

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



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

REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, May 16, 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:

1. Visual Arts Participants:

2. Speech Participants:

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:

23

5. Discussion Items:

1. Superintendent Update:

Dr. Laager

2. Board Member Reports:

Board Members

3. Building Administrator Reports:

24

6. Action Items:

1. <u>2015-16 Budget Revisions:</u>	Mr. Keller	<u>30</u>
2. <u>2016-17 Health and Dental Renewals:</u>	Mr. Keller	
3. <u>MSHSL Membership for 2016-17:</u>	Mr. Keller	<u>31</u>
4. <u>Meal Prices for 2016-17:</u>	Mr. Keller	
5. <u>District Restructuring:</u>	Dr. Ryan Laager	<u>34</u>
6. <u>Review of Current Policies:</u>	Dr. Ryan Laager/Mr. Keller	<u>38</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, April 25, 2016, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Gardner will call the meeting to order.

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Gardner on Monday, March 28, 2016 at 6:00 pm at the District Center Board Room with the following members present: Vandermark, Giesen, Gardner, O'Brien, Kahle, Skelley and Supt. Laager.

2. Acknowledgment of Visitors and Special Presentations:

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

Add 2.2. Jerry Kornder – Belle Plaine Hockey Association

2. 1. Robotics Demonstration:

Jeff Heine and members of the Robotics team will be present to demonstrate their robot used in competition.

Presenter: Jeff Heine

2.2. Jerry Kornder – Belle Plaine Hockey Association

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 with the addition of Action Item 6.3. pertaining to Bond Resolution Refunding. 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 March 28, 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 April were reviewed. Administration recommends approval of the April 2016 disbursements totaling \$1,445,863.02. This includes board payables of \$145,853.28, hand payables of \$302,779.86, electronic payments of \$976,473.18 and student activity payments of \$20,756.70.

4. 3. Personnel:

Approve an Employee Leave Request for Katie Graff effective from approximately August 24, 2016 through September 30, 2016.

Approve an Employee Leave Request for Jill Provanca effective from May 30, 2016 through August 26, 2016.

Accept the retirement of Carol Schultz, Title I Teacher, effective June 10, 2016.

Accept the resignation of Chad Williams, Director of Special Services, effective June 30, 2016.

Accept the resignation of Jenna Eder, Coordinator of Special Services, effective June 30, 2016.

Accept the resignation of Natalie Nelson, High School Teacher, effective June 10, 2016.

Accept the resignation of Cheryl Gorton, High School Teacher, effective June 10, 2016.

Accept the resignation of John Garvey, High School Teacher, effective June 10, 2016.

Accept the resignation of Kathy Voss, Paraprofessional, effective May 27, 2016.

Accept the resignation of Keri Nagel, Paraprofessional, effective June 9, 2016.

Accept the retirement of Steve Peterson, Custodian, effective June 15, 2016.

Approve the hire of Aaron Provancha as a High School Chemistry/Physics teacher for the 2016-2017 school year at BA Step 5, \$39,747.00.

4. 4. Student Enrollments:

Approve two Belle Plaine residents, grades 4 and 1, to attend Jordan Schools effective March 23, 2016.

Approve a Belle Plaine resident, grade K, to attend Jordan Schools effective September 8, 2016.

Approve a Belle Plaine resident, grade K, to attend New Prague Schools effective March 31, 2016.

Approve two Belle Plaine residents, grades 2 and K, to attend Eastern Carver County Schools effective March 11, 2016.

Approve a Belle Plaine resident, grade K, to attend Eastern Carver County Schools effective August 30, 2016.

4. 5. Donations:

Donations totaling \$500.00 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!

Date	Donor	Donation/Gift	Amount
03.10.2016	BP Friends of the Library	Oak Crest Elementary – Kids Programs	500.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,
Presenter: Dr. Laager

5. 1. 1. Solar Program Review:

A representative from APEX was present at the board work session to review their solar program and options for Belle Plaine Schools. The possibility of retro-fitting LED lighting within our schools was also discussed. Both of these programs would be for energy savings.

Presenter: Dr. Ryan Laager/Mr. Keller

- *Another company has come forward and would like to audit*
- *LED is our first priority*

5. 1. 2. Weight Room Update:

Update on the progress of the new weight room.

Presenter: Dr. Ryan Laager

- *We have received several financial donations to assist in the completion of the new weight room. Thank you to all who have contributed.*
- *Cardio side of the facility needs to be completed yet*

5. 1. 3. Website Update:

We will review the new school website look and give updates on the progress of the functionality of the site.

Presenter: Dr. Ryan Laager

- *Positive feedback on the new design. Still working on some details (cleaning up outdated information and duplications)*

5. 2. Board Member Reports:

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

- *SouthWest Metro Cooperative - moved to Jordan to showcase their new building which includes three new classrooms. (Giesen)*
- *FFA – Interviewed captains, banquet May 18th (Kahle, Vandermark)*
- *Insurance Committee – Staying with Preferred One, recommend increase of 1.5% to build reserve, dental premium will remain the same, but include the addition of \$1,000 in ortho coverage. (Vandermark)*
- *Wellness Committee – Community Garden looking for a site by Field E, students will be involved, many unknowns as of yet. Hoping to begin the project this fall with planting taking place next spring. (Skelley)*
- *SHIP Grant – Working on heart rate monitors for the kids (Skelley)*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Accept Tennis Court Resurfacing Proposal:

As part of our operating capital long-term budget we have previously anticipated a tennis court resurfacing project at the Athletic Facility in 2016/17. This work will need to begin in June so Mr. Heine has received three proposals for the project from contractors that we have worked with in the past. It recommended to go with the proposal from Athletic Surface Construction for \$54,016. The other proposals were higher in cost.

Presenter: Mr. Keller

Motion by Skelley and second by Vandermark to approve the proposal from Athletic Surface Construction to resurface the tennis court. Motion carried unanimously.

6. 2. Change May Regular Board Meeting Date:

Due to conflicts with the currently scheduled regular board meeting on May 23, 2016, it was proposed at the work session to move this meeting to May 16, 2016. The meeting time will stay the same: 5:30 pm Finance Meeting and 6:00 pm Board Meeting. Approval of the meeting date change is recommended.

Presenter: Dr. Ryan Laager

Motion by Giesen and second by Vandermark to approve the change to the May Regular School Board meeting from May 23rd to May 16th. Motion carried unanimously.

6. 3. Approve Resolution Awarding Sale of Alt. Facilities Bond Refunding:

Attached is a resolution that will need approval on the bond bids for the

refunding of the 2009A Alt. Facilities Bonds, final sale occurred on Monday, April 25th and actual results will be brought to the board meeting. Administration will make a recommendation as to acceptance or rejection of the bids at that time.

Presenter: Mr. Keller

Motion by Skelley and second by Vandermark to approve the resolution awarding the sale of Alt. Facilities Bonds for the purpose of refunding. Motion carried unanimously with a 6-0 roll call vote.

6. 4. Joint Powers Amendment:

Attached is a first amendment to the Joint Powers Agreement with the City of Belle Plaine. The amendment states that it is the schools responsibility to place, maintain and remove a storage shed at Heritage Park. The use of the shed will be for soccer equipment. Administration recommends approval of this amendment.

Presenter: Dr. Ryan Laager/Mr. Keller

Motion by O'Brien and second by Kahle to approve the Joint Powers Amendment allowing the school to place a shed at Heritage Park for soccer equipment storage. Motion carried unanimously.

6. 5. Review of Current Policies:

This month we reviewed policies 102, 401, 402 and 413. Copies of our current policy along with the redline version showing the MSBA recommendations for changes are attached. Administration recommends approval of the changes.

Presenter: Dr. Ryan Laager/Mr. Keller

Motion by Vandermark and second by Kahle to table the review of Policy 102 - Equality Education Opportunity, Policy 401 – Equal Employment Opportunity, Policy 402 Disability Nondiscrimination and Policy 413 – Harassment and Violence. Motion carried unanimously. These policies will be review and acted on at the May 16, 2016 Board Meeting.

7. Upcoming Meetings:

May 9:	6:00 p.m. Board Work Session
May 10:	5:30 p.m. Curriculum Advisory Committee Meeting
	6:00 p.m. Community Services Meeting
May 16:	5:30 p.m. Finance Meeting
	6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Vandermark and second by Skelley to adjourn at 7:08 p.m. 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	6975	N	2ND WIND EXERCISE, INC	V61101	53545	022026708	2,139.52	0.00	2,139.52	05/10/2016	05/10/2016	05/10/2016
1	6975	N	2ND WIND EXERCISE, INC	V61101	53544	022026707	16,023.80	0.00	16,023.80	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$18,163.32		
1	4332	N	ABBIGAIL VOLEK	V61101	53526	05022016	52.63	0.00	52.63	05/10/2016	05/10/2016	05/10/2016
1	4332	N	ABBIGAIL VOLEK	V61101	53525	03142016	21.49	0.00	21.49	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$74.12		
1	4640	N	ABRAKADOODLE	V61101	53562	1934	568.80	0.00	568.80	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$568.80		
1	6551	N	AFFINETY SOLUTIONS	V61101	53569	10741	1,800.00	0.00	1,800.00	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$1,800.00		
1	5407	N	ANDREA ANDERT	V61101	53585	04152016	15.55	0.00	15.55	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$15.55		
1	4589	N	BANC OF AMERICA LEASING	V61101	53519	84	8,256.74	0.00	8,256.74	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$8,256.74		
1	1125	N	BELLE PLAINE HERALD	V61101	53566	21051	3,170.00	0.00	3,170.00	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$3,170.00		
1	4514	N	BSN Sports/Collegiate Pacific	V61101	53556	97835750	48,017.55	0.00	48,017.55	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$48,017.55		
1	1242	N	CHAD EISCHENS	V61101	53521	04222016	35.41	0.00	35.41	05/10/2016	05/10/2016	05/10/2016
1	1242	N	CHAD EISCHENS	V61101	53522	03212016	97.11	0.00	97.11	05/10/2016	05/10/2016	05/10/2016
1	1242	N	CHAD EISCHENS	V61101	53520	04082016	4.00	0.00	4.00	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$136.52		
1	6211	N	CHAD WILLIAMS	V61101	53583	03012016	237.82	0.00	237.82	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$237.82		
1	3393	N	DEPT OF HEALTH	V61101	53567	1168426	45.00	0.00	45.00	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$45.00		
1	5866	N	DW WRESTLING PRODUCTS	V61101	53551	02132016	281.95	0.00	281.95	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$281.95		
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V61101	53552	32094	205.84	0.00	205.84	05/10/2016	05/10/2016	05/10/2016
									Check Amount:	\$205.84		

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	6870	N	EMILY AUST	V61101	53533	03282016	68.42	0.00	68.42	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$68.42			
1	7009	N	GAIL MAREK	V61101	53561	040716	36.00	0.00	36.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$36.00			
1	3249	N	GATCHELL IMAGING PRODUCTS	V61101	53558	25327	359.97	0.00	359.97	05/10/2016	05/10/2016	05/10/2016
1	3249	N	GATCHELL IMAGING PRODUCTS	V61101	53559	25302	209.95	0.00	209.95	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$569.92			
1	7014	N	GOPHERMODS EDUCATION LLC	V61101	53560	2125	69.00	0.00	69.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$69.00			
1	1202	N	JANIS BUESGENS	V61101	53530	04292016	25.92	0.00	25.92	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$25.92			
1	6871	N	JENNA EDER	V61101	53528	04292016	233.02	0.00	233.02	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$233.02			
1	2681	N	JULIE MINER	V61101	53523	04222016	86.97	0.00	86.97	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$86.97			
1	6009	N	KAREN PARSONS	V61101	53584	04262016	60.00	0.00	60.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$60.00			
1	5789	N	KIM DEWITTE	V61101	53587	05102016	108.00	0.00	108.00	05/10/2016	05/10/2016	05/10/2016
1	5789	N	KIM DEWITTE	V61101	53531	04282016	119.88	0.00	119.88	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$227.88			
1	4843	N	KRIS ANN KRAUSE	V61101	53565	05232016	105.00	0.00	105.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$105.00			
1	6494	N	LAUREL MILLER	V61101	53527	05032016	45.36	0.00	45.36	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$45.36			
1	2665	N	LIFETOUCH NSS	V61101	53550	1596673	625.74	0.00	625.74	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$625.74			
1	4628	N	LOREE HEINKEL	V61101	53563	05102016	231.35	0.00	231.35	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$231.35			
1	1759	N	MANKATO EAST HIGH SCHOOL	V61101	53553	05052016	150.00	0.00	150.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$150.00			

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	1807	N	MEGAN GERRES	V61101	53529	04262016	41.36	0.00	41.36	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$41.36			
1	1823	N	MICHELLE AMUNDSON	V61101	53524	04082016	62.52	0.00	62.52	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$62.52			
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53568	618728	348.20	0.00	348.20	05/10/2016	05/10/2016	05/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53564	618665	277.58	0.00	277.58	05/10/2016	05/10/2016	05/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53538	611876	308.37	0.00	308.37	05/10/2016	05/10/2016	05/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53537	614471	316.23	0.00	316.23	05/10/2016	05/10/2016	05/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53536	616237	163.73	0.00	163.73	05/10/2016	05/10/2016	05/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53535	616718	268.37	0.00	268.37	05/10/2016	05/10/2016	05/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61101	53534	614118	375.95	0.00	375.95	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$2,058.43			
1	3380	N	RENEE MALECHA	V61101	53599	04282016	22.24	0.00	22.24	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$22.24			
1	3420	N	RIDGES AT SAND CREEK	V61101	53557	200934	1,104.00	0.00	1,104.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$1,104.00			
1	6223	N	RIDGEVIEW MEDICAL CENTER	V61101	53554	04262016	390.00	0.00	390.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$390.00			
1	4959	N	SIBEL DIKMEN	V61101	53532	04252016	61.56	0.00	61.56	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$61.56			
1	2137	N	SOUTH CENTRAL ECSU	V61101	53582	16136	795.01	0.00	795.01	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$795.01			
1	6138	N	SOUTHWEST METRO EDUCATION, V61101	V61101	53543	13015	12,496.45	0.00	12,496.45	05/10/2016	05/10/2016	05/10/2016
1	6138	N	SOUTHWEST METRO EDUCATION, V61101	V61101	53542	12996	6,344.00	0.00	6,344.00	05/10/2016	05/10/2016	05/10/2016
1	6138	N	SOUTHWEST METRO EDUCATION, V61101	V61101	53541	13003	24,136.94	0.00	24,136.94	05/10/2016	05/10/2016	05/10/2016
1	6138	N	SOUTHWEST METRO EDUCATION, V61101	V61101	53540	13004	7,142.95	0.00	7,142.95	05/10/2016	05/10/2016	05/10/2016
1	6138	N	SOUTHWEST METRO EDUCATION, V61101	V61101	53539	12977	3,943.46	0.00	3,943.46	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$54,063.80			
1	2157	N	STEFFEN HARDWARE	V61101	53586	APRIL 2016	41.49	0.00	41.49	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$41.49			
1	6974	N	STRATEGIC STAFFING SOLUTIONS, V61101	V61101	53555	9585-06	3,640.00	0.00	3,640.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$3,640.00			
1	6322	N	TRI COUNTY WATER CONDITIONING, V61101	V61101	53549	194993	72.00	0.00	72.00	05/10/2016	05/10/2016	05/10/2016

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6322	N	TRI COUNTY WATER CONDITIONIN	V61101	53548	195032	72.00	0.00	72.00	05/10/2016	05/10/2016	05/10/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V61101	53547	195024	72.00	0.00	72.00	05/10/2016	05/10/2016	05/10/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V61101	53546	195057	72.00	0.00	72.00	05/10/2016	05/10/2016	05/10/2016
							Check Amount:		\$288.00			
							Report Total:		\$146,076.20			

*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
P61102	0716	39284	SBC	59054	CH	1	2649	AARP	Y	N	4/29/2016	C N	USD	145.00
P61102	0716	39288	SBC	59055	CH	1	5245	ARN KIND	Y	N	4/29/2016	C N	USD	820.36
P61102	0716	39290	SBC	59056	CH	1	6349	BELLE PLAINE DANCE TEAM	Y	N	4/29/2016	C N	USD	3,000.00
P61102	0716	39287	SBC	59057	CH	1	3683	DAN FORD	Y	N	4/29/2016	C N	USD	80.00
P61102	0716	39285	SBC	59058	CH	1	3192	GERALD SMITH	Y	N	4/29/2016	C N	USD	150.00
P61102	0716	39286	SBC	59059	CH	1	3533	GFW HIGH SCHOOL	Y	N	4/29/2016	C Y	USD	30.00
P61102	0716	39286	SBC	59059	CH	1	3533	GFW HIGH SCHOOL	Y	N	5/10/2016	C Y	USD	-30.00
P61102	0716	39291	SBC	59060	CH	1	6693	LANA BECK	Y	N	4/29/2016	C N	USD	250.00
P61102	0716	39292	SBC	59061	CH	1	6773	MARK WORM	Y	N	4/29/2016	C N	USD	80.00
P61102	0716	39294	SBC	59062	CH	1	7021	ROBERT GULLICKSON	Y	N	4/29/2016	C N	USD	55.00
P61102	0716	39283	SBC	59063	CH	1	2046	ROCKFORD HIGH SCHOOL	Y	N	4/29/2016	C N	USD	200.00
P61102	0716	39289	SBC	59064	CH	1	5679	SCOTT WAWRZYNIAK	Y	N	4/29/2016	C N	USD	80.00
P61102	0716	39293	SBC	59065	CH	1	7020	STEVEN HASSE	Y	N	4/29/2016	C N	USD	150.00
P61102	0716	39295	SBC	59066	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	5/3/2016	0C N	USD	203.00
P61102	0716	39295	SBC	59066	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	5/3/2016	0C N	USD	48.00
P61102	0716	39296	SBC	59067	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	5/3/2016	0C N	USD	167.26
P61102	0716	39296	SBC	59067	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	5/3/2016	0C N	USD	21.56
p611p1	0716	39297	SBC	59068	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/5/2016	0C N	USD	5,250.12
p611p1	0716	39298	SBC	59069	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/5/2016	0C N	USD	3,461.06
p611p1	0716	39303	SBC	59070	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	5/5/2016	0C N	USD	12,162.21
p611p1	0716	39304	SBC	59071	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/5/2016	0C N	USD	117,585.74
p611p1	0716	39299	SBC	59072	CH	1	1178	BPESPA	Y	N	5/5/2016	0C N	USD	1,209.54
p611p1	0716	39301	SBC	59073	CH	1	4924	MESSERLI & KRAMER	Y	N	5/5/2016	0C N	USD	234.83
p611p1	0716	39302	SBC	59074	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	5/5/2016	0C N	USD	2,983.28
p611p1	0716	39300	SBC	59075	CH	1	1836	NCPERS MINNESOTA	Y	N	5/5/2016	0C N	USD	32.00
P61102	0716	39405	SBC	59076	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	5/9/2016	0C N	USD	100.00
P61102	0716	39406	SBC	59077	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	5/9/2016	0C N	USD	150.00
P61102	0716	39407	SBC	59078	CH	1	1262	CITY OF BELLE PLAINE	Y	N	5/9/2016	0C N	USD	7,351.47
P61102	0716	39420	SBC	59079	CH	1	7036	GEOFFREY IVERSON	Y	N	5/9/2016	0C N	USD	80.00
P61102	0716	39420	SBC	59079	CH	1	7036	GEOFFREY IVERSON	Y	N	5/9/2016	0C N	USD	80.00
P61102	0716	39416	SBC	59080	CH	1	6403	JEFF BJERKE	Y	N	5/9/2016	0C N	USD	80.00
P61102	0716	39417	SBC	59081	CH	1	6455	JOHN MASBERG	Y	N	5/9/2016	0C N	USD	80.00
P61102	0716	39419	SBC	59082	CH	1	7035	KEITH HERD	Y	N	5/9/2016	0C N	USD	80.00

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Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p609p2	0716	39206	SBC		WX	1	1977	PERA	N	N	4/25/2016	N	USD	50.07
p609p2	0716	39207	SBC		WX	1	2330	FEDERAL	N	N	4/25/2016	N	USD	10.38
p609p2	0716	39207	SBC		WX	1	2330	FEDERAL	N	N	4/25/2016	N	USD	44.34
P61102	0716	39429	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/5/2016	0 N	USD	1,349.84
P61102	0716	39429	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/5/2016	0 N	USD	209.89
P61102	0716	39429	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/5/2016	0 N	USD	197.35
P61102	0716	39429	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/5/2016	0 N	USD	107.58
P61102	0716	39430	SBC		WX	1	2336	XCEL ENERGY	N	N	5/6/2016	0 N	USD	8,570.48
P61102	0716	39430	SBC		WX	1	2336	XCEL ENERGY	N	N	5/6/2016	0 N	USD	5,045.97
P61102	0716	39430	SBC		WX	1	2336	XCEL ENERGY	N	N	5/6/2016	0 N	USD	5,039.74
P61102	0716	39431	SBC		WX	1	2336	XCEL ENERGY	N	N	5/9/2016	0 N	USD	26.34
P61102	0716	39432	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/9/2016	0 N	USD	3,110.96
P61102	0716	39432	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/9/2016	0 N	USD	2,775.05
P61102	0716	39432	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/9/2016	0 N	USD	1,817.11
P61102	0716	39433	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2016	N	USD	3.52
P61102	0716	39433	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2016	N	USD	31.40
P61102	0716	39433	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2016	N	USD	171.44
P61102	0716	39433	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2016	N	USD	361.11
P61102	0716	39433	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2016	N	USD	867.63
P61102	0716	39433	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/21/2016	N	USD	1,608.56
P61102	0716	39434	SBC		WX	1	2336	XCEL ENERGY	N	N	4/22/2016	N	USD	864.97
P61102	0716	39435	SBC		WX	1	1486	FRONTIER	N	N	4/25/2016	N	USD	95.77
P61102	0716	39435	SBC		WX	1	1486	FRONTIER	N	N	4/25/2016	N	USD	95.77
P61102	0716	39435	SBC		WX	1	1486	FRONTIER	N	N	4/25/2016	N	USD	101.93
P61102	0716	39435	SBC		WX	1	1486	FRONTIER	N	N	4/25/2016	N	USD	1,358.48
p611p1	0716	39436	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/5/2016	0 N	USD	45,838.14
p611p1	0716	39437	SBC		WX	1	1977	PERA	N	N	5/5/2016	0 N	USD	13,069.69
p611p1	0716	39438	SBC		WX	1	2330	FEDERAL	N	N	5/5/2016	0 N	USD	28,912.53
p611p1	0716	39438	SBC		WX	1	2330	FEDERAL	N	N	5/5/2016	0 N	USD	10,876.52
p611p1	0716	39438	SBC		WX	1	2330	FEDERAL	N	N	5/5/2016	0 N	USD	46,506.64
p611p1	0716	39439	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/5/2016	0 N	USD	12,763.77
p611p1	0716	39440	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/5/2016	0 N	USD	550.50
p611p1	0716	39441	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/5/2016	0 N	USD	2,342.50
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	1,422.05
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	553.00
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	3,587.45
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	108.00

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Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	2,076.06
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	4,541.08
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	1,342.68
p611p1	0716	39442	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/5/2016	0 N	USD	636.48
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April 2016 PCARD														
Payroll 5/05/2016														
<hr/>														
Total														
\$ 530,606.29														

April 2016 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	39172	HSAC	7718	CH	3	6962	BERRY COFFEE COMPANY	Caribou Coffee	4/7/2016 00	N	USD	32.00
0716	39170	HSAC	7719	CH	3	5556	BLUE 84	Senior T-shirts	4/7/2016 00	N	USD	388.00
0716	39166	HSAC	7720	CH	3	4813	BPEA	PEPSI PROCEEDS	4/7/2016 00	N	USD	44.38
0716	39165	HSAC	7721	CH	3	4748	BRUCE MATHIOWETZ	Registration for H2o Conf	4/7/2016 00	N	USD	90.00
0716	39167	HSAC	7722	CH	3	5180	DOLLARS FOR SCHOLARS	DFS Scholarship Donation	4/7/2016 00	N	USD	500.00
0716	39171	HSAC	7723	CH	3	6875	JOHN WARREN	DJ Services for 4/7	4/7/2016 00	N	USD	300.00
0716	39168	HSAC	7724	CH	3	5186	KWIK TRIP INC	CHOIR - CAR WASH CARDS	4/7/2016 00	N	USD	120.00
0716	39169	HSAC	7725	CH	3	5247	ROSS NELSON	Giant Jenga Game for JH	4/7/2016 00	N	USD	339.35
0716	39169	HSAC	7725	CH	3	5247	ROSS NELSON	Activity Night Supplies Reimbursement	4/7/2016 00	N	USD	178.88
0716	39173	HSAC	7726	CH	3	7000	SOUTHWEST METRO EDUC COOP	OFFICER STANDARDS	4/7/2016 00	N	USD	125.00
0716	39177	HSAC	7727	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BBB - WEIGHTROOM DONATION	4/13/2016 0	N	USD	500.00
0716	39177	HSAC	7727	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - WEIGHTROOM DONATION	4/13/2016 0	N	USD	2,000.00
0716	39177	HSAC	7727	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - WEIGHTROOM DONATION	4/13/2016 0	N	USD	500.00
0716	39179	HSAC	7728	CH	3	6700	CAMP COURAGE	Donation to Camp courage	4/13/2016 0	N	USD	1,061.00
0716	39178	HSAC	7729	CH	3	5453	CAROL WENTWORTH	eimburse for prom decorations	4/13/2016 0	N	USD	137.94
0716	39180	HSAC	7730	CH	3	7006	UWEC CLARINET STUDIO	Clarinet Workshop	4/13/2016 0	N	USD	125.00
0716	39282	HSAC	7731	CH	3	7016	ANNETTE SALDEN	REFUND FROM TRAP TEAM	4/28/2016 0	N	USD	75.00
0716	39277	HSAC	7732	CH	3	6356	ARLINGTON COMMUNITY CENTER	PROM RENTAL LINENS	4/28/2016 0	N	USD	267.00
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - JAVA JOES	4/28/2016 0	N	USD	2,060.00
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	GBB - DOMINOS	4/28/2016 0	N	USD	49.00
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - DOMINOS	4/28/2016 0	N	USD	35.39
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ROBOTICS - DOMINOS	4/28/2016 0	N	USD	86.63
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ROBOTICS - DOMINOS	4/28/2016 0	N	USD	109.45
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - NATIONAL FFA	4/28/2016 0	N	USD	1,000.00
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	4/28/2016 0	N	USD	255.56
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - WALMART	4/28/2016 0	N	USD	153.17
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	4/28/2016 0	N	USD	262.69
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	4/28/2016 0	N	USD	32.98
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	4/28/2016 0	N	USD	21.04
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	4/28/2016 0	N	USD	(53.48)
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - BSN SPORTS	4/28/2016 0	N	USD	452.61
0716	39272	HSAC	7733	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - FEB	4/28/2016 0	N	USD	3,840.47
0716	39281	HSAC	7734	CH	3	7015	DALE SCHMIDT	REFUND/ NEVER STARTED TRAPTEAM	4/28/2016 0	N	USD	75.00
0716	39273	HSAC	7735	CH	3	4811	EMMA KRUMBEE'S FLORAL	Speech - Parents Night	4/28/2016 0	N	USD	43.75
0716	39274	HSAC	7736	CH	3	5228	GRAPHIC EDGE	Track T-Shirts	4/28/2016 0	N	USD	376.71
0716	39275	HSAC	7737	CH	3	5229	JOSH OTTO	CANDY & FISH LINE / AWARDS	4/28/2016 0	N	USD	33.74
0716	39278	HSAC	7738	CH	3	6417	KARL RANDALL	Pre-Prom Speaker	4/28/2016 0	N	USD	600.00
0716	39279	HSAC	7739	CH	3	6737	LUKE AUDETTE	Softball Trip Meal	4/28/2016 0	N	USD	162.54
0716	39276	HSAC	7740	CH	3	5247	ROSS NELSON	JH Activity Night Pizza Reimbursement	4/28/2016 0	N	USD	120.44
0716	39280	HSAC	7741	CH	3	6987	SMART SOUNDS	DJ BALANCE OF PAYMENT	4/28/2016 0	N	USD	430.00
Total												16,931.24

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	426032723	4/17/2016	4/18/2016	4/27/2016	SAMSCLUB #6311	135.29
DEWITTE KIMBERLY	426605564	4/22/2016	4/22/2016	4/27/2016	THE WORKS	1,084.00
DEWITTE KIMBERLY	426818241	4/23/2016	4/25/2016	4/27/2016	MENARDS HUTCHINSON MN	306.35
SD BELLE PLAINE	424013932	3/30/2016	3/31/2016	4/27/2016	AMAZON MKTPLACE PMTS	42.78
SD BELLE PLAINE	424013933	3/29/2016	3/31/2016	4/27/2016	ESTR PUBLICATIONS	156.20
SD BELLE PLAINE	424439252	4/2/2016	4/4/2016	4/27/2016	INNOVATIVE OFFICE SOLU	15.99
SD BELLE PLAINE	424825392	4/6/2016	4/7/2016	4/27/2016	RADERMACHER S FRESH	51.85
SD BELLE PLAINE	425817031	4/14/2016	4/15/2016	4/27/2016	INNOVATIVE OFFICE SOLU	33.96
SD BELLE PLAINE	425817032	4/15/2016	4/15/2016	4/27/2016	MICHAELS STORES 8608	25.43
SD BELLE PLAINE	426401037	4/20/2016	4/21/2016	4/27/2016	NASP ONLINE	199.00
SD BELLE PLAINE	426605563	4/21/2016	4/22/2016	4/27/2016	INNOVATIVE OFFICE SOLU	54.92
SD BELLE PLAINE	426818240	4/24/2016	4/25/2016	4/27/2016	ARROWWOOD RESORT CON	98.78
HIGH SCHOOL BELLE PLAINE	423796231	3/28/2016	3/29/2016	4/27/2016	SAMSCLUB #6510	147.20
HIGH SCHOOL BELLE PLAINE	423902368	3/29/2016	3/30/2016	4/27/2016	TWINS BALLPARK LLC	1,528.00
HIGH SCHOOL BELLE PLAINE	424583096	4/4/2016	4/5/2016	4/27/2016	OFFICE DEPOT #1090	91.00
HIGH SCHOOL BELLE PLAINE	425022282	4/7/2016	4/8/2016	4/27/2016	COBORN S SUPERSTORE	321.45
HIGH SCHOOL BELLE PLAINE	425022283	4/7/2016	4/8/2016	4/27/2016	COBORN S SUPERSTORE	7.51
HIGH SCHOOL BELLE PLAINE	425223784	4/9/2016	4/11/2016	4/27/2016	COLLEGEBOARD*PRODUCTS	54.97
HIGH SCHOOL BELLE PLAINE	425369469	4/11/2016	4/12/2016	4/27/2016	SAMS CLUB #6510	216.74
HIGH SCHOOL BELLE PLAINE	425369470	4/11/2016	4/12/2016	4/27/2016	SCHMITT MUSIC #11 (358.45
HIGH SCHOOL BELLE PLAINE	425369471	4/11/2016	4/12/2016	4/27/2016	GROTH MUSIC	13.50
HIGH SCHOOL BELLE PLAINE	425369472	4/11/2016	4/12/2016	4/27/2016	J W PEPPER AND SON INC	88.99
HIGH SCHOOL BELLE PLAINE	425369473	4/11/2016	4/12/2016	4/27/2016	LINX EDU PUBLISHING	270.95
HIGH SCHOOL BELLE PLAINE	425475460	4/12/2016	4/13/2016	4/27/2016	TRIARCO MAIL ORDER	579.13
HIGH SCHOOL BELLE PLAINE	425475461	4/12/2016	4/13/2016	4/27/2016	SOCIAL STUDIES SCH SRV	233.96
HIGH SCHOOL BELLE PLAINE	425621963	4/13/2016	4/14/2016	4/27/2016	AMAZON.COM AMZN.COM/BI	22.42
HIGH SCHOOL BELLE PLAINE	425817033	4/14/2016	4/15/2016	4/27/2016	COBORN S SUPERSTORE	12.36
HIGH SCHOOL BELLE PLAINE	425817034	4/14/2016	4/15/2016	4/27/2016	TRIARCO MAIL ORDER	37.36
HIGH SCHOOL BELLE PLAINE	426163534	4/18/2016	4/19/2016	4/27/2016	J W PEPPER AND SON INC	84.86
HIGH SCHOOL BELLE PLAINE	426401038	4/20/2016	4/21/2016	4/27/2016	4IMPRINT	986.89
DAVIS KRIS	423590650	3/24/2016	3/28/2016	4/27/2016	USPS 26073001733418328	2.84
DAVIS KRIS	423902362	3/28/2016	3/30/2016	4/27/2016	METRO SALES INC.	3,503.45
DAVIS KRIS	424202089	4/1/2016	4/1/2016	4/27/2016	BIFFS INC	416.89
DAVIS KRIS	424439232	4/1/2016	4/4/2016	4/27/2016	HOLIDAY INN AUSTIN	104.85
DAVIS KRIS	424439233	4/1/2016	4/4/2016	4/27/2016	HOLIDAY INN AUSTIN	104.85
DAVIS KRIS	424439234	4/1/2016	4/4/2016	4/27/2016	METRO SALES INC.	741.37

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DAVIS KRIS	424439235	4/1/2016	4/4/2016	4/27/2016	METRO SALES INC.	741.31
DAVIS KRIS	424699638	4/5/2016	4/6/2016	4/27/2016	WASTE MGMT WM EZPAY	436.36
DAVIS KRIS	424699639	4/5/2016	4/6/2016	4/27/2016	WASTE MGMT WM EZPAY	802.26
DAVIS KRIS	424699640	4/5/2016	4/6/2016	4/27/2016	WASTE MGMT WM EZPAY	837.48
DAVIS KRIS	424699641	4/5/2016	4/6/2016	4/27/2016	WASTE MGMT WM EZPAY	363.35
DAVIS KRIS	424825389	4/6/2016	4/7/2016	4/27/2016	IN *RAPTOR TECHNOLOGIE	480.00
DAVIS KRIS	425817015	4/14/2016	4/15/2016	4/27/2016	GENESIS - BELLE PLAINE	303.92
HEINE JEFF	423590660	3/24/2016	3/28/2016	4/27/2016	MILLS FLEET FARM 3200	66.10
HEINE JEFF	424013934	3/30/2016	3/31/2016	4/27/2016	LAMPERT YARDS 1030	(222.30)
HEINE JEFF	424013935	3/30/2016	3/31/2016	4/27/2016	LAMPERT YARDS 1030	222.30
HEINE JEFF	424202105	3/31/2016	4/1/2016	4/27/2016	HILLYARD INC HUTCHINSO	3,725.10
HEINE JEFF	424439255	4/1/2016	4/4/2016	4/27/2016	GOODIN COMPANY	194.51
HEINE JEFF	424583097	4/4/2016	4/5/2016	4/27/2016	JIFFY-JR. PRODUCTS	625.81
HEINE JEFF	424699647	4/5/2016	4/6/2016	4/27/2016	MILLS FLEET FARM 3200	135.71
HEINE JEFF	424699648	4/5/2016	4/6/2016	4/27/2016	HILLYARD INC HUTCHINSO	156.13
HEINE JEFF	424825393	4/6/2016	4/7/2016	4/27/2016	SQ *CHRISTINE SHUDY	657.00
HEINE JEFF	425022284	4/7/2016	4/8/2016	4/27/2016	BUFFALO WILD WINGS 029	216.84
HEINE JEFF	425022285	4/7/2016	4/8/2016	4/27/2016	GOODIN COMPANY	116.71
HEINE JEFF	425223785	4/9/2016	4/11/2016	4/27/2016	CULVER S OF SHAKOP	83.30
HEINE JEFF	425223786	4/8/2016	4/11/2016	4/27/2016	SHAKOPEE PIZZA RANCH	237.12
HEINE JEFF	425817035	4/15/2016	4/15/2016	4/27/2016	WW GRAINGER	504.90
HEINE JEFF	425817036	4/15/2016	4/15/2016	4/27/2016	WW GRAINGER	122.28
HEINE JEFF	426032726	4/15/2016	4/18/2016	4/27/2016	MENARDS MANKATO MN	2,570.54
HEINE JEFF	426163535	4/18/2016	4/19/2016	4/27/2016	HILLYARD INC HUTCHINSO	90.03
HEINE JEFF	426163536	4/18/2016	4/19/2016	4/27/2016	HILLYARD INC HUTCHINSO	359.57
HEINE JEFF	426163537	4/18/2016	4/19/2016	4/27/2016	HILLYARD INC HUTCHINSO	95.00
HEINE JEFF	426163538	4/18/2016	4/19/2016	4/27/2016	HILLYARD INC HUTCHINSO	86.48
HEINE JEFF	426163539	4/18/2016	4/19/2016	4/27/2016	HILLYARD INC HUTCHINSO	95.00
HEINE JEFF	426279802	4/18/2016	4/20/2016	4/27/2016	WILLIAM V MACGILL & CO	228.00
HEINE JEFF	426401039	4/20/2016	4/21/2016	4/27/2016	HILLYARD INC HUTCHINSO	180.00
HEINE JEFF	426943865	4/25/2016	4/26/2016	4/27/2016	HILLYARD INC HUTCHINSO	2,032.90
KELLER CHUCK	423590651	3/26/2016	3/28/2016	4/27/2016	VZWRLSS*APOCC VISB	750.01
KELLER CHUCK	424202090	3/31/2016	4/1/2016	4/27/2016	MASBO 00 OF 00	250.00
KELLER CHUCK	425022276	4/7/2016	4/8/2016	4/27/2016	VZWRLSS*MY VZ VB P	324.63
KELLER CHUCK	426032724	4/16/2016	4/18/2016	4/27/2016	AMAZON MKTPLACE PMTS	38.47
KELLER CHUCK	426943863	4/26/2016	4/26/2016	4/27/2016	VZWRLSS*APOCC VISB	849.75

April 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
WILLIAMS CHAD	424583092	4/4/2016	4/5/2016	4/27/2016	ACT*MASE	169.00
MATHIOWETZ BRUCE	423590652	3/25/2016	3/28/2016	4/27/2016	Amazon.com	64.86
MATHIOWETZ BRUCE	424202095	4/1/2016	4/1/2016	4/27/2016	DISCOUNT STEEL -MN	1,454.83
MATHIOWETZ BRUCE	424202096	4/1/2016	4/1/2016	4/27/2016	WW GRAINGER	75.92
MATHIOWETZ BRUCE	424202097	3/31/2016	4/1/2016	4/27/2016	GENESIS TOWN & COUNTRY	24.48
MATHIOWETZ BRUCE	425022278	4/6/2016	4/8/2016	4/27/2016	MATHESON - C16	112.92
MATHIOWETZ BRUCE	425475455	4/12/2016	4/13/2016	4/27/2016	GENESIS TOWN & COUNTRY	15.20
MATHIOWETZ BRUCE	426163529	4/18/2016	4/19/2016	4/27/2016	COBORN S SUPERSTORE	69.68
MATHIOWETZ BRUCE	426163530	4/18/2016	4/19/2016	4/27/2016	GENESIS TOWN & COUNTRY	62.28
MATHIOWETZ BRUCE	426279799	4/18/2016	4/20/2016	4/27/2016	KWIK TRIP 33000003301	4.60
MATHIOWETZ BRUCE	426605557	4/20/2016	4/22/2016	4/27/2016	WALGREENS #12972	21.42
MATHIOWETZ BRUCE	426818235	4/24/2016	4/25/2016	4/27/2016	WAL-MART #3404	80.75
MATHIOWETZ BRUCE	426818236	4/24/2016	4/25/2016	4/27/2016	MPLS METERS MULTI	1.00
MATHIOWETZ BRUCE	426818237	4/24/2016	4/25/2016	4/27/2016	MPLS METERS MULTI	2.00
MATHIOWETZ BRUCE	426818238	4/24/2016	4/25/2016	4/27/2016	SAWATDEE	309.06
ANDERSON DOUG	425223778	4/9/2016	4/11/2016	4/27/2016	RADISSON HOTEL DULUTH	228.00
WICK KEN	423902357	3/29/2016	3/30/2016	4/27/2016	IDOCTOR	288.00
WICK KEN	423902358	3/30/2016	3/30/2016	4/27/2016	AMAZON.COM AMZN.COM/BI	50.58
WICK KEN	423902359	3/30/2016	3/30/2016	4/27/2016	AMAZON MKTPLACE PMTS	15.99
WICK KEN	423902360	3/29/2016	3/30/2016	4/27/2016	APPLE STORE #R054	56.05
WICK KEN	423902361	3/29/2016	3/30/2016	4/27/2016	APPLE STORE #R054	56.05
WICK KEN	424202088	4/1/2016	4/1/2016	4/27/2016	AMAZON.COM AMZN.COM/BI	11.05
WICK KEN	425817012	4/14/2016	4/15/2016	4/27/2016	IDOCTOR	144.00
WICK KEN	425817013	4/15/2016	4/15/2016	4/27/2016	AMAZON MKTPLACE PMTS	113.88
WICK KEN	425817014	4/16/2016	4/15/2016	4/27/2016	AMAZON MKTPLACE PMTS	26.95
WICK KEN	426279798	4/19/2016	4/20/2016	4/27/2016	AMAZON.COM AMZN.COM/BI	2,748.69
WICK KEN	426401028	4/21/2016	4/21/2016	4/27/2016	AMAZON.COM AMZN.COM/BI	15.71
WICK KEN	426401029	4/20/2016	4/21/2016	4/27/2016	AMAZON MKTPLACE PMTS	11.97
WICK KEN	426605554	4/21/2016	4/22/2016	4/27/2016	AMAZON MKTPLACE PMTS	87.00
WICK KEN	426605555	4/21/2016	4/22/2016	4/27/2016	AMAZON MKTPLACE PMTS	87.00
WICK KEN	426605556	4/22/2016	4/22/2016	4/27/2016	MYPROJECTORLAMPS.COM	233.27
WICK KEN	426943862	4/25/2016	4/26/2016	4/27/2016	IDOCTOR	1,283.40
DEUTSCH JOE	423796223	3/26/2016	3/29/2016	4/27/2016	WOODCRAFT 306	34.98
DEUTSCH JOE	424013924	3/30/2016	3/31/2016	4/27/2016	RECREATION.GOV	38.00
DEUTSCH JOE	424013925	3/29/2016	3/31/2016	4/27/2016	HARDWARE DISTRIBUTORS-	92.41
DEUTSCH JOE	424013926	3/29/2016	3/31/2016	4/27/2016	HARDWARE DISTRIBUTORS-	152.78

April 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DEUTSCH JOE	424202087	3/30/2016	4/1/2016	4/27/2016	SAWBILL CANOE OUTFITTE	250.00
DEUTSCH JOE	425621959	4/13/2016	4/14/2016	4/27/2016	RECREATION.GOV	38.00
DEUTSCH JOE	425621960	4/13/2016	4/14/2016	4/27/2016	RECREATION.GOV	38.00
DEUTSCH JOE	426163528	4/17/2016	4/19/2016	4/27/2016	MENARDS BURNSVILLE MN	151.21
GROTBORG CAREN	424439229	4/1/2016	4/4/2016	4/27/2016	HAAN CRAFTS	292.46
GROTBORG CAREN	424825388	4/6/2016	4/7/2016	4/27/2016	COBORN S SUPERSTORE	29.37
GROTBORG CAREN	425022275	4/6/2016	4/8/2016	4/27/2016	COBORN S SUPERSTORE	(1.56)
ACTIVITIES BELLE P	423590653	3/23/2016	3/28/2016	4/27/2016	ADAMS MARK HOTEL	346.72
ACTIVITIES BELLE P	423590654	3/24/2016	3/28/2016	4/27/2016	ADAMS MARK HOTEL	2,332.06
ACTIVITIES BELLE P	423590655	3/26/2016	3/28/2016	4/27/2016	KANSAS CITY ROYALS	420.00
ACTIVITIES BELLE P	423902363	3/29/2016	3/30/2016	4/27/2016	TARGET 00012724	36.80
ACTIVITIES BELLE P	423902364	3/29/2016	3/30/2016	4/27/2016	BEST WESTERN HOTELS -	95.52
ACTIVITIES BELLE P	423902365	3/29/2016	3/30/2016	4/27/2016	USA HIGH SCHOOL CLAY T	1,200.00
ACTIVITIES BELLE P	424013928	3/30/2016	3/31/2016	4/27/2016	USTA LRC	15.00
ACTIVITIES BELLE P	424013929	3/30/2016	3/31/2016	4/27/2016	AMAZON MKTPLACE PMTS	19.99
ACTIVITIES BELLE P	424202098	4/1/2016	4/1/2016	4/27/2016	AMAZON MKTPLACE PMTS	9.59
ACTIVITIES BELLE P	424202099	3/31/2016	4/1/2016	4/27/2016	BEST WESTERN HOTELS -	286.56
ACTIVITIES BELLE P	424439242	4/2/2016	4/4/2016	4/27/2016	HOBBY-LOBBY #563	82.73
ACTIVITIES BELLE P	424439243	4/2/2016	4/4/2016	4/27/2016	KBE*HISTORIC THTRE GRP	1,760.00
ACTIVITIES BELLE P	424439244	4/3/2016	4/4/2016	4/27/2016	GOODWILL	24.97
ACTIVITIES BELLE P	424439245	4/1/2016	4/4/2016	4/27/2016	DOUBLE TREE BY HILTON	109.17
ACTIVITIES BELLE P	424583094	4/5/2016	4/5/2016	4/27/2016	AMAZON MKTPLACE PMTS	13.99
ACTIVITIES BELLE P	424699644	4/5/2016	4/6/2016	4/27/2016	AMAZON MKTPLACE PMTS	54.31
ACTIVITIES BELLE P	424825391	4/6/2016	4/7/2016	4/27/2016	AMAZON MKTPLACE PMTS	13.14
ACTIVITIES BELLE P	425223779	4/9/2016	4/11/2016	4/27/2016	TARGET 00013524	21.09
ACTIVITIES BELLE P	425223780	4/9/2016	4/11/2016	4/27/2016	TCT*ANDERSON S	131.93
ACTIVITIES BELLE P	425223781	4/9/2016	4/11/2016	4/27/2016	AMAZON MKTPLACE PMTS	16.91
ACTIVITIES BELLE P	425223782	4/9/2016	4/11/2016	4/27/2016	GOODWILL CHANHASSEN 44	(3.50)
ACTIVITIES BELLE P	425369465	4/12/2016	4/12/2016	4/27/2016	TCT*PROM NITE	40.86
ACTIVITIES BELLE P	425475456	4/12/2016	4/13/2016	4/27/2016	COBORN S SUPERSTORE	42.34
ACTIVITIES BELLE P	425621961	4/13/2016	4/14/2016	4/27/2016	MF ATHLETIC & PERFORM	225.65
ACTIVITIES BELLE P	425621962	4/13/2016	4/14/2016	4/27/2016	AMAZON MKTPLACE PMTS	(19.99)
ACTIVITIES BELLE P	425817018	4/13/2016	4/15/2016	4/27/2016	BLICK ART 800-447-1892	58.53
ACTIVITIES BELLE P	425817019	4/13/2016	4/15/2016	4/27/2016	BRYANT LAKE BOWL	152.30
ACTIVITIES BELLE P	426032725	4/16/2016	4/18/2016	4/27/2016	GREEN MILL RESTAURANT	112.49
ACTIVITIES BELLE P	426605558	4/22/2016	4/22/2016	4/27/2016	PAYPAL *AUDIOSAVING	214.95

April 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
CHEVALIER MINDY	424699637	4/4/2016	4/6/2016	4/27/2016	KWIK TRIP 3300003301	13.79
CHEVALIER MINDY	426943861	4/25/2016	4/26/2016	4/27/2016	SAMSClub #6311	110.35
COMM ED BELLE PLAINE	423590659	3/25/2016	3/28/2016	4/27/2016	ILP*INSECT LORE	65.85
COMM ED BELLE PLAINE	423796227	3/28/2016	3/29/2016	4/27/2016	USPS 26073001733418328	2.79
COMM ED BELLE PLAINE	423796228	3/28/2016	3/29/2016	4/27/2016	PAYPAL *MNAFEE	225.00
COMM ED BELLE PLAINE	423796229	3/28/2016	3/29/2016	4/27/2016	Discount School Supply	165.96
COMM ED BELLE PLAINE	423796230	3/28/2016	3/29/2016	4/27/2016	UNIVERSAL ATHLETIC	359.98
COMM ED BELLE PLAINE	423902366	3/29/2016	3/30/2016	4/27/2016	USPS 26073001733418328	3.94
COMM ED BELLE PLAINE	423902367	3/28/2016	3/30/2016	4/27/2016	SOUTH CENTRAL SERVICE	65.00
COMM ED BELLE PLAINE	424013930	3/30/2016	3/31/2016	4/27/2016	COBORN S SUPERSTORE	20.91
COMM ED BELLE PLAINE	424013931	3/29/2016	3/31/2016	4/27/2016	LAKESHORE LEARNING MAT	59.78
COMM ED BELLE PLAINE	424202101	3/31/2016	4/1/2016	4/27/2016	TARGET 00012724	39.06
COMM ED BELLE PLAINE	424202102	4/1/2016	4/1/2016	4/27/2016	USPS 26073001733418328	9.52
COMM ED BELLE PLAINE	424202103	4/1/2016	4/1/2016	4/27/2016	Discount School Supply	148.34
COMM ED BELLE PLAINE	424202104	3/31/2016	4/1/2016	4/27/2016	SAMSClub #6311	53.64
COMM ED BELLE PLAINE	424699646	4/5/2016	4/6/2016	4/27/2016	MNAFEE	50.00
COMM ED BELLE PLAINE	425369466	4/11/2016	4/12/2016	4/27/2016	COBORN S SUPERSTORE	23.04
COMM ED BELLE PLAINE	425369467	4/11/2016	4/12/2016	4/27/2016	SQ *NORTH AMERICAN	754.35
COMM ED BELLE PLAINE	425369468	4/11/2016	4/12/2016	4/27/2016	SQ *CHRISTINE SHUDY	564.25
COMM ED BELLE PLAINE	425475457	4/12/2016	4/13/2016	4/27/2016	USPS 26073001733418328	5.13
COMM ED BELLE PLAINE	425475458	4/13/2016	4/13/2016	4/27/2016	Amazon.com	80.99
COMM ED BELLE PLAINE	425475459	4/13/2016	4/13/2016	4/27/2016	Amazon.com	80.99
COMM ED BELLE PLAINE	425817026	4/14/2016	4/15/2016	4/27/2016	USPS 26073001733418328	2.72
COMM ED BELLE PLAINE	425817027	4/15/2016	4/15/2016	4/27/2016	USPS 26073001733418328	473.14
COMM ED BELLE PLAINE	425817028	4/13/2016	4/15/2016	4/27/2016	G AND K EVENT RENTALS	275.00
COMM ED BELLE PLAINE	425817029	4/14/2016	4/15/2016	4/27/2016	GENESIS - BELLE PLAINE	71.02
COMM ED BELLE PLAINE	426163532	4/18/2016	4/19/2016	4/27/2016	USPS 26073001733418328	1.99
COMM ED BELLE PLAINE	426163533	4/18/2016	4/19/2016	4/27/2016	Amazon.com	41.75
COMM ED BELLE PLAINE	426279800	4/19/2016	4/20/2016	4/27/2016	COBORN S SUPERSTORE	12.57
COMM ED BELLE PLAINE	426279801	4/18/2016	4/20/2016	4/27/2016	THE GRAPHIC EDGE INC	396.35
COMM ED BELLE PLAINE	426401033	4/20/2016	4/21/2016	4/27/2016	USPS 26073001733418328	3.98
COMM ED BELLE PLAINE	426401034	4/20/2016	4/21/2016	4/27/2016	SCHOLASTIC BOOK CLUB	11.00
COMM ED BELLE PLAINE	426401035	4/20/2016	4/21/2016	4/27/2016	SCHOLASTIC BOOK CLUB	32.00
COMM ED BELLE PLAINE	426401036	4/20/2016	4/21/2016	4/27/2016	SCHOLASTIC BOOK CLUB	25.00
COMM ED BELLE PLAINE	426605561	4/22/2016	4/22/2016	4/27/2016	USPS 26073001733418328	9.00
COMM ED BELLE PLAINE	426605562	4/20/2016	4/22/2016	4/27/2016	BOROUGH BOWL	127.00

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	426943864	4/25/2016	4/26/2016	4/27/2016	USPS 26073001733418328	1.99
COMM ED BELLE PLAINE	427057084	4/26/2016	4/27/2016	4/27/2016	USPS 26073001733418328	16.06
ELEMENTARY CHATFIELD	423590656	3/24/2016	3/28/2016	4/27/2016	Amazon.com	20.93
ELEMENTARY CHATFIELD	423590657	3/24/2016	3/28/2016	4/27/2016	Amazon.com	13.06
ELEMENTARY CHATFIELD	423590658	3/25/2016	3/28/2016	4/27/2016	Amazon.com	64.12
ELEMENTARY CHATFIELD	424202100	3/31/2016	4/1/2016	4/27/2016	SUPER DUPER PUBLICATIO	236.40
ELEMENTARY CHATFIELD	424439247	4/3/2016	4/4/2016	4/27/2016	Amazon.com	47.13
ELEMENTARY CHATFIELD	424439248	4/2/2016	4/4/2016	4/27/2016	SCHOLASTIC BOOK CLUB	180.00
ELEMENTARY CHATFIELD	424583095	4/4/2016	4/5/2016	4/27/2016	CHILDREN S THEATRE COM	1,430.00
ELEMENTARY CHATFIELD	424699645	4/5/2016	4/6/2016	4/27/2016	APL* ITUNES.COM/BILL	21.45
ELEMENTARY CHATFIELD	425022279	4/8/2016	4/8/2016	4/27/2016	USPS 26073001733418328	10.38
ELEMENTARY CHATFIELD	425022280	4/8/2016	4/8/2016	4/27/2016	MICHAELS STORES 3747	27.92
ELEMENTARY CHATFIELD	425223783	4/8/2016	4/11/2016	4/27/2016	THE HOME DEPOT #2841	123.10
ELEMENTARY CHATFIELD	425817020	4/14/2016	4/15/2016	4/27/2016	OFFICEMAX CT*IN#245381	21.68
ELEMENTARY CHATFIELD	425817021	4/15/2016	4/15/2016	4/27/2016	OFFICEMAX CT*IN#262752	71.91
ELEMENTARY CHATFIELD	425817022	4/14/2016	4/15/2016	4/27/2016	SSI*SCHOOL SPECIALTY	80.38
ELEMENTARY CHATFIELD	425817023	4/14/2016	4/15/2016	4/27/2016	BB *CHILDRENSMUSEUMSOM	329.00
ELEMENTARY CHATFIELD	425817024	4/15/2016	4/15/2016	4/27/2016	BB *CHILDRENSMUSEUMSOM	405.00
ELEMENTARY CHATFIELD	425817025	4/13/2016	4/15/2016	4/27/2016	THE HOME DEPOT 2825	18.84
ELEMENTARY CHATFIELD	426163531	4/18/2016	4/19/2016	4/27/2016	SUPER DUPER PUBLICATIO	78.85
ELEMENTARY CHATFIELD	426605559	4/21/2016	4/22/2016	4/27/2016	WEST MUSIC CATALOG	16.95
ELEMENTARY CHATFIELD	426605560	4/22/2016	4/22/2016	4/27/2016	SCHOLASTIC INC. KEY 22	808.00
ELEMENTARY CHATFIELD	426818239	4/23/2016	4/25/2016	4/27/2016	TARGET 00014845	40.00
ELEMENTARY CHATFIELD	427057083	4/26/2016	4/27/2016	4/27/2016	OFFICEMAX CT*IN#398427	37.04
ELEMENTARY OAK CREST	423796224	3/28/2016	3/29/2016	4/27/2016	COBORN S SUPERSTORE	178.20
ELEMENTARY OAK CREST	423796225	3/28/2016	3/29/2016	4/27/2016	COBORN S SUPERSTORE	97.53
ELEMENTARY OAK CREST	423796226	3/29/2016	3/29/2016	4/27/2016	SSI*SCHOOL SPECIALTY	298.83
ELEMENTARY OAK CREST	424013927	3/31/2016	3/31/2016	4/27/2016	SSI*SCHOOL SPECIALTY	53.88
ELEMENTARY OAK CREST	424202091	4/1/2016	4/1/2016	4/27/2016	COBORN S SUPERSTORE	491.01
ELEMENTARY OAK CREST	424202092	4/1/2016	4/1/2016	4/27/2016	TRIARCO MAIL ORDER	9.60
ELEMENTARY OAK CREST	424202093	3/31/2016	4/1/2016	4/27/2016	GOPHER SPORT	676.54
ELEMENTARY OAK CREST	424202094	3/31/2016	4/1/2016	4/27/2016	WILLIAM V MACGILL & CO	414.20
ELEMENTARY OAK CREST	424439238	4/3/2016	4/4/2016	4/27/2016	SAMSClub #6311	247.72
ELEMENTARY OAK CREST	424583093	4/5/2016	4/5/2016	4/27/2016	SSI*SCHOOL SPECIALTY	299.53
ELEMENTARY OAK CREST	424699642	4/5/2016	4/6/2016	4/27/2016	NASCO MAIL ORDER	168.56
ELEMENTARY OAK CREST	424699643	4/5/2016	4/6/2016	4/27/2016	BLUE 84 SPIRIT BY LAKE	1,180.20

April 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	424825390	4/6/2016	4/7/2016	4/27/2016	INNOVATIVE OFFICE SOLU	81.05
ELEMENTARY OAK CREST	425022277	4/8/2016	4/8/2016	4/27/2016	NASCO MAIL ORDER	24.96
ELEMENTARY OAK CREST	425223777	4/10/2016	4/11/2016	4/27/2016	SAMS CLUB #6311	198.94
ELEMENTARY OAK CREST	425475453	4/12/2016	4/13/2016	4/27/2016	TWINS BALLPARK LLC	1,990.00
ELEMENTARY OAK CREST	425475454	4/12/2016	4/13/2016	4/27/2016	NASCO MAIL ORDER	13.56
ELEMENTARY OAK CREST	425817016	4/14/2016	4/15/2016	4/27/2016	SSI*SCHOOL SPECIALTY	179.10
ELEMENTARY OAK CREST	425817017	4/15/2016	4/15/2016	4/27/2016	SSI*SCHOOL SPECIALTY	163.38
ELEMENTARY OAK CREST	426401030	4/20/2016	4/21/2016	4/27/2016	AMAZON MKTPLACE PMTS	25.20
ELEMENTARY OAK CREST	426401031	4/20/2016	4/21/2016	4/27/2016	AMAZON MKTPLACE PMTS	8.40
ELEMENTARY OAK CREST	426401032	4/20/2016	4/21/2016	4/27/2016	AMAZON MKTPLACE PMTS	33.60
ELEMENTARY OAK CREST	427057080	4/26/2016	4/27/2016	4/27/2016	TARGET 00018333	239.97
ELEMENTARY OAK CREST	427057081	4/26/2016	4/27/2016	4/27/2016	SAMS CLUB #6311	128.28
ELEMENTARY OAK CREST	427057082	4/26/2016	4/27/2016	4/27/2016	TRIARCO MAIL ORDER	14.12
HANSON LIANN	425022281	4/7/2016	4/8/2016	4/27/2016	MAIN STREET DONUTS AND	26.41
HANSON LIANN	425817030	4/14/2016	4/15/2016	4/27/2016	COBORN S SUPERSTORE	58.50

Total	63,533.10
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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: May 16, 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
04.04.2016	Wells Fargo – Neal Williamson	Chatfield Elementary	70.00
04.13.2016	Belle Plaine Rotary Club	Oak Crest – Book Club Books	500.00
04.13.2016	Steve & Janelle Eischens	Belle Plaine High School – Weight Room Project	100.00
04.21.2016	Belle Plaine PTO	Chatfield Elementary – Kindergarten Program	269.51
04.21.2016	Belle Plaine PTO	Chatfield Elementary – K-2 Field Trips	1,747.17
04.29.2016	Chuck & Monica Valek	Belle Plaine High School – FACS Sewing Machines	400.00
04.29.2016	Land O’Lakes Foundation	Belle Plaine High School – FACS Sewing Machines	400.00
04.29.2016	Kopp Family Foundation	Belle Plaine High School	1,000.00
04.29.2016	BP Basketball Association	Belle Plaine High School – Weight Room Project	5,000.00
04.29.2016	BP Baseball Association	Belle Plaine High School – Weight Room Project	3,000.00
04.29.2016	BP Youth Traveling Baseball	Belle Plaine High School – Weight Room Project	1,000.00

Belle Plaine High School
May 2016
School Board Report
Submitted by Chad Eischens

Appreciation:

- Pandy Anderson, longtime Community Education support staff member, had her last day of work on May 13th. We wish her well in her retirement!
- Community Ed Advisory committee met on May 12th. An update on summer registration numbers and the Let's Go Fishing program were discussed.
- A group of communities met on May 11th to discuss possible youth football options for the fall of 2016.
- Spring sports are up and running. For the most part weather has been cooperating.
- The Youth Fair on April 4th was a success. Approximately 400 youth and adults attended the event.
- Staff has met with community education baseball and softball coaches to lay out expectations and answer questions.

Acceleration:

- Staffing for summer programs is ongoing.
- Registrations for summer programs are coming in. Please encourage people to sign up for classes early.
- Staff is scheduling space for summer programs based on class enrollment.
- Coordinating field schedules with baseball and softball continues.

Anticipation:

- Scheduling of summer field space is ongoing. Thanks to the baseball and softball association for being good partners in this effort.
- May 19th = SW Metro Community Education Directors meeting

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

May Board Report

Belle Plaine School District #0716 Special Services Department Update:

- Wrapping up on Special Education Extended School Year Services
 - ESY will be provided from July 11 – August 4
 - District has hired enough teachers for ESY (through variances)
- Received notice from MDE that Belle Plaine Public Schools special education files have been released and 100% completed within the timeline set by MDE.
- Working on paraprofessional staffing for 2015-2016
 - District will be looking at needing to hire at Oak Crest Elementary School due to resignations/retirements
- Met with Voyager-Sopris consultant on the possible purchase of the READ WELL Curriculum
- Working on the ADSIS data entry and budget for 2015-2016 and 2016-2017
- Attended the spring MASE legal conference May 5th and 6th.
- Attended the spring Director's Forum at MDE on Friday, May 13th.
- Held monthly meetings with special education departments, OT and PT, nurses, and SLP staff.

Board Report
May 12, 2016
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to Mrs. Jungwirth, the kindergarten students, and the Kindergarten teachers on a great Kindergarten Program Performance. It was a full house! We love seeing all of the parents and family members visiting our school for such a fun occasion.
- Thank you for Carol Schultz for your dedication to the Belle Plaine School District for the past 30 plus years. We will miss seeing you everyday!

Acceleration:

- Four years ago we started on a journey together. Those Kindergarten students are now in 3rd grade and have just completed their first MCA test. The percentage of students who are proficient based on preliminary results have increased in math by 5.1% and reading by 8.2% over the previous year and from 13-14 there is an increase as well. This test is a testament to the teachers hard work in the early-learning through grade 2 years. The 3rd grade MCA test is really a Pk-grade 3 test and is a testament to all of us focusing on the content needed for kids to be successful academically and socially.
- The students and staff just went through the first round of math and reading benchmark assessments. It was a learning experience for everyone. We are taking the feedback and working through the kinks so that as we move into next year we will be ready for full implementation of FAST.

Anticipation:

- The Final All School Morning Meeting of the 15-16 school year will be on June 9th.
- The administration is currently working on programming for our Back To School Workshop days. This will be a great learning experience for staff. Some of the items we are currently discussing are PRESS training, A to Z training, and LEXIA. These three items tie in with our balanced literacy philosophy.
- The first grade and second grade team members that are moving forward with FLEX/Performance group math will be meeting next week to organize their thoughts for the 16-17 school year.
- The Chatfield Field Day is June 6. We are all going out to the football field to eat lunch and then have fun all afternoon. Thank you to Chelsey and Katie for all of your planning and organization.
- We currently have 80 applicants in applitrack for our first grade position. We will be bringing in 14 candidates on May 18 to participate in our first round of interviews.. The second round of interviews will be on May 25.

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

Appreciation:

- Our logo/branding work is complete and set to be revealed in the near future. We will have a kick off night to showcase the logo and the weight room. Special thank you to the branding committee for their continuous work on selecting the images for Belle Plaine and what communicates our commitment to excellence. The group included Dan Giesen, Carol Hannon-Orr, Brett Kruschke, Pat Schultz, Charlie Kern, and myself.
- Another prom is in the books! Amie Hohenstein and Bryan Vycital once again organized the mock crash and follow up speaker, Karl Randall, who has faced the challenges of his teenage decisions for his entire life. The mock crash comes as close as you can to presenting the powerful emotions people face in a tragedy. We are so fortunate to partner with local emergency personnel to provide this impactful event to our junior and seniors. Lyle Noah complete his final prom - after over 25 years! His calm leadership with a student focus will be missed. We have a team of Amie Hohenstein and Sibel Dikmen who will take the position next year. Our dance floor at prom is very active. We have students who are very accepting of others and are comfortable being themselves.

Acceleration:

- We have elicited feedback from our staff and PLC leadership team to plan our summer institute. The most common areas of desired professional development include: I can develop daily formative assessments to target specific skills in my lesson, I can differentiate my instruction based on assessment results, and I can plan for my classroom to function in a standards based grading environment. Having the summer institute will allow us to front load our professional development so teachers may implement effective strategies as the year begins. This will also be beneficial to our new staff members.
- The hiring process is ongoing:
 - English - finalizing our candidate
 - EL/Online Learning/Credit Recovery - closing 5/13
 - Industrial Technology/Agriculture Education - closing 5/20

Anticipation:

- We have secured our summer school staff: Mel Hollnagel - JH, Morgan Niemela - 9th/10th, with an emphasis on English, and Mitch Miller - 11th/12th, with an emphasis on math. We will be mostly respectful of previous practices in our summer school process, with a vision for changes as we utilize Apex Learning for our needs next year.
- Buckle up and get ready for the whirlwind of the next 4 weeks, from DFS night to awards night to the Concert in the Park to the FFA Banquet to the spring activity playoffs to graduation! A brisk 4 weeks to celebrate the outstanding success of Belle Plaine High School!

**Belle Plaine High School
School Board Report
Submitted by Margot Hansen
May 16, 2016**

Appreciation:

- Testing is complete! I am so thankful for the time that teachers invested in generating a climate and culture conducive to testing. Our preliminary results look like we will have successes to celebrate as well. We are hoping to receive feedback from staff in regards to any improvements we can make in the future!

Acceleration:

- As the end of the year approaches, plans are being put into place for summer writing. Those involved with our new coding plans and those who have expressed interest in creating a blended learning as well as the science and math departments will be involved in the writing and planning process. They will be reporting to the board about their work in the fall.
- Our English Language Learner/Online/Credit Recovery position was posted and will close on Monday. Interviews for this position will take place by the end of next week.

Anticipation:

- Planning has, and will continue throughout the summer, to provide professional development and support for our teachers in the areas of balanced literacy and standards based grading specifically throughout the 2016-2017 school year.
- Teachers completed a survey about the effectiveness of the web-based curriculum resources available to them. The survey indicates that there are many staff that would appreciate further training on effective use of these resources. That training will take place during our professional development days in August.

Board Report
May 16th, 2016
Oak Crest Elementary
Liann Hanson

Appreciation:

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

Acceleration:

- **Terrific Tiger Celebration** We will have our Terrific Tiger Celebration on Friday, May 20th. We celebrated positive behavior traits of students!
- **Girls ROC!** We did our final run on Saturday, April 23rd at the Girls on the Run 5K! What a great experience for our parents, students, and staff!
- **Testing** We have finished our MCA testing. We really narrowed down some factors and I believe this helped support our students during testing.

Anticipation

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

BELLE PLAINE PUBLIC SCHOOLS

	Revised Budget
	<u>2015-16</u>
Revenues	
General Fund	\$ 15,764,577
Food Services Fund	\$ 640,000
Community Services Fund	\$ 659,837
Debt Redemption Fund	\$ 3,240,376
Trust and Agency Fund	\$ 1,000
Totals All Funds	\$ 20,305,790
 Expenditures	
General Fund	\$ 16,158,392
Food Services Fund	\$ 660,000
Community Services Fund	\$ 676,535
Debt Redemption Fund	\$ 3,202,361
Trust and Agency Fund	\$ 1,860
Totals All Funds	\$ 20,699,148

**2016-2017 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

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

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

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

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
_____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

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

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

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: _____ Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2016
Retain one copy for the school files.

2016-2017 RESOLUTION FOR MEMBERSHIP

(over)

IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2016-2017 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member
(Please Print)

Designated School Representative
(Please Print)

Email Address

Email Address

ACTIVITY REPRESENTATIVES

Boys' Sports
(Please Print)

Girls' Sports
(Please Print)

Speech
(Please Print)

Music
(Please Print)

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

STUDENT / ACTIVITY CONDUCT POLICY

Belle Plaine Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any Belle Plaine student who exhibits conduct that is unbecoming of a representative of the Belle Plaine Public Schools will receive disciplinary action as determined by school officials.

A Belle Plaine student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by Belle Plaine High School and the Minnesota State High School League Eligibility Rules.



District Realignment

Belle Plaine Public Schools
2015-2016

Realignment

Community Education

- Combined with Assistant Principal position
 - Looking at comparable District's and will band and grade the position accordingly

Activities Director

- Reduce .6 in Physical Education (PE)
- Post internally for a .4 PE and .6 Activities Director
 - Looking at comparable District's and will band and grade the position accordingly

Technology Restructure

- Reduce the District Level Director of Technology Position
- Add Technology Leadership to the Director of Curriculum, Instruction and Assessment
- Post Technology Integration Position (Teacher Contract)
- The rest of the structure would stay the same

Director of Curriculum, Instructional Technology and Assessment

Technology Integration Specialist-New Position

Building Instructional Technology Support-Oak Crest

Building Instructional Technology Support-Chatfield

Building Instructional Technology Support Oak Crest

Technology Support Assistants-Secondary/Chatfield

Technology Support Assistants-Oak Crest/Secondary School

Media Para-Chatfield

Media Para-Oak Crest

Media Para-Secondar

Questions?

1st Reading: 1/30/06
2nd Reading: 2/27/06
Approved: 3/27/06
Revised: 9/24/12

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. ~~1999~~ 2015

102 EQUAL EDUCATIONAL OPPORTUNITY

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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ policy of the school district's ~~policy is~~ to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. ~~It is the responsibility of e~~Every school district employee shall be responsible for ~~to~~ complying with this policy conscientiously.
- E. Any student, parent, or guardian having any ~~questions~~ regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

1st Reading: 1/30/06
2nd Reading: 2/27/06
Approved: 3/27/06
Revised: 9/24/12

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with the School Superintendent.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Adopted: _____

MSBA/MASA Model Policy 401

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2015

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. ~~It is the responsibility of eE~~ every school district employee shall be responsible for ~~to~~ following this policy.
- E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

1st Reading: 1/30/06
2nd Reading: 2/27/06
Approved: 3/27/06
Revised: 9/24/12

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact The Special Services Director. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. ~~2003~~ 2015

402 DISABILITY NONDISCRIMINATION 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 a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: 04/24/2006
Revised: 02/28/2011
Reviewed: 10/24/2012
Revised: 07/22/13

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes; school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a

spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual

favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form

available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Activities Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or

complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 716
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 716 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. ~~2014~~ 2015

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. "Disability" means any condition or characteristic that renders a person a

disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in

Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by

the reporting party or complainant.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the

individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.

- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
 MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
 MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. _____
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. ____ maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)