

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, August 22, 2016

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

1. Call to Order:

2. Acknowledgment of Visitors and Special Presentations:

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

4. Consensus Items:

Chair Gardner

1. Previous Board Meeting Minutes:

3

2. Approve Monthly Expenditures:

7

3. Personnel:

4. Student Enrollments:

5. Donations:

19

5. Discussion Items:

1. Superintendent Update:

Dr. Laager

2. Board Member Reports:

Board Members

3. Building Administrator Reports:

6. Action Items:

1. Asst. Principal/Community Services Director Contract:

Dr. Ryan Laager/Mr. Kelle20

2. Review of Current/New Policies:

Dr. Ryan Laager/Mr. Kelle23

7. Upcoming Meetings:

8. Adjourn:

Board Clerk

Date

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, July 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, July 25, 2016 at 6:00 pm at the District Center Board Room with the following members present: Vandermark, Giesen, Gardner, Skelley, O'Brien, Kahle and Supt. Laager.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Representatives from wrestling, girls track and golf will be present to discuss their successful seasons.

Wrestling – Jerold Stauffacher, Coach

- *4th seed going into Sections - won*
- *3rd seed going into State – finished 3rd with a win over the Spartans*
- *9th Grade won the state title*

Girl's Golf – Jerold Stauffacher, Coach

- *Ireland finished 47th at the State Tournament*
- *Practices were held at Ridges in Jordan this year.*

Girl's Track

- *Jenna – 2x State Champion – won conference again*
- *Running for MSU in track this year!*
- *State Finishes – 4 x 1 (9th Place), 4x2 (3rd Place) and 4 x 4 (8th Place)*

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 Kahle and second by O'Brien to approve the agenda as presented.

Motion carried unanimously.

4. Consensus Items:

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

Presenter: Chair Gardner

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the June 27, 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 July were reviewed. Administration recommends approval of the July 2016 disbursements totaling \$1,822,221.83. This includes board payables of \$312,430.91, hand payables of \$941,870.91, electronic payments of \$518,220.19 and student activity payments of \$49,699.82.

4. 3. Personnel:

Accept the resignation of Ken Wick, Technology Coordinator, effective July 5, 2016.

Approve the hire of Bryce Jacobson, Instructional Technology Coach, for the 2016-17 school year at BA, Step 4, \$38,741.

Approve the hire of Mark Fahrenkamp, Second Shift Full Time Custodian, for the 2016-17 school year at Step 1, \$14.68 per hour with a \$.75 shift differential during the school year.

Approve the hire of Chris Kehr, Paraprofessional, for the 2016-17 school year at HQ Step 2, 177-7 hour days at \$13.28 per hour.

Approve the hire of Sara Beyer, Secondary Social Instructor, for the 2016-17 school year at BA Step 3, \$37,734.

Approve an Employee Leave Request for Allison Beggs, Secondary Social Instructor, effective from approximately October 9, 2016 through November 20, 2016.

4. 4. Student Enrollments:

Approve two Belle Plaine residents, grades 5 and 6, to attend Jordan Schools beginning in fall of 2016.

Approve a New Prague resident, grade 5, to attend Belle Plaine Schools beginning in the fall of 2016.

Approve a LeSueur resident, grade 3, to attend Belle Plaine Schools beginning in the fall of 2016.

5. Discussion Items:

5. 1. Superintendent Update:

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

5. 1. 1. Update on Summer Retreat

Presenter: Dr. Ryan Laager

- *Teacher's will present on blended learning*
- *Discussion on "on-line" learning away from school*
- *Post-Secondary trend data – Minnesota has a program called Sleds that we will look at.*
- *Twenty first century learning. Thea will be leading the Oak Crest Summer Robotics program in August.*
- *Looking at August Professional Days*
- *Technology refresher update with three options*

5. 1. 2. Technology Update

Presenter: Dr. Ryan Laager

- *Transition from AirWatch to JAMF*
- *Partnering with South Central to make sure we are PCI*

Compliant, get bussing network working, get Tiger Guest network connection running.

- *All new staff email and phone lines are set up and ready for the start of the new school year.*

5. 2. Board Member Reports:

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

Presenter: Board Members

Community Garden (Skelley, Kahle)

- *A plan has come together on what will be planted and how much the students will be paid*

Principal Contract Meetings (Giesen)

- *Contracts are ready for approval*

6. Action Items:

6. 1. Approve membership in MSBA:

Approve the annual membership to MSBA for 2016-17 fiscal year.

Presenter: Mr. Keller

Motion by Vandermark and second by Giesen to approve the annual membership to MSBA for the 2016-17 fiscal year. Motion carried unanimously.

6. 2. Approve Handbooks for 2016-2017:

Each year the board gives approval to our handbooks for the coming year. Attached are copies of handbooks from each of the buildings plus the activities handbook for your review. Approval of these handbooks is recommended.

Presenter: Dr. Ryan Laager

Motion by Giesen and second by Kahle to approve the 2016-17 School Handbooks. Motion carried unanimously.

6. 3. Approve 10 Year Facility Plan for MDE:

As was discussed in our finance meeting at 5:30 p.m. there is a requirement to annually approve a 10-Year Long Term Facilities Maintenance (LTFM) Plan. This includes estimated revenues and expenditures. A copy of that plan is attached to the agenda. This plan and the associated costs of the items within the plan, will determine our revenue stream for facilities moving into the future. We have requested the maximum amount of revenue available and will look for any adjustments once we have seen the impact of this request on our annual levy. Approval of the 10 year facility maintenance plan is recommended.

Presenter: Mr. Keller

Motion by Vandermark and second by Kahle to approve the 10 Year Facility Plan. Motion carried unanimously with a 6-0 vote.

6. 4. Accept Roofing/Paving Proposals:

During the finance meeting we reviewed and discussed roofing quotes for the District Office and Chatfield buildings as well as quotes for repaving part of the parking lot at Chatfield. Mr. Heine has received three proposals from roofing and asphalt contractors. It is requested that the recommendation from the finance committee be approved.

Presenter: Mr. Heine/Mr. Keller

Motion by Vandermark and second by Skelley to accept the roofing bid from Nieman at \$9,000 for Chatfield Elementary and \$49,000 for the District Office Building. Also, to approve an additional bid of up to \$20,000 for the pavement project at Chatfield. Motion carried unanimously.

6. 5. Approve Literacy Plan:

The Literacy Plan for the 2016-17 School Year is attached for your review.

Approval is recommended.

Presenter: Dr. Ryan Laager

Motion by O'Brien and second by Giesen to approve the Literacy Plan for the 2016-17 school year. Motion carried unanimously.

6. 6. Approve Principal Contract:

Approve the Principal contract for the period of July 1, 2016 through June 30, 2018.

Presenter: Dr. Ryan Laager

Motion by Skelley and second by Giesen to approve the Principal contracts for the period of July 1, 2016 through June 30, 2018. Motion carried unanimously.

6. 7. Approve Volleyball Coop with Holy Family:

Approve the Coop for volleyball with Holy Family for the 2016-17 season.

Presenter: Mr. Keller

Motion by Kahle and second by O'Brien to approve the coop with Holy Family for Volleyball beginning with the 2016-17 season. Motion carried unanimously.

7. Upcoming Meetings:

August 8: 8:30 a.m. Board Retreat at Charlson Meadows
August 22: 5:30 p.m. Finance Committee
 6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Giesen and second by Vandermark to adjourn at 6:48 pm. Motion carried unanimously.

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4272	N	AMY FRANCK	V70201	54962	05182016	177.66	0.00	177.66	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$177.66			
1	5407	N	ANDREA ANDERT	V70201	54930	07212016	250.00	0.00	250.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$250.00			
1	4589	N	BANC OF AMERICA LEASING	V70201	54951	87	8,256.74	0.00	8,256.74	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V70201	54947	21691	2,780.00	0.00	2,780.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$2,780.00			
1	6467	N	BROWN INDUSTRIES INC	V70201	54968	116-09719	32.80	0.00	32.80	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$32.80			
1	1197	N	BRUCE MATHIOWETZ	V70201	54921	68357285	374.82	0.00	374.82	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$374.82			
1	1237	N	CENTRAL FIRE PROTECTION IN	V70201	54994	35497	806.50	0.00	806.50	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$806.50			
1	1238	N	CENTRAL PUBLIC SCHOOLS	V70201	54944	08222016	40.00	0.00	40.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$40.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V70201	55010	6510	884.87	0.00	884.87	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$884.87			
1	7080	N	DOROTHY SAULSBURY	V70201	54922	07262016	25.54	0.00	25.54	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$25.54			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V70201	54924	33249	205.84	0.00	205.84	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$205.84			
1	6870	N	EMILYAUST	V70201	54965	06132016	227.02	0.00	227.02	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$227.02			
1	1511	N	GRAINGER	V70201	55012	9186905205	156.31	0.00	156.31	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$156.31			
1	3228	N	ISD 625	V70201	54981	3373	91.84	0.00	91.84	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$91.84			
1	7077	N	JACK GERNBACHER	V70201	54932	07282016	79.06	0.00	79.06	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$79.06			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1618	N	JANESVILLE WALDORF SCHOOL	V70201	54961	6162	605.17	0.00	605.17	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$605.17			
1	1629	N	JEFF HEINE	V70201	54952	08172016	859.19	0.00	859.19	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$859.19			
1	1637	N	JEROLD STAUFFACHER	V70201	54978	06132016	94.49	0.00	94.49	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$94.49			
1	1660	N	JORDAN HIGH SCHOOL	V70201	54974	5032	720.00	0.00	720.00	06/29/2016	06/29/2016	06/29/2016
1	1660	N	JORDAN HIGH SCHOOL	V70201	54971	5061	9,080.69	0.00	9,080.69	06/29/2016	06/29/2016	06/29/2016
1	1660	N	JORDAN HIGH SCHOOL	V70201	54973	5060	2,019.54	0.00	2,019.54	06/29/2016	06/29/2016	06/29/2016
1	1660	N	JORDAN HIGH SCHOOL	V70201	54972	5059	5,328.78	0.00	5,328.78	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$17,149.01			
1	6555	N	KELLY PETRASEK	V70201	54963	07192016	23.76	0.00	23.76	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$23.76			
1	2857	N	KELLY POPPLER	V70201	54923	07282016	53.35	0.00	53.35	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$53.35			
1	3777	N	KENDELL DOORS & HDW INC	V70201	55009	SI033476	680.00	0.00	680.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$680.00			
1	3120	N	KENNEDY & GRAVEN, CHARTEREC	V70201	54976	132465	60.00	0.00	60.00	06/29/2016	06/29/2016	06/29/2016
1	3120	N	KENNEDY & GRAVEN, CHARTEREC	V70201	54977	132464	2,380.00	0.00	2,380.00	06/29/2016	06/29/2016	06/29/2016
1	3120	N	KENNEDY & GRAVEN, CHARTEREC	V70201	54975	132291	420.00	0.00	420.00	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$2,860.00			
1	5789	N	KIM DEWITTE	V70201	54946	08082016	405.24	0.00	405.24	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$405.24			
1	6474	N	KUDELSKI SECURITY, INC	V70201	54948	146102	24,400.00	0.00	24,400.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$24,400.00			
1	5081	N	LAMPERT LUMBER	V70201	54992	5213066	1,159.35	0.00	1,159.35	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$1,159.35			
1	1707	N	LANGE'S PLUMBING & HEATING	V70201	54936	129652	448.00	0.00	448.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$448.00			
1	5791	N	LAURA NELSON	V70201	54941	08152016	222.00	0.00	222.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$222.00			

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	6563	N	MARGOT HANSEN	V70201	54966	06222016	43.20	0.00	43.20	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$43.20			
1	6065	N	MATT RUEHLING	V70201	54967	05312016	218.16	0.00	218.16	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$218.16			
1	4145	N	MEDICAREBLUE RX	V70201	54943	162190290289	433.50	0.00	433.50	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$433.50			
1	7084	N	MEEKER & WRIGHT SPED COOP #1	V70201	54969	SEPT-JUNE 2016	668.46	0.00	668.46	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$668.46			
1	6496	N	MEGAN ZINKEN	V70201	54945	07262016	50.00	0.00	50.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$50.00			
1	3536	N	MN DEPT OF HEALTH	V70201	54960	1226197	45.00	0.00	45.00	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$45.00			
1	1885	N	MSBA	V70201	54920	14629Q9T2Z9	2,000.00	0.00	2,000.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$2,000.00			
1	2582	N	MSHSL	V70201	54953	029414	360.00	0.00	360.00	08/17/2016	08/17/2016	08/17/2016
1	2582	N	MSHSL	V70201	54950	029633	1,990.00	0.00	1,990.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$2,350.00			
1	1889	N	MULTILINGUAL WORD INC	V70201	54979	071516-604	110.00	0.00	110.00	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$110.00			
1	1991	N	PRAIRIE FIRE THEATRE	V70201	54959	07232016	2,000.00	0.00	2,000.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$2,000.00			
1	2002	N	PROTECTION SYSTEMS INC	V70201	54991	32690	8,750.00	0.00	8,750.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$8,750.00			
1	2030	N	REGION V	V70201	54934	10594	5,505.50	0.00	5,505.50	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$5,505.50			
1	6893	N	RYAN LAAGER	V70201	54935	R47CD8	281.04	0.00	281.04	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$281.04			
1	2066	N	SCHINDLER ELEVATOR CORP	V70201	54993	7152377425	592.20	0.00	592.20	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$592.20			

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	2068	N	SCHOLASTIC	V70201	54919	13556327	2,750.00	0.00	2,750.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$2,750.00			
1	3112	N	SCHOLASTIC TEACHING RESCOUF	V70201	54954	M5828848	1,415.72	0.00	1,415.72	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$1,415.72			
1	2115	N	SHERWIN WILLIAMS	V70201	54987	6910-8	224.67	0.00	224.67	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$224.67			
1	7061	N	SOUTH CENTRAL COLLEGE	V70201	54988	16555	1,925.00	0.00	1,925.00	08/17/2016	08/17/2016	08/17/2016
1	7061	N	SOUTH CENTRAL COLLEGE	V70201	54986	16530	734.08	0.00	734.08	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$2,659.08			
1	6138	N	SOUTHWEST METRO EDUCATION/	V70201	54982	13230	3,816.07	0.00	3,816.07	06/29/2016	06/29/2016	06/29/2016
1	6138	N	SOUTHWEST METRO EDUCATION/	V70201	54980	13189	1,665.64	0.00	1,665.64	06/29/2016	06/29/2016	06/29/2016
1	6138	N	SOUTHWEST METRO EDUCATION/	V70201	54970	13187	24,606.23	0.00	24,606.23	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$30,087.94			
1	3287	N	SPARETIME INVESTMENT GROUP	V70201	55014	2092	187.50	0.00	187.50	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$187.50			
1	2157	N	STEFFEN HARDWARE	V70201	55013	JULY 2016	360.24	0.00	360.24	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$360.24			
1	2164	N	STIER TRANSPORTATION SERVICE	V70201	54964	060416	796.34	0.00	796.34	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$796.34			
1	2106	N	SUPPLYWORKS	V70201	55023	372544122	208.29	0.00	208.29	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$208.29			
1	2188	N	TAHER INC	V70201	54931	0046726-IN	6,114.94	0.00	6,114.94	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$6,114.94			
1	7082	N	TINA JEURISSEN	V70201	54949	07172016	98.12	0.00	98.12	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$98.12			
1	5669	N	TITAN ENERGY SYSTEMS	V70201	54990	120209-015	424.92	0.00	424.92	08/17/2016	08/17/2016	08/17/2016
1	5669	N	TITAN ENERGY SYSTEMS	V70201	54989	120209-025	424.92	0.00	424.92	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$849.84			
1	4301	N	TOP 20 TRAINING, LLC	V70201	54942	08082016	2,100.00	0.00	2,100.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$2,100.00			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3931	N	TRAILBLAZER TRANSIT	V70201	54958	2016-03-262	16.00	0.00	16.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$16.00			
1	6322	N	TRI COUNTY WATER CONDITIONIN	V70201	54925	195032	72.00	0.00	72.00	08/17/2016	08/17/2016	08/17/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V70201	54927	194993	72.00	0.00	72.00	08/17/2016	08/17/2016	08/17/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V70201	54928	195024	72.00	0.00	72.00	08/17/2016	08/17/2016	08/17/2016
1	6322	N	TRI COUNTY WATER CONDITIONIN	V70201	54926	195057	72.00	0.00	72.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$288.00			
1	2266	N	TRUGREEN CHEMLAWN	V70201	55022	51183081	1,012.50	0.00	1,012.50	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55021	51183021	708.64	0.00	708.64	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55020	51183123	606.64	0.00	606.64	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55019	51263658	857.89	0.00	857.89	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55018	51262315	1,916.55	0.00	1,916.55	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55017	51257649	201.86	0.00	201.86	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55016	51255825	201.86	0.00	201.86	08/17/2016	08/17/2016	08/17/2016
1	2266	N	TRUGREEN CHEMLAWN	V70201	55015	51264008	214.74	0.00	214.74	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$5,720.68			
1	6037	N	UNIVERSAL ATHLETIC	V70201	54957	150-0020284-01	1,055.76	0.00	1,055.76	08/17/2016	08/17/2016	08/17/2016
1	6037	N	UNIVERSAL ATHLETIC	V70201	54956	150-0020202-01	649.89	0.00	649.89	08/17/2016	08/17/2016	08/17/2016
1	6037	N	UNIVERSAL ATHLETIC	V70201	54955	150-0020200-01	1,921.55	0.00	1,921.55	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$3,627.20			
1	6546	N	US BANK	V70201	54939	4356261	425.00	0.00	425.00	08/17/2016	08/17/2016	08/17/2016
1	6546	N	US BANK	V70201	54938	4356263	425.00	0.00	425.00	08/17/2016	08/17/2016	08/17/2016
1	6546	N	US BANK	V70201	54937	4356262	425.00	0.00	425.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$1,275.00			
1	6500	N	USBANCORP	V70201	54940	310306824	266,613.37	0.00	266,613.37	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$266,613.37			
1	6182	N	WACONIA COMMUNITY ED.	V70201	54929	136	404.00	0.00	404.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$404.00			
1	2573	N	WHITEWATER WIRELESS INC	V70201	55011	3736	5,824.00	0.00	5,824.00	08/17/2016	08/17/2016	08/17/2016
							Check Amount:		\$5,824.00			
							Report Total:		\$418,016.55			

*Does not meet minimum amount

**Exceeds maximum amount

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P702P1	0716	40165	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	8/5/2016	0 N	USD	7412.74
P702P1	0716	40166	SBC		WX	1	1977	PERA	N	N	8/5/2016	0 N	USD	5515.11
P702P1	0716	40167	SBC		WX	1	2330	FEDERAL	N	N	8/5/2016	0 N	USD	7991.99
P702P1	0716	40167	SBC		WX	1	2330	FEDERAL	N	N	8/5/2016	0 N	USD	2657.44
P702P1	0716	40167	SBC		WX	1	2330	FEDERAL	N	N	8/5/2016	0 N	USD	11362.94
P702P1	0716	40168	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	8/5/2016	0 N	USD	3363.18
P702P1	0716	40169	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	8/5/2016	0 N	USD	998.33
P702P1	0716	40170	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2016	0 N	USD	708
P702P1	0716	40170	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2016	0 N	USD	830
P702P1	0716	40170	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2016	0 N	USD	596
P702P1	0716	40170	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	8/5/2016	0 N	USD	1000
P70202	0716	40179	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2016	N	USD	3.52
P70202	0716	40179	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2016	N	USD	31.4
P70202	0716	40179	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2016	N	USD	149.21
P70202	0716	40179	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2016	N	USD	322.49
P70202	0716	40179	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2016	N	USD	567.06
P70202	0716	40179	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	7/21/2016	N	USD	779.98
P70202	0716	40180	SBC		WX	1	2336	XCEL ENERGY	N	N	7/22/2016	N	USD	947.6
P70202	0716	40181	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	7/22/2016	N	USD	541.65
P70202	0716	40182	SBC		WX	1	2336	XCEL ENERGY	N	N	7/25/2016	N	USD	97.37
P70202	0716	40182	SBC		WX	1	2336	XCEL ENERGY	N	N	7/25/2016	N	USD	97.37
P70202	0716	40182	SBC		WX	1	2336	XCEL ENERGY	N	N	7/25/2016	N	USD	103.09
P70202	0716	40182	SBC		WX	1	2336	XCEL ENERGY	N	N	7/25/2016	N	USD	1339.77
P70202	0716	40189	SBC		WX	1	2336	XCEL ENERGY	N	N	8/5/2016	0 N	USD	10070.64
P70202	0716	40189	SBC		WX	1	2336	XCEL ENERGY	N	N	8/5/2016	0 N	USD	9822.85
P70202	0716	40189	SBC		WX	1	2336	XCEL ENERGY	N	N	8/5/2016	0 N	USD	7246.83
P70202	0716	40190	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/5/2016	0 N	USD	82.09
P70202	0716	40190	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/5/2016	0 N	USD	64.95
P70202	0716	40190	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/5/2016	0 N	USD	51.79
P70202	0716	40190	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/5/2016	0 N	USD	47.1
P70202	0716	40191	SBC		WX	1	2336	XCEL ENERGY	N	N	8/8/2016	0 N	USD	447.85
P70202	0716	40192	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/9/2016	0 N	USD	645.38
P70202	0716	40192	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/9/2016	0 N	USD	355.91
P70202	0716	40192	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	8/9/2016	0 N	USD	215.12

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
								July 2016 PCARD						28,811.45
								Payroll 8/05/2016						65,184.20
													Total	\$ 170,462.40

July 2016 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	40000	HSAC	7791	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2017 - 4IMPRINT	7/13/2016 0	N	USD	986.89
0716	40159	HSAC	7792	CH	3	6030	ADRENALINE FUNDRAISING	Sunflower Seeds pmt. FR	7/29/2016 0	N	USD	1,848.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - DINN BROS	7/29/2016 0	N	USD	102.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - AMAZON	7/29/2016 0	N	USD	196.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - AMAZON	7/29/2016 0	N	USD	196.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - AMAZON	7/29/2016 0	N	USD	392.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - AMAZON	7/29/2016 0	N	USD	196.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - RUSHORDERTEES.COM	7/29/2016 0	N	USD	310.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	HS STD CNCL - SAMS CLUB	7/29/2016 0	N	USD	188.21
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - COBORNS	7/29/2016 0	N	USD	38.93
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - COBORNS	7/29/2016 0	N	USD	58.94
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - COBORNS	7/29/2016 0	N	USD	3.98
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - DOMINOS	7/29/2016 0	N	USD	175.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH STD CNCL - DAIRY QUEEN	7/29/2016 0	N	USD	100.00
0716	40153	HSAC	7793	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - DAIRY QUEEN	7/29/2016 0	N	USD	30.99
0716	40156	HSAC	7794	CH	3	4813	BPEA	Pepsi	7/29/2016 0	N	USD	28.51
0716	40152	HSAC	7795	CH	1	1197	BRUCE MATHIOWETZ	FFA - THE GARAGE	7/29/2016 0	N	USD	53.31
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - JACKPOT HOTEL	7/29/2016 0	N	USD	128.24
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - JACKPOT HOTEL	7/29/2016 0	N	USD	128.24
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - JACKPOT HOTEL	7/29/2016 0	N	USD	213.76
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - DAIRY QUEEN	7/29/2016 0	N	USD	32.06
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - JACKPOT JUNCTION	7/29/2016 0	N	USD	80.10
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - RUNNINGS	7/29/2016 0	N	USD	25.98
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - RUNNINGS	7/29/2016 0	N	USD	35.00
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - JIMS MARKET	7/29/2016 0	N	USD	36.63
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - PIZZA RANCH	7/29/2016 0	N	USD	59.96
0716	40154	HSAC	7796	CH	3	4748	BRUCE MATHIOWETZ	FFA - CHUMLYS	7/29/2016 0	N	USD	64.47
0716	40158	HSAC	7797	CH	3	6006	BSN SPORTS INC	Grandstand Padding	7/29/2016 0	N	USD	1,859.99
0716	40155	HSAC	7798	CH	3	4811	EMMA KRUMBEE'S FLORAL	Graduation Flowers	7/29/2016 0	N	USD	189.25
0716	40157	HSAC	7799	CH	3	5228	GRAPHIC EDGE	T-shirts (Conf & State)	7/29/2016 0	N	USD	366.86
0716	40157	HSAC	7799	CH	3	5228	GRAPHIC EDGE	T-shirts (Conf & State)	7/29/2016 0	N	USD	268.21
0716	40161	HSAC	7800	CH	3	7079	MELISSA HANSON	Lunch for Team Help	7/29/2016 0	N	USD	41.68
0716	40160	HSAC	7801	CH	3	6560	NORTH AMERICAN SAFETY INC	T-Shirts - Color Run	7/29/2016 0	N	USD	579.54

Total 9,014.73

July 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
SD BELLE PLAINE	436305410	7/18/2016	7/19/2016	7/27/2016	CRISIS PREVENTION	554.25
SD BELLE PLAINE	436512125	7/20/2016	7/21/2016	7/27/2016	INNOVATIVE OFFICE SOLU	11.00
SD BELLE PLAINE	436512126	7/20/2016	7/21/2016	7/27/2016	MHE*MCGRAW-HILL ECOMM	523.42
SD BELLE PLAINE	436705678	7/22/2016	7/22/2016	7/27/2016	NCS PEARSON	249.00
SD BELLE PLAINE	437020209	7/26/2016	7/26/2016	7/27/2016	NCS PEARSON	262.88
SD BELLE PLAINE	437020210	7/26/2016	7/26/2016	7/27/2016	NCS PEARSON	1,279.22
SD BELLE PLAINE	437126538	7/25/2016	7/27/2016	7/27/2016	TOYS FOR SPECIAL CHILD	614.75
HIGH SCHOOL BELLE PLAINE	434269113	6/28/2016	6/29/2016	7/27/2016	IDOCTOR	1,894.47
HIGH SCHOOL BELLE PLAINE	434269114	6/28/2016	6/29/2016	7/27/2016	IDOCTOR	144.00
HIGH SCHOOL BELLE PLAINE	434406330	6/28/2016	6/30/2016	7/27/2016	BLENDEDSCHOOLS.NET	40.00
HIGH SCHOOL BELLE PLAINE	434645914	7/2/2016	7/4/2016	7/27/2016	CODECADEMY PRO	19.99
HIGH SCHOOL BELLE PLAINE	436305411	7/18/2016	7/19/2016	7/27/2016	ACDA INTERNET	140.00
HIGH SCHOOL BELLE PLAINE	436705679	7/21/2016	7/22/2016	7/27/2016	OFFICE DEPOT #1090	152.57
HIGH SCHOOL BELLE PLAINE	436705680	7/21/2016	7/22/2016	7/27/2016	OFFICE DEPOT #1090	1,851.31
HIGH SCHOOL BELLE PLAINE	437126539	7/26/2016	7/27/2016	7/27/2016	TIES	100.00
DAVIS KRIS	434269110	6/27/2016	6/29/2016	7/27/2016	METRO SALES INC.	2,311.25
DAVIS KRIS	435085868	7/6/2016	7/7/2016	7/27/2016	USPS 26073001733418328	220.50
DAVIS KRIS	435085869	7/6/2016	7/7/2016	7/27/2016	KULLY SUPPLY	450.15
DAVIS KRIS	435085870	7/5/2016	7/7/2016	7/27/2016	METRO SALES INC.	825.75
DAVIS KRIS	435085871	7/5/2016	7/7/2016	7/27/2016	METRO SALES INC.	456.20
DAVIS KRIS	435238015	7/7/2016	7/8/2016	7/27/2016	HILLYARD INC HUTCHINSO	92.15
DAVIS KRIS	435238016	7/7/2016	7/8/2016	7/27/2016	HILLYARD INC HUTCHINSO	218.58
DAVIS KRIS	435238017	7/7/2016	7/8/2016	7/27/2016	HILLYARD INC HUTCHINSO	597.26
DAVIS KRIS	435969772	7/15/2016	7/15/2016	7/27/2016	INNOVATIVE OFFICE SOLU	56.09
DAVIS KRIS	435969773	7/14/2016	7/15/2016	7/27/2016	GENESIS - BELLE PLAINE	120.74
DAVIS KRIS	436512123	7/20/2016	7/21/2016	7/27/2016	USPS 26073001733418328	31.00
DAVIS KRIS	436705673	7/21/2016	7/22/2016	7/27/2016	BIFFS INC	478.87
HEINE JEFF	434645916	7/1/2016	7/4/2016	7/27/2016	PLUNKETTS PEST CONTROL	233.62
HEINE JEFF	434645917	7/1/2016	7/4/2016	7/27/2016	PLUNKETTS PEST CONTROL	151.97
HEINE JEFF	434645918	7/1/2016	7/4/2016	7/27/2016	PLUNKETTS PEST CONTROL	182.26
HEINE JEFF	434645919	7/1/2016	7/4/2016	7/27/2016	PLUNKETTS PEST CONTROL	209.84
KELLER CHUCK	434162912	6/28/2016	6/28/2016	7/27/2016	VZWRLSS*MY VZ VB P	616.82
KELLER CHUCK	434269111	6/29/2016	6/29/2016	7/27/2016	VZWRLSS*MW M5761-01	149.99
KELLER CHUCK	435969774	7/14/2016	7/15/2016	7/27/2016	MNSCU	1,887.80
KELLER CHUCK	437020207	7/26/2016	7/26/2016	7/27/2016	VZWRLSS*APOCC VISB	1,567.46
KELLER CHUCK	437126536	7/27/2016	7/27/2016	7/27/2016	VZWRLSS*MY VZ VB P	74.73

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ACTIVITIES BELLE P	434162913	6/27/2016	6/28/2016	7/27/2016	PAYPAL *NETFLIX.COM	12.87
ACTIVITIES BELLE P	435579782	7/11/2016	7/12/2016	7/27/2016	IN *ONCOURT OFFCOURT L	89.50
ACTIVITIES BELLE P	435667148	7/12/2016	7/13/2016	7/27/2016	BP DAIRY QUEEN	40.00
ACTIVITIES BELLE P	437020208	7/25/2016	7/26/2016	7/27/2016	YARDSIGNWHOLESALE.COM	400.00
ACTIVITIES BELLE P	437126537	7/26/2016	7/27/2016	7/27/2016	USPS 26073001733418328	12.80
COMM ED BELLE PLAINE	434406327	6/29/2016	6/30/2016	7/27/2016	FITZHARRIS SPORTS	677.88
COMM ED BELLE PLAINE	434406328	6/29/2016	6/30/2016	7/27/2016	IN *ONCOURT OFFCOURT L	495.54
COMM ED BELLE PLAINE	434406329	6/30/2016	6/30/2016	7/27/2016	AMAZON MKTPLACE PMTS	42.93
COMM ED BELLE PLAINE	434645911	7/1/2016	7/4/2016	7/27/2016	USPS 26073001733418328	8.45
COMM ED BELLE PLAINE	435085873	7/6/2016	7/7/2016	7/27/2016	COBORN S SUPERSTORE	24.15
COMM ED BELLE PLAINE	435238018	7/7/2016	7/8/2016	7/27/2016	MATT SAXE CHEVROLET BU	139.95
COMM ED BELLE PLAINE	435788840	7/13/2016	7/14/2016	7/27/2016	COBORN S SUPERSTORE	42.60
COMM ED BELLE PLAINE	435969782	7/14/2016	7/15/2016	7/27/2016	COBORN S SUPERSTORE	17.04
COMM ED BELLE PLAINE	435969783	7/15/2016	7/15/2016	7/27/2016	THE WORKS	140.00
COMM ED BELLE PLAINE	435969784	7/14/2016	7/15/2016	7/27/2016	GENESIS - BELLE PLAINE	326.06
COMM ED BELLE PLAINE	436393597	7/19/2016	7/20/2016	7/27/2016	BSN*SPORT SUPPLY GROUP	279.23
COMM ED BELLE PLAINE	436512124	7/20/2016	7/21/2016	7/27/2016	STAGES THEATRE COMPANY	210.00
COMM ED BELLE PLAINE	436705674	7/21/2016	7/22/2016	7/27/2016	GRAND SLAM	343.75
COMM ED BELLE PLAINE	436705675	7/20/2016	7/22/2016	7/27/2016	ORIENTAL TRADING CO	(43.47)
COMM ED BELLE PLAINE	436705676	7/19/2016	7/22/2016	7/27/2016	HOMETOWN INN & SUITES	578.95
COMM ED BELLE PLAINE	436705677	7/19/2016	7/22/2016	7/27/2016	HOMETOWN INN & SUITES	578.95
ELEMENTARY CHATFIELD	434269112	6/28/2016	6/29/2016	7/27/2016	DRAPHIX/TEACHER DIRECT	91.54
ELEMENTARY CHATFIELD	434406319	6/29/2016	6/30/2016	7/27/2016	SSI*SCHOOL SPECIALTY	172.25
ELEMENTARY CHATFIELD	434406320	6/29/2016	6/30/2016	7/27/2016	Discount School Supply	310.46
ELEMENTARY CHATFIELD	434406321	6/30/2016	6/30/2016	7/27/2016	SSI*SCHOOL SPECIALTY	104.89
ELEMENTARY CHATFIELD	434406322	6/30/2016	6/30/2016	7/27/2016	SSI*SCHOOL SPECIALTY	127.75
ELEMENTARY CHATFIELD	434406323	6/30/2016	6/30/2016	7/27/2016	SSI*SCHOOL SPECIALTY	791.77
ELEMENTARY CHATFIELD	434406324	6/30/2016	6/30/2016	7/27/2016	SSI*SCHOOL SPECIALTY	264.15
ELEMENTARY CHATFIELD	434406325	6/30/2016	6/30/2016	7/27/2016	SSI*SCHOOL SPECIALTY	133.41
ELEMENTARY CHATFIELD	434406326	6/29/2016	6/30/2016	7/27/2016	KAPLAN EARLY LEARNING	1,683.88
ELEMENTARY CHATFIELD	434645908	7/1/2016	7/4/2016	7/27/2016	SSI*SCHOOL SPECIALTY	147.64
ELEMENTARY CHATFIELD	434645909	7/1/2016	7/4/2016	7/27/2016	SSI*SCHOOL SPECIALTY	36.09
ELEMENTARY CHATFIELD	435085872	7/6/2016	7/7/2016	7/27/2016	SSI*SCHOOL SPECIALTY	9.08
ELEMENTARY CHATFIELD	435579783	7/11/2016	7/12/2016	7/27/2016	SSI*SCHOOL SPECIALTY	11.37
ELEMENTARY CHATFIELD	435788838	7/13/2016	7/14/2016	7/27/2016	TARGET 00018333	65.78
ELEMENTARY CHATFIELD	435788839	7/13/2016	7/14/2016	7/27/2016	SUPREME SCHOOL SPLY WE	163.02

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	435969775	7/15/2016	7/15/2016	7/27/2016	INNOVATIVE OFFICE SOLU	140.09
ELEMENTARY CHATFIELD	435969776	7/14/2016	7/15/2016	7/27/2016	OFFICEMAX CT*IN#326666	594.00
ELEMENTARY CHATFIELD	435969777	7/14/2016	7/15/2016	7/27/2016	OFFICEMAX CT*IN#330398	4.52
ELEMENTARY CHATFIELD	435969778	7/15/2016	7/15/2016	7/27/2016	SSI*SCHOOL SPECIALTY	265.41
ELEMENTARY CHATFIELD	435969779	7/15/2016	7/15/2016	7/27/2016	SSI*SCHOOL SPECIALTY	405.84
ELEMENTARY CHATFIELD	435969780	7/14/2016	7/15/2016	7/27/2016	LAKESHORE LEARNING #41	39.15
ELEMENTARY CHATFIELD	435969781	7/14/2016	7/15/2016	7/27/2016	LAKESHORE LEARNING #41	10.39
ELEMENTARY CHATFIELD	436179753	7/16/2016	7/18/2016	7/27/2016	RGS Pay*	51.90
Total						28,811.45

Belle Plaine Public Schools
ISD #716

CONDITIONS OF EMPLOYMENT

**ASSISTANT PRINCIPAL/
COMMUNITY SERVICES DIRECTOR**

July 1, 2016 – June 30, 2018

Approved by School Board on _____

These Conditions of Employment are for the position of .6 FTE Community Services Director and .4 Assistant Principal for Belle Plaine Public Schools. This contract can be terminated by either party, for any reason, upon 90 days written notification from one party to the other.

ARTICLE I

Salary

Section I. Salary (260 day contract):

Assistant Principal/CS Director	2016-2017 Salary	\$90,850
	2017-2018 Salary	\$92,239

ARTICLE II

Group Insurance Benefits

Section 1. All group insurance benefits under this contract will be paid according to Article VI of the Principal Master Agreement.

ARTICLE III

Leaves

Section 1. All leaves under this contract will be governed by Article VII of the Principal Master Agreement unless specifically stated in Section 2 and Section 3 of this agreement.

Section 2. Vacation: The Director will receive fifteen (15) days of vacation per year. Vacation shall be approved in advance by the Superintendent of Schools.

Subd. 1. Unused Vacation Days: In the event Director does not use all of their available vacation days, the unused days may be carried over for a period of six months.

Section 3. Paid Holidays: The Director will receive ten paid holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, and one (1) additional day to be determined prior to July 1 of each year.

ARTICLE IV

Matching Annuity Program

Section 1. Matching Annuity Program:

Subd. 1. The Director may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. The matching annuity program will be in accordance with Article VIII of the Principal Master Agreement.

Subd. 3. District procedures with district-approved vendors will be followed when participating in the matching annuity program.

ARTICLE V

Other Benefits

Section 1. Transportation Allowance: The Director shall receive \$100 per month allowance for mileage and vehicle expenses incurred while doing Community Education business.

Section 2. Professional Development: The Director shall receive an allocation of \$2,000 per year to be used for professional development during each fiscal year. Professional development funds may be used for the following with the approval of the employee's supervisor.

1. Conventions, seminars and workshops related to the employee's position (Federal per diem guidelines shall apply)
2. Tuition and materials for training or college courses related to the employees position and/or advancement

ARTICLE VI

Grievance

Section 1. Grievance: The procedure for filing of a grievance is provided by law.

Signatures:

Asst. Principal/CS Director

School Board Chair

School Board Clerk

1st Reading: 2/27/06
2nd Reading: 3/27/06
Approved: 4/24/06
Reviewed: 10/22/12
Revised: 7/22/13

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

- F. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilty (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2012 2015

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, ~~or~~ controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- € D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used

or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- ~~D~~ E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- ~~E~~ F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- ~~F~~ G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.

[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: “Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures.”]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. § 8103; 34 C.F.R. Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.

F G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in

writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal)

of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director



Chuck Keller
Business Manager
Mary Mesler
Student Support Services Director
Mindy Chevalier
Community Ed Director

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No.716, Belle Plaine, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. _____, _____, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

1st Reading: 03/26/2007

2nd Reading: 04/23/2007

Approved: 05/22/2007

Reviewed: 10/28/2013

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy

Act) and 34 C.F.R. Part 99.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
 - 1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is

received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.
- D. The school district shall give parents and students notice of their rights under this section.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d 1197 (9th Cir. 2005)

Cross References: 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)

Adopted: _____

MSBA/MASA Model Policy 520

Orig. 1995

Revised: _____

Rev. ~~2003~~ 2016

520 STUDENT SURVEYS

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

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally

identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that

information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other post-secondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable

access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations

or screenings that are permitted without parental notification.

V. NOTICE

- ~~A.~~ **A.** The school district ~~shall~~ **must** give parents and students notice of ~~their rights under this section~~ **policy at the beginning of each school year and after making substantive changes to this policy.**
- B.** The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C.** The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: 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)

PUBLIC NOTICE

Independent School District No. 716 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

- (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
 - e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
 - f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
 - g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW

Washington, DC 20202-4605

INDEPENDENT SCHOOL DISTRICT NO. 716
BELLE PLAINE, MINNESOTA

Dated: _____

Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[name of school district or school]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent’s name] give my consent for [child’s name] to take [survey] on [date] .

Parent’s signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

Opt-out [for any non-U.S. Department of Education funded protected information survey]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

Date: November 22-24, 2010
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as “directory information”]

Date: 2010-2011 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the school district’s student records policy. Instead of using this Model Notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” at the start of each school year, which would include all marketing activities.]

[Note: This notice may be given separately or included with the Public Notice in Policy 515.]

PUBLIC NOTICE

Independent School District No. ___ gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

INDEPENDENT SCHOOL DISTRICT NO. ____
_____, MINNESOTA

Dated: _____

Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[name of school district or school]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent’s name] give my consent for [child’s name] to take [survey] on [date] .

Parent’s signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, ~~2010~~ 2003
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this survey.

Opt-out [for any non-U.S. Department of Education funded protected information survey]: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Date: November 22-24, ~~2010~~ 2003
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as “directory information”]

Date: ~~2010-2011~~ 2003–2004 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: **[School]** collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the school district’s student records policy.

Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” at the start of each school year, which would include all marketing activities.]

1st Reading: 12/17/2007

2nd Reading: 01/28/2008

Approved: 05/01/2008

Reviewed: 03/25/2013, 3/31/2014

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and No Child Left Behind Act will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and Profile of Learning content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “Profile of Learning” means content standards formerly required for a high school diploma.
- D. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum.

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

Review and Analysis Year

2011-2012	Reading/Language Arts/Foreign Language
2012-2013	Social Studies/Career Tech
2013-2014	Art/Music/Physical Education & Health
2014-2015	Math
2015-2016	Science

C. Implementation of Graduation Requirements

1. The school board shall appoint a Curriculum Advisory Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update these policies at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet state expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Curriculum Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Curriculum Advisory Committee may seek assistance from the Commissioner of the

Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or district-wide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. Each year, the advisory committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The advisory committee, working in cooperation with other committees of the school district will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as

well as methods to use technology in meeting the school district improvement plan.

- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. School District Test Administrator (if different from “a.” above)
 5. The Advisory Committee shall meet the following timeline each year:
 - Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.
 - Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
 - Month(s): Review evaluation results and prepare recommendations.
 - Month: Present recommendations to the school board for its input and approval.
 7. The Advisory Committee shall meet a minimum of four times each year, generally during the months of October, December, February and April.

- E. Evaluation of Student Progress Committee.
A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
- F. Educational Planning and Assessment System
The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.
- G. Reporting
Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 616

Orig. 1997

Revised: _____

Rev. ~~2013~~ 2015

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and No Child Left Behind Act will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and ~~Profile of Learning~~ locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- ~~C. “Profile of Learning” means content standards formerly required for a high school diploma.~~

- ~~D~~C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district’s goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district’s progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation

Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)

- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. ~~School~~ District ~~Test Administrator~~ Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

~~5~~ 6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee ~~in the~~ to review instruction and curriculum, ~~review process~~ cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

~~F. Educational Planning and Assessment System. The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.~~

G.F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
~~Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)~~
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
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Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
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MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 721
Orig. 2016

Revised: _____

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed

bids.

5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for

situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed

effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
- d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;
 7. Employee morale, health, and welfare costs;

8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);

5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be

used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)

2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,
Women’s Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)