419932732	2/22/2016	2/23/2016	2/27/2016	SHAPE AMER-CNV	475.00
HIGH SCHOOL BELLE PLAINE	420041616	2/23/2016	2/24/2016	2/27/2016	Amazon Video On Demand	4.28
HIGH SCHOOL BELLE PLAINE	420041617	2/23/2016	2/24/2016	2/27/2016	SHAPE AMER-CNV	475.00
HIGH SCHOOL BELLE PLAINE	420345235	2/26/2016	2/26/2016	2/27/2016	BSN SPORTS MYTEAM SHOP	452.61
DAVIS KRIS	418090898	2/3/2016	2/5/2016	2/27/2016	METRO SALES INC.	945.93
DAVIS KRIS	418090899	2/3/2016	2/5/2016	2/27/2016	METRO SALES INC.	573.04
DAVIS KRIS	418090900	2/5/2016	2/5/2016	2/27/2016	WM EZPAY	202.63
DAVIS KRIS	418090901	2/5/2016	2/5/2016	2/27/2016	WM EZPAY	517.13
DAVIS KRIS	418090902	2/5/2016	2/5/2016	2/27/2016	WM EZPAY	793.63

## February 2016 P-Card Statement

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DAVIS KRIS	418326717	2/5/2016	2/8/2016	2/27/2016	WM EZPAY	830.79
DAVIS KRIS	418685663	2/10/2016	2/11/2016	2/27/2016	BIFFS INC	(22.59)
DAVIS KRIS	418879545	2/12/2016	2/12/2016	2/27/2016	INNOVATIVE OFFICE SOLU	43.23
DAVIS KRIS	418879546	2/10/2016	2/12/2016	2/27/2016	CHANHASSEN DINNER THEA	6,038.55
DAVIS KRIS	418879547	2/11/2016	2/12/2016	2/27/2016	AMAZON MKTPLACE PMTS	29.20
DAVIS KRIS	419804219	2/20/2016	2/22/2016	2/27/2016	INNOVATIVE OFFICE SOLU	18.13
DAVIS KRIS	420041602	2/23/2016	2/24/2016	2/27/2016	GENESIS - BELLE PLAINE	356.82
DAVIS KRIS	420345219	2/25/2016	2/26/2016	2/27/2016	METRO SALES INC.	3,904.75
HEINE JEFF	417269821	1/28/2016	1/29/2016	2/27/2016	MENARDS EDEN PRAIRIE M	170.73
HEINE JEFF	417269822	1/28/2016	1/29/2016	2/27/2016	NORTHERN TOOL EQUIP	264.98
HEINE JEFF	417483475	1/30/2016	2/1/2016	2/27/2016	DOMINO S 7300	109.45
HEINE JEFF	417922908	2/2/2016	2/4/2016	2/27/2016	MENARDS MANKATO MN	76.96
HEINE JEFF	417922909	2/3/2016	2/4/2016	2/27/2016	GRIZZLY INDUSTRIAL PHO	26.07
HEINE JEFF	418090903	2/4/2016	2/5/2016	2/27/2016	JORDAN SUPPER CLUB	120.00
HEINE JEFF	418090904	2/5/2016	2/5/2016	2/27/2016	HILLYARD INC HUTCHINSO	3,128.92
HEINE JEFF	418090905	2/5/2016	2/5/2016	2/27/2016	GRIZZLY INDUSTRIAL PHO	24.82
HEINE JEFF	418441335	2/8/2016	2/9/2016	2/27/2016	USPS 26073001733418328	6.68
HEINE JEFF	418441336	2/7/2016	2/9/2016	2/27/2016	MENARDS BURNSVILLE MN	80.90
HEINE JEFF	418441337	2/9/2016	2/9/2016	2/27/2016	AED SUPERSTORE	364.00
HEINE JEFF	418540132	2/9/2016	2/10/2016	2/27/2016	ANDY MARK INC	377.28
HEINE JEFF	418879548	2/12/2016	2/12/2016	2/27/2016	C&S SUPPLY TRUE VALUE	28.19
HEINE JEFF	419078351	2/13/2016	2/15/2016	2/27/2016	LOWES #02628*	104.17
HEINE JEFF	419078352	2/13/2016	2/15/2016	2/27/2016	JO-ANN STORE #2283	19.76
HEINE JEFF	419273274	2/16/2016	2/17/2016	2/27/2016	NAPA AUTO PARTS BELLE	2.29
HEINE JEFF	419273275	2/14/2016	2/17/2016	2/27/2016	CCBill.com *Kingdom W	29.99
HEINE JEFF	420041618	2/24/2016	2/24/2016	2/27/2016	DOMINO S 7300	86.63
HEINE JEFF	420041619	2/23/2016	2/24/2016	2/27/2016	HILLYARD INC HUTCHINSO	3,494.95
HEINE JEFF	420041620	2/23/2016	2/24/2016	2/27/2016	HILLYARD INC HUTCHINSO	167.96
HEINE JEFF	420345236	2/25/2016	2/26/2016	2/27/2016	BATTERIES PLUS #23	105.98
KELLER CHUCK	417078337	1/28/2016	1/28/2016	2/27/2016	VZWRLSS*MY VZ VB P	398.48
KELLER CHUCK	420189754	2/25/2016	2/25/2016	2/27/2016	Amazon.com	71.25
KELLER CHUCK	420345220	2/26/2016	2/26/2016	2/27/2016	VZWRLSS*APOCC VISB	772.54
WILLIAMS CHAD	417616182	2/1/2016	2/2/2016	2/27/2016	SAMS CLUB #6311	49.76
MATHIOWETZ BRUCE	417269827	1/28/2016	1/29/2016	2/27/2016	NATIONAL FFA	1,000.00
MATHIOWETZ BRUCE	418090911	2/5/2016	2/5/2016	2/27/2016	GENESIS TOWN & COUNTRY	10.49
MATHIOWETZ BRUCE	418879556	2/11/2016	2/12/2016	2/27/2016	WW GRAINGER	37.96

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MATHIOWETZ BRUCE	418879557	2/10/2016	2/12/2016	2/27/2016	MATHESON - C16	1,252.13
MATHIOWETZ BRUCE	419078353	2/13/2016	2/15/2016	2/27/2016	SAMSCLUB #6311	255.56
MATHIOWETZ BRUCE	419078354	2/13/2016	2/15/2016	2/27/2016	WAL-MART #3513	154.54
MATHIOWETZ BRUCE	419078355	2/13/2016	2/15/2016	2/27/2016	SAMSCLUB #6311	262.69
MATHIOWETZ BRUCE	419178430	2/15/2016	2/16/2016	2/27/2016	COBORN S #2038	32.98
MATHIOWETZ BRUCE	419273278	2/16/2016	2/17/2016	2/27/2016	PAYPAL *MNSPORTSMAN	53.43
MATHIOWETZ BRUCE	419804221	2/20/2016	2/22/2016	2/27/2016	COBORN S #2038	21.04
MATHIOWETZ BRUCE	420041604	2/21/2016	2/24/2016	2/27/2016	SAMSCLUB #6311	(53.48)
MATHIOWETZ BRUCE	420345222	2/24/2016	2/26/2016	2/27/2016	MAGNETO POWER	81.51
ANDERSON DOUG	417078338	1/26/2016	1/28/2016	2/27/2016	KWIK TRIP 33000003301	14.00
ANDERSON DOUG	417078339	1/27/2016	1/28/2016	2/27/2016	A. H. HERMEL COMPANY	142.83
ANDERSON DOUG	417483481	1/29/2016	2/1/2016	2/27/2016	PIZZA PLUS	36.00
ANDERSON DOUG	417483482	1/29/2016	2/1/2016	2/27/2016	PIZZA PLUS	51.50
ANDERSON DOUG	417616189	2/1/2016	2/2/2016	2/27/2016	PIZZA PLUS	36.00
ANDERSON DOUG	417762576	2/2/2016	2/3/2016	2/27/2016	COBORN S SUPERSTORE	20.44
ANDERSON DOUG	417762577	2/2/2016	2/3/2016	2/27/2016	KERNEL CONCESSION SUPP	345.71
ANDERSON DOUG	417762578	2/1/2016	2/3/2016	2/27/2016	BERRY BLENDZ #1	1,930.50
ANDERSON DOUG	417922911	2/3/2016	2/4/2016	2/27/2016	A. H. HERMEL COMPANY	481.30
ANDERSON DOUG	418090912	2/5/2016	2/5/2016	2/27/2016	RUCKS MEAT MARKET	314.28
ANDERSON DOUG	418326718	2/5/2016	2/8/2016	2/27/2016	KWIK TRIP 33000003301	43.51
ANDERSON DOUG	418326719	2/5/2016	2/8/2016	2/27/2016	PIZZA PLUS	51.50
ANDERSON DOUG	418326720	2/6/2016	2/8/2016	2/27/2016	SAMSCLUB #6311	41.36
ANDERSON DOUG	418685664	2/10/2016	2/11/2016	2/27/2016	KERNEL CONCESSION SUPP	78.50
ANDERSON DOUG	418685665	2/10/2016	2/11/2016	2/27/2016	A. H. HERMEL COMPANY	124.50
ANDERSON DOUG	419078356	2/12/2016	2/15/2016	2/27/2016	PIZZA PLUS	51.50
ANDERSON DOUG	419178431	2/15/2016	2/16/2016	2/27/2016	SAMS CLUB #6311	15.88
ANDERSON DOUG	419273279	2/16/2016	2/17/2016	2/27/2016	PIZZA PLUS	36.00
ANDERSON DOUG	420041605	2/23/2016	2/24/2016	2/27/2016	PIZZA PLUS	36.00
WICK KEN	417269818	1/29/2016	1/29/2016	2/27/2016	APL*APPLEONLINESTOREUS	760.00
WICK KEN	417269819	1/29/2016	1/29/2016	2/27/2016	APL*APPLEONLINESTOREUS	2,498.00
WICK KEN	417269820	1/29/2016	1/29/2016	2/27/2016	APL*APPLEONLINESTOREUS	290.00
WICK KEN	417483474	1/30/2016	2/1/2016	2/27/2016	APL*APPLEONLINESTOREUS	58.00
WICK KEN	417762565	2/1/2016	2/3/2016	2/27/2016	APPLE STORE #R054	49.23
WICK KEN	418090897	2/4/2016	2/5/2016	2/27/2016	IDOCTOR	468.00
WICK KEN	418441333	2/9/2016	2/9/2016	2/27/2016	Amazon.com	85.56
WICK KEN	418441334	2/9/2016	2/9/2016	2/27/2016	AMAZON MKTPLACE PMTS	13.95

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WICK KEN	418540129	2/9/2016	2/10/2016	2/27/2016	AmazonPrime Membership	99.00
WICK KEN	418540130	2/9/2016	2/10/2016	2/27/2016	AMAZON MKTPLACE PMTS	111.56
WICK KEN	418540131	2/10/2016	2/10/2016	2/27/2016	Amazon.com	10.05
WICK KEN	418685657	2/10/2016	2/11/2016	2/27/2016	IDOCTOR	314.10
WICK KEN	418685658	2/10/2016	2/11/2016	2/27/2016	AMAZON MKTPLACE PMTS	83.67
WICK KEN	418685659	2/11/2016	2/11/2016	2/27/2016	Amazon.com	42.99
WICK KEN	418685660	2/11/2016	2/11/2016	2/27/2016	AMAZON MKTPLACE PMTS	25.87
WICK KEN	418685661	2/11/2016	2/11/2016	2/27/2016	Amazon.com	42.99
WICK KEN	418685662	2/11/2016	2/11/2016	2/27/2016	Amazon.com	42.99
WICK KEN	418879541	2/11/2016	2/12/2016	2/27/2016	Amazon.com	(10.05)
WICK KEN	418879542	2/11/2016	2/12/2016	2/27/2016	Amazon.com	42.99
WICK KEN	418879543	2/12/2016	2/12/2016	2/27/2016	Amazon.com	42.99
WICK KEN	418879544	2/12/2016	2/12/2016	2/27/2016	AMAZON MKTPLACE PMTS	62.93
WICK KEN	419178427	2/15/2016	2/16/2016	2/27/2016	APL* ITUNES.COM/BILL	9.80
WICK KEN	419178428	2/16/2016	2/16/2016	2/27/2016	AMAZON MKTPLACE PMTS	(69.73)
WICK KEN	419178429	2/16/2016	2/16/2016	2/27/2016	AMAZON MKTPLACE PMTS	(13.94)
WICK KEN	419273273	2/16/2016	2/17/2016	2/27/2016	ACP DIRECT	603.99
WICK KEN	419412504	2/17/2016	2/18/2016	2/27/2016	IDOCTOR	444.60
WICK KEN	419602804	2/19/2016	2/19/2016	2/27/2016	AMAZON MKTPLACE PMTS	39.92
WICK KEN	419602805	2/19/2016	2/19/2016	2/27/2016	AMAZON MKTPLACE PMTS	157.99
WICK KEN	419602806	2/19/2016	2/19/2016	2/27/2016	AMAZON MKTPLACE PMTS	(13.95)
WICK KEN	419602807	2/19/2016	2/19/2016	2/27/2016	AMAZON MKTPLACE PMTS	(13.94)
WICK KEN	419804215	2/22/2016	2/22/2016	2/27/2016	AMAZON MKTPLACE PMTS	52.00
WICK KEN	419804216	2/22/2016	2/22/2016	2/27/2016	AMAZON MKTPLACE PMTS	(13.95)
WICK KEN	419804217	2/22/2016	2/22/2016	2/27/2016	AMAZON MKTPLACE PMTS	(41.83)
WICK KEN	419804218	2/22/2016	2/22/2016	2/27/2016	AMAZON MKTPLACE PMTS	(41.84)
WICK KEN	419932725	2/23/2016	2/23/2016	2/27/2016	Amazon.com	60.01
WICK KEN	420189748	2/24/2016	2/25/2016	2/27/2016	AMAZON MKTPLACE PMTS	89.69
WICK KEN	420189749	2/24/2016	2/25/2016	2/27/2016	AMAZON MKTPLACE PMTS	22.00
WICK KEN	420189750	2/24/2016	2/25/2016	2/27/2016	AMAZON MKTPLACE PMTS	(17.88)
WICK KEN	420189751	2/24/2016	2/25/2016	2/27/2016	AMAZON MKTPLACE PMTS	47.79
WICK KEN	420189752	2/25/2016	2/25/2016	2/27/2016	AMAZON MKTPLACE PMTS	47.79
WICK KEN	420189753	2/25/2016	2/25/2016	2/27/2016	Amazon.com	39.95
WICK KEN	420345218	2/25/2016	2/26/2016	2/27/2016	AMAZON MKTPLACE PMTS	116.23
DEUTSCH JOE	418540128	2/8/2016	2/10/2016	2/27/2016	SIWEK LUMBER & MILLWOR	74.07
DEUTSCH JOE	419602803	2/18/2016	2/19/2016	2/27/2016	STEFFEN HARDWARE	17.35

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DEUTSCH JOE	420189747	2/23/2016	2/25/2016	2/27/2016	SIWEK LUMBER & MILLWOR	168.44
GROTBORG CAREN	417922907	2/2/2016	2/4/2016	2/27/2016	1ST SEWING CENTERS	692.50
GROTBORG CAREN	419932724	2/22/2016	2/23/2016	2/27/2016	COBORN S SUPERSTORE	27.90
ACTIVITIES BELLE P	417269828	1/29/2016	1/29/2016	2/27/2016	PAYPAL *MNIAAA	330.00
ACTIVITIES BELLE P	417269829	1/29/2016	1/29/2016	2/27/2016	JAVA JOES ROASTING CO	2,060.00
ACTIVITIES BELLE P	417483483	1/29/2016	2/1/2016	2/27/2016	GLAZIER COACHING CLINI	157.60
ACTIVITIES BELLE P	417616190	2/1/2016	2/2/2016	2/27/2016	SN *MFCA	380.00
ACTIVITIES BELLE P	418540134	2/9/2016	2/10/2016	2/27/2016	GOVOLUTION SAMUEL F FE	1.80
ACTIVITIES BELLE P	418540135	2/9/2016	2/10/2016	2/27/2016	SAMUEL FRENCH INC./ B	45.00
ACTIVITIES BELLE P	418879558	2/11/2016	2/12/2016	2/27/2016	ST CATHERINE U30034011	88.42
ACTIVITIES BELLE P	418879559	2/11/2016	2/12/2016	2/27/2016	ST CATHERINE U30034011	190.19
ACTIVITIES BELLE P	418879560	2/11/2016	2/12/2016	2/27/2016	GRANITE CITY -ROSEVIL	511.15
ACTIVITIES BELLE P	418879561	2/10/2016	2/12/2016	2/27/2016	COSSETTA S	319.71
ACTIVITIES BELLE P	418879562	2/10/2016	2/12/2016	2/27/2016	COURTYARD ROSEVILLE	17.27
ACTIVITIES BELLE P	419078357	2/12/2016	2/15/2016	2/27/2016	ST CATHERINE U30034011	31.49
ACTIVITIES BELLE P	419078358	2/13/2016	2/15/2016	2/27/2016	COURTYARD ROSEVILLE	1,581.42
ACTIVITIES BELLE P	419602811	2/18/2016	2/19/2016	2/27/2016	DOMINO S 7300	49.00
ACTIVITIES BELLE P	419804222	2/21/2016	2/22/2016	2/27/2016	COURTYARD BY MARRIOTT	1,006.64
ACTIVITIES BELLE P	420345223	2/26/2016	2/26/2016	2/27/2016	DOMINO S 7300	35.39
ACTIVITIES BELLE P	420345224	2/24/2016	2/26/2016	2/27/2016	COSSETTA S	390.46
ACTIVITIES BELLE P	420345225	2/24/2016	2/26/2016	2/27/2016	XCEL ENERGY CENTER	468.00
CHEVALIER MINDY	420041601	2/23/2016	2/24/2016	2/27/2016	U OF M ARBORETUM OL	450.00
COMM ED BELLE PLAINE	417078341	1/27/2016	1/28/2016	2/27/2016	USPS 26073001733418328	6.24
COMM ED BELLE PLAINE	417078342	1/27/2016	1/28/2016	2/27/2016	SAMS CLUB #6311	69.90
COMM ED BELLE PLAINE	417078343	1/27/2016	1/28/2016	2/27/2016	FUN AND FUNCTION	248.92
COMM ED BELLE PLAINE	417269832	1/28/2016	1/29/2016	2/27/2016	COBORN S SUPERSTORE	11.17
COMM ED BELLE PLAINE	417269833	1/27/2016	1/29/2016	2/27/2016	SAMSCLUB #6311	(10.84)
COMM ED BELLE PLAINE	417269834	1/27/2016	1/29/2016	2/27/2016	THE GRAPHIC EDGE INC	603.75
COMM ED BELLE PLAINE	417483485	1/31/2016	2/1/2016	2/27/2016	TARGET 00002204	55.48
COMM ED BELLE PLAINE	417922912	2/3/2016	2/4/2016	2/27/2016	COBORN S SUPERSTORE	38.92
COMM ED BELLE PLAINE	417922913	2/3/2016	2/4/2016	2/27/2016	SCHOLASTIC BOOK CLUB	18.00
COMM ED BELLE PLAINE	418090915	2/4/2016	2/5/2016	2/27/2016	USPS 26073001733418328	9.42
COMM ED BELLE PLAINE	418090916	1/28/2016	2/5/2016	2/27/2016	VISTAPR*VistaPrint.com	(7.98)
COMM ED BELLE PLAINE	418441338	2/8/2016	2/9/2016	2/27/2016	USPS 26073001733418328	6.34
COMM ED BELLE PLAINE	418879564	2/12/2016	2/12/2016	2/27/2016	USPS 26073001733418328	8.66
COMM ED BELLE PLAINE	419412505	2/17/2016	2/18/2016	2/27/2016	USPS 26073001733418328	493.28

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COMM ED BELLE PLAINE	419412506	2/17/2016	2/18/2016	2/27/2016	Amazon.com	114.72
COMM ED BELLE PLAINE	419602814	2/18/2016	2/19/2016	2/27/2016	USPS 26073001733418328	2.52
COMM ED BELLE PLAINE	419602815	2/17/2016	2/19/2016	2/27/2016	BOROUGH BOWL	129.00
COMM ED BELLE PLAINE	420041612	2/23/2016	2/24/2016	2/27/2016	COBORN S SUPERSTORE	8.58
COMM ED BELLE PLAINE	420041613	2/23/2016	2/24/2016	2/27/2016	USPS 26073001733418328	6.56
ELEMENTARY CHATFIELD	417078340	1/27/2016	1/28/2016	2/27/2016	INNOVATIVE OFFICE SOLU	29.24
ELEMENTARY CHATFIELD	417269830	1/28/2016	1/29/2016	2/27/2016	ABDO PUBLISHING INC	771.95
ELEMENTARY CHATFIELD	417269831	1/28/2016	1/29/2016	2/27/2016	DEMCO INC	93.03
ELEMENTARY CHATFIELD	417483484	1/29/2016	2/1/2016	2/27/2016	SUBWAY 00999912	160.31
ELEMENTARY CHATFIELD	417616191	2/1/2016	2/2/2016	2/27/2016	CRYSTAL SPRINGS BOOKS	51.85
ELEMENTARY CHATFIELD	417762582	2/2/2016	2/3/2016	2/27/2016	INNOVATIVE OFFICE SOLU	32.51
ELEMENTARY CHATFIELD	417762583	2/2/2016	2/3/2016	2/27/2016	Amazon.com	105.30
ELEMENTARY CHATFIELD	418090913	2/4/2016	2/5/2016	2/27/2016	Amazon.com	81.06
ELEMENTARY CHATFIELD	418090914	2/5/2016	2/5/2016	2/27/2016	Amazon.com	111.70
ELEMENTARY CHATFIELD	418326721	2/7/2016	2/8/2016	2/27/2016	APL* ITUNES.COM/BILL	9.65
ELEMENTARY CHATFIELD	418326722	2/7/2016	2/8/2016	2/27/2016	Amazon.com	114.93
ELEMENTARY CHATFIELD	418326723	2/7/2016	2/8/2016	2/27/2016	Amazon.com	70.04
ELEMENTARY CHATFIELD	418540136	2/9/2016	2/10/2016	2/27/2016	COBORN S SUPERSTORE	152.06
ELEMENTARY CHATFIELD	418879563	2/11/2016	2/12/2016	2/27/2016	Amazon.com	9.20
ELEMENTARY CHATFIELD	419602812	2/19/2016	2/19/2016	2/27/2016	COBORN S SUPERSTORE	9.57
ELEMENTARY CHATFIELD	419602813	2/18/2016	2/19/2016	2/27/2016	OFFICEMAX CT*IN#409900	41.82
ELEMENTARY CHATFIELD	419932728	2/22/2016	2/23/2016	2/27/2016	SHAPE AMER-CNV	325.00
ELEMENTARY CHATFIELD	419932729	2/22/2016	2/23/2016	2/27/2016	SHAPE AMER-CNV	325.00
ELEMENTARY CHATFIELD	420041606	2/23/2016	2/24/2016	2/27/2016	INNOVATIVE OFFICE SOLU	51.45
ELEMENTARY CHATFIELD	420041607	2/23/2016	2/24/2016	2/27/2016	SDE INC	401.00
ELEMENTARY CHATFIELD	420041608	2/23/2016	2/24/2016	2/27/2016	SDE INC	401.00
ELEMENTARY CHATFIELD	420041609	2/23/2016	2/24/2016	2/27/2016	SDE INC	401.00
ELEMENTARY CHATFIELD	420041610	2/23/2016	2/24/2016	2/27/2016	PAYPAL *BUREAUEDUCA	139.00
ELEMENTARY CHATFIELD	420041611	2/24/2016	2/24/2016	2/27/2016	NCS PEARSON	36.50
ELEMENTARY CHATFIELD	420345226	2/25/2016	2/26/2016	2/27/2016	OFFICEMAX CT*IN#509946	9.80
ELEMENTARY CHATFIELD	420345227	2/25/2016	2/26/2016	2/27/2016	NAFME	13.00
ELEMENTARY CHATFIELD	420345228	2/26/2016	2/26/2016	2/27/2016	AMAZON MKTPLACE PMTS	26.19
ELEMENTARY CHATFIELD	420345229	2/26/2016	2/26/2016	2/27/2016	AMAZON MKTPLACE PMTS	7.49
ELEMENTARY CHATFIELD	420345230	2/27/2016	2/26/2016	2/27/2016	AMAZON MKTPLACE PMTS	26.22
ELEMENTARY CHATFIELD	420345231	2/25/2016	2/26/2016	2/27/2016	SCHOLASTIC BOOK CLUB	360.00
ELEMENTARY CHATFIELD	420345232	2/24/2016	2/26/2016	2/27/2016	DEMCO INC	140.72

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ELEMENTARY OAK CREST	417269823	1/28/2016	1/29/2016	2/27/2016	SAMS CLUB #6311	27.48
ELEMENTARY OAK CREST	417269824	1/28/2016	1/29/2016	2/27/2016	SSI*SCHOOL SPECIALTY	29.11
ELEMENTARY OAK CREST	417269825	1/29/2016	1/29/2016	2/27/2016	AMAZON MKTPLACE PMTS	1,254.90
ELEMENTARY OAK CREST	417269826	1/29/2016	1/29/2016	2/27/2016	RGS Pay*	108.88
ELEMENTARY OAK CREST	417483476	1/30/2016	2/1/2016	2/27/2016	AMAZON MKTPLACE PMTS	236.25
ELEMENTARY OAK CREST	417483477	1/30/2016	2/1/2016	2/27/2016	AMAZON MKTPLACE PMTS	364.01
ELEMENTARY OAK CREST	417483478	1/30/2016	2/1/2016	2/27/2016	AMAZON MKTPLACE PMTS	314.64
ELEMENTARY OAK CREST	417483479	1/31/2016	2/1/2016	2/27/2016	AMAZON MKTPLACE PMTS	84.25
ELEMENTARY OAK CREST	417483480	1/31/2016	2/1/2016	2/27/2016	AMAZON MKTPLACE PMTS	248.87
ELEMENTARY OAK CREST	417616183	2/1/2016	2/2/2016	2/27/2016	Amazon.com	109.07
ELEMENTARY OAK CREST	417616184	2/1/2016	2/2/2016	2/27/2016	Amazon.com	238.66
ELEMENTARY OAK CREST	417616185	2/1/2016	2/2/2016	2/27/2016	Amazon.com	110.96
ELEMENTARY OAK CREST	417616186	2/1/2016	2/2/2016	2/27/2016	Amazon.com	131.78
ELEMENTARY OAK CREST	417616187	2/1/2016	2/2/2016	2/27/2016	Amazon.com	111.86
ELEMENTARY OAK CREST	417616188	2/2/2016	2/2/2016	2/27/2016	Amazon.com	124.40
ELEMENTARY OAK CREST	417762572	2/2/2016	2/3/2016	2/27/2016	AMAZON MKTPLACE PMTS	81.01
ELEMENTARY OAK CREST	417762573	2/2/2016	2/3/2016	2/27/2016	AMAZON MKTPLACE PMTS	120.08
ELEMENTARY OAK CREST	417922910	2/2/2016	2/4/2016	2/27/2016	EDMENTUM INC	169.55
ELEMENTARY OAK CREST	418090906	2/4/2016	2/5/2016	2/27/2016	AMAZON MKTPLACE PMTS	41.91
ELEMENTARY OAK CREST	418090907	2/5/2016	2/5/2016	2/27/2016	AMAZON MKTPLACE PMTS	22.41
ELEMENTARY OAK CREST	418090908	2/5/2016	2/5/2016	2/27/2016	Amazon.com	127.84
ELEMENTARY OAK CREST	418090909	2/5/2016	2/5/2016	2/27/2016	AMAZON MKTPLACE PMTS	41.70
ELEMENTARY OAK CREST	418090910	2/5/2016	2/5/2016	2/27/2016	AMAZON MKTPLACE PMTS	35.25
ELEMENTARY OAK CREST	418540133	2/9/2016	2/10/2016	2/27/2016	SCHMITT MUSIC #11 (	90.00
ELEMENTARY OAK CREST	418879549	2/11/2016	2/12/2016	2/27/2016	COBORN S SUPERSTORE	87.55
ELEMENTARY OAK CREST	418879550	2/12/2016	2/12/2016	2/27/2016	DOMINO S 7300	123.44
ELEMENTARY OAK CREST	418879551	2/11/2016	2/12/2016	2/27/2016	MN ORCHESTRA WB	357.00
ELEMENTARY OAK CREST	418879552	2/11/2016	2/12/2016	2/27/2016	SSI*SCHOOL SPECIALTY	86.19
ELEMENTARY OAK CREST	418879553	2/11/2016	2/12/2016	2/27/2016	SSI*SCHOOL SPECIALTY	126.76
ELEMENTARY OAK CREST	418879554	2/11/2016	2/12/2016	2/27/2016	DEMCO INC	32.80
ELEMENTARY OAK CREST	418879555	2/11/2016	2/12/2016	2/27/2016	ANNIE S CATERING	277.83
ELEMENTARY OAK CREST	419273276	2/16/2016	2/17/2016	2/27/2016	SAMS CLUB #6311	63.40
ELEMENTARY OAK CREST	419273277	2/16/2016	2/17/2016	2/27/2016	PARTY CITY #1033	15.98
ELEMENTARY OAK CREST	419602809	2/19/2016	2/19/2016	2/27/2016	SSI*SCHOOL SPECIALTY	127.27
ELEMENTARY OAK CREST	419602810	2/19/2016	2/19/2016	2/27/2016	Amazon.com	118.99
ELEMENTARY OAK CREST	419804220	2/20/2016	2/22/2016	2/27/2016	INNOVATIVE OFFICE SOLU	123.74

February 2016 P-Card Statement

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	419932727	2/23/2016	2/23/2016	2/27/2016	SSI*SCHOOL SPECIALTY	87.03
ELEMENTARY OAK CREST	420041603	2/23/2016	2/24/2016	2/27/2016	SHAPE AMER-CNV	490.00
ELEMENTARY OAK CREST	420345221	2/26/2016	2/26/2016	2/27/2016	COBORN S SUPERSTORE	84.92
HANSON LIANN	417269835	1/29/2016	1/29/2016	2/27/2016	MAIN STREET DONUTS AND	23.73
HANSON LIANN	417762585	2/2/2016	2/3/2016	2/27/2016	BARNES&NOBLE.COM-BN	212.69
HANSON LIANN	418879565	2/11/2016	2/12/2016	2/27/2016	COBORN S SUPERSTORE	57.87
HANSON LIANN	420345233	2/26/2016	2/26/2016	2/27/2016	BARNES&NOBLE.COM-BN-VT	(14.61)

<b>Total</b>	<b>72,102.57</b>
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**Chuck Keller**  
*Business Manager*  
**Margot Hansen**  
*Curriculum & Assessment Director*  
**Ken Wick**  
*IT Director*



**Chad Williams**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Chad Eischens**  
*Activities & Recreation Director*

DATE OF BOARD MEETING: March 28, 2016  
 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
02.15.2016	N Williamson – Wells Fargo	Chatfield Elementary	70.00
02.17.2016	Target – Take Charge of Education	Oak Crest Elementary	637.17
02.17.2016	Target – Take Charge of Education	Chatfield Elementary	1839.95
02.25.2016	Belle Plaine PTO	Chatfield Elementary – Kindergarten Books	1000.00
		Chatfield Elementary – Grade 2 – Fund Request	1084.00
		Chatfield Elementary – Kindergarten Request	75.00

**Dave Kreft**  
*Jr High/Sr High Principal*  
**Mindy Chevalier**  
*Assistant Jr High/Sr High Principal*  
**Liann Hanson, Ph.D.**  
*Oak Crest Elementary Principal*  
**Kim DeWitte**  
*Chatfield Elementary Principal*  
**Chad Williams**  
*Special Services Director*



**Ryan Laager, Ed.D., Superintendent**

**Chad Eischens**  
*Activities & Recreation Director*  
**Margot Hansen**  
*Curriculum & Assessment Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Chuck Keller**  
*Business Manager*  
**Ken Wick**  
*IT Director*

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## March Board Report

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

- Continuing to work on corrections of special education files for Monitoring and Compliance.
- Attended the Region 2 MASA/MASE meeting on March 2<sup>nd</sup> in Mankato.
- Attending Regional Directors Meeting and SW Metro Directors Meeting on Friday, March 18<sup>th</sup>.
- Provided tours of our SOAR Transition Program to area Superintendents and Executive Director of Special Education of the MVED district.
- Wrapping up on teacher and paraprofessional observations for the 15-16 school year.
- Attending the MASE Day at the Capital on March 22<sup>nd</sup>.
- Working with the MASE Legislation Committee on platforms for MASE Day on March 22<sup>nd</sup>.
- Working with MASE on the professional development committee for the upcoming MASE workshop in May.
- Working on staff and caseload projections for the 16-17 school year.
- Working with business manager on special education budget for the 15-16 school year and projections for the 16-17 school year.

Board Report  
March 21, 2016  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Thank you to the Kindergarten Team, Patti, Deborah, Special Education Teachers, PTO, TAHER, Reading Corp., and Don for helping with Beginndergarten and Kindergarten Information Nights.
- Thank you to the PTO for providing a bag of books for every child that came to Kindergarten Information Night.
- Thank you to all the special people who came to eat breakfast with a first grade student on March 18<sup>th</sup>. Over 200 visitors!
- Thank you to the Phy. Ed Department for another successful Jump Rope For Heart Event!
- Thank you to the Chatfield Phy. Ed Department for creating fun ideas for staff to be active.

**Acceleration:**

- Preschool will have the opportunity to be involved with Back To School Conferences. This is a great opportunity for families to meet the teacher, learn about our school, and have the student visit the classroom in a relaxed environment.
- By the end of the 15-16 school year, all of the grade level teachers, intervention teachers, and sped teachers will be certified to progress monitor students will reading and math FAST assessments. We are looking forward to being able to access consistent data from preschool-grade 6 as we move into the 16-17 school year.
- We confirmed training for PRESS on August 25<sup>th</sup>. This training will involve all teachers in K-6. PRESS is a data driven decision-making practice for determining targeted classroom and small group interventions. PRESS and FAST work in direct correlation with each other.

**Anticipation:**

- Beginndergarten and Kindergarten Bring Someone Special To Breakfast on April 20<sup>th</sup>.
- The PTO is sponsoring "It Works" to visit second grade on April 20<sup>th</sup>. This is a STEM opportunity for all second graders! Thank you PTO!
- All School Morning Meeting on April 1st.
- Kindergarten Field Trip to the Science Museum in Mankato on April 14 and 15; First Grade Field Trip to MN Children's Theatre on May 21; Second Grade Field trip to MN Zoo on May 2.
- We have been awarded 2 Full-time and 1 Part-time Preschool Reading Corp members, 1 Full-time K-Focused Reading Corp Member, and 1 Full-time K-2 Reading Corp member for the 16-17 school year. If you know of anyone who would be interested in working as a tutor with the MN Reading Corp, please encourage him or her to apply.

**Belle Plaine High School**  
**March 2016**  
**School Board Report**  
**Submitted by Chad Eischens**

**Appreciation:**

- Spring sports have officially begun. We would like to wish each team **GOOD LUCK!!!** In their upcoming season.
- Staff continues to meet with community groups regarding future partnership in community education.
- Thanks to the BP Baseball and Softball groups for their work and cooperation in scheduling of field space for summer.
- Producing the community education brochure is a large project. Pandy Anderson does a considerable amount of work on this and puts out a great product.
- Staff met with Jordan community education representatives last week to discuss local sports associations, their business models and best practices for working with them.

**Acceleration:**

- The weight room project is on schedule. We hope to have that project complete the week of April 4<sup>th</sup>.
- Scheduling for spring 2017 athletic events will begin in earnest. Schedules should be substantially complete by mid-May.

**Anticipation:**

- Staff will begin work on our community education fall brochure by speaking with potential groups and individuals interested in teaching classes.
- The details on the Youth Fair are coming together. As a reminder the Youth Fair is on April 2nd at 9:00 am in the South Gym.

**Belle Plaine High School**  
**School Board Report**  
**Submitted by Dave Kreft and Mindy Chevalier**  
**March 28, 2016**

**Appreciation:**

- Our PLC leaders are valuable individuals as we move forward in our plans. Justin Johnston (social), Luke Audette (math), Bethany Otto (science), Carol Hannon-Orr (art), Natalie Nelson (English), and Josh Otto (tech), as PLC leaders, provide feedback to administration on their team's progress and likewise share messages back to their PLC groups. We recently connected on our learning target progress for each curricular area. The leaders provided valuable feedback on further professional development that is necessary and appropriate communication that is necessary for the entire staff. We have taken steps, including key conversations and appropriate forms, to have the learning targets completed by the end of the year, as part of our guaranteed curriculum and to be communicated out on our website for next school year.
- Our branding team of Carol Hannon-Orr (arts), Pat Schultz (athletics), Brett Kruschke (community), Dan Giesen (board), and myself has been providing input to solidify the Belle Plaine brand and logo. We will arrive at a consistent font and logo. Our team has decided to allow access to the completed images for all of our teams and businesses within the Belle Plaine community so we have a consistent way of identifying with Belle Plaine's excellence.

**Acceleration:**

- We have examined online resources and have arrived as APEX being the tool that best fits our needs. Some of the pieces that make APEX appealing to us include:
  - The ability to offer internal online classes. Previously we would lose "our" students to other providers. Besides the financial loss, we also didn't have the ability to track student progress. We would find out students were falling behind near the end of the grading period. With this solution, we can continually monitor progress.
  - Our teachers can access online materials to supplement their current materials.
  - Students will have extensive and consistent access to credit recovery options. We are still developing our plan to manage credit recovery with the change in our personnel.
  - The online solutions provide opportunities to evaluate student skills and provide targeted skill building programming for each student. This will be beneficial with our junior high summer school program.
  - The cost of the entire program can be addressed with retaining "our" online students.

**Anticipation:**

- As April approaches, testing season is upon us! Testing season requires careful planning and consistent adjustments by our staff. Some highlights include:
  - Our district wide ACT test for our juniors will take place on April 19th. On March 17th we took the first three hours of the day to run through a practice test. We utilized our MCIS access on our iPads and we will continue to use advisory time to prepare our students for the test. The test day will culminate with a provided lunch for the test takers.
  - A flurry of MCA tests will be administered to students in grades 7, 8, and 11. Some of the conversations that have taken place to entice strong student performance include:
    - Positive Testing Environment
      - Pep-rally / kickoff (pep-fest style)
      - Dress up days during testing such as, "comfy day", "color day" etc...
      - Gym activity before testing begins - time to release some energy
      - Snacks before testing and during breaks
        - Granola bars, water, peppermint sticks
    - Recognition awards based off of growth from the OLPA's:
      - Top 10 Most Growth
      - Top 10 Highest Scores
    - If the Math and Reading Growth Goals are met:
      - PAC Movie Night - Pizza and Pop
      - Outdoor Activity Afternoon - Various games and activities

**Belle Plaine High School  
School Board Report  
Submitted by Margot Hansen  
March 28, 2016**

**Appreciation:**

- With the MCAs beginning next week for some, and the following week for the rest of our students, teachers have been focusing on making sure students have the skills they need to be successful. Teachers have been using data available to them through local and national assessments to best meet the needs of each individual.
- The technology team, Lindsey Vogel, Sibel Dikmen, Jack Gernbacher, and Ken Wick, have been preparing the labs and testing system details for the state assessments. I appreciate all of their time and effort dedicated to helping get these tests up and running.
- Thank you to all parents and students who attended MCA Information and family game night offered at Oak Crest. We had a good turnout, and it was very evident parents were eager to hear about the state assessments and how they can help their own children be successful.

**Acceleration:**

- Illuminate, which is our new data warehouse system, is up and running. I will be working with the Illuminate staff to better familiarize myself with the system. It is our goal to have a pilot group of teachers trained on how to use the system next fall, with further training for all staff to follow.
- Teachers are finalizing learning targets in core areas allowing for deeper conversation to follow about assessment and instructional strategies tied to each learning target. This will drive PLC conversations moving forward.

**Anticipation:**

- Our K-2 students will be assessed using FASTBridge in late April and early May. Although the interventionists have been monitoring progress of students throughout the year, this will be the first time all students will be assessed using the adaptive aMath and aReading measure.

Board Report  
March 28<sup>th</sup>, 2016  
Oak Crest Elementary  
Liann Hanson

### **Appreciation:**

- **Candy Sales** Thanks to Janis who spearheaded our candy sales this past month! It went well and the proceeds go to help support Wolf Ridge!
- **4<sup>th</sup> Grade Presidential Presentations** Thanks to our fabulous 4<sup>th</sup> grade staff and students who did a fantastic job of presenting their learning of presidents.
- **I LOVE TO READ Committee** Thanks to our I Love to Read Committee who did a fabulous job of making our February filled with reading!
- **Parent/Teacher Conferences** Our Parent/Teacher Conferences were a success!. Teachers, parents, and students talked about goal setting for the MCA tests.

### **Acceleration:**

- **Young Writer's Conference** We had about 100 students and parents attend a Young Writer's Conference in Mankato!
- **Writer's Round Table** We had our monthly Writer's Round Table on Friday, March 11<sup>th</sup>. Students excitedly shared their writing about different apps they would like to use.
- **Terrific Tiger Breakfast** The Terrific Tiger Breakfast was again a success! We had hundreds of parents and students come out to celebrate our wonderful students on Friday, March 19<sup>th</sup>.
- **Jump Rope for Heart** 2<sup>nd</sup> and 3<sup>rd</sup> grade students jumped roped on Wednesday, March 16<sup>th</sup>. 2<sup>nd</sup> grade students then also got a tour of the building in anticipation of coming to 3<sup>rd</sup> grade next year!
- **Girls ROC!** Girls ROC! is in full swing. 101 girls have registered and meet on Thursdays to talk about female leadership and to go for runs together.

### **Anticipation:**

- **Read a Thon Prep** Elementary Principals and PTO board members will sit down to discuss our Fall Read a Thon on Monday, March 28<sup>th</sup> at 3:30 PM.
- **School Tool Box Orders** School Toolbox orders are due on Thursday, March 31<sup>st</sup>!
- **Staff Workshop** We have no school for students and a staff workshop planned for Friday, April 8<sup>th</sup>.
- **Parent Advisory Group** The Oak Crest Parent Advisory Group will be meeting again on April 12<sup>th</sup> at 6:00 PM in our Media Center. Our topic will be working on supporting parents and their students regarding bullying.
- **Spring Pictures** Oak Crest will be doing their spring pictures on Tuesday, April 21<sup>st</sup>.
- **Girls on the Run 5K** We will be again participating in the Mankato Girls on the Run 5k on Saturday April 23<sup>rd</sup>.



# Budget Realignment

Belle Plaine Public Schools

2015-2016

# Budget Process Communication

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- Overview of the budget situation
- Talk with staff affected by the realignment
- Share with staff the realignment for 2016-2017

# Budget Realignment

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- Restructuring positions to fill needs we have in the District
- Reductions of positions to ensure we have structural alignment we can afford moving forward
- Programming & marketing changes to increase enrollment and stabilize revenue

# Realignment

- **Elementary Realignment**

We need to build a structure that allows us long term financial stability.

- Reduction of 1 FTE-Kindergarten
- Reduction of 1 FTE-6<sup>th</sup> Grade

	Range	Class Size 2015-2016	Staffing 2015-2016	Class Size 2016-2017	Staffing 2016-2017
Kindergarten	19-21	19.57	7	20	6
1 <sup>st</sup> Grade	21-24	19.33	6	22.8	6
2 <sup>nd</sup> Grade	22-25	23.8	5	23.2	5
3 <sup>rd</sup> Grade	23-26	25.6	5	23.6	5
4 <sup>th</sup> Grade	24-27	24.2	5	25.6	5
5 <sup>th</sup> Grade	25-28	22.2	5	24.2	5
6 <sup>th</sup> Grade	26-29	22	5	27.5	4

# Realignment

- Secondary Realignment

Alignment with graduation requirements so we can build a structure that allows us long term financial stability.

Course	Staffing 2015-2016	Required For Graduation	Staffing 2016-2017
English	5.4	4 Years	5.2
Social Studies	5.2	4 Years	5.2
Math	7.2	3 Years	5.2
Science	5.2	3 Years	5.2

- Repurpose Credit Recovery Position

- Hire a 1.0 FTE (.4 ELL .2 Credit Recovery .4 Online Learning)

# Realignment

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## Administrative Restructuring

- Eliminate the Activities/Recreation Director position and restructure it to meet the needs of the district
  - Recommendation with discussion at an upcoming Work Session to fill the Activities/Recreation Director position.

# Federal Funds

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- We are currently over spending federal programs by \$60,000
  - Reduction of 3 para positions at Chatfield

# Programming & Redesign

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- Developing and creating programs that attract students to our district
  - Balanced Literacy
  - Coding
  - Gifted Programming
  - Blended Learning
  - Online Learning
- Through the creation of new programming and advertisement of our quality programming, we hope to gain 25 students each year
  - Currently we have a net loss of 155 students (9% of our capture rate)

# Realignment

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## Repurposing the Community Ed secretary position and hire a Communications Coordinator

- Spread our branding and logos so people identify our excellence when they see our brand
- Manage and manipulate District website to ensure communication is accurate and up-to-date and attractive
- Build and implement a plan using social media (Facebook, Twitter, etc) to expand our brand
- Belle Plaine Journalist development and oversight—Weekly article for the Belle Plaine Herald
- ECFE/Preschool program booklet development and oversight
- Market special District programs and projects with the intent of retaining and encouraging enrollment
- Assist Administrative Team in marketing programming and events
- Market and promote community education programming
- Connecting with families who have made a choice to attend elsewhere and help develop a plan to stem those decisions
- Assist DO in the branding of District paperwork and materials
- Prepare PowerPoint and Prezi presentations for School Board Meetings
- Attend District functions and events for future marketing materials
- Write content for various District publications, informational pieces, and general print
- Monitor digital platforms to identify opportunities to promote Belle Plaine Public Schools
- Video promotional production
- Other Duties assigned by Superintendent and/or Community Education Director

**Belle Plaine Public Schools**

REDUCTIONS		
	FTE	
HS Language Arts	1.0	
HS Math	1.0	
HS Math- Retirement not being replaced	1.0	
Kindergarten Teacher	1.0	
6th Grade Teacher	1.0	
Title I Paraprofessionals	3.0	
RTI Paraprofessional	1.0	
Activities/Recreation Director	1.0	
Southwest Metro- Credit Recovery		

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

RESOLUTION DISCONTINUING AND REDUCING  
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No. 716 adopted a resolution on Monday, January 25, 2016, directing the administration to make recommendations for reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the school board,

BE IT RESOLVED, by the School Board of Independent School District No. 716, as follows:

That the following programs and positions, or portions thereof, be discontinued:

1. 1.0 FTE JH/SH Language Arts Position
2. 2.0 FTE JH/SH Math Position
3. 1.0 FTE Kindergarten Teacher
4. 1.0 FTE 6<sup>th</sup> Grade Teacher
5. 3 Title I Paraprofessionals
6. 1 RTI Paraprofessional
7. Activities/Recreation Director
8. Credit Recovery contract with Southwest Metro

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF REBECCA WILLIAMS, A  
PROBATIONARY TEACHER

WHEREAS, Rebecca Williams is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Rebecca Williams, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2015-2016 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Ms. Rebecca Williams

\_\_\_\_\_  
\_\_\_\_\_

Dear Ms. Williams:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on March 28, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF KALE SEIFERT, A  
PROBATIONARY TEACHER

WHEREAS, Kale Seifert is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Kale Seifert, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2015-2016 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Kale Seifert

\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. Seifert:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on March 28, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF ANDREA RADCLIFF, A  
PROBATIONARY TEACHER

WHEREAS, Andrea Radcliff is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Andrea Radcliff, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2015-2016 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Ms. Andrea Radcliff

\_\_\_\_\_  
\_\_\_\_\_

Dear Ms. Radcliff:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on March 28, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF DANIELLE TESMER, A  
PROBATIONARY TEACHER

WHEREAS, Danielle Tesmer is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Danielle Tesmer, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2015-2016 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Ms. Danielle Tesmer

\_\_\_\_\_  
\_\_\_\_\_

Dear Ms. Tesmer:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on March 28, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE CONTRACT  
OF CHAD EISCHENS, A  
PROBATIONARY ACTIVITIES AND RECREATION DIRECTOR

WHEREAS, Chad Eischens is a probationary Activities and Recreation Director in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the contract of Chad Eischens, a probationary Activities and Recreation Director in Independent School District No. 716, is hereby terminated at the close of the current 2015-2016 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Chad Eischens

\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. Eischens:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on March 28, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**Non-Licensed Personnel Changes:**

Reductions:

Name	Status	Assignment	Group	Effective Date
Jessica Moers	Position eliminated due to insufficient financial resources	Paraprofessional 6.5 hours/day	BPESP	6/9/2016
Kyle Savage	Position eliminated due to insufficient financial resources	Paraprofessional 7 hours/day	BPESP	6/9/2016
Cindy Olson	Resignation	Paraprofessional 6.5 hours/day	BPESP	3/18/2016
Helen Lehtinen	Retirement	Paraprofessional 6.75 hours/day	BPESP	6/9/2016

<b>SUMMER CE ACTIVITIES</b>	<b>2015 Fee</b>	<b>2016 Fee</b>	<b>Notes</b>
Old Log Theater - Jungle Book	\$19	\$20	price varies by show
Grand Slam	\$22	\$24	
Stages Theater - Annie Jr	\$19	\$20	price varies by show
Cascade Bay	\$19	\$20	
Chutes & Ladders/Works Museum		\$20	
Sibley Park/Mankato Children's Museum		\$20	New trip
Mn Twins		\$20	price varies by game
Como Zoo		\$15	
Child & Babysitting Clinic	\$45	\$50	Price set by instructor
Arts & Crafts		\$30	
Wee Camp		\$30	
Engineering: Crazy Action Contraptions	\$75	\$80	
Minecraft Movie Making		\$80	
Prairie Fire Children's Theater	\$55	\$55	
Family Archery		\$10	New program Price set by 3 Rivers
Family Canoeing		\$15	New program Price set by 3 Rivers
Family Kayaking		\$20	New program Price set by 3 Rivers
Geochacing for S'mores		\$8	New program Price set by 3 Rivers
Youth Archery		\$8	New program Price set by 3 Rivers
Family Hiking		\$5	New program Price set by 3 Rivers
Morning Zumba		\$39	New program
Zumba	\$30	\$30	Price set by instructor
Community Garden			
LLSoftball		\$60	Fee set by City of BP
LL Baseball		\$60	Fee set by City of BP
Tball/Squirts	\$35	\$35	
Preschool Sports	\$25	\$30	
Tiger Cubs Soccer		\$40	New program
Soccer		\$55	New program
Tennis Camp/Gr K - 1	\$35	\$35	
Tennis Camp/Gr 2 & 3	\$40	\$40	
Tennis Camp/Gr 4-6	\$40	\$40	
Tennis Camp/Gr 7-12	\$45	\$45	
Weight Room	\$60	\$60	
Summer Baseball Camp		\$20	
Girls Basketball Camp/girls Gr 3-12		\$50	
Football Camp	\$25/\$35	\$25/\$40	
Track Clinic	\$25	\$30	
Fall Volleyball	\$30/\$40	\$40/\$50	
Fall Tackle Football	\$60	\$65	

## Past Kids Company Billing

2012

\$3.50 an hour per child  
\$25 one time registration fee per family (lifetime)

2013, 2014, 2015

\$3.75 an hour per child  
\$25 one time registration fee per family (lifetime)

## Proposed 2016 Kids Company Billing

### **Summer 2016**

Half Day (Under 5 hours) = \$22  
Full Day (Over 5 hours) = \$32  
Field Trip = \$50

**Comments:** Staff would like to simplify invoicing of child care. Going with three groups of pricing will bring efficiency to that process. Pricing is in line with similar districts and private daycare.

### **School Year 2016 - 2017**

Before School = \$5  
After School with pick up before 4:30pm = \$5  
After School with pick up after 4:30pm = \$8

**Comments:** Staff would like to simplify invoicing of child care. Going with three groups of pricing will bring efficiency to that process. This pricing model also gives more flexibility to parents as to when they pick their child up. Pricing is in line with similar districts and private daycare.

### **Late Fee**

If you pick up your child after 6:00 pm you will be charged an additional \$5 for every 10 minutes you are late. (Example 6:10pm = \$5) This fine is to be paid immediately.

### **Drop In/No Show Fee**

There will be a \$10 charge if your child is scheduled for Kids Company and does not show up without an email or phone call to Kids Company staff notifying of the change. There will also be a \$10 charge if your child shows up to Kids Company on a nonscheduled day without notifying Kids Company staff via email or phone call.

\*\*There will be a calendar in the Kids Company room to write down changes to your child's schedule in advance.

**Comments:** Kids Company is staffed on daily basis based on parent communication to staff expressing their anticipated daycare needs. When children are dropped off or do not show up without notice, Kids Company can either be short or over staffed. Under staffing causes liability issues and a lack of opportunities for all kids during the planned activity time. Over staffing is not cost effective and then staff is sent home. This can cause resentment in staff over the loss of hours and associated income.

### **Payment**

Starting in Summer 2016 Kids Company billing cycle will be Monday – Friday. Bills will be sent the beginning of each week via email. Accounts need to be kept current, you can pay online or by check. Kids Company will no longer accept cash payments. Keeping a credit on your account is encouraged and recommended but not necessary, bills exceeding \$200 will be asked to pay it off before child will be allowed to attend. Make checks payable to Belle Plaine Kids Company.

### **Enrollment Fee** –Starting 2016-2017 School year

Each School Year Per Family= \$50

Each Summer Per Family= \$25

**Comments:** This is a new enrollment fee structure and common among neighboring districts and will result in additional revenue.

### **Justification Comments:**

- Create a program that is more affordable to the average family
- Prices are competitive with surrounding school district run programs
- Intended to boost the attendance for summer programming
- Increase the ability to accurately schedule staff
- Increase the security of children by implementing planned schedules on families

### **Overall Comments:**

The goals of this new pricing model are 1) simplify invoicing for staff and parents and 2) continue to offer an affordable child care option to our families.

In looking at the data and running several example sceneries, staff believes the net revenue and expenses to both parents and the school district is negligible when comparing the '15-'16 school year with anticipated kids company enrollment for '16-'17.

# Belle Plaine School District English Learner Program

## **Initial Identification of English Learners**

The Belle Plaine School District provides all families who enroll students at the school with a home language questionnaire. The home language questionnaires are collected by the school's administrative assistants. Any home language questionnaire that indicates a language other than English in any of the three categories listed on the home language questionnaire should be photocopied and provided to an EL Educator. The original home language questionnaire will be placed in the student's cumulative file.

When an EL educator receives a home language questionnaire that indicates a student has exposure to a second language, the EL educator will locate which homeroom classroom the student has been placed in, and arrange a time with the classroom teacher to assess the student's English proficiency.

## **Assessment for EL Identification**

In 2011, the state of Minnesota joined the WIDA consortium. When Minnesota joined the WIDA

consortium, the Belle Plaine School District chose to utilize the W-APT (WIDA-ACCESS Placement Test) as an assessment to determine English proficiency in all language domains: speaking, listening, reading, and writing. A student with a home language questionnaire indicating a language other than English will be given the appropriate level of the W-APT to determine their English proficiency.

The W-APT should be administered to new students at the beginning of the school year within the first week of school. For any student who enrolls within the school throughout the school year, the student should be assessed seven to ten school days from when the student enrolled in school.

**\*\*See appropriate test cluster page to assist in knowing which grade-level test each student should be given\*\***

At this time, it is Belle Plaine policy that the EL educator be the only people who administer the W-APT.

After the W-APT has been administered, the EL educator will enter the student's scores into the W-APT calculator to determine a level of language proficiency. The W-APT results page will provide an overall composite score of the student's English proficiency based on the WIDA proficiency levels. It is vital however, that each language domain be looked at and evaluated individually as well.

### **Program Service Determination**

Following the administration of the W-APT, the EL educator will look at the following to determine the type of EL program the student will most benefit from:

~W-APT test results

~Standardized test results (MCA-II & III, TEAE results) In fall of 2012—ACCESS results or

~Teacher observation

***Students at the elementary level will be placed in a daily direct EL program for the following reasons:***

\*The Belle Plaine School District firmly believes in the use of data to make program and instructional decisions. For program determination, a student's overall data will be primarily used for program placement. Only one of the below criteria needs to be met to be placed into direct EL services. Rarely however does a student perform well on one standardized assessment and not on the other. Thus, Belle Plaine requires the student to only meet one of the below criteria. \*

~A composite score of less than 3.0 is earned on the W-APT (Or if the student's reading or writing scores are less than 3.0)

~A student has earned a "Did Not Meets" or "Partial" on the MCA III's in Reading

~ A TEAE score of 3.0 or less on the reading and/or a score of 3.0 or less on the writing.

**or**

~ Teacher observation (EL Instructor and Mainstream Instructor) ONLY TO BE USED WHEN STUDENT'S DATA DOESN'T ALIGN WITH THEIR CLASSROOM PERFORMANCE.

A teacher observation is to be completed by both the EL Instructor and the Mainstream Instructor. If the student has scored well on standardized assessments and is not performing well in the regular classroom setting, both teachers will complete a student observation form to determine if the student's struggles are related to language proficiency.

\*\*At this time, Belle Plaine has not made a determination on ACCESS test scores. In the summer of 2012, the EL team will be meeting to look at ACCESS test results and look at their correlation to other standardized test results to determine an ACCESS score that would demonstrate the need for direct daily EL programming. The TEAE score requirement will be replaced with ACCESS scores in the fall of 2012.\*\*

***Students at the elementary level will be placed on indirect services for the following reasons:***

\*The Belle Plaine School District firmly believes in the use of data to make program and instructional decisions. For program determination, a student's overall data will be primarily used for program placement. To be placed on indirect service, the EL student MUST meet both the criteria for the W-APT and MCA III. The rationale for this belief is that the student must have higher level literacy skills to be successful on the MCA III's. While a higher score on the W-APT is indicative of higher language proficiency, the student must demonstrate proficiency on the MCA III's as well, to prove he or she is capable of performing successfully on the same standardized assessments as their English-speaking peers.

~ A composite score of 3.1-5.9 on the W-APT was earned.

~ A student has earned a "meets" or "exceeds" on the MCA III's on Reading

~A TEAE score of 4.0 on the reading and 5.0 on the writing (TEAE scores are considered, however, MCA reading scores take precedence due to the necessary reading skills needed to achieve standards on the MCA's.)

**or**

~ Teacher observation (EL Instructor and Mainstream Instructor) ONLY TO BE USED WHEN STUDENT'S DATA DOESN'T ALIGN WITH THEIR CLASSROOM PERFORMANCE

A teacher observation is to be completed by both the EL Instructor and the Mainstream Instructor. If the student has not scored well on standardized assessments and is performing well in the regular classroom setting, both teachers will complete a student observation form to determine if the student is able to access the regular curriculum with their English-speaking peers, and perhaps didn't "test" well.

### **Student Not Requiring EL Services**

A student will NOT be given direct or indirect services in the event the student meets ALL of the

following criteria:

- ~ The student achieves a 6.0 on the W-APT
- ~ The student “meets” or “exceeds” on the MCA III’s in Reading
- ~ A TEAE score of 4.0 on reading and 5.0 on the writing

\*\*In the event the student has moved to Minnesota and has never taken the standardized assessments for the state, a score of 6.0 on the W-APT is required. This same criteria is considered for students in grades K-3 where the student has not yet taken the MCA III’s. \*\*

A student, who is deemed proficient in English, will not be given an EL label.

In fall of 2012, the EL staff will be meeting to make determinations using ACCESS scores.

***Student at the secondary level will be placed in a direct EL program for the following reasons:***

- ~ A composite score of 5.0 or lower on the W-APT was earned (Or a reading and writing score of less than 5.0 is earned)
- ~ A student has earned a “meets”, “partial”, or “didn’t meet” on the MCA III’s in Reading
- ~ A TEAE score of 4.0 or less on the reading and a score of 5.0 or less on the writing. (While TEAE scores are evaluated at the secondary level, a higher emphasis is placed on MCA Reading scores due to their rigorous nature and concentration on higher level thinking/reading skills.)

***Students at the secondary level will be placed on indirect services for the following reasons:***

Indirect services are based on an individual basis upon considering the student’s performance on standardized test scores, daily academic performance, and teacher observation.

\*\*Rarely are students at the secondary level placed on indirect services. It is the belief and philosophy that students at the secondary level require additional support to assist in the comprehension of secondary reading material and content.\*\*

- ~ A student earns a score of 5.1-6.0 on the W-APT.
- ~ A student earns an “exceeds” on the MCA Reading test.
- ~ A TEAE score of 4 on the reading or 5 on the writing.

**Parent Notification**

Once a decision has been made determining what type of program the EL student will be placed in, the parents of the EL will be notified with the following documents:

~ Parent Notification of Service Letter. Within the letter the following is described: the student's test results, notification on the type of service the student will be receiving, explanation of the parent's right to refuse service, and school contact information.

~ NCLB Fact Sheet

~ Programming Description

The Belle Plaine school district in accordance with Minnesota state law, will notify parents within 10 days of a student's initial placement in the EL program.

### **District Notification**

After a student has been assessed and a program decision has been made, the EL instructor responsible for the student must notify the appropriate school personnel: MARSS Coordinator and Director of Special Services. If the student will be receiving direct ESL services, the student must be given a start date in MARSS. If the student will be considered LEP, but on indirect services, the student must be listed as LEP, and NOT given a start date in MARSS. In addition to notifying the school's office personnel, the student's classroom teacher should be notified about whether or not the student will be given direct or indirect services. Any results of the W-APT that can benefit the classroom teacher should be shared.

## **Belle Plaine EL Program & Service Plan**

The Belle Plaine School District uses two different types of instructional programs. The elementary program is a content-based pull-out instructional program. The secondary EL program is a language-arts content-based program. For further details, refer to the specific program details at each level.

### ***Elementary EL Program (K-6)***

EL's in kindergarten through sixth grade, which are classified as a direct service EL student, are placed in a content-based pull-out instructional program. The schedule is designed so the EL comes to the ESL classroom daily, during their science and social studies class-time.

The EL instructor will be responsible for teaching the same science and social studies content standards to the EL's, however with a focus on language instruction through the four language domains (Reading, Writing, Listening, & Speaking).

Because science and social studies are content areas that are rich in vocabulary, higher order thinking, reasoning, and reading and writing opportunities; using a content-based program allows students to practice these skills at their appropriate language acquisition levels with the necessary scaffolding to become successful.

*The EL instructor uses the following standards to guide and develop instruction:*

~ WIDA Standards

~ Minnesota Academic Science Standards (because this is a content-based program, the appropriate grade-level standards need to be taught)

~Minnesota Language Arts Standards (many of the language arts standards are already met through the WIDA standards, however those that are not addressed in the WIDA standards should be considered when implanting reading and writing instruction)

~ Minnesota Academic Social Studies Standards

*How long does an EL class meet for?*

When planning the amount of time each grade-level class meets for, what was developmentally appropriate was considered. The younger the students, the less amount of time their class meets for. In the higher grades, the EL class meets for longer periods of time. The following lists the approximate amount of time of each class.

<b>Grade Level</b>	<b>Time of Class</b>
Kindergarten	25 minutes
First Grade	30 minutes
Second Grade	40 minutes
Third Grade	45 minutes
Fourth Grade	45 minutes
Fifth Grade	45 minutes
Sixth Grade	60 minutes

*Programming & Proficiency Levels*

Each EL has various strengths in their development of language proficiency. It is the responsibility of the EL educator to understand each EL student's needs and strengths. Using language proficiency data, as well as other achievement data, the EL instructor needs to decide how he/she will guide each EL to a higher level of language proficiency.

Regardless of language proficiency level, students who are in the direct service EL program will come to the EL classroom as a class. Meaning, it is possible to have a Level One student and a Level Four student in the same EL class.

To assist the EL instructor in developing appropriate language instruction for each individual EL student, an EL individualized goal sheet was developed. Using W-APT data, the EL instructor will look at the language domain the student needs assistance in developing to move to the next level of language proficiency. A goal and plan is made for each student to implement during instruction to guide the student to the next level of proficiency. Once the goal has been achieved and the student is demonstrating the skills at one particular proficiency level, the goal sheet will be updated to reflect the new goal for the student. The WIDA standards and WIDA "Can Do"

descriptors are an instrumental tool in evaluating the progress in each language domain for each student.

### *Moving from Direct Service to Indirect Service*

As an EL makes gains in their English proficiency, the EL educator needs to consider what is least restrictive for the student. When an EL student who is on direct service meets the criteria that would classify he or she as an indirect program student, the EL educator can consider moving the student to an indirect program. If the EL educator feels this is what is best for the EL student, the EL educator MUST make contact with the parent(s) and clarify why they will be placed on indirect service, and ensure that the parent(s) approve.

When students are placed on indirect service, it is imperative that the EL educator check in frequently with the classroom teacher and monitor test scores to ensure the student is academically performing well.

### *Indirect Students & Gaining Proficiency*

EL's, who are placed on indirect service, are monitored frequently by the EL educator. The EL educator keeps careful watch over their grades and achievement on standardized and non-standardized tests. Close contact is kept with classroom teachers and discussion is frequently made to discuss each indirect student's needs and progress.

The EL educator monitors indirect students with an annual form for indirect students. The form is filled out quarterly with the student's classroom teacher to review the student's quarterly grades and classroom assessments. At this time, the classroom teacher should also share with the EL educator any concerns they are having about the EL. The EL educator will monitor the following assessments and record them on the student's annual form:

- ~NWEA
- ~ DIBELS
- ~DRA

Upon each quarterly review of grades and meeting with the classroom teacher, the EL educator will discuss with the classroom teacher how the student is performing. The expectation of this meeting is to monitor the indirect student and ensure they are being successful in the mainstream classroom with their peers. It is also the expectation that the EL educator can provide additional services to the student should it be determined that the student is in need of academic support. A student's English proficiency progress is evaluated annually based off of TEAE data. If a student who receives indirect services is not making progress in language proficiency, the EL educator will evaluate the student's language needs and provide instruction to any EL student who is not gaining language proficiency.

Because EL students, who are on indirect service, are students at a higher level of language proficiency, these are students who have demonstrated the ability to maintain grades and academic proficiency with some or little assistance. Indirect students benefit highly from being in class with their English speaking peers. Indirect students are eligible at any time to be moved to direct services based on their performance in the classroom or on academic assessments, with parental approval.

\*\*As of 2012, the Minnesota TEAE results will no longer be used to evaluate the language

proficiency of each student. The ACCESS scores will be available instead. The EL team will need to meet once ACCESS data is available and make appropriate decisions about language proficiency progress\*\*

*Reading Support*

Built into the EL educator’s daily schedule is time for daily small group reading instruction. In grades 3-6, there is at least one EL educator available to assist in reading instruction. The amount of time spent in each grade varies depending on each academic school year. The grade-level showing the higher amount of needs and number of EL’s in that grade would require more of the EL educator’s time.

Direct and indirect service EL’s are eligible for inclusion in the small reading groups. Decisions on which students are included in the reading groups are made by the EL educator and classroom teacher. The focus on the reading groups is to increase vocabulary knowledge and assist in comprehension of text. Specific comprehension strategies are taught and aligned to what the students are taught in the classroom.

For students in kindergarten through second grade, depending on the academic school year, there may be an EL educator available to provide a reading group. The focus skills for reading groups in the primary grades are: phonics, sight words, vocabulary, reading strategies, and early comprehension strategies. Again these reading groups are options for direct or indirect EL’s.

**Secondary EL Programming (7-12)**

Secondary EL programming is different than elementary programming. At the secondary level, students are part of a block schedule, where each class meets for eighty minutes. The EL educator at the secondary level meets with EL students for the following amounts of time:

Grade Level	Amount of Time
Seventh Grade	Daily: 80 minutes ( 40minutes class/ 40 minutes structured support)
Eighth and Ninth Grade	Every Other Day: 80 minutes
Tenth-Twelfth Grade	Daily: 80 minutes ( 40 minutes class/ 40 minutes structured support)
Newcomers	Daily: 40 minutes

The program at the secondary level is a language arts content based program. There is a large focus on reading and writing, vocabulary instruction and listening and speaking development; using the Common Core Language Arts Standards as a guiding tool for developing and implementing instruction. In addition to using the Minnesota Language Art standards, the WIDA standards are also used to guide instruction and assist in developing appropriate language proficiency.

For secondary EL's, their EL class is built into their annual class schedule to provide support to those students.

### *Newcomers*

In both the elementary and secondary programs, it is understood that students who arrive to the district that are new to country, or have low language proficiency may require additional language instruction. These students are often referred to as, "newcomers". Students who demonstrate a need for additional language instruction are placed in a "newcomer" class. The amount of time for the "newcomer" class varies depending on the number of students and needs of the students. The focus of a newcomer class is to: increase basic vocabulary knowledge, gain early reading skills, writing skills, overall communication skills, and guide a level one/newcomer to a higher level of language proficiency. Newcomers would receive a newcomer class as well as that particular grade level's EL program time.

Criteria for being given the additional support of the newcomer classroom are any of the below:

- ~ Student is new to the United States **or**
- ~ Student receives a score of 2.0 or less on the W-APT

## **Belle Plaine EL Reclassification and Exit Procedures**

### **Reclassification of EL Students (1-12)**

At the beginning of each new academic school year, the EL educators in the school district need to evaluate which EL students from the previous year will be reclassified as needing direct EL instruction, those that will be placed on indirect services, and those students that may be exited from the EL program.

A majority of the students that received direct services the previous academic school year, and demonstrate a continuing need for EL support will be placed in the direct service program. Standardized and non-standardized test results should support the decision to keep the student in a direct service program. The criteria used for initial placement in the EL program will be used for reclassification. Once a decision has been made regarding whether the student will be placed on direct or indirect service, the parents will be notified on the decision for the new academic school year.

Much like with initial identification procedures, the proper district personnel should be contacted about the program decisions that have been made for the student so the student can be accurately reported in MARSS.

### **Exiting of EL Students (K-12)**

Exiting an EL from the program is a decision that requires careful consideration. The Belle Plaine Schools want all EL's to be successful and reach their full potential. The school district knows that second language learners are at a high risk for not graduating. The demands and rigorous nature of standardized testing and the graduation test emphasize the importance of English proficiency. EL students must meet **strict** criteria to be considered for exiting. To be considered for exiting the student **MUST** meet the following criteria:

*For students who have finished grades K-2:*

~ The student must have scored a 6.0 on the ACCESS test

**AND**

~The student must have a DRA score that is at grade level at the end of the academic school year:

Kindergarten: DRA of 3

First Grade: DRA of 18

Second Grade: DRA of 28

**AND**

The EL educator and grade level teachers should recommend the student be exited from the EL program.

*For student who have finished grades 3-12*

~The student must have scored a 6.0 on the ACCESS test

**AND**

~ The student must have scored a “meets” or “exceeds” on the MCA III's

**AND**

~ The EL educator and grade level teachers should recommend the student be exited from the EL program.

When the decision has been made that a student can be exited from the program and no longer has EL classification, the student's parents must be contacted and explained the reasons for exiting. Parents **MUST** sign a document stating they approve of the exiting for their child. If the parent does not wish to have their son or daughter exited from the EL program, the school district will place the student on indirect services and continue to monitor their academic performance.

The signed letter stating the student has been exited will be placed in their cumulative file in the school office.

## Belle Plaine Student Observation Form

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Quarter: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Please complete the following questions about the above named EL student.

1. Does the student participate in classroom lessons using appropriate vocabulary? Provide examples.

2. Is the able to follow the activities in the classroom? (Does he or she often watch others?)

3. Explain the students interaction with peers.

4. Explain the student's ability to comprehend material as it is taught.

5. Is the student's writing reflective of the or her peers? Provide examples.

6. Is the student reading grade-level appropriate reading material?

7. Does the student comprehend material that he or she is reading?

In each of the boxes below, evaluate the student in each of the language domains in the

classroom setting.

<b>Language Domain</b>	<b>Strengths</b>	<b>Areas of Concern/Improvement</b>
<b>Speaking</b>		
<b>Listening</b>		
<b>Reading</b>		
<b>Writing</b>		

**Indirect EL Student Monitoring Form**

Student Name: \_\_\_\_\_

Academic School Year: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

**ASSESSMENTS**

**NWEA**

	Reading	Math	Language Arts
Fall			
Winter			
Spring			

**DIBELS**

Fall	
Winter	
Spring	

**ACCESS Test** (Scores for prior year)

Speaking	Listening	Reading	Writing	Overall

**Quarter One Grades**

Reading	Math	Language Arts	Science	Social Studies

Strengths/Concerns discussed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation for student: \_\_\_\_\_

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

**Quarter Two Grades**

<b>Reading</b>	<b>Math</b>	<b>Language Arts</b>	<b>Science</b>	<b>Social Studies</b>
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Strengths/Concerns discussed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation for student: \_\_\_\_\_

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

**Quarter Three Grades**

<b>Reading</b>	<b>Math</b>	<b>Language Arts</b>	<b>Science</b>	<b>Social Studies</b>
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Strengths/Concerns discussed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation for student: \_\_\_\_\_

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

**Quarter Four Grades**

Reading	Math	Language Arts	Science	Social Studies
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Strengths/Concerns discussed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation for student: \_\_\_\_\_

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

## EL Intake Procedures for Enrolling In Belle Plaine Public Schools

**For new-to-the-district students with a home/primary language other than English**

	<b>Action</b>	<b>Person Responsible</b>
1	Enrollment form indicates a language other than English first learned by student, used most often in the home, or most frequently used by student <ul style="list-style-type: none"> <li>• If student is from a WIDA state, request ACCESS or W-APT scores (see WIDA states map)</li> </ul>	Enrollment secretary
2	Notification of Special Services Director and site EL teacher	Enrollment secretary
3	W-APT administered <ul style="list-style-type: none"> <li>• Check file for W-APT or ACCESS scores from previous district or other documentation of LEP status including proficiency</li> <li>• Use WIDA W-APT score calculator to generate summary report</li> <li>• W-APT summary report and writing sample placed in cum file</li> <li>• W-APT scores entered into Infinite Campus</li> </ul>	Site EL teacher
4	If the score on the W-APT/ACCESS is less than 5.0 on the grade level adjusted composite score, student should be identified as LEP  Kindergarten first semester: Listening & Speaking score less than 29 Kindergarten second semester and 1 <sup>st</sup> grade first semester: Listening & Speaking less than 29, Reading: less than 11, Writing: less than 12	Site EL teacher
5	Educational Services notified of LEP status <ul style="list-style-type: none"> <li>• Email to Special Services and Special Services Administrative Assistant               <ul style="list-style-type: none"> <li>○ Testing date, scores, service plan</li> </ul> </li> </ul>	Site EL teacher
6	Parents notified of LEP status <ul style="list-style-type: none"> <li>• Mandatory NCLB parent notification within 10 school days</li> </ul>	EL Teacher (before October 1) Special Services Administrative Asst. (after October1)
7	Site principal/secondary counselor and EL teacher arrange for placement and scheduling <ul style="list-style-type: none"> <li>• Consistent with EL service model</li> </ul>	Site principal/secondary counselor and EL teacher
8	MARSS coordinator notified of student status change	EL Coordinator
9	LEP designation is changed to LEP-YES in MARSS	MARSS coordinator

Jul-16

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

Jan-17

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

Aug-16

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Feb-17

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

Sep-16

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

Mar-17

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

Oct-16

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

Apr-17

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

Nov-16

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

May-17

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec-16

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

Jun-17

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

	No School (Holiday)
	No School (Teacher Workshop Day)
22	K - 6 Parent-Teacher Conferences
22	7 - 12 Parent-Teacher Conferences
	End of Quarter

**August**

23	New Teacher Workshop
24-26	Teacher Workshop
29-31	Teacher Workshop
31	7-12 Conferences

**September**

5	No School - Labor Day
6	School Begins 7-12
6,7	K-6 Conferences          6th - 11-7:00    7th - 9-5:00
8	School Begins K-6

**October**

20,21	No School - MEA Break
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**November**

8	End of 1st Quarter
14, 17	K-6 Parent Teacher Conferences
15, 22	7-12 Parent Teacher Conferences
23-25	No School - Thanksgiving Break

**December**

23-30	No School - Holiday Break
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**January**

3	School Resumes
19	End 2nd Q/1st Semester
20	No School - Teacher Workshop

**February**

20, 23	K-6 Parent Teacher Conferences
27	7-12 Parent Teacher Conferences

**March**

22	End of 3rd Quarter
27-31	No School - Spring Break

**April**

14	No School - Easter Break
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**May**

29	No School - Memorial Day
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**June**

2	Last student day, end of 4th Quarter/2nd Semester
3 or 5	No School - Teacher Workshop
4	Graduation

**Student Contact Day Summary**

Quarter Summary	
1st Quarter	44
2nd Quarter	43
3rd Quarter	43
4th Quarter	44
<b>Total</b>	<b>174</b>

8 teacher workshop days

2 days allotted for parent-teacher conferences

Total teacher days: 184







CERTIFICATION OF MINUTES RELATING TO  
\$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
SERIES 2016A

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on March 28, 2016, at 6:00 p.m. at the School District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (pages):

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL  
OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

TERMS OF PROPOSAL

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

**RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A**

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 716 (Belle Plaine), Minnesota (the District), as follows:

**SECTION 1. PURPOSE.** It is hereby determined to be in the best interests of the District to issue its General Obligation Alternative Facilities Refunding Bonds, Series 2016A, in the aggregate principal amount of \$3,110,000 (the Bonds), subject to adjustment in accordance with the Terms of Proposal. The proceeds of the Bonds will be used, together with any additional funds of the District which might be required, to refund in advance of maturity and prepay, on February 1, 2019, the 2020 through 2030 maturities aggregating \$2,935,000 in principal amount, of the District's \$3,975,000 General Obligation Alternative Facilities Bonds, Series 2009A, originally dated as of July 15, 2009, in a "crossover refunding" as defined in Minnesota Statutes, Section 475.67, Subdivision 13.

**SECTION 2. TERMS OF PROPOSAL.** Springsted Incorporated, in St. Paul, Minnesota (Springsted), financial advisor to the District, has presented to this Board a form of Terms of Proposal for the Bonds which is attached hereto and hereby approved and shall be placed on file by the Clerk. Each and all of the provisions of the Terms of Proposal are hereby adopted as the terms and conditions of the Bonds and of the sale thereof. Springsted, as independent financial advisor, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), is hereby authorized to solicit proposals for the Bonds on behalf of the District on a competitive basis without requirement of published notice.

**SECTION 3. SALE MEETING.** This Board shall meet at the time and place shown in the Terms of Proposal for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the District.

**SECTION 4. STATE CREDIT ENHANCEMENT PROGRAM.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**THE DISTRICT HAS AUTHORIZED SPRINGSTED INCORPORATED TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:**

**TERMS OF PROPOSAL**

**\$3,110,000\***

**INDEPENDENT SCHOOL DISTRICT NO. 716, BELLE PLAINE, MINNESOTA  
GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A  
(MINNESOTA SCHOOL DISTRICT CREDIT ENHANCEMENT PROGRAM)**

**(BOOK ENTRY ONLY)**

Proposals for the Bonds will be received on Monday, April 25, 2016, until 10:00 A.M., Central Time, at the offices of Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the School Board at 6:00 P.M., Central Time, of the same day.

**SUBMISSION OF PROPOSALS**

Springsted will assume no liability for the inability of the bidder to reach Springsted prior to the time of sale specified above. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the District to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Proposals may be submitted in a sealed envelope or by fax (651) 223-3046 to Springsted. Signed proposals, without final price or coupons, may be submitted to Springsted prior to the time of sale. The bidder shall be responsible for submitting to Springsted the final proposal price and coupons, by telephone (651) 223-3000 or fax (651) 223-3046 for inclusion in the submitted proposal.

**OR**

(b) **Electronic Bidding.** Notice is hereby given that electronic proposals will be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of proposal.* Neither the District, its agents nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the District, its agents nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The District is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the District.

If any provisions of this Terms of proposal conflict with information provided by PARITY®, this Terms of proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2<sup>nd</sup> Floor, New York, New York 10018  
Customer Support: (212) 849-5000

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\* Preliminary; subject to change.

## DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2017. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts\* as follows:

2020	\$230,000	2023	\$240,000	2026	\$250,000	2029	\$360,000
2021	\$235,000	2024	\$245,000	2027	\$345,000	2030	\$375,000
2022	\$230,000	2025	\$245,000	2028	\$355,000		

\* *The District reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread is the differential between the price paid to the District for the new issue and the prices at which the securities are initially offered to the investing public.*

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify “Years of Term Maturities” in the spaces provided on the proposal form.

## BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company (“DTC”), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

## REGISTRAR

The District will name the registrar which shall be subject to applicable SEC regulations. The District will pay for the services of the registrar.

## OPTIONAL REDEMPTION

The District may elect on February 1, 2025 and on any day thereafter, to prepay Bonds due on or after February 1, 2026. Redemption may be in whole or in part and if in part at the option of the District and in such manner as the District shall determine. If less than all Bonds of a maturity are called for redemption, the District will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

## SECURITY AND PURPOSE

The Bonds will be general obligations of the District for which the District will pledge its full faith and credit and power to levy direct general ad valorem taxes. The District has also covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55 and to use the provisions of that statute pursuant to which the State of Minnesota will appropriate money to the payment of the principal and interest on the Bonds when due if the District is unable to make a principal or interest payment. The proceeds will be used to refund the February 1, 2020 through February 1, 2030 maturities of the District's General Obligation Alternative Facilities Bonds, Series 2009A, dated July 15, 2009.

## BIDDING PARAMETERS

Proposals shall be for not less than \$3,077,345 plus accrued interest, if any, on the total principal amount of the Bonds. No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the District scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity must be 98.0% or greater. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

## GOOD FAITH DEPOSIT

To have its proposal considered for award, the lowest bidder is required to submit a good faith deposit to the District in the amount of \$31,100 (the "Deposit") no later than 1:00 P.M., Central Time on the day of sale. The Deposit may be delivered as described herein in the form of either (i) a certified or cashier's check payable to the District; or (ii) a wire transfer. The lowest bidder shall be solely responsible for the timely delivery of their Deposit whether by check or wire transfer. Neither the District nor Springsted Incorporated have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the District may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

*Certified or Cashier's Check.* A Deposit made by certified or cashier's check will be considered timely delivered to the District if it is made payable to the District and delivered to Springsted Incorporated, 380 Jackson Street, Suite 300, St. Paul, Minnesota 55101 by the specified time.

*Wire Transfer.* A Deposit made by wire will be considered timely delivered to the District upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Springsted Incorporated following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the lowest bidder (the "purchaser") will be retained by the District and no interest will accrue to the purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the District.

## AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the District. The District's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The District will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the District determines to have failed to comply with the terms herein.

#### BOND INSURANCE AT PURCHASER'S OPTION

The District has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The District specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the District. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the District) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

#### CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

#### SETTLEMENT

On or about May 26, 2016, the Bonds will be delivered without cost to the purchaser through DTC in New York, New York. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Dorsey & Whitney LLP of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the District or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the District, or its agents, the purchaser shall be liable to the District for any loss suffered by the District by reason of the purchaser's non-compliance with said terms for payment.

#### CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the District will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

#### OFFICIAL STATEMENT

The District has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the District, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101, telephone (651) 223-3000.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to an underwriter or underwriting syndicate, the District agrees that, no more than seven business days after the date of such award, it shall provide without cost to the sole underwriter or to the senior managing underwriter of the syndicate (the "Underwriter" for purposes of this paragraph) to which the Bonds are awarded up to 25 copies of the Final Official Statement. The District designates the Underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Such Underwriter agrees that if its proposal is accepted by the District, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated March 28, 2016

BY ORDER OF THE SCHOOL BOARD

/s/ Tracy O'Brien  
Clerk

Minutes of Meeting of: Independent School District No. 716, Belle Plaine, Minnesota

Resolution(s) to be Adopted: RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

Type of Meeting: Regular  OR Special

Meeting Date: March 28, 2016 Meeting Time: 6:00 p.m. Time of Award: \_\_\_\_\_

Resolution # \_\_\_\_\_ (Series A)

	<u>Present</u>	<u>Absent</u>	<u>Moved Resol.</u>	<u>Seconded Resol.</u>	<u>In Favor</u>	<u>Against</u>
Dan Gardner	_____	_____	_____	_____	_____	_____
Dan Giesen	_____	_____	_____	_____	_____	_____
Tracy O'Brien	_____	_____	_____	_____	_____	_____
Joe Vandermark	_____	_____	_____	_____	_____	_____
Diane Skelley	_____	_____	_____	_____	_____	_____
Terry Kahle	_____	_____	_____	_____	_____	_____



Division of School Finance  
 Financial Management  
 1500 Highway 36 West  
 Roseville, MN 55113-4266

**SCHOOL DISTRICT CREDIT ENHANCEMENT  
 APPLICATION FOR PROGRAM  
 PARTICIPATION**

ED-02110-08

**GENERAL INFORMATION AND INSTRUCTIONS:** To ensure participation in the Credit Enhancement Program (CEP), a school district or intermediate school district must covenant and obligate itself to be bound by Minnesota Statutes, section 126C.55 prior to the issuance of debt obligations. The statute defines debt obligation as tax or aid anticipation certificates, certificates of participation, or general obligation bonds and provides a procedure for the State to preclude payment default on these debt obligations issued by school districts. The purpose of this application is to (1) inform the Minnesota Department of Education (MDE) that participation in the program is desired; (2) identify and provide information related to the Paying Agent and (3) request a certification providing evidence of State participation in the program. Please return the completed application and the signed copies to the above address. Maintain in the school district files copies of the board resolution, corresponding meeting minutes and all CEP documentation for any future state verification requests (*Unless requested, please DO NOT send CEP documentation to MDE*).

**TO BE COMPLETED BY THE SCHOOL DISTRICT OR PAYING AGENT**

Name of School District: <b>ISD No. 716, Belle Plaine, Minnesota</b>	District Number: <b>716</b>	District Type: <b>ISD</b>
Name of District Contact Person/Title: <b>Chuck Keller, Business Manager</b>	Telephone Number: <b>952-873-2408</b>	E-Mail Address: <b>ckeller@belleplaine.k12.mn</b>

**BOND/CERTIFICATION INFORMATION**

Total Estimated Amount to be Issued: <b>\$ 3,110,000</b>	Bond or Certificate Type, Description and Series: <b>GO Alt Fac Ref Bonds, 2016A</b>	<b>FOR BONDS, send <i>final</i> maturity schedules (Excel format) as soon as available.</b>
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Anticipated Bond Sale Date: <b>April 25, 2016</b>	Dated Date: <b>May 26, 2016</b>	Maturity Date for Certificates:
--	------------------------------------	---------------------------------

<b>BONDS REQUIRE VOTER OR MDE APPROVAL</b>	Is the debt LONG-TERM FACILITIES MAINTENANCE (LTFM) bonds?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is voter approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, did the question pass?	<input type="radio"/> YES	<input type="radio"/> NO
	Is MDE approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, record date of Commissioner approval.		
<b>REFUNDING</b>	If this is a REFUNDING issue, were the original bonds in the Credit Enhancement Program? If YES, provide <b>Complete Description, Dated Date, Series and Maturities</b> of original bonds to be refunded: <b>GO Alt Fac Bnds, 09A, 7/15/09, 2/1/2020-2/1/2030 maturities</b>	<input checked="" type="radio"/> YES	<input type="radio"/> NO
	Provide a schedule of debt service the issuer remains responsible to pay after the refunding.		
<b>AID ANTICIPATION CERTIFICATES</b>	Request for Commissioner approval submitted to MDE? Record date of Commissioner approval.	<input type="radio"/> YES	<input type="radio"/> NO
	Record 75 percent Commissioner approved amount.	\$	
<b>TAX ANTICIPATION CERTIFICATES</b>	Amount of Tax Anticipation Certificates complies with the authority in Minnesota Statutes, section 126C.52, Subdivision 1.	<input type="radio"/> YES	<input type="radio"/> NO

**MUNICIPAL ADVISOR INFORMATION**

Municipal Advisor Corporation Name: <b>Springsted Incorporated</b>	Address: <b>380 Jackson Street, Suite 300</b>	
City: <b>Saint Paul</b>	State: <b>Minnesota</b>	Zip Code: <b>55101</b>
Municipal Advisor Contact Person: <b>Melissa Krahenbuhl, Associate Bnd Svs Analyst</b>	Telephone Number: <b>651-223-3011</b>	E-Mail Address: <b>mkrahenbuhl@springsted.com</b>

**VERIFICATION OF DISTRICT SCHOOL BOARD RESOLUTION**

For the above-cited issuance of debt obligations, the school board has approved a resolution to bind the school district to the conditions and responsibilities of Minnesota Statutes, section 126C.55. Pursuant to this law, it covenants and obligates itself to notify the Commissioner of the Minnesota Department of Education as soon as possible, but not less than 15 working days prior to the potential default and to use the provisions of this law to guarantee payment of the principal and interest on those debt obligations when due. It also covenants in the resolution to deposit with the Paying Agent three business days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. It also agrees to repay the State in the manner provided therein for any amounts paid on its behalf by the State under this statute.

3/28/2016

Date of School Board Resolution

Signature – School District Responsible Authority

Date

**TO BE COMPLETED BY THE PAYING AGENT**

The above Minnesota school district has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, section 126C.55 for an issuance of debt obligations for which the institution specified below has been designated as the Paying Agent.

Name of Paying Agent:

U.S. Bank National Association, Corporate Trust Services

Address:

City:

State:

Zip Code:

60 Livingston Avenue, EP-MN-WS3C

Saint Paul

Minnesota

55101

Paying Agent Contact Person:

Title:

Telephone Number:

E-Mail Address:

Diane Johnson

Account Manager

651-466-6311

diane.johnson@usban

Paying Agent's Name of Bank and Bank Association Number:

Paying Agent's Bank Account Number:

U.S. Bank National Association, Minneapolis - #0910 0002 2

180121167365

**PAYING AGENT CERTIFICATION**

The Paying Agent acknowledges, understands, and agrees to be bound by the procedures contained in Minnesota Statutes, section 126C.55, Subdivision 7. The Paying Agent is required to inform the Commissioner of the Minnesota Department of Education if it becomes aware of a potential default in the payment of principal or interest on that issue or if, on the day two business days prior to the date a payment is due on that issue, there are insufficient funds to make the payment on deposit with the Paying Agent.

I \_\_\_\_\_ do hereby certify that I am a \_\_\_\_\_ duly appointed and acting as such, of the "Paying Agent."

Signature – Paying Agent Authorized Representative

Date

**FOR STATE USE ONLY**

**MINNESOTA DEPARTMENT OF EDUCATION CERTIFICATION STATEMENT**

This certification verifies that the school district named above is issuing debt obligation and participating in the State Credit Enhancement Program established by Minnesota Statutes, section 126C.55 to preclude default of school district debt. The school district has committed itself to the provisions of that law. If the school district is unable to make principal and interest payment on any outstanding debt obligation on the date that payment is due and proper notification has been made according to statute, the Commissioner of Management and Budget shall issue a warrant and authorize the Commissioner of Education to pay the Paying Agent for the debt obligation the specified amount on or before the date due. Issuance of the warrant is dependent upon provisions in Minnesota Statutes, section 126C.55, Subdivision 9.

I hereby commit the State of Minnesota to the provisions of the law cited above for this issuance of debt obligation.

Signature - Commissioner of the Minnesota Department of Education or Designee

Date

CERTIFICATION OF MINUTES RELATING TO  
\$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
SERIES 2016A

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on March 28, 2016, at 6:00 p.m. at the School District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (pages):

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL  
OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

TERMS OF PROPOSAL

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
School District Clerk



CERTIFICATION OF MINUTES RELATING TO  
\$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
SERIES 2016A

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

Governing Body: School Board

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Members present:

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OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

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\_\_\_\_\_  
School District Clerk



CERTIFICATION OF MINUTES RELATING TO  
\$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
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WITNESS my hand officially as such recording officer on this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
School District Clerk



CERTIFICATION OF MINUTES RELATING TO  
\$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
SERIES 2016A

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

Governing Body: School Board

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Members present:

Members absent:

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Minutes of said meeting (pages):

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL  
OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

TERMS OF PROPOSAL

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WITNESS my hand officially as such recording officer on this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
School District Clerk



CERTIFICATION OF MINUTES RELATING TO  
\$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
SERIES 2016A

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on March 28, 2016, at 6:00 p.m. at the School District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (pages):

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL  
OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

TERMS OF PROPOSAL

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$3,110,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 716 (Belle Plaine), Minnesota (the District), as follows:

SECTION 1. PURPOSE. It is hereby determined to be in the best interests of the District to issue its General Obligation Alternative Facilities Refunding Bonds, Series 2016A, in the aggregate principal amount of \$3,110,000 (the Bonds), subject to adjustment in accordance with the Terms of Proposal. The proceeds of the Bonds will be used, together with any additional funds of the District which might be required, to refund in advance of maturity and prepay, on February 1, 2019, the 2020 through 2030 maturities aggregating \$2,935,000 in principal amount, of the District's \$3,975,000 General Obligation Alternative Facilities Bonds, Series 2009A, originally dated as of July 15, 2009, in a "crossover refunding" as defined in Minnesota Statutes, Section 475.67, Subdivision 13.

SECTION 2. TERMS OF PROPOSAL. Springsted Incorporated, in St. Paul, Minnesota (Springsted), financial advisor to the District, has presented to this Board a form of Terms of Proposal for the Bonds which is attached hereto and hereby approved and shall be placed on file by the Clerk. Each and all of the provisions of the Terms of Proposal are hereby adopted as the terms and conditions of the Bonds and of the sale thereof. Springsted, as independent financial advisor, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), is hereby authorized to solicit proposals for the Bonds on behalf of the District on a competitive basis without requirement of published notice.

SECTION 3. SALE MEETING. This Board shall meet at the time and place shown in the Terms of Proposal for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the District.

SECTION 4. STATE CREDIT ENHANCEMENT PROGRAM. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**THE DISTRICT HAS AUTHORIZED SPRINGSTED INCORPORATED TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:**

**TERMS OF PROPOSAL**

**\$3,110,000\***

**INDEPENDENT SCHOOL DISTRICT NO. 716, BELLE PLAINE, MINNESOTA  
GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A  
(MINNESOTA SCHOOL DISTRICT CREDIT ENHANCEMENT PROGRAM)**

**(BOOK ENTRY ONLY)**

Proposals for the Bonds will be received on Monday, April 25, 2016, until 10:00 A.M., Central Time, at the offices of Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the School Board at 6:00 P.M., Central Time, of the same day.

**SUBMISSION OF PROPOSALS**

Springsted will assume no liability for the inability of the bidder to reach Springsted prior to the time of sale specified above. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the District to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Proposals may be submitted in a sealed envelope or by fax (651) 223-3046 to Springsted. Signed proposals, without final price or coupons, may be submitted to Springsted prior to the time of sale. The bidder shall be responsible for submitting to Springsted the final proposal price and coupons, by telephone (651) 223-3000 or fax (651) 223-3046 for inclusion in the submitted proposal.

**OR**

(b) **Electronic Bidding.** Notice is hereby given that electronic proposals will be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of proposal.* Neither the District, its agents nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the District, its agents nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The District is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the District.

If any provisions of this Terms of proposal conflict with information provided by PARITY®, this Terms of proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2<sup>nd</sup> Floor, New York, New York 10018  
Customer Support: (212) 849-5000

\* Preliminary; subject to change.

## DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2017. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts\* as follows:

2020	\$230,000	2023	\$240,000	2026	\$250,000	2029	\$360,000
2021	\$235,000	2024	\$245,000	2027	\$345,000	2030	\$375,000
2022	\$230,000	2025	\$245,000	2028	\$355,000		

\* *The District reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread is the differential between the price paid to the District for the new issue and the prices at which the securities are initially offered to the investing public.*

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

## BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

## REGISTRAR

The District will name the registrar which shall be subject to applicable SEC regulations. The District will pay for the services of the registrar.

## OPTIONAL REDEMPTION

The District may elect on February 1, 2025 and on any day thereafter, to prepay Bonds due on or after February 1, 2026. Redemption may be in whole or in part and if in part at the option of the District and in such manner as the District shall determine. If less than all Bonds of a maturity are called for redemption, the District will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

## SECURITY AND PURPOSE

The Bonds will be general obligations of the District for which the District will pledge its full faith and credit and power to levy direct general ad valorem taxes. The District has also covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55 and to use the provisions of that statute pursuant to which the State of Minnesota will appropriate money to the payment of the principal and interest on the Bonds when due if the District is unable to make a principal or interest payment. The proceeds will be used to refund the February 1, 2020 through February 1, 2030 maturities of the District's General Obligation Alternative Facilities Bonds, Series 2009A, dated July 15, 2009.

## BIDDING PARAMETERS

Proposals shall be for not less than \$3,077,345 plus accrued interest, if any, on the total principal amount of the Bonds. No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the District scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity must be 98.0% or greater. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

## GOOD FAITH DEPOSIT

To have its proposal considered for award, the lowest bidder is required to submit a good faith deposit to the District in the amount of \$31,100 (the "Deposit") no later than 1:00 P.M., Central Time on the day of sale. The Deposit may be delivered as described herein in the form of either (i) a certified or cashier's check payable to the District; or (ii) a wire transfer. The lowest bidder shall be solely responsible for the timely delivery of their Deposit whether by check or wire transfer. Neither the District nor Springsted Incorporated have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the District may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

*Certified or Cashier's Check.* A Deposit made by certified or cashier's check will be considered timely delivered to the District if it is made payable to the District and delivered to Springsted Incorporated, 380 Jackson Street, Suite 300, St. Paul, Minnesota 55101 by the specified time.

*Wire Transfer.* A Deposit made by wire will be considered timely delivered to the District upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Springsted Incorporated following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the lowest bidder (the "purchaser") will be retained by the District and no interest will accrue to the purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the District.

## AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the District. The District's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The District will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the District determines to have failed to comply with the terms herein.

#### BOND INSURANCE AT PURCHASER'S OPTION

The District has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The District specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the District. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the District) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

#### CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

#### SETTLEMENT

On or about May 26, 2016, the Bonds will be delivered without cost to the purchaser through DTC in New York, New York. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Dorsey & Whitney LLP of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the District or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the District, or its agents, the purchaser shall be liable to the District for any loss suffered by the District by reason of the purchaser's non-compliance with said terms for payment.

#### CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the District will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

#### OFFICIAL STATEMENT

The District has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the District, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101, telephone (651) 223-3000.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to an underwriter or underwriting syndicate, the District agrees that, no more than seven business days after the date of such award, it shall provide without cost to the sole underwriter or to the senior managing underwriter of the syndicate (the "Underwriter" for purposes of this paragraph) to which the Bonds are awarded up to 25 copies of the Final Official Statement. The District designates the Underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Such Underwriter agrees that if its proposal is accepted by the District, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated March 28, 2016

BY ORDER OF THE SCHOOL BOARD

/s/ Tracy O'Brien  
Clerk



## Achievement and Integration Revenue FY 2017 Budget Worksheet

Use the worksheets provided here to list your district's proposed expenditures of FY 2017 Achievement Integration (AI) revenue.

**District Name:** Belle Plaine Public Schools  
**District ISD Number:** 716  
**Superintendent:** Dr. Ryan Laager  
**Collaborative:** Sibley East - Belle Plaine

**Prepared by:** Chuck Keller  
**Phone:** 952-873-2408  
**E-mail:** [ckeller@belleplaine.k12.mn.us](mailto:ckeller@belleplaine.k12.mn.us)

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Total Initial Revenue expenditures (FIN 313 expenditures)	\$ 53,658.00
Total Incentive Revenue expenditures (FIN 318 expenditures)	\$ -
<b>TOTAL AI REVENUE</b>	<b>\$ 53,658.00</b>

### CERTIFICATION STATEMENT

*We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2017 Achievement & Integration budget as approved by the school board.*

Board Approval Date 3/28/2016

School Board Chair \_\_\_\_\_ Date 3/28/2016

Superintendent \_\_\_\_\_ Date 3/28/2016

---

Approved Initial Revenue: \_\_\_\_\_ Approved Incentive Revenue: \_\_\_\_\_

MDE Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This Expenditure Summary worksheet will autofill as expenditure detail is added on the following pages. Because it is protected you will not be able to enter data into this worksheet.

**District Number:**

716

**District Name:**

Belle Plaine Public Schools

Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
<b>Direct Services to Students</b> must equal at least 80% of total revenue	\$53,658.00	100.00%	<b>DSS</b> At least 80% of total expenditures	\$0.00	#DIV/0!
<b>Professional Development</b> may equal no more than 20% of total revenue	\$0.00	0.00%	<b>Professional Development</b> No more than 20% of total expenditures	\$0.00	#DIV/0!
<b>Administrative/Indirect</b> may equal no more than 10% of total revenue	\$0.00	0.00%	<b>Admin/Indirect</b> No more than 10% of total expenditures	\$0.00	#DIV/0!
<b>Total Proposed Revenue:</b>	\$53,658.00		<b>Total Revenue Expended</b>	\$0.00	

<b>Total Amount Proposed FIN 313</b>	\$53,658.00
<b>Total Amount Proposed FIN 318</b>	\$0.00

**Notes or Comments :**



### FY 2017 Achievement and Integration Budget

District Number: 716

District Name: Belle Plaine Public Schools

**80% Direct Services to Students**

On this worksheet please list all proposed FIN 313 expenditures for Direct Student Services. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
Continue with a .67 FTE Math teaching position to lower class sizes and accelerate efforts to decrease the achievement gap between our students in poverty and our overall student population	005	256	313	140	\$40,026.00		This teacher will work with students to reach proficiency on math assessments. The majority of students who struggle with proficiency are minority students and/or F/R meal students.
Payroll taxes and benefits for .67 FTE math position.	005	256	313	220	\$13,632.00		This budget area covers the taxes and benefits of the .67 FTE math position listed above.
			313				
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			313				
			313				
			313				
<b>FIN 313 TOTAL</b>			313		<b>\$53,658.00</b>	<b>\$0.00</b>	

**Notes or Comments:**

*1<sup>st</sup> Reading: 1/30/2006*

*2<sup>nd</sup> Reading: 2/27/2006*

*Approved: 3/27/2006*

*Reviewed: 9/24/2012, 5/28/2013, 8/25/2014*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

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

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; director; and individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
  2. employee identification number, which may not be the employee's social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;

16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
  - a. name;
  - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
  - c. education and training;
  - d. employment history;
  - e. volunteer work;
  - f. awards and honors;
  - g. prior government service;
  - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
  - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
  - a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize and active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if:
  - (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
  - (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  - 3. A court, law enforcement agency or prosecuting authority.

- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
  - 1. threaten the personal safety of the complainant or a witness; or
  - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

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

MSBA/MASA Model Policy 406

Orig. 1995

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

Rev. ~~2013~~ 2014

## 406 PUBLIC AND PRIVATE PERSONNEL DATA

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

### I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

### II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee's social security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  - 10. job title;
  - 11. bargaining unit;
  - 12. job description;
  - 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and

6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
  - D. Applicants for appointment to a public body.
    1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
      - a. name;
      - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
      - c. education and training;
      - d. employment history;
      - e. volunteer work;
      - f. awards and honors;
      - g. prior government service;
      - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
      - i. veteran status.
    2. Once an individual is appointed to a public body, the following additional items of data are public:
      - a. residential address;
      - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
      - c. first and last dates of service on the public body;
      - d. the existence and status of any complaints or charges against an appointee; and
      - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

#### V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably

determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. a court, law enforcement agency, or prosecuting authority.

**H I.** Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

**I J.** A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

**J K.** When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

**K L.** The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

**L M.** Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

**M N.** When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the

Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- ~~N~~ Q. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- ~~Θ~~ P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- ~~P~~ Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- ~~Q~~ R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- ~~R~~ S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the

teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

#### **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

#### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts;

Termination)

Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

*Cross References:*

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)



*1<sup>st</sup> Reading: 2/27/06*

*2<sup>nd</sup> Reading: 3/27/06*

*Approved: 4/24/06*

*Revised: 9/24/12*

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota Parenting Leave laws.

### **III. DEFINITIONS**

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- E. “Outpatient status” means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member’s child;

4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member; and
  8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- H. "Veteran" has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

##### **A. Twelve-week Leave**

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or

- e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
  3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
  4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
  5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
    - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
    - b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
  6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child

with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to

provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not

limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  - 1. take leave for the entire period or periods of the planned medical treatment; or
  - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
  
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
  
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable

regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

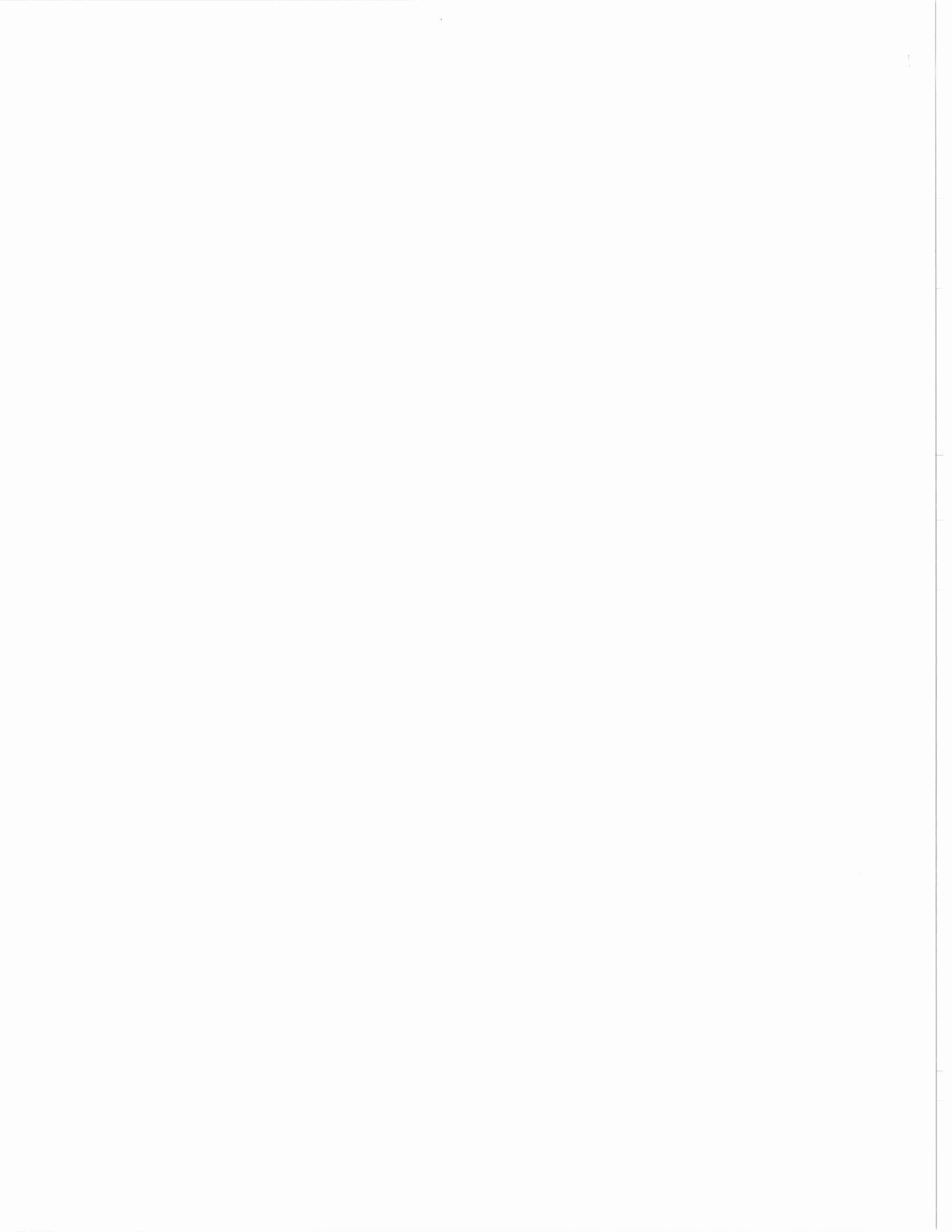
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

#### **IV. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)



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

MSBA/MASA Model Policy 410

Orig. 1995

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

Rev. ~~2010~~ 2014

## 410 FAMILY AND MEDICAL LEAVE POLICY

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

### I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date on which the veteran undergoes that medical treatment, recuperation, or therapy the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her ~~National Guard or Reserve military service obligation~~ USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- ~~D~~ E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- ~~E~~ F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- ~~F~~ G. “Qualifying exigency” means a situation where the eligible employee seeks leave

for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to ~~five~~ 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;  
~~and~~
8. to address parental care needs; and
- ~~8~~ 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

G H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

H I. "Veteran" has the meaning given in 38 U.S.C. § 101.

#### IV. LEAVE ENTITLEMENT

##### A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
  3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
  4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
  5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
    - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces)~~ and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
    - b. ~~a "serious injury or illness,"~~ in the case of a **covered** veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces)~~ and that

manifested itself before or after the member became a veteran, and is:-

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the

employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the

requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a ~~six~~ 12-week unpaid ~~parenting~~ leave ~~for birth or adoption of a child which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer.~~ The employee may qualify if he or she has worked for the school district for at least 12 ~~consecutive~~ months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember.

The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

*1<sup>st</sup> Reading: 2/27/06*

*2<sup>nd</sup> Reading: 3/27/06*

*Approved: 4/24/06*

*Reviewed: 10/22/12*

## **419 TOBACCO-FREE ENVIRONMENT**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED**

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine,

lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

#### **IV. EXCEPTION**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:*** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior



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

MSBA/MASA Model Policy 419

Orig. 1995

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

Rev. ~~2012~~ 2014

## 419 TOBACCO-FREE ENVIRONMENT

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

### II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

*[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]*

- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The*

*school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.*

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

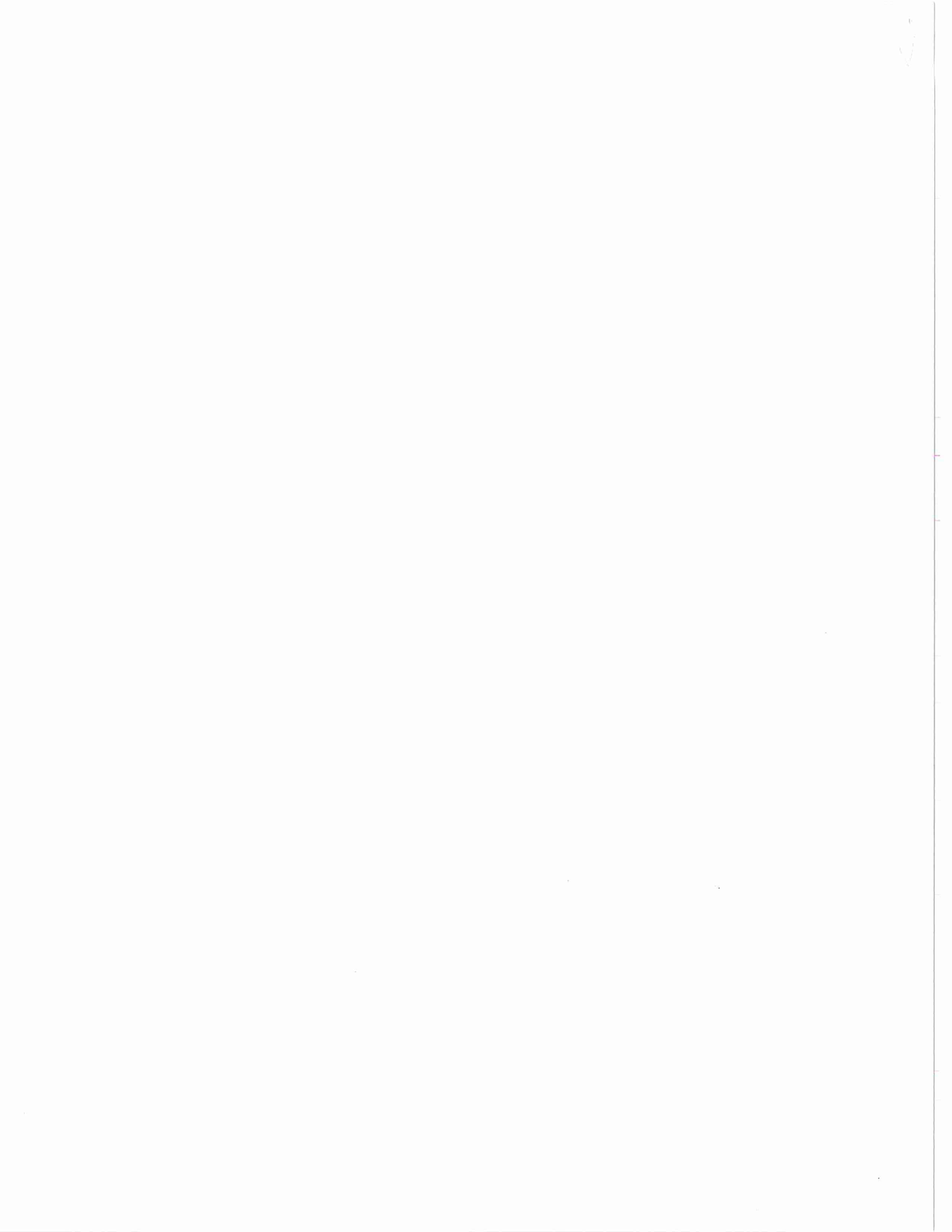
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior



*1<sup>st</sup> Reading: 3/27/06*  
*2<sup>nd</sup> Reading: 4/24/06*  
*Approved: 5/22/06*  
*Reviewed: 11/26/12*  
*Reviewed: 08/26/2013*

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

#### **B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops,

school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in

the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON  
POSSESSION/USE/DISTRIBUTION**

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

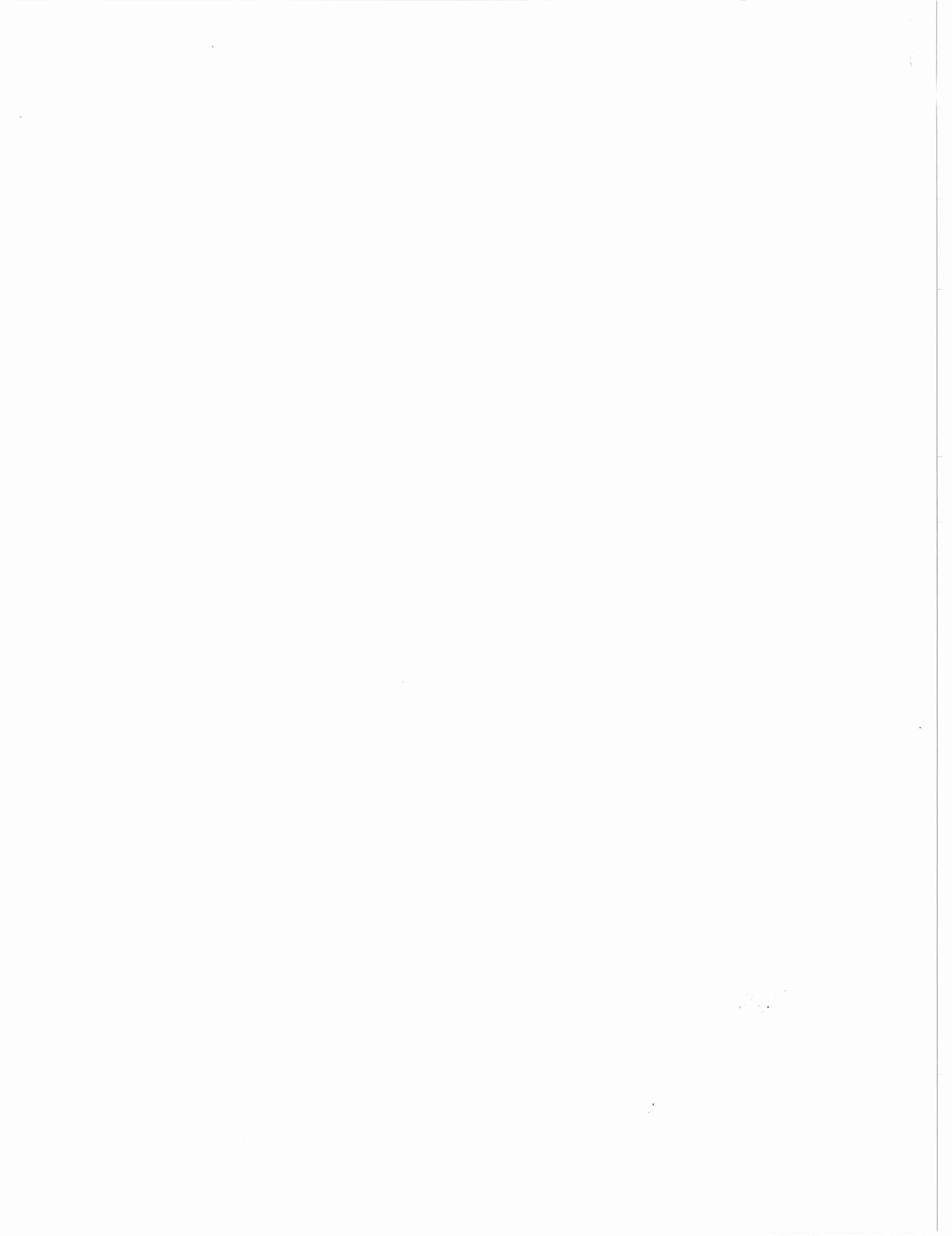
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)



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

MSBA/MASA Model Policy 501

Orig. 1995

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

Rev. ~~2005~~ 2014

## 501 SCHOOL WEAPONS POLICY

*[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act of 2003. ~~That law was struck down by the Minnesota Court of Appeals. However, in the 2005 session, the Minnesota legislature reenacted this law effective retroactively and without interruption from April 28, 2003. The reenacted law is now in effect (often referred to as the "conceal and carry" law).]~~*

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

#### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily

harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be

transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

*[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]*

C. Policy Application to Instructional Equipment/Tools

While the school district ~~takes a firm “Zero Tolerance” position on~~ does not allow the possession, use, or distribution of weapons by students, ~~and a similar position with regard to~~ or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district ~~takes a position of “Zero Tolerance” in regard to~~ does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district ~~takes a “Zero Tolerance” position on~~ does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

*[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]*

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

