

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, October 17, 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:

24

5. Discussion Items:

1. Superintendent Update:

Dr. Laager

2. Fall Conference Parent & Teacher Survey Information

Dr. Laager

25

3. Update on Facilities:

Dr. Laager/Mr. Heine

1. Solar & LED:

29

2. Softball Field Improvements:

4. <u>MSHSL Resolution:</u>	Dr. Laager	<u>79</u>
5. <u>School Board Elections:</u>	Dr. Laager	<u>81</u>
6. <u>Board Member Reports:</u>	Board Members	
7. <u>Building Administrator Reports:</u>		<u>82</u>
6. <u>Action Items:</u>		
1. <u>Change to Schedule C Contract for one position MOU</u>	Dr. Laager	
2. <u>Assurance of Compliance:</u>	Mr. Keller	<u>87</u>
3. <u>Activity Fundraising</u>	Mr. Keller	<u>90</u>
4. <u>Review of Current Policies:</u>	Dr. Laager/Mr. Keller	<u>127</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, September 26, 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, September 26, 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. Professional Development Follow-up:

The building principals will review the items that were presented to staff during the professional development days in August.

Presenter: Dr. Ryan Laager

- *Professional Development Recap*
- *Grading for Learning Committee – Tricia Wagner, Melissa Hanson, Mel Hollnagel, Bri Velzke, Ashley Germschied and Brad Pederson – Review policies of grading in April.*

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 O'Brien to approve all of the following consensus items. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the August 22, 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 September were reviewed. Administration recommends approval of the September 2016 disbursements totaling \$1,973,309.03. This includes board payables of \$259,102.84, hand payables of \$682,570.47, electronic payments of \$1,025,033.25 and student activity payments of \$6,602.47.

4. 3. Personnel:

Accept the resignation of Sue Stier effective September 5, 2016.

Accept an Employee Leave Request for Kristen LaJeunesse effective from approximately November 4, 2016 through January 2, 2017.

Accept an Employee Leave Request for Rachel Benson effective from approximately January 4, 2016 through April 4, 2016.

Approve lane changes for: Emily Aust from MA to MA15/30, Gloria Brandt from MA45/30 to MA60/40, Lori Cantrell from MA15/10 to MA30/20, Melissa Hanson from MA45/30 to MA60/40, Quinn Hobbs from BA to BA15/10, Kami Miller from BA to BA15/10, Aaron Provancha from BA to BA30/20, Lisa Treml from MA15/10 to MA30/20 and Megan Voigt from MA to MA15/10.

4. 4. Student Enrollments:

Approve five Belle Plaine residents, grades K, 2, 5, 10 and 12, to attend Jordan Schools effective September 6, 2016.

Approve a Belle Plaine resident, grade 12, to attend Shakopee Schools effective September 6, 2016.

Approve a Belle Plaine resident, grade 9, to attend Eden Prairie Schools effective September 20, 2016.

Approve a Belle Plaine resident, grade 7, to attend Houston public Schools effective September 6, 2016.

Approve a Belle Plaine resident, grade 2, to attend Prior Lake Schools effective September 5, 2016.

Approve a Belle Plaine resident, grade 12, to attend New Prague Schools effective September 6, 2016.

Approve a Belle Plaine resident, grade 10, to attend Central Public Schools effective September 6, 2016.

4. 5. Donations:

Donations totaling \$369.60 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Nature of Donation/Gift	Amount
08/15/2016	Schwann's	Oak Crest – Wolf Ridge Trip	19.60
08/15/2016	Scott County Pork Producers	Oak Crest – Wolf Ridge Trip	350.00

5. Discussion Items:

5. 1. Superintendent Update:

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

- *Homecoming Week*
 - Monday, October 3rd – Homecoming Coronation
 - Wednesday, October 5th – Air Jam, Bean Bag Tournament
 - Thursday, October 6th – Class Competition
 - Friday, October 7th – Pizza Feed, Game, 9:00 pm Dance
- *4th/5th Grade – River Day Rondevous*
- *5th Grade – Cedar Farms Experience*
- *Volleyball 7-0 Start to Season, placed 4th*

- *Tennis – Only team in the conference to beat Jordan*
- *Football – 3-1 Record*
- *Community Garden Meeting*
- *Tech Meeting – Enhancing & Improving student Learning, doing some student surveys*
- *Fall Play is Cast*
- *Complete background checks on parents for out of town travel on student trips.*

5. 1. 1. District Goals:

Review of District goals for the 2016-17 school year.

Presenter: Dr. Ryan Laager

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 Ed Meeting – Skelley

- *Mindy Chevalier almost done with certification*
- *Need more participation from Adults*

Tech Meeting – Vandermark

- *Discussed the refresh plan*

SouthWest Metro Meeting – Giesen

- *Cindy Walters – Hs Principals, ABE Food Service type carriers*
- *Matching grant (\$15,000) for playground in Jordan*
- *Renewed the Superintendent contract*
- *SWM Gala – Friday, 10/28 – Location: Hazeltine – Goal: 250 people in attendance – Guest Speaker: Chris Egger*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Update Resolution Authorizing Issuance of Individual Procurement Cards:

BMO, our purchasing card bank, would like us to update this resolution since we have all new members since the original 2008 resolution. I have attached the past resolution as well as the new one. Administration recommends the approval of the new resolution.

Presenter: Mr. Keller

Motion by Vandermark and second by Kahle to approve the Resolution Authorizing Issuance of Individual Procurement Cards. Motion carried unanimously with a 6-0 roll call vote.

6. 2. 2016 Pay 2017 Levy:

Attached is the preliminary 2016 Pay 2017 Levy. The levy indicates a 4.83% increase over last year. We reduced the levy 1.29% last year so the two-year increase is 3.47%. Administration recommends the approval of the preliminary levy at the maximum amount. The final levy will be approved at the December meeting.

Presenter: Mr. Keller

Motion by Giesen and second by Vandermark to approve the 2016 Pay 2017

Levy. Motion carried unanimously.

6. 3. Renewal contract for Early Learning Services Coordinator:

This is a renewal of the contract for Sheri Prokosch as Early Learning Services Coordinator. This is a re-title of her current position which includes ECFE and Learning and Development. Administration recommends the approval of the contract.

Presenter: Mr. Keller

Motion by Vandermark and second by Kahle to approve the renewal of Sheri Prokosch's contract as Early Learning Services Coordinator. Motion carried unanimously.

6. 4. Approval of MOU with the BPEA:

The attached MOU allows members of the BPEA union to borrow personal time for future years as long as the time off is educational related. Approval is recommended.

Presenter: Dr. Ryan Laager

Motion by Giesen and second by Vandermark to approve the MOU allowing BPEA members to borrow personal time for educational related purposes. Motion carried unanimously.

6. 5. Date change of October Board Meeting:

The October Board meeting is scheduled on October 24th which conflicts with the 6th grade Wolf Ridge trip. Recommendation is to move the board meeting to an alternative date.

Presenter: Dr. Ryan Laager

Motion by O'Brien and second by Kahle to change the date of the October Board meeting from the 24th to the 17th of October. Motion carried unanimously.

6. 6. Review of Current Policies:

Second reading of Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources.

Review and revise Policy 420 - Infectious & Communicable Diseases, Policy 421 - Gifts to Employees and Policy 423 - Employee-Student Relationships. The current and the redline versions are attached.

Presenter: Dr. Ryan Laager/Mr. Keller

Motion by Giesen and second by Kahle to approve the second reading of Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources and to approve the revisions of Policies 420 – Infectious & Communicable Diseases, Policy 421 – Gifts to Employees and Policy 423 – Employee-Student Relationships. Motion carried unanimously.

7. Upcoming Meetings:

October 10: 6:00 p.m. Board Work Session
October 17: 5:30 p.m. Finance Committee
6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Giesen and second by O'Brien to adjourn at 6:46 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	3753	N	AG POWER ENTEPRISES INC	V70401	55746	806292	29.08	0.00	29.08	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$29.08			
1	4272	N	AMY FRANCK	V70401	55694	09282016	39.42	0.00	39.42	10/05/2016	10/05/2016	10/05/2016
							Check Amount:		\$39.42			
1	6362	N	ANGIE RITTER	V70401	55732	10102016	76.25	0.00	76.25	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$76.25			
1	4589	N	BANC OF AMERICA LEASING	V70401	55608	89	8,256.74	0.00	8,256.74	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V70401	55611	21865	2,882.42	0.00	2,882.42	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$2,882.42			
1	7139	N	BLUE EARTH HIGH SCHOOL	V70401	55698	10112016	40.00	0.00	40.00	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$40.00			
1	1197	N	BRUCE MATHIOWETZ	V70401	55740	10122016	474.03	0.00	474.03	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$474.03			
1	4514	N	BSN Sports/Collegiate Pacific	V70401	55620	98189931	22.95	0.00	22.95	10/03/2016	10/03/2016	10/03/2016
1	4514	N	BSN Sports/Collegiate Pacific	V70401	55618	98154626	1,828.96	0.00	1,828.96	10/03/2016	10/03/2016	10/03/2016
1	4514	N	BSN Sports/Collegiate Pacific	V70401	55751	98204415	284.21	0.00	284.21	10/12/2016	10/12/2016	10/12/2016
1	4514	N	BSN Sports/Collegiate Pacific	V70401	55621	98129214	3,700.33	0.00	3,700.33	10/03/2016	10/03/2016	10/03/2016
1	4514	N	BSN Sports/Collegiate Pacific	V70401	55702	98321655	190.16	0.00	190.16	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$6,026.61			
1	3985	N	CARCO AUTO PARTS	V70401	55738	181295	78.46	0.00	78.46	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$78.46			
1	1543	N	CAROLA. HANNON-ORR	V70401	55704	09062016	45.93	0.00	45.93	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$45.93			
1	6845	N	CCYBSA	V70401	55612	09272016	189.00	0.00	189.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$189.00			
1	4702	N	CDW-G	V70401	55647	FGQ7347	141.24	0.00	141.24	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$141.24			
1	1262	N	CITY OF BELLE PLAINE	V70401	55624	00003420	266.41	0.00	266.41	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$266.41			

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	6865	N	CRISISGO INC	V70401	55752	0000700	2,200.00	0.00	2,200.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$2,200.00			
1	7099	N	DANIEL WHITNEY	V70401	55650	09262016	405.52	0.00	405.52	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$405.52			
1	6212	N	DEPARTMENT OF HUMAN SERVICE	V70401	55634	00000369199	173.00	0.00	173.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$173.00			
1	1390	N	DR DAN'S REF & ELECT	V70401	55756	11873	98.00	0.00	98.00	10/12/2016	10/12/2016	10/12/2016
1	1390	N	DR DAN'S REF & ELECT	V70401	55755	11860	561.00	0.00	561.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$659.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V70401	55681	34015	205.84	0.00	205.84	10/05/2016	10/05/2016	10/05/2016
							Check Amount:		\$205.84			
1	6870	N	EMILY AUST	V70401	55734	09302016	203.47	0.00	203.47	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$203.47			
1	1472	N	FOLLETT SCHOOL SOLUTIONS INC	V70401	55684	2033612B	45.00	0.00	45.00	10/05/2016	10/05/2016	10/05/2016
1	1472	N	FOLLETT SCHOOL SOLUTIONS INC	V70401	55683	2033612A	564.25	0.00	564.25	10/05/2016	10/05/2016	10/05/2016
							Check Amount:		\$609.25			
1	3249	N	GATCHELL IMAGING PRODUCTS	V70401	55614	25779	1,459.82	0.00	1,459.82	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$1,459.82			
1	1511	N	GRAINGER	V70401	55750	6339231459	294.76	0.00	294.76	10/12/2016	10/12/2016	10/12/2016
1	1511	N	GRAINGER	V70401	55639	9228392511	153.25	0.00	153.25	10/04/2016	10/04/2016	10/04/2016
1	1511	N	GRAINGER	V70401	55747	9240519471	280.99	0.00	280.99	10/12/2016	10/12/2016	10/12/2016
1	1511	N	GRAINGER	V70401	55748	6338897144	387.00	0.00	387.00	10/12/2016	10/12/2016	10/12/2016
1	1511	N	GRAINGER	V70401	55749	6339231458	327.45	0.00	327.45	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$1,443.45			
1	2575	N	HERMANS	V70401	55737	20366/1	250.00	0.00	250.00	10/12/2016	10/12/2016	10/12/2016
1	2575	N	HERMANS	V70401	55736	20346/1	185.00	0.00	185.00	10/12/2016	10/12/2016	10/12/2016
1	2575	N	HERMANS	V70401	55735	20348/1	65.00	0.00	65.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$500.00			
1	1566	N	HILLYARD FLOOR CARE	V70401	55757	602257194	2,346.86	0.00	2,346.86	10/12/2016	10/12/2016	10/12/2016
1	1566	N	HILLYARD FLOOR CARE	V70401	55728	602212041	425.61	0.00	425.61	10/12/2016	10/12/2016	10/12/2016
1	1566	N	HILLYARD FLOOR CARE	V70401	55638	602222673	358.81	0.00	358.81	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$3,131.28			

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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	6077	N	I DOCTOR	V70401	55615	7075	432.00	0.00	432.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$432.00			
1	6831	N	ILLUMINATE EDUCATION INC	V70401	55613	2010-7080	1,500.00	0.00	1,500.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$1,500.00			
1	6846	N	ISD 2752	V70401	55699	10062016	60.00	0.00	60.00	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$60.00			
1	1608	N	ISD 917	V70401	55652	10123	263.04	0.00	263.04	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$263.04			
1	1202	N	JANIS BUESGENS	V70401	55703	09302016	22.68	0.00	22.68	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$22.68			
1	1660	N	JORDAN HIGH SCHOOL	V70401	55648	5154	2,232.10	0.00	2,232.10	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$2,232.10			
1	7111	N	KAJEET, INC	V70401	55731	INV4261	3,224.83	0.00	3,224.83	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$3,224.83			
1	4134	N	LEXIA LEARNING SYSTEMS	V70401	55629	SIN025209	4,183.35	0.00	4,183.35	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$4,183.35			
1	1793	N	MAYER LUTHERAN HIGH SCHOOL	V70401	55700	10082016	100.00	0.00	100.00	10/10/2016	10/10/2016	10/10/2016
							Check Amount:		\$100.00			
1	3418	N	MECA SPORTSWEAR	V70401	55725	SIP124890	135.00	0.00	135.00	10/12/2016	10/12/2016	10/12/2016
1	3418	N	MECA SPORTSWEAR	V70401	55726	SIP124041	627.00	0.00	627.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$762.00			
1	3223	N	METRO ECSU	V70401	55695	14254	120.00	0.00	120.00	10/05/2016	10/05/2016	10/05/2016
							Check Amount:		\$120.00			
1	2856	N	MN BOARD OF SCHOOL ADMINISTIV	V70401	55625	10032016	75.00	0.00	75.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$75.00			
1	7133	N	MNACTE/SNP	V70401	55685	09292016	50.00	0.00	50.00	10/05/2016	10/05/2016	10/05/2016
							Check Amount:		\$50.00			
1	1918	N	NIEMAN ROOFING CO. INC	V70401	55745	4195	52,200.00	0.00	52,200.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$52,200.00			

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	6275	N	NORTH AMERICAN SAFETY INC	V70401	55754	21909	2,323.30	0.00	2,323.30	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$2,323.30			
1	3634	N	PALMER WEST CONST CO	V70401	55645	4676	459.00	0.00	459.00	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$459.00			
1	1982	N	PIONEER	V70401	55637	INV615597	644.00	0.00	644.00	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$644.00			
1	1991	N	PRAIRIE FIRE THEATRE	V70401	55610	07162017	400.00	0.00	400.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$400.00			
1	2002	N	PROTECTION SYSTEMS INC	V70401	55743	33528	728.00	0.00	728.00	10/12/2016	10/12/2016	10/12/2016
1	2002	N	PROTECTION SYSTEMS INC	V70401	55742	33539	345.00	0.00	345.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$1,073.00			
1	3944	N	RACHEL BENSON	V70401	55633	09162016	20.70	0.00	20.70	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$20.70			
1	2030	N	REGION V	V70401	55723	10792	5,505.50	0.00	5,505.50	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$5,505.50			
1	6827	N	REINHART FOOD SERVICES, LLC	V70401	55724	668649	489.66	0.00	489.66	10/12/2016	10/12/2016	10/12/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V70401	55701	666623	202.89	0.00	202.89	10/10/2016	10/10/2016	10/10/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V70401	55630	661157	370.34	0.00	370.34	10/03/2016	10/03/2016	10/03/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V70401	55627	664117	541.96	0.00	541.96	10/03/2016	10/03/2016	10/03/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V70401	55626	664139	440.76	0.00	440.76	10/03/2016	10/03/2016	10/03/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V70401	55733	668693	375.39	0.00	375.39	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$2,421.00			
1	3380	N	RENEE MALECHA	V70401	55682	09302016	11.93	0.00	11.93	10/05/2016	10/05/2016	10/05/2016
							Check Amount:		\$11.93			
1	4395	N	RM COTTON COMPANY INC	V70401	55643	0098935-IN	223.68	0.00	223.68	10/04/2016	10/04/2016	10/04/2016
1	4395	N	RM COTTON COMPANY INC	V70401	55642	0098791-IN	1,427.52	0.00	1,427.52	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$1,651.20			
1	2043	N	ROBIN BANKS	V70401	55617	09172016	34.02	0.00	34.02	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$34.02			
1	2083	N	SCOTT COUNTY	V70401	55607	436083	1,902.00	0.00	1,902.00	10/03/2016	10/03/2016	10/03/2016
1	2083	N	SCOTT COUNTY	V70401	55605	477427	2,925.00	0.00	2,925.00	10/03/2016	10/03/2016	10/03/2016

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2083	N	SCOTT COUNTY	V70401	55606	435859	1,902.00	0.00	1,902.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$6,729.00			
1	2108	N	SHAKOPEE PUBLIC SCHOOLS	V70401	55646	503	11,161.12	0.00	11,161.12	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$11,161.12			
1	4959	N	SIBEL DIKMEN	V70401	55623	09212016	61.56	0.00	61.56	10/03/2016	10/03/2016	10/03/2016
1	4959	N	SIBEL DIKMEN	V70401	55739	09302016	30.78	0.00	30.78	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$92.34			
1	3842	N	SIWEK LUMBER	V70401	55644	02-200716-00	2,082.85	0.00	2,082.85	10/04/2016	10/04/2016	10/04/2016
1	3842	N	SIWEK LUMBER	V70401	55641	02-199121-00	91.17	0.00	91.17	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$2,174.02			
1	2122	N	SKATETIME	V70401	55727	9594	3,928.00	0.00	3,928.00	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$3,928.00			
1	7061	N	SOUTH CENTRAL COLLEGE	V70401	55753	16739	512.50	0.00	512.50	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$512.50			
1	2157	N	STEFFEN HARDWARE	V70401	55744	SEPT	205.99	0.00	205.99	10/12/2016	10/12/2016	10/12/2016
							Check Amount:		\$205.99			
1	2164	N	STIER TRANSPORTATION SERVICE	V70401	55632	07/80316	2,326.76	0.00	2,326.76	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$2,326.76			
1	2188	N	TAHER INC	V70401	55696	0047295-IN	65,000.00	0.00	65,000.00	10/05/2016	10/05/2016	10/05/2016
1	2188	N	TAHER INC	V70401	55653	0047134-IN	20,846.68	0.00	20,846.68	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$85,846.68			
1	2266	N	TRUGREEN CHEMLAWN	V70401	55640	54395626	214.74	0.00	214.74	10/04/2016	10/04/2016	10/04/2016
							Check Amount:		\$214.74			
1	6335	N	TRUSTED EMPLOYEES	V70401	55635	0920169775S	496.00	0.00	496.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$496.00			
1	6556	N	TWO GUYS FROM SCOTT COUNTY	V70401	55616	MN-41	60.00	0.00	60.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$60.00			
1	6037	N	UNIVERSAL ATHLETIC	V70401	55619	150-0019254-01	1,627.38	0.00	1,627.38	10/03/2016	10/03/2016	10/03/2016
1	6037	N	UNIVERSAL ATHLETIC	V70401	55609	150-0019663-01	929.98	0.00	929.98	06/29/2016	06/29/2016	06/29/2016
							Check Amount:		\$2,557.36			

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	6231	N	VocabularySpellingCity.com	V70401	55628	626237	974.70	0.00	974.70	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$974.70			
1	6930	N	WATERVILLE FOOD & ICE	V70401	55622	02-612797	90.00	0.00	90.00	10/03/2016	10/03/2016	10/03/2016
							Check Amount:		\$90.00			
							Report Total:		\$226,674.08			

*Does not meet minimum amount
**Exceeds maximum amount

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P70302	0716	40386	SBC	59509	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	9/21/2016	C N	USD	1,760.00
P70302	0716	40388	SBC	59510	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	9/21/2016	C N	USD	285.00
P70302	0716	40389	SBC	59511	CH	1	3219	CASH	Y	N	9/21/2016	C N	USD	850.00
P70302	0716	40394	SBC	59512	CH	1	7112	CORY LORENZEN	Y	N	9/21/2016	C N	USD	85.00
P70302	0716	40398	SBC	59513	CH	1	7116	DAWN BUSZMANN	Y	N	9/21/2016	C N	USD	9.10
P70302	0716	40406	SBC	59514	CH	1	7124	DEAN RUDELL	Y	N	9/21/2016	C N	USD	63.15
P70302	0716	40392	SBC	59515	CH	1	6516	ERIC SAUGEN	Y	N	9/21/2016	C N	USD	96.00
P70302	0716	40392	SBC	59515	CH	1	6516	ERIC SAUGEN	Y	N	9/21/2016	C N	USD	96.00
P70302	0716	40387	SBC	59516	CH	1	1629	JEFF HEINE	Y	N	9/21/2016	C N	USD	1,901.80
P70302	0716	40396	SBC	59517	CH	1	7114	JERON SCHMIDT	Y	N	9/21/2016	C N	USD	85.00
P70302	0716	40395	SBC	59518	CH	1	7113	JOHN TOUSIGNANT	Y	N	9/21/2016	C N	USD	85.00
P70302	0716	40402	SBC	59519	CH	1	7120	JON BEBERG	Y	N	9/21/2016	C N	USD	21.55
P70302	0716	40408	SBC	59520	CH	1	7126	KEITH KERN	Y	N	9/21/2016	C N	USD	31.05
P70302	0716	40390	SBC	59521	CH	1	3523	LORI LATZKE	Y	N	9/21/2016	C N	USD	96.00
P70302	0716	40390	SBC	59521	CH	1	3523	LORI LATZKE	Y	N	9/21/2016	C N	USD	96.00
P70302	0716	40401	SBC	59522	CH	1	7119	MICHELLE GUSCETTE	Y	N	9/21/2016	C N	USD	51.85
P70302	0716	40409	SBC	59523	CH	1	7127	MISTY TRAXLER	Y	N	9/21/2016	C N	USD	14.00
P70302	0716	40400	SBC	59524	CH	1	7118	NANCY GAVIN	Y	N	9/21/2016	C N	USD	13.40
P70302	0716	40397	SBC	59525	CH	1	7115	PHILIP AYENI	Y	N	9/21/2016	C N	USD	85.00
P70302	0716	40407	SBC	59526	CH	1	7125	RANDY SEAVER	Y	N	9/21/2016	C N	USD	9.10
P70302	0716	40399	SBC	59527	CH	1	7117	ROBERT CAOLA	Y	N	9/21/2016	C N	USD	45.45
P70302	0716	40405	SBC	59528	CH	1	7123	SHERRI REUTZEL	Y	N	9/21/2016	C N	USD	105.00
P70302	0716	40393	SBC	59529	CH	1	6822	STEVEN ANDERSON	Y	N	9/21/2016	C N	USD	150.00
P70302	0716	40403	SBC	59530	CH	1	7121	TAMMY KOTTKE	Y	N	9/21/2016	C N	USD	35.15
P70302	0716	40404	SBC	59531	CH	1	7122	THERESA POPPLER	Y	N	9/21/2016	C N	USD	8.90
P70302	0716	40391	SBC	59532	CH	1	5199	TIM SIEGLE	Y	N	9/21/2016	C N	USD	11.60
P70301	0716	40467	SBC	59533	CH	1	4332	ABBIGAIL VOLEK	Y	N	9/27/2016	C N	USD	259.83
P70402	0716	40581	SBC	59609	CH	1	6975	2ND WIND EXCERCISE, INC	Y	N	10/3/2016	C N	USD	14,210.10
P70402	0716	40580	SBC	59610	CH	1	6853	BLOOMINGTON JEFFERSON HIGH SCHOOL	Y	N	10/3/2016	C N	USD	232.00
P70402	0716	40574	SBC	59611	CH	1	3506	CHARLES SCHOENROCK	Y	N	10/3/2016	C N	USD	85.00
P70402	0716	40570	SBC	59612	CH	1	1329	DAVID ANGER	Y	N	10/3/2016	C N	USD	85.00
P70402	0716	40577	SBC	59613	CH	1	4496	FRED KIEWATT	Y	N	10/3/2016	C N	USD	85.00
P70402	0716	40571	SBC	59614	CH	1	1510	GORDON MROZ	Y	N	10/3/2016	C N	USD	85.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P70402	0716	40582	SBC	59615	CH	1	7135	JAMAAL HIVES	Y	N	10/3/2016	C N	USD	85.00
P70402	0716	40573	SBC	59616	CH	1	3429	JOSH PAGGEN	Y	N	10/3/2016	C N	USD	120.00
P70402	0716	40575	SBC	59617	CH	1	3523	LORI LATZKE	Y	N	10/3/2016	C N	USD	96.00
P70402	0716	40576	SBC	59618	CH	1	3572	LYNN WILMES	Y	N	10/3/2016	C N	USD	96.00
P70402	0716	40572	SBC	59619	CH	1	2773	MIKE KLIMA	Y	N	10/3/2016	C N	USD	120.00
P70402	0716	40579	SBC	59620	CH	1	6159	RYAN DYKSTRA	Y	N	10/3/2016	C N	USD	120.00
P70402	0716	40578	SBC	59621	CH	1	5679	SCOTT WAWRZYNIAK	Y	N	10/3/2016	C N	USD	120.00
P70402	0716	40583	SBC	59622	CH	1	7136	TIMOTHY PEKARNA	Y	N	10/3/2016	C N	USD	85.00
p704p1	0716	40585	SBC	59623	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	10/5/2016	C N	USD	5,275.59
p704p1	0716	40586	SBC	59624	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	10/5/2016	C N	USD	3,889.50
p704p1	0716	40590	SBC	59625	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	10/5/2016	C N	USD	12,410.22
p704p1	0716	40591	SBC	59626	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	10/5/2016	C N	USD	116,871.47
p704p1	0716	40587	SBC	59627	CH	1	1178	BPESPA	Y	N	10/5/2016	C N	USD	2,509.83
p704p1	0716	40592	SBC	59628	CH	1	7052	FIDELITY SECUTIRY LIFE INS EYE MED	Y	N	10/5/2016	C N	USD	483.78
p704p1	0716	40589	SBC	59629	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	10/5/2016	C N	USD	2,955.23
p704p1	0716	40588	SBC	59630	CH	1	1836	NCPERS MINNESOTA	Y	N	10/5/2016	C N	USD	32.00
Total													\$ 164,356.65	

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P70302	0716	40413	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/21/2016	N	USD	139.48
P70302	0716	40413	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/21/2016	N	USD	388.17
P70302	0716	40413	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/21/2016	N	USD	3.52
P70302	0716	40413	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/21/2016	N	USD	289.67
P70302	0716	40413	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/21/2016	N	USD	335.37
P70302	0716	40413	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/21/2016	N	USD	31.40
P70302	0716	40414	SBC		WX	1	2336	XCEL ENERGY	N	N	9/21/2016	N	USD	783.59
p704p1	0716	40593	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	10/5/2016	N	USD	44,505.56
p704p1	0716	40594	SBC		WX	1	1977	PERA	N	N	10/5/2016	N	USD	11,566.39
p704p1	0716	40595	SBC		WX	1	2330	FEDERAL	N	N	10/5/2016	N	USD	28,726.64
p704p1	0716	40595	SBC		WX	1	2330	FEDERAL	N	N	10/5/2016	N	USD	10,251.94
p704p1	0716	40595	SBC		WX	1	2330	FEDERAL	N	N	10/5/2016	N	USD	43,837.06
p704p1	0716	40596	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	10/5/2016	N	USD	12,515.30
p704p1	0716	40597	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	10/5/2016	N	USD	103,119.22
p704p1	0716	40598	SBC		WX	1	4328	MN REVENUE (C)	N	N	10/5/2016	N	USD	102.45
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	1,441.52
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	480.00
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	3,760.27
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	108.00
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	1,906.78
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	7,615.34
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	1,388.78
p704p1	0716	40599	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2016	N	USD	761.48
P70402	0716	40638	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	9/22/2016	N	USD	526.25
P70402	0716	40639	SBC		WX	1	1486	FRONTIER	N	N	9/23/2016	N	USD	97.35
P70402	0716	40639	SBC		WX	1	1486	FRONTIER	N	N	9/23/2016	N	USD	97.35
P70402	0716	40639	SBC		WX	1	1486	FRONTIER	N	N	9/23/2016	N	USD	118.60
P70402	0716	40639	SBC		WX	1	1486	FRONTIER	N	N	9/23/2016	N	USD	1,351.51
P70402	0716	40667	SBC		WX	1	2336	XCEL ENERGY	N	N	10/5/2016	N	USD	10,712.43
P70402	0716	40667	SBC		WX	1	2336	XCEL ENERGY	N	N	10/5/2016	N	USD	9,531.91
P70402	0716	40667	SBC		WX	1	2336	XCEL ENERGY	N	N	10/5/2016	N	USD	9,000.68
P70402	0716	40668	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/5/2016	N	USD	68.91
P70402	0716	40668	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/5/2016	N	USD	64.64
P70402	0716	40668	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/5/2016	N	USD	44.79
P70402	0716	40668	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/5/2016	N	USD	43.68

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P70402	0716	40669	SBC		WX	1	2336	XCEL ENERGY	N	N	10/6/2016	N	USD	14.86
P70402	0716	40670	SBC		WX	1	2336	XCEL ENERGY	N	N	10/7/2016	N	USD	844.46
P70402	0716	40671	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/11/2016	N	USD	447.29
P70402	0716	40671	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/11/2016	N	USD	319.09
P70402	0716	40671	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/11/2016	N	USD	298.94
<hr/>														
September 2016 PCARD														
Payroll 10/5/2016														
41,259.04														
238,428.56														
<hr/>														
Total													\$ 587,328.27	

September 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
SD BELLE PLAINE	440944937	8/31/2016	9/1/2016	9/27/2016	CRISIS PREVENTION	31.78
SD BELLE PLAINE	440944938	8/31/2016	9/1/2016	9/27/2016	CRISIS PREVENTION	67.37
SD BELLE PLAINE	440944939	8/31/2016	9/1/2016	9/27/2016	WALMART.COM	35.33
SD BELLE PLAINE	441666453	9/7/2016	9/8/2016	9/27/2016	COBORN S SUPERSTORE	85.08
SD BELLE PLAINE	441878919	9/8/2016	9/9/2016	9/27/2016	AMAZON MKTPLACE PMTS	5.32
SD BELLE PLAINE	442105235	9/10/2016	9/12/2016	9/27/2016	TARGET 00018333	57.45
SD BELLE PLAINE	442105236	9/10/2016	9/12/2016	9/27/2016	AMAZON.COM AMZN.COM/BI	172.49
SD BELLE PLAINE	442105237	9/10/2016	9/12/2016	9/27/2016	AMAZON.COM AMZN.COM/BI	172.49
SD BELLE PLAINE	442105238	9/10/2016	9/12/2016	9/27/2016	Amazon.com	172.49
SD BELLE PLAINE	442256514	9/13/2016	9/13/2016	9/27/2016	NCS PEARSON	750.00
SD BELLE PLAINE	442381175	9/13/2016	9/14/2016	9/27/2016	INNOVATIVE OFFICE SOLU	93.60
SD BELLE PLAINE	442698165	9/16/2016	9/16/2016	9/27/2016	NCS PEARSON	600.00
SD BELLE PLAINE	442698166	9/17/2016	9/16/2016	9/27/2016	NCS PEARSON	(750.00)
SD BELLE PLAINE	442698167	9/15/2016	9/16/2016	9/27/2016	PRO ED INC	223.25
HIGH SCHOOL BELLE PLAINE	440944940	8/31/2016	9/1/2016	9/27/2016	J W PEPPER AND SON INC	42.00
HIGH SCHOOL BELLE PLAINE	441145600	9/2/2016	9/2/2016	9/27/2016	USPS 26073001733418328	13.15
HIGH SCHOOL BELLE PLAINE	441145601	9/1/2016	9/2/2016	9/27/2016	OFFICE DEPOT #1090	16.98
HIGH SCHOOL BELLE PLAINE	441145602	9/1/2016	9/2/2016	9/27/2016	OFFICE DEPOT #1090	104.76
HIGH SCHOOL BELLE PLAINE	441145603	9/1/2016	9/2/2016	9/27/2016	THE STAR TRIBUNE CIRCU	522.00
HIGH SCHOOL BELLE PLAINE	441145604	9/2/2016	9/2/2016	9/27/2016	VERNIER SOFTWARE & TEC	938.62
HIGH SCHOOL BELLE PLAINE	441145605	9/2/2016	9/2/2016	9/27/2016	FLINN SCIENTIFIC I	1,161.10
HIGH SCHOOL BELLE PLAINE	441666454	9/7/2016	9/8/2016	9/27/2016	MICHAELS STORES 8608	116.47
HIGH SCHOOL BELLE PLAINE	441666455	9/8/2016	9/8/2016	9/27/2016	AMAZON MKTPLACE PMTS	649.95
HIGH SCHOOL BELLE PLAINE	441666456	9/8/2016	9/8/2016	9/27/2016	AMAZON MKTPLACE PMTS	20.99
HIGH SCHOOL BELLE PLAINE	442105239	9/12/2016	9/12/2016	9/27/2016	DISCOUNT MAGAZINE SUBS	321.25
HIGH SCHOOL BELLE PLAINE	442381176	9/13/2016	9/14/2016	9/27/2016	AMAZON MKTPLACE PMTS	115.99
HIGH SCHOOL BELLE PLAINE	442381177	9/13/2016	9/14/2016	9/27/2016	AMAZON MKTPLACE PMTS	126.85
HIGH SCHOOL BELLE PLAINE	442381178	9/14/2016	9/14/2016	9/27/2016	TCT*ANDERSON S	304.45
HIGH SCHOOL BELLE PLAINE	442526677	9/14/2016	9/15/2016	9/27/2016	AMAZON MKTPLACE PMTS	103.99
HIGH SCHOOL BELLE PLAINE	442526678	9/14/2016	9/15/2016	9/27/2016	AMAZON MKTPLACE PMTS	111.85
HIGH SCHOOL BELLE PLAINE	442698168	9/15/2016	9/16/2016	9/27/2016	COBORN S SUPERSTORE	32.86
HIGH SCHOOL BELLE PLAINE	442698169	9/16/2016	9/16/2016	9/27/2016	RVRSIDE EDU *TESTING	325.85
HIGH SCHOOL BELLE PLAINE	442698170	9/15/2016	9/16/2016	9/27/2016	TEACH TCI	250.00
HIGH SCHOOL BELLE PLAINE	443104577	9/19/2016	9/20/2016	9/27/2016	USPS PO 2607300172	472.83
HIGH SCHOOL BELLE PLAINE	443104578	9/19/2016	9/20/2016	9/27/2016	AMAZON MKTPLACE PMTS	279.98
HIGH SCHOOL BELLE PLAINE	443217295	9/20/2016	9/21/2016	9/27/2016	AMAZON.COM AMZN.COM/BI	374.10

September 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HIGH SCHOOL BELLE PLAINE	443217296	9/20/2016	9/21/2016	9/27/2016	AMAZON.COM AMZN.COM/BI	115.99
HIGH SCHOOL BELLE PLAINE	443217297	9/20/2016	9/21/2016	9/27/2016	AMAZON MKTPLACE PMTS	32.88
HIGH SCHOOL BELLE PLAINE	443217298	9/21/2016	9/21/2016	9/27/2016	Amazon.com	231.98
HIGH SCHOOL BELLE PLAINE	443217299	9/21/2016	9/21/2016	9/27/2016	Amazon.com	338.94
HIGH SCHOOL BELLE PLAINE	443217300	9/20/2016	9/21/2016	9/27/2016	J W PEPPER AND SON INC	276.00
HIGH SCHOOL BELLE PLAINE	443217301	9/20/2016	9/21/2016	9/27/2016	J W PEPPER AND SON INC	49.00
HIGH SCHOOL BELLE PLAINE	443217302	9/20/2016	9/21/2016	9/27/2016	J W PEPPER AND SON INC	45.00
HIGH SCHOOL BELLE PLAINE	443357944	9/22/2016	9/22/2016	9/27/2016	AMAZON MKTPLACE PMTS	18.27
HIGH SCHOOL BELLE PLAINE	443535339	9/22/2016	9/23/2016	9/27/2016	TRACTOR SUPPLY #1156	197.77
HIGH SCHOOL BELLE PLAINE	443535340	9/23/2016	9/23/2016	9/27/2016	AMAZON MKTPLACE PMTS	74.75
HIGH SCHOOL BELLE PLAINE	443535341	9/23/2016	9/23/2016	9/27/2016	AMAZON MKTPLACE PMTS	203.80
HIGH SCHOOL BELLE PLAINE	443535342	9/24/2016	9/23/2016	9/27/2016	Amazon.com	222.04
HIGH SCHOOL BELLE PLAINE	443535343	9/23/2016	9/23/2016	9/27/2016	EWELL EDUCATIONAL SERV	265.00
HIGH SCHOOL BELLE PLAINE	443535344	9/23/2016	9/23/2016	9/27/2016	EREPLACEMENTPARTS.COM	178.98
HIGH SCHOOL BELLE PLAINE	443799376	9/25/2016	9/26/2016	9/27/2016	CODECADEMY PRO	19.99
HIGH SCHOOL BELLE PLAINE	443799377	9/23/2016	9/26/2016	9/27/2016	HAAN CRAFTS	332.70
DAVIS KRIS	441441886	9/5/2016	9/6/2016	9/27/2016	WASTE MGMT WM EZPAY	985.55
DAVIS KRIS	441441887	9/5/2016	9/6/2016	9/27/2016	WASTE MGMT WM EZPAY	370.24
DAVIS KRIS	441441888	9/5/2016	9/6/2016	9/27/2016	WASTE MGMT WM EZPAY	674.69
DAVIS KRIS	441441889	9/5/2016	9/6/2016	9/27/2016	WASTE MGMT WM EZPAY	798.28
DAVIS KRIS	441441890	9/2/2016	9/6/2016	9/27/2016	METRO SALES INC.	1,035.00
DAVIS KRIS	441441891	9/2/2016	9/6/2016	9/27/2016	METRO SALES INC.	392.39
DAVIS KRIS	441878908	9/9/2016	9/9/2016	9/27/2016	USPS PO 2607300172	241.80
DAVIS KRIS	442698151	9/15/2016	9/16/2016	9/27/2016	BIFFS INC	472.56
DAVIS KRIS	442698152	9/15/2016	9/16/2016	9/27/2016	GENESIS - BELLE PLAINE	70.79
DAVIS KRIS	442698153	9/15/2016	9/16/2016	9/27/2016	SHIFFLER EQUIPMENT	59.07
DAVIS KRIS	442698154	9/16/2016	9/16/2016	9/27/2016	SMART KEYBOARD SOLUTIO	72.75
DAVIS KRIS	442964536	9/17/2016	9/19/2016	9/27/2016	AMAZON MKTPLACE PMTS	5.46
DAVIS KRIS	442964537	9/17/2016	9/19/2016	9/27/2016	AMAZON MKTPLACE PMTS	33.21
DAVIS KRIS	442964538	9/17/2016	9/19/2016	9/27/2016	AMAZON MKTPLACE PMTS	13.68
DAVIS KRIS	443217288	9/19/2016	9/21/2016	9/27/2016	ALPHA VIDEO + AUDIO	3,850.00
DAVIS KRIS	443535329	9/23/2016	9/23/2016	9/27/2016	AMAZON.COM AMZN.COM/BI	205.80
DAVIS KRIS	443535330	9/22/2016	9/23/2016	9/27/2016	DISPLAY THIS WAY PRO	793.80
KELLER CHUCK	441145588	8/31/2016	9/2/2016	9/27/2016	SUBWAY 03164670	62.06
KELLER CHUCK	441145589	9/2/2016	9/2/2016	9/27/2016	Amazon.com	41.82
KELLER CHUCK	441145590	8/31/2016	9/2/2016	9/27/2016	SAMS INTERNET	679.92

September 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KELLER CHUCK	441666443	9/6/2016	9/8/2016	9/27/2016	JOHANS BAR & GRILL	37.00
KELLER CHUCK	443799370	9/26/2016	9/26/2016	9/27/2016	VZWRLSS*APOCC VISB	689.37
KELLER CHUCK	443916867	9/27/2016	9/27/2016	9/27/2016	VZWRLSS*MY VZ VB P	251.00
ACTIVITIES BELLE P	440585846	8/26/2016	8/29/2016	9/27/2016	KWIK TRIP 33000003301	4.58
ACTIVITIES BELLE P	440585847	8/26/2016	8/29/2016	9/27/2016	RUCK S MEAT PROCESSING	67.01
ACTIVITIES BELLE P	440713104	8/28/2016	8/30/2016	9/27/2016	PIZZA PLUS	36.60
ACTIVITIES BELLE P	440713105	8/29/2016	8/30/2016	9/27/2016	RUCK S MEAT PROCESSING	161.31
ACTIVITIES BELLE P	441145591	9/1/2016	9/2/2016	9/27/2016	KWIK TRIP 33000003301	16.03
ACTIVITIES BELLE P	441145592	9/1/2016	9/2/2016	9/27/2016	PIZZA PLUS	84.00
ACTIVITIES BELLE P	441145593	9/1/2016	9/2/2016	9/27/2016	J W PEPPER AND SON INC	414.99
ACTIVITIES BELLE P	441145594	9/1/2016	9/2/2016	9/27/2016	RUCK S MEAT PROCESSING	144.75
ACTIVITIES BELLE P	441666447	9/6/2016	9/8/2016	9/27/2016	KWIK TRIP 33000003301	39.42
ACTIVITIES BELLE P	441666448	9/7/2016	9/8/2016	9/27/2016	A. H. HERMEL COMPANY	461.91
ACTIVITIES BELLE P	441878913	9/8/2016	9/9/2016	9/27/2016	PIZZA PLUS	51.50
ACTIVITIES BELLE P	442105230	9/9/2016	9/12/2016	9/27/2016	KWIK TRIP 33000003301	13.74
ACTIVITIES BELLE P	442105231	9/9/2016	9/12/2016	9/27/2016	PIZZA PLUS	60.00
ACTIVITIES BELLE P	442105232	9/9/2016	9/12/2016	9/27/2016	RUCK S MEAT PROCESSING	75.89
ACTIVITIES BELLE P	442381171	9/13/2016	9/14/2016	9/27/2016	COBORN S SUPERSTORE	54.55
ACTIVITIES BELLE P	442381172	9/12/2016	9/14/2016	9/27/2016	GOLDMEDAL MINNEAPOLISL	95.90
ACTIVITIES BELLE P	442526673	9/13/2016	9/15/2016	9/27/2016	KWIK TRIP 33000003301	38.42
ACTIVITIES BELLE P	442526674	9/14/2016	9/15/2016	9/27/2016	REGISTER.CORDONCO.COM	69.75
ACTIVITIES BELLE P	442526675	9/11/2016	9/15/2016	9/27/2016	DOUBLE TREE BY HILTON	109.17
ACTIVITIES BELLE P	442698159	9/16/2016	9/16/2016	9/27/2016	COBORN S SUPERSTORE	15.26
ACTIVITIES BELLE P	442698160	9/16/2016	9/16/2016	9/27/2016	SAMSLUB #6311	99.32
ACTIVITIES BELLE P	442964539	9/16/2016	9/19/2016	9/27/2016	KWIK TRIP 33000003301	15.13
ACTIVITIES BELLE P	442964540	9/16/2016	9/19/2016	9/27/2016	PIZZA PLUS	145.25
ACTIVITIES BELLE P	442964541	9/16/2016	9/19/2016	9/27/2016	PIZZA PLUS	43.75
ACTIVITIES BELLE P	442964542	9/16/2016	9/19/2016	9/27/2016	PIZZA PLUS	82.50
ACTIVITIES BELLE P	442964543	9/18/2016	9/19/2016	9/27/2016	WALMART.COM	71.90
ACTIVITIES BELLE P	442964544	9/16/2016	9/19/2016	9/27/2016	RUCK S MEAT PROCESSING	67.21
ACTIVITIES BELLE P	443217291	9/20/2016	9/21/2016	9/27/2016	COBORN S SUPERSTORE	59.77
ACTIVITIES BELLE P	443217292	9/20/2016	9/21/2016	9/27/2016	REGISTER.CORDONCO.COM	63.50
ACTIVITIES BELLE P	443217293	9/20/2016	9/21/2016	9/27/2016	PIZZA PLUS	51.50
ACTIVITIES BELLE P	443217294	9/19/2016	9/21/2016	9/27/2016	GOLDMEDAL MINNEAPOLISL	277.85
ACTIVITIES BELLE P	443357941	9/20/2016	9/22/2016	9/27/2016	KWIK TRIP 33000003301	39.42
ACTIVITIES BELLE P	443357942	9/21/2016	9/22/2016	9/27/2016	A. H. HERMEL COMPANY	516.84

September 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ACTIVITIES BELLE P	443357943	9/20/2016	9/22/2016	9/27/2016	LEAGUEATHLETICS.COM LL	500.00
ACTIVITIES BELLE P	443535334	9/23/2016	9/23/2016	9/27/2016	JIMMY JOHN S # 539	241.58
ACTIVITIES BELLE P	443535335	9/22/2016	9/23/2016	9/27/2016	PIZZA PLUS	51.50
ACTIVITIES BELLE P	443535336	9/22/2016	9/23/2016	9/27/2016	EVOLUTION SHIRTS	322.40
ACTIVITIES BELLE P	443535337	9/24/2016	9/23/2016	9/27/2016	TCT*ANDERSON S	465.41
ACTIVITIES BELLE P	443799372	9/23/2016	9/26/2016	9/27/2016	KWIK TRIP 3300003301	15.13
ACTIVITIES BELLE P	443799373	9/23/2016	9/26/2016	9/27/2016	PIZZA PLUS	82.50
ACTIVITIES BELLE P	443799374	9/24/2016	9/26/2016	9/27/2016	COUNTRY INN&SUITES ROC	1,080.00
ACTIVITIES BELLE P	443799375	9/23/2016	9/26/2016	9/27/2016	RUCK S MEAT PROCESSING	155.43
ACTIVITIES BELLE P	443916869	9/26/2016	9/27/2016	9/27/2016	KENMARK INC.	566.00
COMM ED BELLE PLAINE	440713106	8/29/2016	8/30/2016	9/27/2016	UNIVERSAL ATHLETIC	266.22
COMM ED BELLE PLAINE	440819604	8/30/2016	8/31/2016	9/27/2016	Discount School Supply	306.07
COMM ED BELLE PLAINE	440944936	8/31/2016	9/1/2016	9/27/2016	INNOVATIVE OFFICE SOLU	184.30
COMM ED BELLE PLAINE	442105234	9/11/2016	9/12/2016	9/27/2016	TARGET 00012724	111.16
COMM ED BELLE PLAINE	442698164	9/15/2016	9/16/2016	9/27/2016	GENESIS - BELLE PLAINE	100.80
COMM ED BELLE PLAINE	443535338	9/22/2016	9/23/2016	9/27/2016	SQ *NORTH AMERICAN	468.00
ELEMENTARY CHATFIELD	440819601	8/30/2016	8/31/2016	9/27/2016	CARSON DELLOSA	(7.58)
ELEMENTARY CHATFIELD	440819602	8/30/2016	8/31/2016	9/27/2016	AMAZON MKTPLACE PMTS	117.90
ELEMENTARY CHATFIELD	440819603	8/30/2016	8/31/2016	9/27/2016	AMAZON MKTPLACE PMTS	47.96
ELEMENTARY CHATFIELD	440944935	8/31/2016	9/1/2016	9/27/2016	RGS Pay*	42.90
ELEMENTARY CHATFIELD	441145595	9/1/2016	9/2/2016	9/27/2016	INNOVATIVE OFFICE SOLU	60.87
ELEMENTARY CHATFIELD	441145596	8/31/2016	9/2/2016	9/27/2016	WEST MUSIC CATALOG	12.00
ELEMENTARY CHATFIELD	441145597	9/1/2016	9/2/2016	9/27/2016	SQ *NORTH AMERICAN	62.47
ELEMENTARY CHATFIELD	441145598	9/2/2016	9/2/2016	9/27/2016	SSI*SCHOOL SPECIALTY	144.60
ELEMENTARY CHATFIELD	441145599	9/2/2016	9/2/2016	9/27/2016	SSI*SCHOOL SPECIALTY	135.08
ELEMENTARY CHATFIELD	441441892	9/5/2016	9/6/2016	9/27/2016	ZANER-BLOSER	449.15
ELEMENTARY CHATFIELD	441566298	9/6/2016	9/7/2016	9/27/2016	USPS 26073001733418328	40.80
ELEMENTARY CHATFIELD	441566299	9/6/2016	9/7/2016	9/27/2016	SHOELACESEXPRESS.COM	778.05
ELEMENTARY CHATFIELD	441666449	9/7/2016	9/8/2016	9/27/2016	SSI*SCHOOL SPECIALTY	34.50
ELEMENTARY CHATFIELD	441666450	9/7/2016	9/8/2016	9/27/2016	ZANER-BLOSER	418.30
ELEMENTARY CHATFIELD	441666451	9/8/2016	9/8/2016	9/27/2016	AMAZON MKTPLACE PMTS	12.67
ELEMENTARY CHATFIELD	441666452	9/7/2016	9/8/2016	9/27/2016	WAL-MART #3513	11.91
ELEMENTARY CHATFIELD	441878914	9/8/2016	9/9/2016	9/27/2016	OFFICEMAX CT*IN#932385	53.20
ELEMENTARY CHATFIELD	441878915	9/8/2016	9/9/2016	9/27/2016	OFFICEMAX CT*IN#932804	1.41
ELEMENTARY CHATFIELD	441878916	9/9/2016	9/9/2016	9/27/2016	AMAZON MKTPLACE PMTS	34.00
ELEMENTARY CHATFIELD	441878917	9/10/2016	9/9/2016	9/27/2016	NCS PEARSON	281.96

September 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	441878918	9/9/2016	9/9/2016	9/27/2016	PROGRESSIVE PRINTING	75.00
ELEMENTARY CHATFIELD	442105233	9/10/2016	9/12/2016	9/27/2016	SCHOLASTIC BOOK CLUB	162.00
ELEMENTARY CHATFIELD	442256512	9/12/2016	9/13/2016	9/27/2016	OFFICEMAX CT*IN#967664	11.29
ELEMENTARY CHATFIELD	442256513	9/12/2016	9/13/2016	9/27/2016	OFFICEMAX CT*IN#968163	18.09
ELEMENTARY CHATFIELD	442381173	9/13/2016	9/14/2016	9/27/2016	OFFICEMAX CT*IN#980442	28.48
ELEMENTARY CHATFIELD	442381174	9/1/2016	9/14/2016	9/27/2016	WEST MUSIC CATALOG	142.80
ELEMENTARY CHATFIELD	442526676	9/14/2016	9/15/2016	9/27/2016	BRAINPOP	1,350.00
ELEMENTARY CHATFIELD	442698161	9/15/2016	9/16/2016	9/27/2016	INNOVATIVE OFFICE SOLU	8.04
ELEMENTARY CHATFIELD	442698162	9/16/2016	9/16/2016	9/27/2016	INNOVATIVE OFFICE SOLU	548.15
ELEMENTARY CHATFIELD	442698163	9/15/2016	9/16/2016	9/27/2016	ZANER-BLOSER	470.59
ELEMENTARY OAK CREST	440585839	8/27/2016	8/29/2016	9/27/2016	DOLLAR TREE	8.00
ELEMENTARY OAK CREST	440585840	8/27/2016	8/29/2016	9/27/2016	OFFICEMAX/OFFICEDEPOT	149.21
ELEMENTARY OAK CREST	440585841	8/28/2016	8/29/2016	9/27/2016	AMAZON MKTPLACE PMTS	47.79
ELEMENTARY OAK CREST	440585842	8/28/2016	8/29/2016	9/27/2016	AMAZON MKTPLACE PMTS	56.36
ELEMENTARY OAK CREST	440585843	8/27/2016	8/29/2016	9/27/2016	LAKESHORE LEARNING #23	26.37
ELEMENTARY OAK CREST	440585844	8/28/2016	8/29/2016	9/27/2016	SUPER TEACHER WORKSHEE	19.95
ELEMENTARY OAK CREST	440585845	8/27/2016	8/29/2016	9/27/2016	THE HOME DEPOT #2806	19.88
ELEMENTARY OAK CREST	440713099	8/29/2016	8/30/2016	9/27/2016	AMAZON MKTPLACE PMTS	10.79
ELEMENTARY OAK CREST	440713100	8/29/2016	8/30/2016	9/27/2016	AMAZON MKTPLACE PMTS	2.39
ELEMENTARY OAK CREST	440713101	8/29/2016	8/30/2016	9/27/2016	RGS Pay*	17.54
ELEMENTARY OAK CREST	440713102	8/30/2016	8/30/2016	9/27/2016	Amazon.com	37.12
ELEMENTARY OAK CREST	440713103	8/29/2016	8/30/2016	9/27/2016	WALMART.COM	78.00
ELEMENTARY OAK CREST	440819596	8/30/2016	8/31/2016	9/27/2016	USPS 26073001733418328	4.19
ELEMENTARY OAK CREST	440819597	8/30/2016	8/31/2016	9/27/2016	SAMS CLUB #6510	39.92
ELEMENTARY OAK CREST	440819598	8/30/2016	8/31/2016	9/27/2016	ETYMOTIC RESEARCH	44.08
ELEMENTARY OAK CREST	440819599	8/30/2016	8/31/2016	9/27/2016	AMAZON MKTPLACE PMTS	6.99
ELEMENTARY OAK CREST	440819600	8/31/2016	8/31/2016	9/27/2016	AMAZON MKTPLACE PMTS	43.34
ELEMENTARY OAK CREST	440944931	8/31/2016	9/1/2016	9/27/2016	AMAZON MKTPLACE PMTS	18.72
ELEMENTARY OAK CREST	440944932	9/1/2016	9/1/2016	9/27/2016	SSI*SCHOOL SPECIALTY	135.25
ELEMENTARY OAK CREST	440944933	9/1/2016	9/1/2016	9/27/2016	SSI*SCHOOL SPECIALTY	381.13
ELEMENTARY OAK CREST	440944934	8/31/2016	9/1/2016	9/27/2016	SCHOLASTIC BOOK CLUB	39.00
ELEMENTARY OAK CREST	441566297	9/6/2016	9/7/2016	9/27/2016	PAYPAL *NEWS BOWL	309.00
ELEMENTARY OAK CREST	441666444	9/7/2016	9/8/2016	9/27/2016	COBORN S SUPERSTORE	30.00
ELEMENTARY OAK CREST	441666445	9/7/2016	9/8/2016	9/27/2016	USPS PO 2607300172	9.53
ELEMENTARY OAK CREST	441666446	9/7/2016	9/8/2016	9/27/2016	WM SUPERCENTER #3513	32.63
ELEMENTARY OAK CREST	441878909	9/7/2016	9/9/2016	9/27/2016	PAYPAL *MATTMANNCOW	59.95

September 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	441878910	9/8/2016	9/9/2016	9/27/2016	SSI*SCHOOL SPECIALTY	113.44
ELEMENTARY OAK CREST	441878911	9/9/2016	9/9/2016	9/27/2016	SSI*SCHOOL SPECIALTY	68.18
ELEMENTARY OAK CREST	441878912	9/9/2016	9/9/2016	9/27/2016	SSI*SCHOOL SPECIALTY	97.76
ELEMENTARY OAK CREST	442256509	9/12/2016	9/13/2016	9/27/2016	WALMART.COM	(14.50)
ELEMENTARY OAK CREST	442256510	9/12/2016	9/13/2016	9/27/2016	SSI*SCHOOL SPECIALTY	215.27
ELEMENTARY OAK CREST	442256511	9/12/2016	9/13/2016	9/27/2016	SSI*SCHOOL SPECIALTY	64.96
ELEMENTARY OAK CREST	442526672	9/14/2016	9/15/2016	9/27/2016	MATH OLYMPIADS	109.00
ELEMENTARY OAK CREST	442698155	9/16/2016	9/16/2016	9/27/2016	HEALTHPARTNERS INSTITU	95.00
ELEMENTARY OAK CREST	442698156	9/16/2016	9/16/2016	9/27/2016	HEALTHPARTNERS INSTITU	95.00
ELEMENTARY OAK CREST	442698157	9/14/2016	9/16/2016	9/27/2016	SCRIPPS SPELLING BEE	145.00
ELEMENTARY OAK CREST	442698158	9/15/2016	9/16/2016	9/27/2016	PARTY CITY #1033	17.97
ELEMENTARY OAK CREST	443104575	9/19/2016	9/20/2016	9/27/2016	SCHMITT MUSIC #11 REP	1,048.50
ELEMENTARY OAK CREST	443104576	9/19/2016	9/20/2016	9/27/2016	SSI*SCHOOL SPECIALTY	149.23
ELEMENTARY OAK CREST	443217289	9/20/2016	9/21/2016	9/27/2016	SSI*SCHOOL SPECIALTY	77.64
ELEMENTARY OAK CREST	443217290	9/20/2016	9/21/2016	9/27/2016	WALMART.COM	118.00
ELEMENTARY OAK CREST	443357940	9/21/2016	9/22/2016	9/27/2016	DISCOUNTMAGS.COM	149.82
ELEMENTARY OAK CREST	443535331	9/23/2016	9/23/2016	9/27/2016	NORTHEAST FOUNDATION F	102.00
ELEMENTARY OAK CREST	443535332	9/23/2016	9/23/2016	9/27/2016	SSI*SCHOOL SPECIALTY	63.83
ELEMENTARY OAK CREST	443535333	9/24/2016	9/23/2016	9/27/2016	NORTHEAST FOUNDATION F	199.00
ELEMENTARY OAK CREST	443799371	9/24/2016	9/26/2016	9/27/2016	SCHOLASTIC BOOK CLUB	34.00
ELEMENTARY OAK CREST	443916868	9/26/2016	9/27/2016	9/27/2016	PAYPAL *NEWS BOWL	109.00
Total						41,259.04

Sept 2016 Student Activities

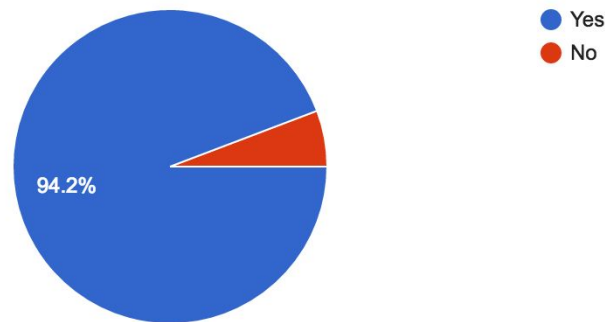
Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	40317	HSAC	7808	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - ONCOURT OFFCOURT	9/14/2016 0	N	USD	89.50
0716	40317	HSAC	7808	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - DAIRY QUEEN	9/14/2016 0	N	USD	40.00
0716	40317	HSAC	7808	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - YARDSIGNWHOLESALE.COM	9/14/2016 0	N	USD	400.00
0716	40317	HSAC	7808	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	GOLF - WEIGHT ROOM PROJECT DONATION	9/14/2016 0	N	USD	850.00
0716	40317	HSAC	7808	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	WRESTLING - WEIGHT ROOM PROJECT DONATION	9/14/2016 0	N	USD	600.00
0716	40320	HSAC	7809	CH	3	6962	BERRY COFFEE COMPANY	School Coffee Shop Supplies	9/14/2016 0	N	USD	221.45
0716	40318	HSAC	7810	CH	3	4758	REGION 7 MAAE	2016-17 MAAE CDE Fee	9/14/2016 0	N	USD	200.00
0716	40319	HSAC	7811	CH	3	4889	STEVE SCHROEDER	Parents Night BarBQ	9/14/2016 0	N	USD	507.20
0716	40319	HSAC	7811	CH	3	4889	STEVE SCHROEDER	IGOGS/Choc Milk	9/14/2016 0	N	USD	226.14
0716	40321	HSAC	7812	CH	3	7101	WOLLER PHOTOGRAPHY	PHOTO TEACHING SESSION	9/14/2016 0	N	USD	200.00
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - WEIGHT ROOM DONATION	9/23/2016 0	N	USD	12,000.00
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - TENNIS WAREHOUSE	9/23/2016 0	N	USD	649.60
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CC - REGISTER CORDONCO	9/23/2016 0	N	USD	63.50
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CC - REGISTER CORDONCO	9/23/2016 0	N	USD	53.50
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CC - ADCO SAFETY AWARD	9/23/2016 0	N	USD	443.70
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CC - REGISTER CORDONCO	9/23/2016 0	N	USD	53.50
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CC - REGISTER CORDONCO	9/23/2016 0	N	USD	42.50
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - SAMS CLUB	9/23/2016 0	N	USD	177.86
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - WESTAURANT	9/23/2016 0	N	USD	173.28
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - AH HERMEL	9/23/2016 0	N	USD	498.36
0716	40415	HSAC	7813	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - SAMS CLUB	9/23/2016 0	N	USD	81.50
0716	40417	HSAC	7814	CH	3	4813	BPEA	PEPSI	9/23/2016 0	N	USD	241.04
0716	40421	HSAC	7815	CH	3	4892	BRAD PEDERSON	Ties - Embroidery	9/23/2016 0	N	USD	432.00
0716	40423	HSAC	7816	CH	3	5825	BREVARD PRODUCTION	Down Payment/Florida	9/23/2016 0	N	USD	750.00
0716	40416	HSAC	7817	CH	3	4748	BRUCE MATHIOWETZ	Dinner Tickets - FFA Reimbursement	9/23/2016 0	N	USD	564.00
0716	40416	HSAC	7817	CH	3	4748	BRUCE MATHIOWETZ	Reimbursements/Various Supplies	9/23/2016 0	N	USD	121.79
0716	40424	HSAC	7818	CH	3	6006	BSN SPORTS INC	Footballs	9/23/2016 0	N	USD	668.50
0716	40422	HSAC	7819	CH	3	5805	ECFE	CONCESSIONS 9/9 AL/FBALL	9/23/2016 0	N	USD	500.00
0716	40418	HSAC	7820	CH	3	4820	FOOTBALL BOOSTERS	Concessions 9/9 AlbertLea	9/23/2016 0	N	USD	200.00
0716	40419	HSAC	7821	CH	3	4848	PEPSI-COLA	Pop Delivery- Conc	9/23/2016 0	N	USD	2,418.30
0716	40420	HSAC	7822	CH	3	4889	STEVE SCHROEDER	Breakfast/Milk	9/23/2016 0	N	USD	104.40
0716	40503	HSAC	7823	CH	3	4733	ANNETTE MOYLAN	Supplies/markers/pain/etc.	9/29/2016 0	N	USD	57.72
0716	40505	HSAC	7824	CH	3	4892	BRAD PEDERSON	Headbands for CC	9/29/2016 0	N	USD	66.28
0716	40504	HSAC	7826	CH	3	4820	FOOTBALL BOOSTERS	Cookie dough-treats for YB staff	9/29/2016 0	N	USD	126.00
Total											23,821.62	

BACK-TO-SCHOOL CONFERENCE-TEACHER FEEDBACK SUMMARY

This survey was taken by 52 Oak Crest and Chatfield Teachers about their experience on how Back-To-School Conferences went, the two days prior to the first day of school.

Is the opportunity for you to sit down with your students in the current form of back to school conferences beneficial?

(52 responses)



- 94.2% felt having the opportunity to sit down with their students in this form was beneficial.
- 49 responded YES, 3 responded NO.

What's one thing you really liked about having Back-To-School Conferences this year?

- One-on-one time with the student and their families.
 - Making that connection with every single family in my classroom
 - Both student and parents hear expectations for the year
 - Seeing some background of my students. Family life, behavior, personality
 - Allowing the families to take as much time as they need exploring the school and helping the little ones/new students get rid of any anxiety they have on the first day of school.
 - Having a bond/connection formed before school even begins, so you aren't wasting that valuable time on the first few days of school, trying to get to know each student.
- Everyone having a scheduled time vs open house format.
 - Less chaotic and a lot less stressful

What's one thing you'd recommend we change about Back-To-School Conferences?

- 37 teachers responded to this particular question and 19 responded "nothing" that's over half the teachers saying they liked this year's process
- Could shorten the time down to 15-20 minutes per family.
- Have them during workshop week so everyone can start the day after Labor Day.
- Have both day's 9-5, going to 7 is too late.
- Making a few more later time slots for families.

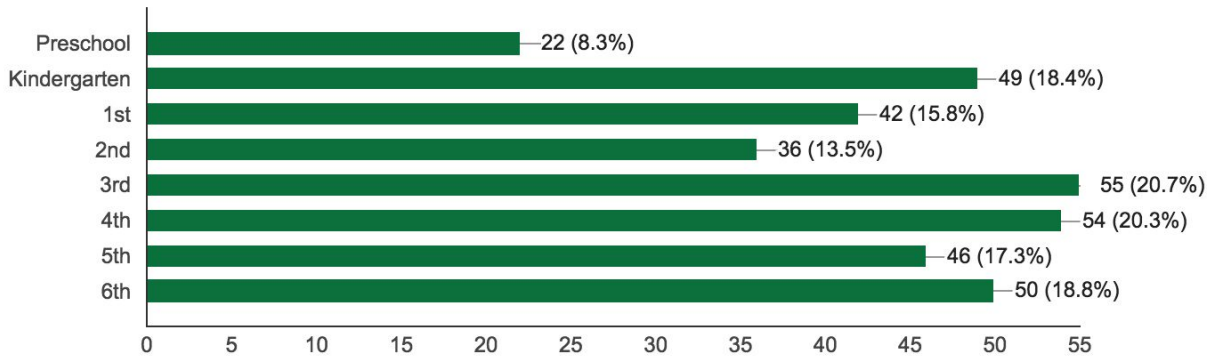
Additional Feedback regarding the current Back-To-School Conference format?

- “Whenever I tell teachers from other districts about it they love it and want to implement into their district...this is one of the things that makes Belle Plaine GREAT, it would be a 100 percent shame if this format was changed or let go as we worked so hard to get it and see it as a great success!”
- “It works! Parents love it, kids love it, teachers LOVE it!!! It is valuable, stress-free and important. It would be foolish to return back to an outdated model of a "traditional" open house. The time and VALUABLE information that we are able to gather during back to school conferences is priceless for us as teachers. Because of this valuable information we are able to 'hit the ground running' on day one, because we've gotten to know each individual student already!”
- “I feel that Stier Bus and Trailblazer also appreciate the Back to School Conference days as it allows families to discuss concerns with them as well as discuss their transportation options.”

PK-6 BACK TO SCHOOL CONFERENCE SURVEY-PARENT SUMMARY

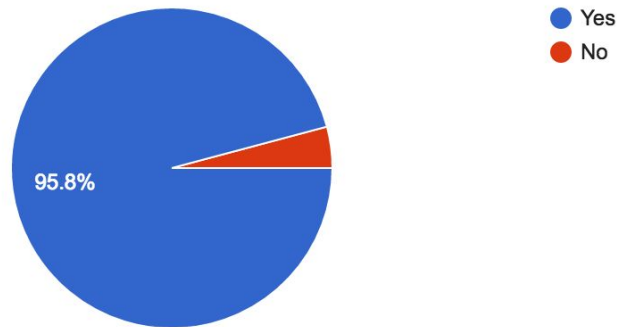
266 parents took the Back to School Conference Survey: below you can see where the responses came from, per grade level PK-6.

Grade level(s) of your student (266 responses)



Is the opportunity for you to sit down with your child's teacher in the current form of back to school conferences beneficial?

(265 responses)



- 95.8% felt having the opportunity to sit down with their child's teacher in this form was beneficial.
- 254 responded YES, 11 responded NO.

What is one thing you really like about having Back-To-School conferences?

- Meeting the teacher one-on-one
- Getting school pictures done with
- This year was a lot less hectic!
- Getting so many things done with all at once.
- Getting my child more comfortable with going back to school.

- Great information.
- Friendly, helpful and well organized.
- Getting concerns out of the way.

What is one thing you would recommend changing about Back-To-School conferences?

(182 responses total)

- 49% of the responses said “nothing” “things went great this year” “no changes”
- 18% want them to take place the week before Labor Day so all schools can start on the same day. But like the current process. *hard with daycare when high school students/siblings are back at school and the young ones are not.
- 13% want time slots to change. Have them in evenings, after school.
- Greeters/more signs to help know where to go.
- More time with teachers
- Checklist of what they should all bring. i.e. iPad form, snack cart, picture form, etc. to make things go smoother.

Any additional feedback you would like to share regarding the current Back-To-School Conference format?

- So much better than the open house format a few years ago!
- Like the concept but not the delay in school starting 2 days late
- LOVE IT!
- All school needs to start the same day.
- Great opportunity to get everything done at once!
- Great system, well organized!
- Love them, would never want to go back to the “open house” format.
- Help accommodate working families more on the time slots available.
- Great program, please continue it!
- Having a start day comparable to other schools, I think if back to school conferences are to continue the date of the first in classroom school day need adjusting.

Lighting System Analysis

Cost Saving Recommendations

Bid Document

September 23, 2016

Property Address:

ISD 716/Junior High-Phase 2-vCEE

130 S Willow St
Belle Plaine, MN 56011

Prepared for:

ISD 716/Junior High

130 S Willow St
Belle Plaine, MN 56011



Prepared by Lighting Specialist:

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Program Coordinator:

- Audits
- Financing
- Contractors
- Rebates

Kristen Funk
Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, Minnesota 55401

Phone: 612-335-3487
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E-mail: kfunk@mncee.org

Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs) *
Existing Lights	30.211	68,429	\$9,092.72	116,330
New Lights	15.532	36,469	\$4,756.38	61,997
Estimated Savings	14.679	31,960	\$4,336.34^(a) ◀	54,332 *

* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gasses (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Less Hours 1,200 hrs/yr	3.3 hrs	3.3 hrs	3.3 hrs	3.3 hrs	3.3 hrs	3.3 hrs	3.3 hrs
Regular Hours 2,650 hrs/yr	7.3 hrs	7.3 hrs	7.3 hrs	7.3 hrs	7.3 hrs	7.3 hrs	7.3 hrs

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building.

Electric Utility Rates = \$0.0634/kWh and \$13.11/kW.

(11 00,00 [0] 00,00 00)

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Area A: Theater					
Project: #1		Less Hours 1,200 hrs/yr	Estimated Annual Savings= \$107.38/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
5	100	INC A 100W 1L (EISA= INC A 072W 1L)	5	8	LED 008W-1L A-Lamp
E1. LED 008W-1L A-LAMP			5		
Project: #2		Regular Hours 2,650 hrs/yr	Estimated Annual Savings= \$9.11/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
1	58	T8 4' 32 E2-2L-Exist*	1	30	LED 030W 1L-NewFix Wrap
Project Special Instructions: 4' surface mount wrap					
E2. Recycle Fluorescent Lamps 4' or Shorter			2		
E3. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			1		
E4. LED Fixture-Wrap >>4' LED wrap			1		
Project: #3		Less Hours 1,200 hrs/yr	Estimated Annual Savings= \$141.94/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
16	110	T8 4' 32 E4-4L-Exist*	16	72	LED LinearT8 4' 18W 4L-Bypass
Project Special Instructions: 8' strip fixture					
E5. Recycle Fluorescent Lamps 4' or Shorter			64		
E6. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			16		
E7. Itemized Cost: labor per fixture [CC] >>labor per fixture			16		
E8. 4' Linear LED - Ballast Bypass >>18w			64		
Area B: Office					
Project: #4		Regular Hours 2,650 hrs/yr	Estimated Annual Savings= \$16.01/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
1	84.20	T12 U 4' 34S2 2L (EISA= T8 U 4' 32E2 2L)	1	35	LED 035W 1L-NewFix 2x2
Project Special Instructions: 2x2 prismatic					
E9. Recycle U Shape and Circular Fluorescent			2		
E10. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			1		
E11. LED Fixture-2'x2' Troffer >>2x2 new fix			1		

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #5					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$299.35/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
40	58	T8 4' 32 E2-2L-Exist	40	35	LED 035W 1L-NewFix 1x4
Project Special Instructions: 1x4 prismatic					
E12. Recycle Fluorescent Lamps 4' or Shorter			80		
E13. Fixture: 1x4 New fix [CC]			40		
Project: #6					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$40.99/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
7	58	T8 4' 32 E2-2L-Exist*	7	40	LED 040W 1L-NewFix 2x4
E14. Recycle Fluorescent Lamps 4' or Shorter			14		
E15. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			7		
E16. LED Fixture-2'x4' Troffer >>2x4 new fix			7		
Area C: Halls					
Project: #7					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$164.64/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
22	58	T8 4' 32 E2-2L-Exist	22	35	LED 035W 1L-NewFix 1x4
E17. Recycle Fluorescent Lamps 4' or Shorter			44		
E18. Fixture: 1x4 New fix [CC]			22		
Project: #8					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$127.55/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
14	58	T8 4' 32 E2-2L-Exist*	14	30	LED 030W 1L-NewFix Wrap
Project Special Instructions: 4' surface mount wrap					
E19. Recycle Fluorescent Lamps 4' or Shorter			28		
E20. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			14		
E21. LED Fixture-Wrap >>4' LED wrap			14		

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #9					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$11.71/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
2	58	T8 4' 32 E2-2L-Exist*	2	40	LED 040W 1L-NewFix 2x4
Project Special Instructions: 2x4 prismatic					
E22. Recycle Fluorescent Lamps 4' or Shorter			4		
E23. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			2		
E24. LED Fixture-2'x4' Troffer >>2x4 new fix			2		
Area D: RR's					
Project: #10					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$3.25/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
2	13	CFL 013W-1L Spiral	2	8	LED 008W-1L A-Lamp
E25. Recycle CFL Lamps			2		
E26. LED 008W-1L A-LAMP			2		
Project: #11					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$14.96/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
2	58	T8 4' 32 E2-2L-Exist	2	35	LED 035W 1L-NewFix 1x4
Project Special Instructions: 1x4 prismatic					
E27. Recycle Fluorescent Lamps 4' or Shorter			4		
E28. Fixture: 1x4 New fix [CC]			2		
Project: #12					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$58.57/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
4	85	T8 4' 32 E3-3L-Exist*	4	40	LED 040W 1L-NewFix 2x4
Project Special Instructions: 2x4 prismatic					
E29. Recycle Fluorescent Lamps 4' or Shorter			12		
E30. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			4		
E31. LED Fixture-2'x4' Troffer >>2x4 new fix			4		
Area E: Lunch Room					

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #13					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$74.84/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
10	58	T8 4' 32 E2-2L-Exist	10	35	LED 035W 1L-NewFix 1x4
Project Special Instructions: 1x4 prismatic					
E32. Recycle Fluorescent Lamps 4' or Shorter			20		
E33. Fixture: 1x4 New fix [CC]			10		
Area F: Classrooms					
Project: #14					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$1,264.75/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
169	58	T8 4' 32 E2-2L-Exist	169	35	LED 035W 1L-NewFix 1x4
Project Special Instructions: 1x4 prismatic					
E34. Recycle Fluorescent Lamps 4' or Shorter			338		
E35. Fixture: 1x4 New fix [CC]			169		
Project: #15					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$45.55/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
5	58	T8 4' 32 E2-2L-Exist*	5	30	LED 030W 1L-NewFix Wrap
Project Special Instructions: 4' surface mount wrap					
E36. Recycle Fluorescent Lamps 4' or Shorter			10		
E37. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			5		
E38. LED Fixture-Wrap >>4' LED wrap			5		
Area G: Library					
Project: #16					
Regular Hours 2,650 hrs/yr			Estimated Annual Savings= \$29.94/yr		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
4	58	T8 4' 32 E2-2L-Exist	4	35	LED 035W 1L-NewFix 1x4
Project Special Instructions: 1x4 prismatic					
E39. Recycle Fluorescent Lamps 4' or Shorter			8		
E40. Fixture: 1x4 New fix [CC]			4		

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #17					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$546.64/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
24	110	T8 4' 32 E4-4L-Exist*	24	40	LED 040W 1L-NewFix 2x4

Project Special Instructions: 2x4 prismatic

E41. Recycle Fluorescent Lamps 4' or Shorter	96			
E42. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	24			
E43. LED Fixture-2'x4' Troffer >>2x4 new fix	24			

Area H: Shop and Shop Rooms

Project: #18					
	Less Hours	Estimated Annual Savings=			
	1,200 hrs/yr	\$13.07/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
4	32	T8 4' 32 E1-1L-Exist*	4	18	LED LinearT8 4' 18W 1L-Bypass

Project Special Instructions: 4' strip

E44. Recycle Fluorescent Lamps 4' or Shorter	4			
E45. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E46. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E47. 4' Linear LED - Ballast Bypass >>18w	4			

Project: #19					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$40.35/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
4	85	T8 4' 32 E3-3L-Exist*	4	54	LED LinearT8 4' 18W 3L-Bypass

Project Special Instructions: Vapor-proof paint room fixture

E48. Recycle Fluorescent Lamps 4' or Shorter	12			
E49. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E50. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E51. 4' Linear LED - Ballast Bypass >>18w	12			

Project: #20					
	Regular Hours	Estimated Annual Savings=			
	2,650 hrs/yr	\$219.64/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
15	110	T8 4' 32 E4-4L-Exist*	15	65	LED 065W 1L-NewFix

Project Special Instructions: 8' strip

E52. Recycle Fluorescent Lamps 4' or Shorter	60			
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ISD 716/Junior High-Phase 2-vCEE

Program ID#	Xcel Acct#	130 S Willow St
-40979	302775330	Belle Plaine, MN 56011

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E53. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	15			
E54. Fixture: 8' Strip new fix [CC]	15			

Area I: Basement and Basement Storage Rooms

Project: #21	Less Hours 1,200 hrs/yr	Estimated Annual Savings= \$128.40/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
25 25 INC 025G-1L	25 3 LED 003W-1L Globe			

Project Special Instructions: vanity fixtures

E55. LED 003W-1L GLOBE	25			
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Project: #22	Less Hours 1,200 hrs/yr	Estimated Annual Savings= \$64.43/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 100 INC A 100W 1L (EISA= INC A 072W 1L)	3 8 LED 008W-1L A-Lamp			

E56. LED 008W-1L A-LAMP	3			
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Project: #23	Less Hours 1,200 hrs/yr	Estimated Annual Savings= \$170.88/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
12 97 T12 4' 40S2 2L (EISA= T8 4' 32E2 2L)	12 36 LED LinearT8 4' 18W 2L-Bypass			

Project Special Instructions: 4' strip

E57. Recycle Fluorescent Lamps 4' or Shorter	24			
E58. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	12			
E59. Itemized Cost: labor per fixture [CC] >>labor per fixture	12			
E60. 4' Linear LED - Ballast Bypass >>18w	24			

Project: #24	Less Hours 1,200 hrs/yr	Estimated Annual Savings= \$455.70/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
32 97 T12 4' 40S2 2L (EISA= T8 4' 32E2 2L)	32 36 LED LinearT8 4' 18W 2L-Bypass			

E61. Recycle Fluorescent Lamps 4' or Shorter	64			
E62. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	32			
E63. Itemized Cost: labor per fixture [CC] >>labor per fixture	32			
E64. 4' Linear LED - Ballast Bypass >>18w	64			

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Project: #25				
Regular Hours 2,650 hrs/yr				Estimated Annual Savings= \$27.34/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 58 T8 4' 32 E2-2L-Exist*	3 30 LED 030W 1L-NewFix Wrap			
Project Special Instructions: 4' surface mount wrap				
E65. Recycle Fluorescent Lamps 4' or Shorter	6			
E66. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
E67. LED Fixture-Wrap >>4' LED wrap	3			
Project: #26				
Regular Hours 2,650 hrs/yr				Estimated Annual Savings= \$223.86/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
16 58 T8 4' 32 E2-2L-Exist*	8 30 LED 030W 1L-NewFix Wrap			
Project Special Instructions: 4' surface mount wrap				
E68. Recycle Fluorescent Lamps 4' or Shorter	32			
E69. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	16			
E70. LED Fixture-Wrap >>4' LED wrap	8			
Project: #27				
Less Hours 1,200 hrs/yr				Estimated Annual Savings= \$35.49/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 110 T8 4' 32 E4-4L-Exist*	4 72 LED LinearT8 4' 18W 4L-Bypass			
Project Special Instructions: 8' strip				
E71. Recycle Fluorescent Lamps 4' or Shorter	16			
E72. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E73. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E74. 4' Linear LED - Ballast Bypass >>18w	16			
Totals				Estimated Annual Savings \$4,336.34

[EquipCode] Equipment Description	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
M1. [FLR01] Recycle Fluorescent Lamps 4' or Shorter	942			
M2. [FLR03] Recycle U Shape and Circular Fluorescent	2			
M3. [FBR01] Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	164			
M4. [CLR01] Recycle CFL Lamps	2			
M5. [ITEM] Itemized Cost: labor per fixture [CC] >>labor per fixture	72			
M6. [LED102] LED 003W-1L GLOBE	25			
M7. [LED116] LED 008W-1L A-LAMP	10			
M8. [LEDF10] LED Fixture-2'x2' Troffer >>2x2 new fix	1			
M9. [LEDF11] LED Fixture-2'x4' Troffer >>2x4 new fix	37			
M10. [LEDF31] LED Fixture-Wrap >>4' LED wrap	31			
M11. [LED01] Fixture: 1x4 New fix [CC]	247			
M12. [LED01] Fixture: 8' Strip new fix [CC]	15			
M13. [LEDT10] 4' Linear LED - Ballast Bypass >>18w	184			

Disposal	
Materials	
Labor*	
Permits	
Taxes	
Access Factor	
Ceiling Height	

*Direct Labor only, excluding Access and Ceiling Height Fees

Total

Lighting System Analysis

Cost Saving Recommendations

Bid Document

September 15, 2016

Property Address:

ISD716/Belle Plaine Schools-Phase 3-vCEE

220 S Market St
Belle Plaine, MN 56011

Prepared for:

ISD716/Belle Plaine Schools

220 S Market St
Belle Plaine, MN 56011
Ph: (952) 873-2406 Fax: (952) 378-2420
Cell: (952) 292-7486



Prepared by Lighting Specialist:

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Program Coordinator:

- Audits
- Financing
- Contractors
- Rebates

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Minneapolis, Minnesota 55401

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Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs) *
Existing Lights	109.340	287,768	\$29,851.52	489,206
New Lights	58.408	152,461	\$15,866.36	259,184
Estimated Savings	50.932	135,307	\$13,985.16^(a) ◀	230,022 *

* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gasses (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
24/7 Hours 8,760 hrs/yr	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM
Gym Hours 2,540 hrs/yr	7.0 hrs	7.0 hrs	7.0 hrs	7.0 hrs	7.0 hrs	7.0 hrs	7.0 hrs
Hall Hours 3,075 hrs/yr	8.4 hrs	8.4 hrs	8.4 hrs	8.4 hrs	8.4 hrs	8.4 hrs	8.4 hrs
Less Hours 1,300 hrs/yr	3.6 hrs	3.6 hrs	3.6 hrs	3.6 hrs	3.6 hrs	3.6 hrs	3.6 hrs
Room Hours 2,250 hrs/yr	6.2 hrs	6.2 hrs	6.2 hrs	6.2 hrs	6.2 hrs	6.2 hrs	6.2 hrs

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building.

Electric Utility Rates = \$0.0634/kWh and \$8.85/kW.

(10 00,00 [0] 00,00 00)

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Area A: Front Office Area				
Project: #1	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$90.47/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
9 52.40 CFL Q 26W EEM2 2L	9 12 LED 012W BR 1L Retro			
Project Special Instructions: 6" can				
E1. Recycle CFL Lamps	18			
E2. LED 012W-1L BR	9			
E3. Retrofit Kit: Conversion to medium-base socket for LED Screw-in [CC]	9			
Project: #2	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$32.85/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
12 31 T8 2' 17W ELC2 2L	12 20 LED 010W Linear-T8-Bypass-2' 2L			
Project Special Instructions: 2x2 prismatic				
E4. Recycle Fluorescent Lamps 4' or Shorter	24			
E5. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	12			
E6. Itemized Cost: labor per fixture [CC] >>labor per fixture	12			
E7. 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass	24			
Project: #3	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$41.79/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
6 58 T8 4' 32W ELC2 2L	6 30 LED 015W Linear-T8-Bypass-4' 2L			
Project Special Instructions: 1x4 prismatic				
E8. Recycle Fluorescent Lamps 4' or Shorter	12			
E9. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	6			
E10. Itemized Cost: labor per fixture [CC] >>labor per fixture	6			
E11. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	12			
Project: #4	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$288.62/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
29 85 T8 4' 32W ELC3 3L	29 45 LED 015W Linear-T8-Bypass-4' 3L			
Project Special Instructions: 2x4 parabolic				
E12. Recycle Fluorescent Lamps 4' or Shorter	87			

ISD716/Belle Plaine Schools-Phase 3-vCEE

Program ID#	Xcel Acct#	220 S Market St
-40006	303169812	Belle Plaine, MN 56011

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E13. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	29			
E14. Itemized Cost: labor per fixture [CC] >>labor per fixture	29			
E15. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'	87			

Area B: Gym

Project: #5	Gym Hours 2,540 hrs/yr	Estimated Annual Savings= \$94.05/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 220 ST8 4' 32W 6ELC3 HBF IS (HiPer) 6L	4 132 LED 022W Linear-T8-Bypass-4' 6L			

E16. Recycle Fluorescent Lamps 4' or Shorter	24			
E17. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	8			
E18. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E19. Itemized Cost: Lift [CC] >>Lift	1			
E20. 4' Linear LED - Ballast Bypass >>22w LED HO 4' ballast-bypass	24			

Project: #6	Gym Hours 2,540 hrs/yr	Estimated Annual Savings= \$718.21/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
24 288 ST8 4' 32W 8ELC4 HBF IS (HiPer) 8L	24 176 LED 022W Linear-T8-Bypass-4' 8L			

E21. Recycle Fluorescent Lamps 4' or Shorter	192			
E22. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	48			
E23. Itemized Cost: labor per fixture [CC] >>labor per fixture	24			
E24. Lamps: 22w LED HO 4' ballast-bypass [CC]	192			

Project: #7	Less Hours 1,300 hrs/yr	Estimated Annual Savings= \$8.29/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 31 T8 2' 17W ELC2 2L	4 20 LED 010W Linear-T8-Bypass-2' 2L			

Project Special Instructions: 2x2 prismatic

E25. Recycle Fluorescent Lamps 4' or Shorter	8			
E26. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E27. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E28. 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass	8			

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Project: #8				
Less Hours 1,300 hrs/yr		Estimated Annual Savings= \$10.56/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
2 58 T8 4' 32W ELC2 2L	2 30 LED 015W Linear-T8-Bypass-4' 2L			

Project Special Instructions: 4' strip/wrap				
E29. Recycle Fluorescent Lamps 4' or Shorter	4			
E30. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	2			
E31. Itemized Cost: labor per fixture [CC] >>labor per fixture	2			
E32. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	4			

Project: #9				
Less Hours 1,300 hrs/yr		Estimated Annual Savings= \$30.18/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 85 T8 4' 32W ELC3 3L	4 45 LED 015W Linear-T8-Bypass-4' 3L			

Project Special Instructions: 2x4 prismatic				
E33. Recycle Fluorescent Lamps 4' or Shorter	12			
E34. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E35. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E36. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'	12			

Project: #10				
Less Hours 1,300 hrs/yr		Estimated Annual Savings= \$28.29/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 110 T8 4' 32W ELC4 4L	3 60 LED 015W Linear-T8-Bypass-4' 4L			

Project Special Instructions: 8' strip/wrap				
E37. Recycle Fluorescent Lamps 4' or Shorter	12			
E38. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
E39. Itemized Cost: labor per fixture [CC] >>labor per fixture	3			
E40. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass	12			

Area C: Classrooms

Project: #11				
Room Hours 2,250 hrs/yr		Estimated Annual Savings= \$10.95/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 31 T8 2' 17W ELC2 2L	4 20 LED 010W Linear-T8-Bypass-2' 2L			

Project Special Instructions: 2x2 prismatic				
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One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E41. Recycle Fluorescent Lamps 4' or Shorter	8			
E42. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E43. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
E44. 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass	8			
Project: #12	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$12.69/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 32 T8 4' 32W ELC1 1L	3 15 LED 015W Linear-T8-Bypass-4' 1L			
Project Special Instructions: 4' strip				
E45. Recycle Fluorescent Lamps 4' or Shorter	3			
E46. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
E47. Itemized Cost: labor per fixture [CC] >>labor per fixture	3			
E48. 4' Linear LED - Ballast Bypass >>15w LED 4' ballast-bypass	3			
Project: #13	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$424.96/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
61 58 T8 4' 32W ELC2 2L	61 30 LED 015W Linear-T8-Bypass-4' 2L			
Project Special Instructions: 2x4 prismatic				
E49. Recycle Fluorescent Lamps 4' or Shorter	122			
E50. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	61			
E51. Itemized Cost: labor per fixture [CC] >>labor per fixture	61			
E52. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	122			
Project: #14	Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$76.63/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
11 58 T8 4' 32W ELC2 2L	11 30 LED 015W Linear-T8-Bypass-4' 2L			
Project Special Instructions: 1x4 prismatic				
E53. Recycle Fluorescent Lamps 4' or Shorter	22			
E54. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	11			
E55. Itemized Cost: labor per fixture [CC] >>labor per fixture	11			
E56. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	22			

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
Project: #15					
	Room Hours 2,250 hrs/yr			Estimated Annual Savings= \$752.39/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
108	58	T8 4' 32W ELC2 2L	108	30	LED 015W Linear-T8-Bypass-4' 2L
Project Special Instructions: 4' wrap surface mount					
E57. Recycle Fluorescent Lamps 4' or Shorter			216		
E58. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			108		
E59. Itemized Cost: labor per fixture [CC] >>labor per fixture			108		
E60. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			216		
Project: #16					
	Room Hours 2,250 hrs/yr			Estimated Annual Savings= \$686.70/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
69	85	T8 4' 32W ELC3 3L	69	45	LED 015W Linear-T8-Bypass-4' 3L
Project Special Instructions: 2x4 surface wrap					
E61. Recycle Fluorescent Lamps 4' or Shorter			207		
E62. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			69		
E63. Itemized Cost: labor per fixture [CC] >>labor per fixture			69		
E64. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'			207		
Project: #17					
	Room Hours 2,250 hrs/yr			Estimated Annual Savings= \$875.80/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
88	85	T8 4' 32W ELC3 3L	88	45	LED 015W Linear-T8-Bypass-4' 3L
Project Special Instructions: 2x4 prismatic					
E65. Recycle Fluorescent Lamps 4' or Shorter			264		
E66. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			88		
E67. Itemized Cost: labor per fixture [CC] >>labor per fixture			88		
E68. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'			264		
Project: #18					
	Room Hours 2,250 hrs/yr			Estimated Annual Savings= \$2,799.06/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
225	110	T8 4' 32W ELC4 4L	225	60	LED 015W Linear-T8-Bypass-4' 4L
Project Special Instructions: 2x4 prismatic					
E69. Recycle Fluorescent Lamps 4' or Shorter			900		

Area Description				Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List							
E70. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				225			
E71. Itemized Cost: labor per fixture [CC] >>labor per fixture				225			
E72. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass				900			
Project: #19		24/7 Hours 8,760 hrs/yr	Estimated Annual Savings= \$694.62/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
21	110	T8 4' 32W ELC4 4L	21	60	LED 015W Linear-T8-Bypass-4' 4L		
Project Special Instructions: 2x8 strip							
E73. Recycle Fluorescent Lamps 4' or Shorter				84			
E74. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				21			
E75. Itemized Cost: labor per fixture [CC] >>labor per fixture				21			
E76. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass				84			
Project: #20		Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$360.77/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
29	110	T8 4' 32W ELC4 4L	29	60	LED 015W Linear-T8-Bypass-4' 4L		
Project Special Instructions: surface mounted wraps							
E77. Recycle Fluorescent Lamps 4' or Shorter				116			
E78. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				29			
E79. Itemized Cost: labor per fixture [CC] >>labor per fixture				29			
E80. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass				116			
Area D: Halls							
Project: #21		24/7 Hours 8,760 hrs/yr	Estimated Annual Savings= \$106.91/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
4	52.40	CFL Q 26W EEM2 2L	4	12	LED 012W BR 1L Retro		
E81. Recycle CFL Lamps				8			
E82. LED 012W-1L BR				4			
E83. Retrofit Kit: Conversion to medium-base socket for LED Screw-in [CC]				4			

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #22					
Hall Hours 3,075 hrs/yr				Estimated Annual Savings= \$23.18/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
7	31	T8 2' 17W ELC2 2L	7	20	LED 010W Linear-T8-Bypass-2' 2L

Project Special Instructions: 2x2 prismatic					
E84. Recycle Fluorescent Lamps 4' or Shorter			14		
E85. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			7		
E86. Itemized Cost: labor per fixture [CC] >>labor per fixture			7		
E87. 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass			14		

Project: #23					
Hall Hours 3,075 hrs/yr				Estimated Annual Savings= \$775.66/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
92	58	T8 4' 32W ELC2 2L	92	30	LED 015W Linear-T8-Bypass-4' 2L

Project Special Instructions: 2x4 prismatic					
E88. Recycle Fluorescent Lamps 4' or Shorter			184		
E89. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			92		
E90. Itemized Cost: labor per fixture [CC] >>labor per fixture			92		
E91. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			184		

Project: #24					
Hall Hours 3,075 hrs/yr				Estimated Annual Savings= \$1,336.93/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
111	85	T8 4' 32W ELC3 3L	111	45	LED 015W Linear-T8-Bypass-4' 3L

Project Special Instructions: 2x4 prismatic					
E92. Recycle Fluorescent Lamps 4' or Shorter			333		
E93. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			111		
E94. Itemized Cost: labor per fixture [CC] >>labor per fixture			111		
E95. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'			333		

Area E: Media Center					
Project: #25					
Hall Hours 3,075 hrs/yr				Estimated Annual Savings= \$352.78/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
29	52.40	CFL Q 26W EEM2 2L	29	12	LED 012W BR 1L Retro

Project Special Instructions: 6" can					
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ISD716/Belle Plaine Schools-Phase 3-vCEE					
Program ID#		Xcel Acct#		220 S Market St	
-40006		303169812		Belle Plaine, MN 56011	

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E96. Recycle CFL Lamps	58			
E97. LED 012W-1L BR	29			
E98. Retrofit Kit: Conversion to medium-base socket for LED Screw-in [CC]	29			
Project: #26		Hall Hours 3,075 hrs/yr	Estimated Annual Savings= \$66.25/yr	
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
20 31 T8 2' 17W ELC2 2L	20	20	LED 010W Linear-T8-Bypass-2' 2L	
Project Special Instructions: 2x2 parabolic				
E99. Recycle Fluorescent Lamps 4' or Shorter	40			
.100. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	20			
.101. Itemized Cost: labor per fixture [CC] >>labor per fixture	20			
.102. 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass	40			
Project: #27		Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$547.38/yr	
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
55 85 T8 4' 32W ELC3 3L	55	45	LED 015W Linear-T8-Bypass-4' 3L	
Project Special Instructions: 2x4 parabolic				
.103. Recycle Fluorescent Lamps 4' or Shorter	165			
.104. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	55			
.105. Itemized Cost: labor per fixture [CC] >>labor per fixture	55			
.106. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'	165			
Area F: Gym #2				
Project: #28		Gym Hours 2,540 hrs/yr	Estimated Annual Savings= \$538.66/yr	
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
18 288 ST8 4' 32W 8ELC4 HBF IS (HiPer) 8L	18	176	LED 022W Linear-T8-Bypass-4' 8L	
.107. Recycle Fluorescent Lamps 4' or Shorter	144			
.108. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	36			
.109. Itemized Cost: labor per fixture [CC] >>labor per fixture	18			
.110. Lamps: 22w LED HO 4' ballast-bypass [CC]	144			

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #29					
Less Hours 1,300 hrs/yr				Estimated Annual Savings= \$73.92/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
14	58	T8 4' 32W ELC2 2L	14	30	LED 015W Linear-T8-Bypass-4' 2L

Project Special Instructions: 4' wrap/strip					
.111.	Recycle Fluorescent Lamps 4' or Shorter		28		
.112.	Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)		14		
.113.	Itemized Cost: labor per fixture [CC] >>labor per fixture		14		
.114.	4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED		28		

Area G: Commons					
Project: #30					
24/7 Hours 8,760 hrs/yr				Estimated Annual Savings= \$213.81/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
8	52.40	CFL Q 26W EEM2 2L	8	12	LED 012W BR 1L Retro

.115.	Recycle CFL Lamps		16		
.116.	LED 012W-1L BR		8		
.117.	Retrofit Kit: Conversion to medium-base socket for LED Screw-in [CC]		8		

Project: #31					
Hall Hours 3,075 hrs/yr				Estimated Annual Savings= \$109.48/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
9	52.40	CFL Q 26W EEM2 2L	9	12	LED 012W BR 1L Retro

.118.	Recycle CFL Lamps		18		
.119.	LED 012W-1L BR		9		
.120.	Retrofit Kit: Conversion to medium-base socket for LED Screw-in [CC]		9		

Project: #32					
Hall Hours 3,075 hrs/yr				Estimated Annual Savings= \$19.88/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
6	31	T8 2' 17W ELC2 2L	6	20	LED 010W Linear-T8-Bypass-2' 2L

.121.	Recycle Fluorescent Lamps 4' or Shorter		12		
.122.	Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)		6		
.123.	Itemized Cost: labor per fixture [CC] >>labor per fixture		6		

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
:124. 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass			12			
Project: #33		Hall Hours 3,075 hrs/yr	Estimated Annual Savings= \$30.71/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
6	32	T8 4' 32W ELC1 1L	6	15	LED 015W Linear-T8-Bypass-4' 1L	
:125. Recycle Fluorescent Lamps 4' or Shorter			6			
:126. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			6			
:127. Itemized Cost: labor per fixture [CC] >>labor per fixture			6			
:128. 4' Linear LED - Ballast Bypass >>15w LED 4' ballast-bypass			6			
Project: #34		Hall Hours 3,075 hrs/yr	Estimated Annual Savings= \$84.31/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
10	58	T8 4' 32W ELC2 2L	10	30	LED 015W Linear-T8-Bypass-4' 2L	
Project Special Instructions: suspended up/down light						
:129. Recycle Fluorescent Lamps 4' or Shorter			20			
:130. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			10			
:131. Itemized Cost: labor per fixture [CC] >>labor per fixture			10			
:132. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			20			
Project: #35		Hall Hours 3,075 hrs/yr	Estimated Annual Savings= \$59.02/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
7	58	T8 4' 32W ELC2 2L	7	30	LED 015W Linear-T8-Bypass-4' 2L	
Project Special Instructions: 2x4 parabolic						
:133. Recycle Fluorescent Lamps 4' or Shorter			14			
:134. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			7			
:135. Itemized Cost: labor per fixture [CC] >>labor per fixture			7			
:136. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			14			
Project: #36		24/7 Hours 8,760 hrs/yr	Estimated Annual Savings= \$92.62/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
5	58	T8 4' 32W ELC2 2L	5	30	LED 015W Linear-T8-Bypass-4' 2L	
Project Special Instructions: wall-mounted uplight						

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
.137. Recycle Fluorescent Lamps 4' or Shorter	10			
.138. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	5			
.139. Itemized Cost: labor per fixture [CC] >>labor per fixture	5			
.140. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	10			
Project: #37	Hall Hours 3,075 hrs/yr	Estimated Annual Savings= \$204.75/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
17 85 T8 4' 32W ELC3 3L	17 45 LED 015W Linear-T8-Bypass-4' 3L			
Project Special Instructions: 2x4 prismatic				
.141. Recycle Fluorescent Lamps 4' or Shorter	51			
.142. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	17			
.143. Itemized Cost: labor per fixture [CC] >>labor per fixture	17			
.144. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'	51			
Project: #38	Hall Hours 3,075 hrs/yr	Estimated Annual Savings= \$391.45/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
26 110 T8 4' 32W ELC4 4L	26 60 LED 015W Linear-T8-Bypass-4' 4L			
Project Special Instructions: suspended up/down light fix				
.145. Recycle Fluorescent Lamps 4' or Shorter	104			
.146. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	26			
.147. Itemized Cost: labor per fixture [CC] >>labor per fixture	26			
.148. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass	104			
Area H: Kitchen				
Project: #39	Less Hours 1,300 hrs/yr	Estimated Annual Savings= \$50.54/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 97 T12 4' 40S2 2L-Cold Weather	4 30 LED 015W Linear-T8-Bypass-4' 2L			
.149. Recycle Fluorescent Lamps 4' or Shorter	8			
.150. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
.151. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List						
:152. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			8			
Project: #40		Less Hours 1,300 hrs/yr	Estimated Annual Savings= \$10.56/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
2	58	T8 4' 32W ELC2 2L	2	30	LED 015W Linear-T8-Bypass-4' 2L	
Project Special Instructions: 1x4 prismatic						
:153. Recycle Fluorescent Lamps 4' or Shorter			4			
:154. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			2			
:155. Itemized Cost: labor per fixture [CC] >>labor per fixture			2			
:156. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			4			
Project: #41		Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$311.01/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
25	110	T8 4' 32W ELC4 4L	25	60	LED 015W Linear-T8-Bypass-4' 4L	
Project Special Instructions: 2x4 prismatic						
:157. Recycle Fluorescent Lamps 4' or Shorter			100			
:158. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			25			
:159. Itemized Cost: labor per fixture [CC] >>labor per fixture			25			
:160. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass			100			
Area I: Locker Rooms						
Project: #42		Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$459.79/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
66	58	T8 4' 32W ELC2 2L	66	30	LED 015W Linear-T8-Bypass-4' 2L	
Project Special Instructions: suspended wrap						
:161. Recycle Fluorescent Lamps 4' or Shorter			132			
:162. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			66			
:163. Itemized Cost: labor per fixture [CC] >>labor per fixture			66			
:164. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED			132			

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Project: #43				
Less Hours 1,300 hrs/yr	Estimated Annual Savings= \$10.56/yr			
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
2 58 T8 4' 32W ELC2 2L	2 30 LED 015W Linear-T8-Bypass-4' 2L			
Project Special Instructions: 8' strip				
.165. Recycle Fluorescent Lamps 4' or Shorter	4			
.166. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	2			
.167. Itemized Cost: labor per fixture [CC] >>labor per fixture	2			
.168. 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	4			
Project: #44				
Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$39.80/yr			
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 85 T8 4' 32W ELC3 3L	4 45 LED 015W Linear-T8-Bypass-4' 3L			
Project Special Instructions: 2x4 parabolic				
.169. Recycle Fluorescent Lamps 4' or Shorter	12			
.170. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
.171. Itemized Cost: labor per fixture [CC] >>labor per fixture	4			
.172. 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'	12			
Area J: Jeff's Office				
Project: #45				
Room Hours 2,250 hrs/yr	Estimated Annual Savings= \$37.32/yr			
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
3 110 T8 4' 32W ELC4 4L	3 60 LED 015W Linear-T8-Bypass-4' 4L			
Project Special Instructions: 2x4 prismatic				
.173. Recycle Fluorescent Lamps 4' or Shorter	12			
.174. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
.175. Itemized Cost: labor per fixture [CC] >>labor per fixture	3			
.176. 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass	12			
Totals		Estimated Annual Savings \$13,985.16		

[EquipCode] Equipment Description	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
M1. [FLR01] Recycle Fluorescent Lamps 4' or Shorter	3714			
M2. [FBR01] Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	1253			
M3. [CLR01] Recycle CFL Lamps	118			
M4. [ITEM] Itemized Cost: labor per fixture [CC] >>labor per fixture	57			
M5. [ITEM] Itemized Cost: labor per fixture [CC] >>labor per fixture	42			
M6. [ITEM01] Itemized Cost: labor per fixture [CC] >>labor per fixture	1108			
M7. [ITEM01] Itemized Cost: Lift [CC] >>Lift	1			
M8. [LED144] LED 012W-1L BR	59			
M9. [LED03] Retrofit Kit: Conversion to medium-base socket for LED Screw-in [CC]	59			
M10. [LEDT02] 2' Linear LED - Ballast Bypass >>10w 2' ballast-bypass	106			
M11. [LEDT10] 4' Linear LED - Ballast Bypass >>22w LED HO 4' ballast-bypass	24			
M12. [LEDT10] 4' Linear LED - Ballast Bypass >>15w 4' ballast-bypass	1328			
M13. [LEDT10] 4' Linear LED - Ballast Bypass >>15w ballast-bypass 4' LED	780			
M14. [LEDT10] 4' Linear LED - Ballast Bypass >>15w ballast-bypass LED 4'	1131			
M15. [LEDT10] 4' Linear LED - Ballast Bypass >>15w LED 4' ballast-bypass	9			
M16. [LEDT01] Lamps: 22w LED HO 4' ballast-bypass [CC]	336			

Disposal	
Materials	
Labor*	
Permits	
Taxes	
Access Factor	
Ceiling Height	

*Direct Labor only, excluding Access and Ceiling Height Fees

Total

Lighting System Analysis

Cost Saving Recommendations

Bid Document

September 23, 2016

Property Address:

ISD 716/Belle Plaine Schools-Chatfield-Phase4-vCEE

330 S Market St
Belle Plaine, MN 56011

Prepared for:

ISD 716/Belle Plaine Schools-Chatfield Ele

330 S Market St
Belle Plaine, MN 56011



Prepared by Lighting Specialist:

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Program Coordinator:

- Audits
- Financing
- Contractors
- Rebates

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212 3rd Avenue North, Suite 560
Minneapolis, Minnesota 55401

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Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs) *
Existing Lights	63.037	187,160	\$21,786.00	318,171
New Lights	30.625	94,347	\$10,801.05	160,390
Estimated Savings	32.412	92,812	\$10,984.95^(a) ◀	157,781 *

* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gasses (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Regular Classroom Hours 2,628 hrs/yr	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs
Regular Hall Hours 4,655 hrs/yr	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building.

Electric Utility Rates = \$0.0634/kWh and \$13.11/kW.

(11 00,00 [0] 00,00 00)

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
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Area A: Classrooms

Project: #1	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= -\$1.30/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire	
1 31 T8 2' 17 E2 2L-Exist*	1 35 LED 035W 1L-NewFix	

Project Special Instructions: 2x2 prismatic

E1. Recycle Fluorescent Lamps 4' or Shorter	2		
E2. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	1		
E3. LED Fixture-2'x2' Troffer >>2x2 troffer	1		

Project: #2	Regular Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$73.30/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire	
9 58 T8 4' 32 E2-2L-Exist*	9 40 LED 040W 1L-NewFix 2x4	

Project Special Instructions: 2x4 prismatic

E4. Recycle Fluorescent Lamps 4' or Shorter	18		
E5. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	9		
E6. LED Fixture-2'x4' Troffer >>New Fixture 2x4	9		

Project: #3	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$4,956.96/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire	
340 85 T8 4' 32 E3-3L-Exist	340 40 LED 040W 1L-NewFix 2x4	

Project Special Instructions: 2x4 prismatic

E7. Recycle Fluorescent Lamps 4' or Shorter	1020		
E8. LED Fixture-2'x4' Troffer >>New Fixture 2x4	340		

Project: #4	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$1,224.66/yr
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire	
54 110 T8 4' 32 E4-4L-Exist*	54 40 LED 040W 1L-NewFix 2x4	

Project Special Instructions: 2x4 Prismatic

E9. Recycle Fluorescent Lamps 4' or Shorter	216		
E10. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	54		
E11. LED Fixture-2'x4' Troffer >>New Fixture 2x4	54		

Area B: Halls

ISD 716/Belle Plaine Schools-Chatfield-Phase4-vCEE		
Program ID#	Xcel Acct#	330 S Market St
-41116	302516521	Belle Plaine, MN 56011

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Project: #5	Regular Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$62.45/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
6 58 T8 4' 32 E2-2L-Exist*	6 35 LED 035W 1L-NewFix 1x4			
Project Special Instructions: 1x4 Prismatic				
E12. Recycle Fluorescent Lamps 4' or Shorter	12			
E13. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	6			
E14. Fixture: New Fixture 1x4 [CC]	6			
Project: #6	Regular Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$838.93/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
103 58 T8 4' 32 E2-2L-Exist*	103 40 LED 040W 1L-NewFix 2x4			
Project Special Instructions: 2x4 Prismatic				
E15. Recycle Fluorescent Lamps 4' or Shorter	206			
E16. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	103			
E17. LED Fixture-2'x4' Troffer >>New Fixture 2x4	103			
Area C: RR's				
Project: #7	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$16.20/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
10 13 CFL 013W-1L Spiral	10 8 LED 008W-1L A-Lamp			
E18. Recycle CFL Lamps	10			
E19. LED 008W-1L A-LAMP	10			
Project: #8	Regular Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$20.82/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
2 58 T8 4' 32 E2-2L-Exist*	2 35 LED 035W 1L-NewFix 1x4			
Project Special Instructions: 1x4 Prismatic				
E20. Recycle Fluorescent Lamps 4' or Shorter	4			
E21. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	2			
E22. Fixture: New Fixture 1x4 [CC]	2			

Area Description				Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List							
Project: #9		Regular Hall Hours 4,655 hrs/yr		Estimated Annual Savings= \$65.16/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
8	58	T8 4' 32 E2-2L-Exist*	8	40	LED 040W 1L-NewFix 2x4		
E23. Recycle Fluorescent Lamps 4' or Shorter				16			
E24. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				8			
E25. LED Fixture-2'x4' Troffer >>New Fixture 2x4				8			
Area D: Kitchen							
Project: #10		Regular Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$90.71/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
10	58	T8 4' 32 E2-2L-Exist*	10	30	LED 030W 1L-NewFix Wrap		
Project Special Instructions: 4' Standard wrap							
E26. Recycle Fluorescent Lamps 4' or Shorter				20			
E27. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				10			
E28. LED Fixture-Wrap >>30w LED				10			
Project: #11		Regular Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$272.15/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
12	110	T8 4' 32 E4-4L-Exist*	12	40	LED 040W 1L-NewFix 2x4		
Project Special Instructions: 2x4 Prismatic							
E29. Recycle Fluorescent Lamps 4' or Shorter				48			
E30. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				12			
E31. LED Fixture-2'x4' Troffer >>New Fixture 2x4				12			
Area E: Gym							
Project: #12		Regular Hall Hours 4,655 hrs/yr		Estimated Annual Savings= \$578.29/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
18	151	T8 4' 32W ELC4 HBF 4L	18	80	LED 080W 1L-NewFix 8' Strip		
Project Special Instructions: 8' Strip with Cage							
E32. Recycle Old Fixtures				18			
E33. Fixture: 80w LED 8' Strip [CC]				18			

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
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Area F: Teacher Lounge

Project: #13	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$116.63/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
8 85 T8 4' 32 E3-3L-Exist	8 40 LED 040W 1L-NewFix 2x4			

Project Special Instructions: 2x4 parabolic

E34. Recycle Fluorescent Lamps 4' or Shorter	24			
E35. LED Fixture-2'x4' Troffer >>New Fixture 2x4	8			

Area G: Dish Room

Project: #14	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$22.68/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
1 110 T8 4' 32 E4-4L-Exist	1 40 LED 040W 1L-NewFix Vaportight			

Project Special Instructions: 8' vaportight

E36. Recycle Fluorescent Lamps 4' or Shorter	4			
E37. LED Fixture-Vapor Tight Fixture >>LED 8' Vaportight	1			

Area H: Library

Project: #15	Regular Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$32.58/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 58 T8 4' 32 E2-2L-Exist*	4 40 LED 040W 1L-NewFix 2x4			

Project Special Instructions: 2x4 prismatic

E38. Recycle Fluorescent Lamps 4' or Shorter	8			
E39. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E40. LED Fixture-2'x4' Troffer >>New Fixture 2x4	4			

Project: #16	Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$189.53/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
13 85 T8 4' 32 E3-3L-Exist	13 40 LED 040W 1L-NewFix 2x4			

Project Special Instructions: 2x4 prismatic

E41. Recycle Fluorescent Lamps 4' or Shorter	39			
E42. LED Fixture-2'x4' Troffer >>New Fixture 2x4	13			

Area I: Computer Lab

ISD 716/Belle Plaine Schools-Chatfield-Phase4-vCEE		
Program ID#	Xcel Acct#	330 S Market St
-41116	302516521	Belle Plaine, MN 56011

Area Description				Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List							
Project: #17		Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$116.63/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
8	85	T8 4' 32 E3-3L-Exist	8	40	LED 040W 1L-NewFix 2x4		
Project Special Instructions: 2x4 parabolic							
E43. Recycle Fluorescent Lamps 4' or Shorter				24			
E44. LED Fixture-2'x4' Troffer >>New Fixture 2x4				8			
Area J: Stage							
Project: #18		Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$207.02/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
9	151	T8 4' 32W ELC4 HBF 4L	9	80	LED 080W 1L-NewFix 8' Strip		
E45. Recycle Old Fixtures				9			
E46. Fixture: 80w LED 8' Strip [CC]				9			
Area K: Activity Room							
Project: #19		Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$414.05/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
18	151	T8 4' 32W ELC4 HBF 4L	18	80	LED 080W 1L-NewFix 8' Strip		
Project Special Instructions: 8' Strip with cage							
E47. Recycle Old Fixtures				18			
E48. Fixture: 80w LED 8' Strip [CC]				18			
Area L: Music Rooms							
Project: #20		Regular Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$952.52/yr				
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire		
42	110	T8 4' 32 E4-4L-Exist*	42	40	LED 040W 1L-NewFix 2x4		
Project Special Instructions: 2x4 prismatic							
E49. Recycle Fluorescent Lamps 4' or Shorter				168			
E50. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				42			
E51. LED Fixture-2'x4' Troffer >>New Fixture 2x4				42			
Area M: Therapy Rooms							

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Project: #21				
Regular Hall Hours 4,655 hrs/yr				
		Estimated Annual Savings= \$32.58/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 58 T8 4' 32 E2-2L-Exist*	4 40 LED 040W 1L-NewFix 2x4			
Project Special Instructions: 2x4 prismatic				
E52. Recycle Fluorescent Lamps 4' or Shorter	8			
E53. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E54. LED Fixture-2'x4' Troffer >>New Fixture 2x4	4			
Area N: Misc. Rooms				
Project: #22				
Regular Classroom Hours 2,628 hrs/yr				
		Estimated Annual Savings= \$106.92/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
15 58 T8 4' 32 E2-2L-Exist*	15 36 LED LinearT8 4' 18W 2L-Bypass			
Project Special Instructions: 4' Strip				
E55. Recycle Fluorescent Lamps 4' or Shorter	30			
E56. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	15			
E57. Itemized Cost: labor per fixture [CC] >>labor per fixture	15			
E58. 4' Linear LED - Ballast Bypass >>18w	30			
Project: #23				
Regular Classroom Hours 2,628 hrs/yr				
		Estimated Annual Savings= \$247.85/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
17 85 T8 4' 32 E3-3L-Exist	17 40 LED 040W 1L-NewFix 2x4			
Project Special Instructions: 2x4 prismatic				
E59. Recycle Fluorescent Lamps 4' or Shorter	51			
E60. LED Fixture-2'x4' Troffer >>New Fixture 2x4	17			
Project: #24				
Regular Classroom Hours 2,628 hrs/yr				
		Estimated Annual Savings= \$90.71/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
4 110 T8 4' 32 E4-4L-Exist*	4 40 LED 040W 1L-NewFix 2x4			
Project Special Instructions: 2x4 prismatic				
E61. Recycle Fluorescent Lamps 4' or Shorter	16			
E62. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	4			
E63. LED Fixture-2'x4' Troffer >>New Fixture 2x4	4			

One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
Area O: Offices				
Project: #25	Regular Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$9.07/yr	
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
1 58 T8 4' 32 E2-2L-Exist*	1 30 LED 030W 1L-NewFix Wrap			
E64. Recycle Fluorescent Lamps 4' or Shorter	2			
E65. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	1			
E66. LED Fixture-Wrap >>30w LED	1			
Project: #26	Regular Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$247.85/yr	
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
17 85 T8 4' 32 E3-3L-Exist	17 40 LED 040W 1L-NewFix 2x4			
Project Special Instructions: 2x4 prismatic				
E67. Recycle Fluorescent Lamps 4' or Shorter	51			
E68. LED Fixture-2'x4' Troffer >>New Fixture 2x4	17			
Totals	Estimated Annual Savings \$10,984.95			

[EquipCode] Equipment Description	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
M1. [FLR01] Recycle Fluorescent Lamps 4' or Shorter	1987			
M2. [FBR01] Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	275			
M3. [CLR01] Recycle CFL Lamps	10			
M4. [ITEM] Itemized Cost: labor per fixture [CC] >>labor per fixture	15			
M5. [FR02] Recycle Old Fixtures	45			
M6. [LED116] LED 008W-1L A-LAMP	10			
M7. [LEDF10] LED Fixture-2'x2' Troffer >>2x2 troffer	1			
M8. [LEDF11] LED Fixture-2'x4' Troffer >>New Fixture 2x4	643			
M9. [LEDF29] LED Fixture-Vapor Tight Fixture >>LED 8' Vaportight	1			
M10. [LEDF31] LED Fixture-Wrap >>30w LED	11			
M11. [LED01] Fixture: 80w LED 8' Strip [CC]	45			
M12. [LED01] Fixture: New Fixture 1x4 [CC]	8			
M13. [LEDT10] 4' Linear LED - Ballast Bypass >>18w	30			

Disposal	
Materials	
Labor*	
Permits	
Taxes	
Access Factor	
Ceiling Height	

*Direct Labor only, excluding Access and Ceiling Height Fees

Total

Lighting System Analysis

Cost Saving Recommendations

Bid Document

September 20, 2016

Property Address:

ISD 716/Belle Plaine Schools-Oak Crest-Phase2-vCEE

1101 W Commerce Dr
Belle Plaine, MN 56011

Prepared for:

ISD 716/Belle Plaine Schools-Oak Crest

1101 W Commerce Dr
Belle Plaine, MN 56011



Prepared by Lighting Specialist:

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Program Coordinator:

- Audits
- Financing
- Contractors
- Rebates

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212 3rd Avenue North, Suite 560
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Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs) *
Existing Lights	86.201	309,452	\$28,769.96	526,068
New Lights	35.250	121,789	\$11,463.44	207,042
Estimated Savings	50.951	187,662	\$17,306.52^(a) ◀	319,026 *

* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gasses (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Standard Classroom Hours 2,628 hrs/yr	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs	7.2 hrs
Standard Hall Hours 4,655 hrs/yr	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs	12.8 hrs

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building.

Electric Utility Rates = \$0.0634/kWh and \$8.85/kW.

(10 00,00 [0] 00,00 00)

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
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Area A: Custodian/Maintenance Room

Project: #1	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$62.19/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
6 110 T8 4' 32 E4-4L-Exist*		6 72 LED 018W Linear-T8-Bypass-4' 4L		

Project Special Instructions: 8' Strip Fixture

E1. Recycle Fluorescent Lamps 4' or Shorter	24			
E2. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	6			
E3. Itemized Cost: labor per fixture [CC] >>labor per fixture	6			
E4. 4' Linear LED - Ballast Bypass >>18w	24			

Area B: Halls

Project: #2	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$371.19/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
25 51 CFL 26W 2L PL		25 14 LED 014W 1L-NewFix 8"		

Project Special Instructions: 8" Alum. Refl. Can

E5. Recycle CFL Lamps	50			
E6. Retrofit Kit: 8" can kit/new fixture [CC]	25			

Project: #3	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$12.04/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
30 31 T8 2' 17W ELC2 2L *		30 30 LED 030W 1L-NewFix 2x2		

Project Special Instructions: 2x2 Prismatic

E7. Recycle Fluorescent Lamps 4' or Shorter	60			
E8. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	30			
E9. Itemized Cost: labor per fixture [CC] >>labor per fixture	30			
E10. LED Fixture-2'x2' Troffer >>2x2 New Fix	30			

Project: #4	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$491.17/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
68 58 T8 4' 32 E2-2L-Exist*		68 40 LED 040W 1L-NewFix 2x4		

Project Special Instructions: 2x4 Prismatic

E11. Recycle Fluorescent Lamps 4' or Shorter	136			
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ISD 716/Belle Plaine Schools-Oak Crest-Phase2-vCEE

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Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List						
E12. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			68			
E13. Itemized Cost: labor per fixture [CC] >>labor per fixture			68			
E14. LED Fixture-2'x4' Troffer >>2x4 New Fix			68			
Project: #5		Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$202.25/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
18	58	T8 4' 32 E2-2L-Exist-Utube	18	30	LED 030W 1L-NewFix 2x2	
Project Special Instructions: 2x2 Prismatic						
E15. Recycle U Shape and Circular Fluorescent			36			
E16. Itemized Cost: labor per fixture [CC] >>labor per fixture			18			
E17. LED Fixture-2'x2' Troffer >>2x2 New Fix			18			
Area C: Classrooms						
Project: #6		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$30.27/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
3	51	CFL 26W 2L PL	3	14	LED 014W 1L-NewFix 8"	
Project Special Instructions: 8" Alum. Refl. Can						
E18. Recycle CFL Lamps			6			
E19. Retrofit Kit: 8" can kit/new fixture [CC]			3			
Project: #7		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$124.38/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
19	46	CFL TR 42W ELC1 1L	19	22	LED 022W 1L New Fix	
Project Special Instructions: Flush-Mount Can; 10-12"						
E20. Recycle CFL Lamps			19			
E21. Retrofit Kit: Can Kit/New Can [CC]			19			
Project: #8		Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$3.61/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
9	31	T8 2' 17W ELC2 2L *	9	30	LED 030W 1L-NewFix 2x2	
E22. Recycle Fluorescent Lamps 4' or Shorter			18			
E23. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			9			

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E24. Itemized Cost: labor per fixture [CC] >>labor per fixture			9			
E25. LED Fixture-2'x2' Troffer >>2x2 New Fix			9			
Project: #9		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$18.82/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
3	58	T8 4' 32 E2-2L-Exist*	3	35	LED 035W 1L-NewFix 1x4	
Project Special Instructions: 1x4 Prismatic						
E26. Recycle Fluorescent Lamps 4' or Shorter			6			
E27. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			3			
E28. Itemized Cost: labor per fixture [CC] >>labor per fixture			3			
E29. Fixture: 1x4 New Fix [CC]			3			
Project: #10		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$3,768.32/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
307	85	T8 4' 32 E3-3L-Exist*	307	40	LED 040W 1L-NewFix-2x4	
Project Special Instructions: 2x4 Prismatic						
E30. Recycle Fluorescent Lamps 4' or Shorter			921			
E31. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			307			
E32. Itemized Cost: labor per fixture [CC] >>labor per fixture			307			
E33. LED Fixture-2'x4' Troffer >>2x4 New Fix			307			
Project: #11		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$496.44/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
26	110	T8 4' 32 E4-4L-Exist*	26	40	LED 040W 1L-NewFix 2x4	
Project Special Instructions: 2x4 Prismatic						
E34. Recycle Fluorescent Lamps 4' or Shorter			104			
E35. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			26			
E36. Itemized Cost: labor per fixture [CC] >>labor per fixture			26			
E37. LED Fixture-2'x4' Troffer >>2x4 New Fix			26			
Area D: Gym						

Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #12	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$2,292.12/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
28	354	T5 HO 4' 54 E2/4-6L-Exist	28	150	LED High Bay Fixture 150W

Project Special Instructions: High Ceiling, Standard Gym

E38. Recycle Fluorescent Lamps 4' or Shorter	168				
E39. LED Fixture-High Bay Fixture >>150w LED High Bay Fixture	28				
Project: #13	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$12.00/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
2	58	T8 4' 32 E2-2L-Exist*	2	36	LED LinearT8 4' 18W 2L-Bypass

Project Special Instructions: 4' Strip in Gym Office

E40. Recycle Fluorescent Lamps 4' or Shorter	4				
E41. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	2				
E42. Itemized Cost: labor per fixture [CC] >>labor per fixture	2				
E43. 4' Linear LED - Ballast Bypass >>18w	4				
Project: #14	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$82.92/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
8	110	T8 4' 32 E4-4L-Exist*	8	72	LED 018W Linear-T8-Bypass-4' 4L

Project Special Instructions: 8' Strip in Gym Office

E44. Recycle Fluorescent Lamps 4' or Shorter	32			
E45. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	8			
E46. Itemized Cost: labor per fixture [CC] >>labor per fixture	8			
E47. 4' Linear LED - Ballast Bypass >>18w	32			

Area E: Restrooms

Project: #15	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$212.28/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
23	58	T8 4' 32 E2-2L-Exist*	23	35	LED 035W 1L-NewFix 1x4

Project Special Instructions: 1x4 Prismatic

E48. Recycle Fluorescent Lamps 4' or Shorter	46			
E49. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	23			

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Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E50. Itemized Cost: labor per fixture [CC] >>labor per fixture	23			
E51. Fixture: 1x4 New Fix [CC]	23			

Area F: Entry

Project: #16	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$29.69/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
2 51 CFL 26W 2L PL	2 14 LED 014W 1L-NewFix 8"			

Project Special Instructions: 8" Alum. Refl. Can

E52. Recycle CFL Lamps	4			
E53. Retrofit Kit: 8" can kit/new fixture [CC]	2			

Area G: Lunch Room

Project: #17	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$133.63/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
9 51 CFL 26W 2L PL	9 14 LED 014W 1L-NewFix 8"			

Project Special Instructions: 8" Alum. Refl. Can

E54. Recycle CFL Lamps	18			
E55. Retrofit Kit: 8" can kit/new fixture [CC]	9			

Project: #18	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$346.70/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
36 46 CFL TR 42W ELC1 1L	36 22 LED 022W 1L New Fix 12"			

Project Special Instructions: 12" Alum. Refl. Can

E56. Recycle CFL Lamps	36			
E57. Retrofit Kit: Can Kit/New Can [CC]	36			

Project: #19	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$2,039.72/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
17 354 T5 HO 4' 54 E2/4-6L-Exist	17 55 LED 055W 1L-NewFix 8'			

Project Special Instructions: Suspended 8' Direct/Indirect Fixture

E58. Recycle Fluorescent Lamps 4' or Shorter	102			
E59. Fixture: 55w LED 8' Suspended Strip [CC]	17			

Area H: Kitchen

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Area Description			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List					
Project: #20					
Standard Classroom Hours 2,628 hrs/yr				Estimated Annual Savings= \$24.55/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
2	85	T8 4' 32 E3-3L-Exist*	2	40	LED 040W 1L-NewFix-2x4

Project Special Instructions: 2x4 Prismatic

E60. Recycle Fluorescent Lamps 4' or Shorter	6			
E61. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	2			
E62. Itemized Cost: labor per fixture [CC] >>labor per fixture	2			
E63. LED Fixture-2'x4' Troffer >>2x4 New Fix	2			

Project: #21					
Standard Classroom Hours 2,628 hrs/yr				Estimated Annual Savings= \$31.09/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
3	110	T8 4' 32 E4-4L-Exist*	3	72	LED 018W Linear-T8-Bypass-4' 4L

Project Special Instructions: (2) 8' and (1) 4' Vaportight in Walk-In Coolers

E64. Recycle Fluorescent Lamps 4' or Shorter	12			
E65. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
E66. Itemized Cost: labor per fixture [CC] >>labor per fixture	3			
E67. 4' Linear LED - Ballast Bypass >>18w	12			

Project: #22					
Standard Classroom Hours 2,628 hrs/yr				Estimated Annual Savings= \$439.16/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
23	110	T8 4' 32 E4-4L-Exist*	23	40	LED 040W 1L-NewFix 2x4

Project Special Instructions: 2x4 Prismatic

E68. Recycle Fluorescent Lamps 4' or Shorter	92			
E69. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	23			
E70. Itemized Cost: labor per fixture [CC] >>labor per fixture	23			
E71. LED Fixture-2'x4' Troffer >>2x4 New Fix	23			

Area I: Music Room

Project: #23					
Standard Classroom Hours 2,628 hrs/yr				Estimated Annual Savings= \$147.30/yr	
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire
12	85	T8 4' 32 E3-3L-Exist*	12	40	LED 040W 1L-NewFix-2x4

Project Special Instructions: 2x4 Prismatic

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Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E72. Recycle Fluorescent Lamps 4' or Shorter	36			
E73. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	12			
E74. Itemized Cost: labor per fixture [CC] >>labor per fixture	12			
E75. LED Fixture-2'x4' Troffer >>2x4 New Fix	12			

Area J: Misc. Rooms

Project: #24	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$67.41/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
12 32 T8 4' 32 E1-1L-Exist*		12 18 LED LinearT8 4' 18W 1L-Bypass		

Project Special Instructions: 4' Strip in Display Cases

E76. Recycle Fluorescent Lamps 4' or Shorter	12			
E77. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	12			
E78. Itemized Cost: labor per fixture [CC] >>labor per fixture	12			
E79. 4' Linear LED - Ballast Bypass >>18w	12			
Project: #25	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$7.22/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
1 58 T8 4' 32 E2-2L-Exist*		1 40 LED 040W 1L-NewFix 2x4		

Project Special Instructions: 2x4 Prismatic

E80. Recycle Fluorescent Lamps 4' or Shorter	2			
E81. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	1			
E82. Itemized Cost: labor per fixture [CC] >>labor per fixture	1			
E83. LED Fixture-2'x4' Troffer >>2x4 New Fix	1			
Project: #26	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$31.09/yr		
Qty Watts EXISTING Luminaire		Qty Watts NEW Luminaire		
3 110 T8 4' 32 E4-4L-Exist*		3 72 LED 018W Linear-T8-Bypass-4' 4L		

Project Special Instructions: 8' Strip

E84. Recycle Fluorescent Lamps 4' or Shorter	12			
E85. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
E86. Itemized Cost: labor per fixture [CC] >>labor per fixture	3			

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Program ID#	Xcel Acct#	1101 W Commerce Dr
-329360	304081810	Belle Plaine, MN 56011

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
E87. 4' Linear LED - Ballast Bypass >>18w	12			

Area K: Computer Lab

Project: #27	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$270.04/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
22 85 T8 4' 32 E3-3L-Exist*	22 40 LED 040W 1L-NewFix-2x4			

Project Special Instructions: 2x4 Prismatic

E88. Recycle Fluorescent Lamps 4' or Shorter	66			
E89. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	22			
E90. Itemized Cost: labor per fixture [CC] >>labor per fixture	22			
E91. LED Fixture-2'x4' Troffer >>2x4 New Fix	22			

Area L: Locker Areas

Project: #28	Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$4,319.41/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
36 354 T5 HO 4' 54 E2/4-6L-Exist	36 55 LED 055W 1L-NewFix 8'			

Project Special Instructions: 8' Suspended Direct/Indirect Fixture

E92. Recycle Fluorescent Lamps 4' or Shorter	216			
E93. Fixture: 55w LED 8' Suspended Strip [CC]	36			

Area M: Media Center

Project: #29	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$171.57/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
17 51 CFL 26W 2L PL	17 14 LED 014W 1L-NewFix 8"			

Project Special Instructions: 8" Alum. Refl. Can

E94. Recycle CFL Lamps	34			
E95. Retrofit Kit: 8" can kit/new fixture [CC]	17			

Project: #30	Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$4.36/yr		
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
16 31 T8 2' 17W ELC2 2L *	16 30 LED 030W 1L-NewFix 2x2			

Project Special Instructions: 2x2 Mix; Prismatic and Center Basket

E96. Recycle Fluorescent Lamps 4' or Shorter	32			
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ISD 716/Belle Plaine Schools-Oak Crest-Phase2-vCEE

Program ID#	Xcel Acct#	1101 W Commerce Dr
-329360	304081810	Belle Plaine, MN 56011

Area Description				Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List							
E97. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				16			
E98. Itemized Cost: labor per fixture [CC] >>labor per fixture				16			
E99. LED Fixture-2'x2' Troffer >>2x2 New Fix				16			
Project: #31		Standard Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$357.44/yr			
Qty	Watts	EXISTING Luminaire		Qty	Watts	NEW Luminaire	
12	164.20	T8 4' 32 ELC-6L-Exist-NBF		12	55	LED 055W 1L-NewFix 8'	
Project Special Instructions: 8' Suspended Direct/Indirect Fixture							
.100. Recycle Fluorescent Lamps 4' or Shorter				72			
.101. Fixture: 55w LED 8' Suspended Strip [CC]				12			
Area N: Office/Admin. Areas							
Project: #32		Standard Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$102.84/yr			
Qty	Watts	EXISTING Luminaire		Qty	Watts	NEW Luminaire	
13	51	CFL 26W 2L PL		13	22	LED 011W 2L	
Project Special Instructions: Wall Sconce							
.102. Recycle CFL Lamps				26			
.103. PL: LED PL Ballast-bypass [CC]				26			
Project: #33		Standard Classroom Hours 2,628 hrs/yr		Estimated Annual Savings= \$80.74/yr			
Qty	Watts	EXISTING Luminaire		Qty	Watts	NEW Luminaire	
8	51	CFL 26W 2L PL		8	14	LED 014W 1L-NewFix 8"	
Project Special Instructions: 8" Alum. Refl. Can							
.104. Recycle CFL Lamps				16			
.105. Retrofit Kit: 8" can kit/new fixture [CC]				8			
Project: #34		Standard Hall Hours 4,655 hrs/yr		Estimated Annual Savings= \$2.41/yr			
Qty	Watts	EXISTING Luminaire		Qty	Watts	NEW Luminaire	
6	31	T8 2' 17W ELC2 2L *		6	30	LED 030W 1L-NewFix 2x2	
Project Special Instructions: 2x2 Prismatic							
.106. Recycle Fluorescent Lamps 4' or Shorter				12			
.107. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)				6			
.108. Itemized Cost: labor per fixture [CC] >>labor per fixture				6			

ISD 716/Belle Plaine Schools-Oak Crest-Phase2-vCEE

Program ID#	Xcel Acct#	1101 W Commerce Dr
-329360	304081810	Belle Plaine, MN 56011

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
.109. LED Fixture-2'x2' Troffer >>2x2 New Fix			6			
Project: #35		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$31.37/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
5	58	T8 4' 32 E2-2L-Exist*	5	35	LED 035W 1L-NewFix 1x4	
Project Special Instructions: 1x4 Prismatic Above Nurse Beds						
.110. Recycle Fluorescent Lamps 4' or Shorter			10			
.111. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			5			
.112. Itemized Cost: labor per fixture [CC] >>labor per fixture			5			
.113. Fixture: 1x4 New Fix [CC]			5			
Project: #36		Standard Hall Hours 4,655 hrs/yr	Estimated Annual Savings= \$112.36/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
10	58	T8 4' 32 E2-2L-Exist-Utube	10	30	LED 030W 1L-NewFix 2x2	
Project Special Instructions: 2x2 Prismatic						
.114. Recycle U Shape and Circular Fluorescent			20			
.115. Itemized Cost: labor per fixture [CC] >>labor per fixture			10			
.116. LED Fixture-2'x2' Troffer >>2x2 New Fix			10			
Project: #37		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$319.14/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
26	85	T8 4' 32 E3-3L-Exist*	26	40	LED 040W 1L-NewFix-2x4	
.117. Recycle Fluorescent Lamps 4' or Shorter			78			
.118. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			26			
.119. Itemized Cost: labor per fixture [CC] >>labor per fixture			26			
.120. LED Fixture-2'x4' Troffer >>2x4 New Fix			26			
Project: #38		Standard Classroom Hours 2,628 hrs/yr	Estimated Annual Savings= \$57.28/yr			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
3	110	T8 4' 32 E4-4L-Exist*	3	40	LED 040W 1L-NewFix 2x4	
Project Special Instructions: 2x4 Prismatic						
.121. Recycle Fluorescent Lamps 4' or Shorter			12			



One-Stop Efficiency Shop

Recommended Lighting Projects and Equipment

Area Description P: Lighting Project & Schedule (hrs/yr) (L: Luminaire) E: Equipment List	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
.122. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	3			
.123. Itemized Cost: labor per fixture [CC] >>labor per fixture	3			
.124. LED Fixture-2'x4' Troffer >>2x4 New Fix	3			
Totals		Estimated Annual Savings \$17,306.52		

[EquipCode] Equipment Description	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	
M1. [FLR01] Recycle Fluorescent Lamps 4' or Shorter	2291			
M2. [FLR03] Recycle U Shape and Circular Fluorescent	56			
M3. [FBR01] Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	616			
M4. [CLR01] Recycle CFL Lamps	209			
M5. [ITEM] Itemized Cost: labor per fixture [CC] >>labor per fixture	644			
M6. [LED81] PL: LED PL Ballast-bypass [CC]	26			
M7. [LEDF21] LED Fixture-High Bay Fixture >>150w LED High Bay Fixture	28			
M8. [LEDF10] LED Fixture-2'x2' Troffer >>2x2 New Fix	89			
M9. [LEDF11] LED Fixture-2'x4' Troffer >>2x4 New Fix	490			
M10. [LED01] Fixture: 1x4 New Fix [CC]	31			
M11. [LED01] Fixture: 55w LED 8' Suspended Strip [CC]	65			
M12. [LED03] Retrofit Kit: 8" can kit/new fixture [CC]	64			
M13. [LED03] Retrofit Kit: Can Kit/New Can [CC]	55			
M14. [LEDT10] 4' Linear LED - Ballast Bypass >>18w	96			

Disposal	
Materials	
Labor*	
Permits	
Taxes	
Access Factor	
Ceiling Height	

*Direct Labor only, excluding Access and Ceiling Height Fees

Total



MASA

Minnesota Association of School Administrators

1884 Como Avenue, Saint Paul, Minnesota 55108
voice/651-645-6272 • toll free/866-444-5251
fax/651-645-7518
email/members@mnasa.org
website/www.mnasa.org

Gary M. Amoroso, Ph.D.,
Executive Director

January 11, 2016

Resolution of the MASA Board of Directors'

Requesting a Minnesota State High School League Constitutional Amendment

Whereas, As ADVOCATES of a world-class education for Minnesota's children, MASA's members serve as the leading voice for public education, shape and influence the State and Federal education agenda, and empower leaders through high quality professional learning, services and support; and

Whereas, The MSHSL was created by superintendents in the spring of 1916 to promote amateur sports and to establish uniform eligibility rules for interscholastic contests; and

Whereas, Co-Curricular activities including all the Minnesota State High School League (MSHSL) sponsored activities are a vitally important part of the educational programs offered to our public school students; and

Whereas, The MSHSL is a respected and important organization serving the students of Minnesota; and

Whereas, The school district superintendent functions as the chief executive officer of the schools that have membership in the MSHSL; and

Whereas, The superintendent advocates for the needs of all students; and



MASA

**Minnesota Association
of School Administrators**

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website/www.mnasa.org

Gary M. Amoroso, Ph.D.,
Executive Director

Whereas, The superintendent is ultimately responsible for the implementation of MSHSL rules and regulations within the school district;

Now, Therefore, Be It Resolved;

The Minnesota Association of School Administrators (MASA) requests that the MSHSL Constitution be amended in order to allocate two designated seats for superintendents on the MSHSL Board of Directors.

2015 ELECTION EXPENSES

Belle Plaine Herald Expenses	
Legal Notice - Filing Dates	115.00
Legal Notice - General Election Notification	50.00
Posting of a Sample Ballot	250.00
Election Judges (10-12) for Day of Election	
Head Election Judge (\$16/hour)	312.00
Election Judges (\$10/hour)	930.00
Meals for Judges	
Main St Donuts	20.31
Kwik Trip	3.21
Rucks	52.24
Coborns	102.68
Pizza Plus	42.07
Misc Supplies	
Coborns	5.73
Innovative Office Solutions	45.83
Mileage (Kris)	
	144.08
City of Belle Plaine (Space Rental & Set-up and Tear-down of Polling Location)	
	370.00
TOTAL EXPENSES IN 2015	
	\$2,443.15
<i>Not calculated in the total costs - Election Day is a 16 hour work day for Kris</i>	
ONE TIME EXPENSE	
2015 - New Election Equipment - Total Cost \$8,200 (1/3 School and 2/3 City)	\$2,733.33

**Community Education
School Board Report
Mindy Chevalier
October 17, 2016**

Appreciation:

- Thank you to our volunteer coaches in 5th and 6th grade Volleyball and Football for their leadership this season! The 5th and 6th grade VB teams fared very well at the year end tournament! 5th grade had one team and 6th grade had 3 teams. The year end FB tournament is the weekend of the 17th.
- Thank you to Sheri Prokosch for her work with the ECFE Vehicle Fair the end of September! It was a great turnout from our community.
- Thank you to Kim DeWitte for her leadership in leading coaching sessions with our Preschool teachers, Early Learning Service Coordinator and Adult Ed leader. We will be starting observations next week.

Anticipation

- Tony Hartmann is leading our Drivers Training classes this year. Our students will be wrapping up and testing October 18th.
- Mrs. Robin Banks ran our Clay Slab House and Art Club programs this fall at Oak Crest for our 3-6th grade students.
- We had 21 people in our 55 Smart Driver Course in early October.

Acceleration

- Adult Rec and Adult Enrichment Classes are coming up the end of October:
 - Wine but no Whine - Painting Class
 - Adult Rec Basketball
 - Indoor Walking
 - Family Archery
 - Nordic Skiing
 - Moonlight Snowshoe
- Chelsea, Dorothy and I have met multiple times about the Winter CE Brochure course offerings. Deadline is November 1st for submission.
- The ECFE event, Holiday Express is already in the planning stages and set for the first weekend in December.

[2016 Fall Brochure](#)

[Adult Enrichment Communication](#)

[Youth Recreation/Enrichment Communication](#)

[ECFE Communication](#)

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

Appreciation:

- Homecoming 2016 is in the books! Some highlights included:
 - About 50 teams entered in the bean bag contest
 - Each grade having an air jam (grades 7-12). Comments by several staff that this was the “best ever!”
 - Great student attendance and behavior at the home athletic events for the week
 - A relay that involved the tandem bike, where all grades participated, as well as enthusiastic staff members
 - Tremendous royalty representation. I’m always so pleased with who our seniors select to be the candidates. They are great representatives for the school.
 - Boisterous representation and participation by Oak Crest at the pep fest
 - A strong community showing at the pep fest
 - A very well attended, safe dance after the game. DJs consistently mention the excellent turn out we have at our dances.
 - FYI . . . we will be surveying our royalty and their parents about the homecoming week experience.
 - Annette Moylan (Pep Club) and Laurie Green (Senior Class) provided outstanding leadership and organization throughout the week.

Acceleration:

- The Grading for Learning Coalition has begun meeting. We will meet twice per month as we begin. The agreed upon focus is: Standards-based grading and reporting provides students, parents, and teachers with detailed information about student learning. Scores directly reflect student growth and proficiency according to academic standards. At our first meeting we discussed how to communicate mid quarter grades in our modified grading system. We used the “IP” (in progress) designation to signal adequate progress toward teacher identified goals. At our next meeting (10/14) we will be discussing the retake process - how many retakes on summative? What steps must a student follow in order to retake? The group will be working on a grading handbook throughout our work.
- PLC Leadership met and began analyzing some sample gradebooks, as we had just had mid quarter grades. We discussed the strength and weaknesses of some gradebook example and how the formative contributes to student success on the summative. The rest of our staff will be going through the same practice during PLCs on 10/13.
- Math teachers are visiting their math colleagues in pairs, along with a couple of administrators. The focus is to analyze their system for learning target checks. The questions to consider include: How are the checks happening? Frequency? What happens once the teacher has the results?

Anticipation:

- We are meeting monthly with our Ramp Up leaders. We wanted to improve our communication on what is happening at each grade level. We are sending a monthly report on the developments within Ramp Up to paint a clearer picture of the focus and purpose. Ramp Up leaders will provide me with the description of the month and I will communicate it out to families.

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

October Board Report

Belle Plaine School District #0716 Student Support Services Update

- Licensed staff and paraprofessionals were trained in August on the following topics: Crisis Intervention Training; Continuous Improvement Monitoring Process; standards-based grading in special education
- Attending monthly Regional Director and Southwest Metro Director meetings
- Toured Southwest Metro to become more familiar with their programs
- First Special Education Advisory Council (SEAC) meeting on Wednesday, October 12th. Goal is to increase parent attendance and interest in Belle Plaine. Conducting a parent focus group to gather input.
- Attended the first of two fiscal monitoring trainings in preparation of our fiscal monitoring next school year. The second training will take place on 10/25. Based on what was presented, we are developing a fiscal manual.
- Revised the paraprofessional evaluation and observations have begun.
- Working with 504 Coordinators and Principals to revise 504 procedures.
- Participating on the Staff Development and Technology Teams
- Worked with Principals and new English Language Learner (ELL) teacher to revise schedules to meet the needs of our ELL students.
- Attending monthly meetings (or whenever attendance is requested):
 - Child Study meetings in each school, including a separate Early Childhood Special Education meeting
 - Professional Learning Community (PLC) meetings in each school
 - Developed a separate Transition PLC to continue the development of our 18- to 21-year -old program; develop new ways to address transition needs at the high school; develop a transition portfolio for students; and increase communication with parents regarding transition options
 - Nursing
 - Occupational & Physical Therapist
 - 504 Coordinators

Board Report
October 17th, 2016
Oak Crest Elementary
Liann Hanson

Appreciation:

- **Wolf Ridge** Students and staff will participate in a week long field trip at Wolf Ridge starting on Monday, October 24th. Thanks to our staff, our volunteers, and our parents who make this program successful!
- **Professional Learning Communities** We have started our weekly PLC team meetings. Teachers are looking at the skills their students need to achieve and creating learning around the skills. Thanks to all the teachers for all their hard work!
- **Pepfest** Thanks to the high school students and staff for a great pepfest! OC's student and staff loved it and had a good time!

Acceleration:

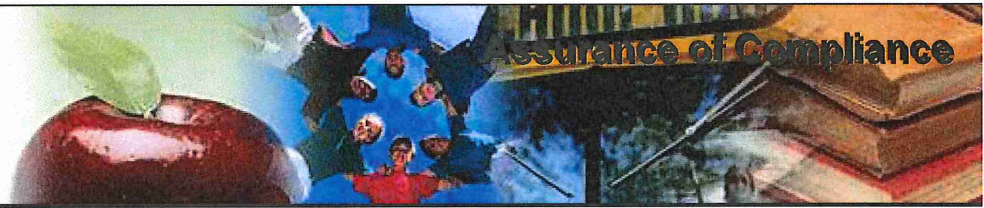
- **Backpack Program** The Belle Plaine Food Shelf and our Backpack Program started the weekly delivery of food bags to students that have opted into the program. We offer two servings of breakfast, 2 servings of lunch, and 2 fruits. The Oak Crest Student Council packed bags for this month. We are looking to partner with the High School groups to have them help pack the bags second semester!
- **Read-a-Thon** We had our Fundraiser kickoff on Friday, September 30th! Students took the next week to read 20 minutes a day to raise money for our schools! We can't wait to hear how much we raised!
- **Homecoming Week** We had a fantastic week of Homecoming! Students had spirit days in which they wore pajamas, had crazy hair or hats, wore sporting apparel, Disney wear, and wore Tiger gear! It was a fun week!
-

Anticipation

- **STOMP** We will be taking a group of students and their parents to a performance of STOMP in Minneapolis on Tuesday, October 18th. Should be a fun time!
- **Nature and Science Field Trip** Students in 3rd-5th grade were invited to participate in the Nature and Science Conferences on Tuesday, October 25th. We have a large contingency of Oak Crest students attending.
- **Halloween** We will not be having a Halloween parade on Monday, October 31st. 3rd and 4th grade students and classes will be rotating from class to class in each respective grade level playing games and doing activities/crafts. Each student will be visiting each class in their grade level. 5th and 6th grade will be having Halloween parties in their classrooms!
- **All School Meeting** We also have our All School Meeting on Friday, November 6th at 2:25 PM. We will be having sharing from our 6th graders on Wolf Ridge, 5th grade will be doing the greeting, and there will be news and announcements about the Terrific Tiger program.
- **Writer's Round Table** We have our first of the year Writer's Round Table on Friday, November 4th to honor our great student writers.
- **Veteran's Day Program** Our annual Veteran's Day Program will be held on Friday, November 11th at 9:15 AM at Oak Crest
- **Parent/Teacher Conferences** We had our Parent/Teacher Conferences on Monday, November 14th and Thursday, November 17th. We hope for a great turnout of parents and students!

As a side note: I was able to get the first round of all of my probationary staff observations completed. It was good to see teaching and learning in action. I was also able to visit every 3rd and 4th grade classroom for walkthroughs during their Balanced Literacy time. I saw some wonderful

Balanced Literacy approaches in each classroom, 3rd grade was aligned with their student skills (even if the learning toward those skills looked different), and 4th grade is doing fantastic things with book studies based on student reading level.



Logged in as: Charles Keller

Assurance Of Compliance

**0716-01 Belle Plaine Public School District
-INFORMATION NEEDED TO EVIDENCE COMPLIANCE-
School Year: 16-17**

* - indicates required fields.

Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	Mindy Chevalier	Ryan Laager	Mary Mesler
Telephone Number*	952-873-2403	952-873-2400	952-873-2400
Fax Number*	952-378-2420	952-873-6909	952-873-6909
E-Mail Address*	mchevalier@belleplaine.l	rlaager@belleplaine.k12.	mmesler@belleplaine.k12.

Mandated Reporter Training

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

Date of Verification

10/12/2016

Document Submittal Verification

Does MDE have current and accurate copies of the following documents?
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy		

Select file:

Browse...

District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

Federal Laws:

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.
- Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).
- Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
- The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).
- Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.
- The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- Prohibition of Discrimination Based on Blindness (20 USC § 1684).

State Laws:

The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.

Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.

Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.

Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.

Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district.

NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.

Belle Plaine Public Schools
Activity Account Fundraisers
FY 2016-17

Activity	Fundraiser	Dates
Visual Arts	Club's Choice	10/10/2016 - 10/25/2016
Prom	SCRIP giftcard	11/1/2016 - 12/2/2016
FFA	Spring Fruit Sales	5/8/2017 - 5/26/2017
FFA	Spring Plant Sales	2/15/2017 - 3/1/2017
FFA	Fall Fruit Sales	11/1/2016 - 11/18/2016
Track	Gold Card (Discount Cards)	3/13/2017 - 4/7/2017
JH Student Council	Happenings Book Sales	9/12/2016 - 10/3/2016
Concert Band	Butter Braid Pasterys	10/10/2016 - 10/27/2016
Golf	Gold Card (Discount Cards)	3/1/2017 - 4/1/2017
Cross Country	Scenic Byway Spaghetti Dinner	9/30/2016
Cross Country	Color Run	1/17/2017
Tennis	Century Resources	8/18/2016 - 9/6/2016
Choir	Kwik Trip Car Wash Cards	3/15/2017 - 4/15/2017
Choir	Matt Saxe Drive for Education	10/8/2016
SH Student Council	Coffee Shop (In School)	All Year
Baseball	Salt	11/22/2016 - 11/29/2016
Baseball	Sunflower Seed Sale	Spring 2017

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Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Visual Arts Date of Application: 8/30/2016
Art Student League
Advisor: Carol Hannon-Orr

Fundraising Event: Club's Choice

Sales Goal: \$ 2,000 —

Dates of Fundraiser: October 10 to Oct. 17 25 10 days
selling

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From NOV. 17¹⁶ To NOV. 17¹⁶

Name(s) of student(s) in charge of the fundraiser:

Allison Hennes
Hannah Burmeister

Specific product(s) to be sold (brand, description, vendor, etc.):

Club's Choice —

Our My choice for 3 decades?

Product cost to Activity:

~~\$2~~ - \$20

Sale Price to Customer:

\$4 - \$40

Did local businesses have an opportunity to provide the sale product?

How? *no*

Does this fundraiser directly compete with local businesses?

no - they do not carry this product

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

- art scholarships - graduating seniors*
- end of the year (and Visual Art*
- art show*
- additional Visual Arts support (Team members based on need)*

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Field Trips

Belle Plaine Public Schools Activity Fund
Fund-Raiser/Sales Application

Name of Activity: PROM Date of Application: 5/24/16

Advisor: SIBEL DIKMEN & AMIE HOHENSTEIN

Fund-raiser Event: SHOP WITH SCRIP (giftcard sales)

Dates of Fundraiser: Nov 1. 2016 to Dec. 2. 2016

*** online delivered immediately*

*→ paper sales
** online sales
until Dec. 7th*

Name(s) of student(s) in charge of sales or fund-raising:

2016-2017 Junior Class

Product to be sold (be specific; give exact brand, description, source, etc.):

PAPER & DIGITAL GIFTCARDS FROM OVER 700 RETAILERS

COMPLETE LIST CAN BE FOUND ON

WWW.SHOPWITHSCRIP.COM/SHOP/PRODUCT/BROWSE#?saved

Product cost to Activity: A VARIOUS DISCOUNT RATE DETERMINED BY EACH RETAILER.

Sale Price to Customer: FACE VALUE OF GIFTCARD.

Did local businesses have an opportunity to provide the sale product? No

How?

Though they could
apply to list with
Shop with Scrip

Does this sale or fund-raiser directly compete with local businesses?

POSSIBLY, DEPENDING ON WHAT PEOPLE PURCHASE
WITH GIFT CARDS.

What is the purpose of the sale or fund-raiser? What activities will be sponsored as a result?

TO FUNDRAISE MONEY FOR THE 2017 PROM HELD AT
MDA. THE GREATER THE SALES THE LOWER COST TO STUDENTS
TO ATTEND PROM. PROM IS THE ONLY SPONSORED
ACTIVITY IN THIS FUNDRAISER.

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Activity Director Signature: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: FFA Date of Application: 8/30/14

Advisor: Bruce Mathison / Peizer Lemke

Fundraising Event: Spring Fruit Sales

Sales Goal: \$ 6000

Dates of Fundraiser: 5/8/17 to 5/26/17

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From 5/8/17 To 5/24/17 M-F (15 days)

Name(s) of student(s) in charge of the fundraiser:

Loey Wilens

Somer Mathison

Levi Schmidt

Arianna Jones

Ashlyn Berscheid

Specific product(s) to be sold (brand, description, vendor, etc.):

Bedding Plants, Hanging Basket
vegetables

Product cost to Activity: *varies depending on plant.*

Sale Price to Customer: *varies depending on plant*

Did local businesses have an opportunity to provide the sale product?

How? *order through Global Ridge - Starbucks, MN*

Does this fundraiser directly compete with local businesses?

Coop - Greenhous

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Funds used for training materials, horticulture supplies, school landscaping, community service projects, FFA Activities

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: FFA Date of Application: 8/23/16

Advisor: Bruce Mathiowetz / Paige Lemke

Fundraising Event: Spring Plant Sales

Sales Goal: \$ 5000 Presale 2/15/17 - 3/1/17

Dates of Fundraiser: _____ to Feb-Mar - Ant. updated

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From _____ To _____
Anticipated delivery March 23/17

Name(s) of student(s) in charge of the fundraiser:

Lucy Walen James Mathiowetz
Levi Schmidt Arianna Jones
Ashlyn Perschke

Specific product(s) to be sold (brand, description, vendor, etc.):

Fruit

Product cost to Activity: *varies depends on product*

Sale Price to Customer: *varies depends on product*

Did local businesses have an opportunity to provide the sale product?

How? *Fruit through Minn Texx - Window, MN*

Does this fundraiser directly compete with local businesses?

Not directly

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Funds for travel, train materials, food, some fun activities, scholarships, to camp/conference

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: FFA Date of Application: 8/30/14

Advisor: Bruce Mathiowetz / Paige Lemke

Fundraising Event: Fall Fruit Sale

Sales Goal: \$ 16,000

Dates of Fundraiser: Presale Nov 1 - Nov 18th

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From 12/20/14 To _____
Anticipates

Name(s) of student(s) in charge of the fundraiser:

Lucy Walenius Sara Mathiowetz
Levi Schmidt Arianna Jone
Ashlyn Berschert

Specific product(s) to be sold (brand, description, vendor, etc.):

Fruit, meat, cheese

Product cost to Activity:

Varies

Sale Price to Customer:

Varies

Did local businesses have an opportunity to provide the sale product?

How?

Not directly yes. *meat/cheese thru Ruckus meat*
Fruit thru Mirantef - window

Does this fundraiser directly compete with local businesses?

Not directly

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

*Funds for travel, training materials
food, some Pan Activities, scholarship
to camps and conferences.*

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Track Date of Application: 8-30-16

Advisor: Rich Foust

Fundraising Event: Discount Card (Gold Card)

Sales Goal: \$ 400 x 14.50 = 5800.00

Dates of Fundraiser: March 13 to April 7

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From March 13 To April 7

Name(s) of student(s) in charge of the fundraiser:

Girls and Boys Track - Grades 7-12

Specific product(s) to be sold (brand, description, vendor, etc.):

Group of discount cards to area businesses

Product cost to Activity:

10.50 per Card (400 x 10.50 = 4200.00)

Sale Price to Customer:

125.00

Did local businesses have an opportunity to provide the sale product?

How?

The provide the discount to their product

Does this fundraiser directly compete with local businesses?

No

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

- 1) athlete awards
- 2) T-shirts
- 3) equipment
- 4) ice cream, Taffy, 'skulls' - awards and treats
- 5) end of year picnic, spaghetti dinner

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
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Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

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Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: JH Student Council Date of Application: 8/30/16

Advisor: Ross Nelson

Fundraising Event: Happenings Book Sales

Sales Goal: \$ 2000 Profit

Dates of Fundraiser: 9/2/16 - to 10/3/16

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From 10/3 To 10/3

Name(s) of student(s) in charge of the fundraiser:

JH Student Council

Specific product(s) to be sold (brand, description, vendor, etc.):

Entertainment (Happenings) Books for 2016-2017

Product cost to Activity: \$19.00 Each

Sale Price to Customer: \$30.00 Each

Did local businesses have an opportunity to provide the sale product?

I don't think so. They are generally sold as a
How? Fundraising Item.

Does this fundraiser directly compete with local businesses?

NO, it actually helps them if they are in the book.

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

To raise money for dances, field trips, activities
we will also be donating to charities and the school.

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
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Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
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Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Concert Band (Sr. High Band) Date of Application: 8/30/16

Advisor: Kevin Robinson

Fundraising Event: Butter Braid Pastry

Sales Goal: \$ 6,000

Dates of Fundraiser: 10/10/16 to 10/27/16

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From 11/10/16 ~~X~~

Name(s) of student(s) in charge of the fundraiser:

Kellan Bergs
Schuyler Sterk

Specific product(s) to be sold (brand, description, vendor, etc.):

Butter Braid Pastry - see attached document

Product cost to Activity: \$7.20

= \$4.80 profit/braid

Sale Price to Customer: \$12.00

Did local businesses have an opportunity to provide the sale product?

How? No

Does this fundraiser directly compete with local businesses?

No

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

- Students participating in the 2017 Performance Tour to Orlando, Florida

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____



Retail: \$12.00

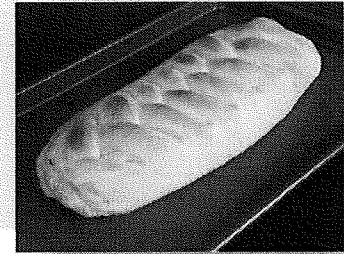
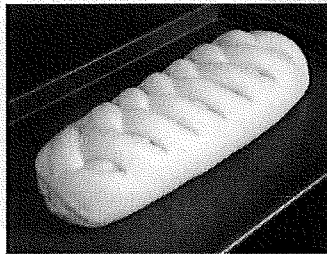
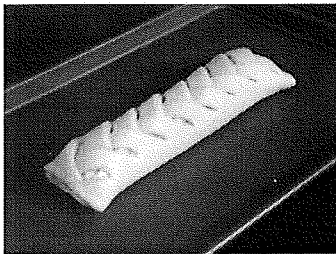
Profit: **40%**
\$4.80/each

A proven product... a simple program... a great experience.

Butter Braid® pastries are made from sweet, yeasted pastry dough, layered with 100% real butter and contain zero grams trans-fat. This gives Butter Braid® pastries a flaky outside and a tender, light, airy inside as each layer raises up while baking. As you take a bite of "The One and Only Butter Braid® Pastry", you will be biting into over 16 layers of warm goodness.

Each Butter Braid® pastry contains a mouthwatering filling laid atop the dough and hand-braided. To top it all off, each Butter Braid® pastry comes with an icing packet to complement the filling inside.

Butter Braid pastries come frozen, allowing you the choice of when to thaw, rise, bake and eat! You will see your pastry double in size and smell the irresistible aroma of the pastry as it bakes. We recommend that you share your pastry with others, but we won't tell if you happen to keep it all for yourself!



Flavors Available



Cherry



Cream Cheese



Strawberry & Cream Cheese



Apple



Cinnamon



Blueberry & Cream Cheese



Raspberry



Caramel Rolls

Frequently Asked Questions

How long does this fundraiser take?

We are available to assist in setting your sale dates. A normal selling period is 2-3 weeks. The date the sellers should return their order and the delivery date are both printed on the forms. The delivery date is scheduled before your sale starts, usually 12-14 days after the order is submitted.

Is there a minimum order?

Yes, there are minimum orders for our programs based on location. Please refer to the fundraising information page on our website for your areas specific minimum order.

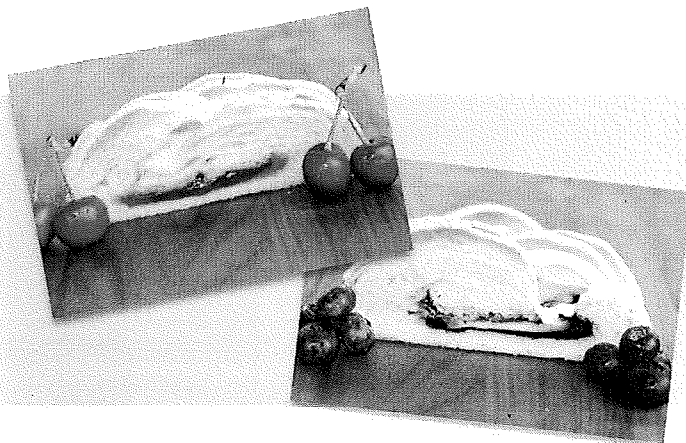
How does payment work?

There are no upfront costs to begin your sale. Payment for your order is not due until your sale has completed. Collect money as you sell and use a portion of this fund to purchase your product, the remaining balance will be the profit for your sale. One check payable to Kittelson Marketing is due at the time of delivery.

What should I expect at delivery?

Your delivery is set up to accommodate your group's schedule. Working with frozen products we do our best to deliver at a time when your sellers can pick up their orders to avoid having to find freezer space. Our representative will assist you in sorting and organizing your order as well.

Caramel Rolls – 23 oz. All other braided pastries – 22 oz.



Organization:	Belle Plaine High School
Checks Payable to:	BPHS
# Order Forms:	100
# Posters:	2
Minimum Order:	100

**A fulfillment fee will be added if the final order size does not reach the minimum order. Your order will qualify to be pre-packaged by seller if your order exceeds 300 units.*

Start Date:	Monday, October 10, 2016
End Date:	Thursday, October 27, 2016
Submit Order by:	Wednesday, November 2, 2016
Delivery:	Thursday, November 10, 2016

Program: Butter Braid Pastry	Retail Price per Unit	\$12.00
	Group Cost per Unit	\$7.20
	Group Profit per Unit	\$4.80 (40%)

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Golf Date of Application: 8/30/16

Advisor: Jerold Stauffacher

Fundraising Event: Gold Cards

Sales Goal: \$ 1450

Dates of Fundraiser: March 1st to April 1st

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From Date of Sale To _____

Name(s) of student(s) in charge of the fundraiser:

Justin Stauffacher
Cole Haller

Specific product(s) to be sold (brand, description, vendor, etc.):

Gold Card - MVP

Product cost to Activity:

10.50

Sale Price to Customer:

25.00

Did local businesses have an opportunity to provide the sale product?

How? yes

Does this fundraiser directly compete with local businesses?

No, Coupons to local businesses.

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Used to help defer cost to athletes.

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal

BELLE PLAINE PUBLIC SCHOOLS

Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Cross-Country Date of Application: 8/30/16

Advisor: Steve Schroeder

Fundraising Event: Scenic Byway Spaghetti Dinner

Sales Goal: \$ _____

Dates of Fundraiser: Sept 30th to 1 day

Number of Selling Days (selling days are defined as the number of delivery days):

~~Delivery Dates: From _____ To _____~~

Name(s) of student(s) in charge of the fundraiser:

Hailey Witt

Specific product(s) to be sold (brand, description, vendor, etc.):

Spaghetti feed on race packet pick up
night for the Scenic Byway 1/2 marathon

Product cost to Activity:

Sale Price to Customer:

Did local businesses have an opportunity to provide the sale product?

How?

NA

Does this fundraiser directly compete with local businesses?

NO

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Support the Cross-country program, Parents Night BBQ, watermelon relay, ice cream days, breakfasts,

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Krefl
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Cross-Country Date of Application: 8/30/16

Advisor: Steve Schroeder

Fundraising Event: Color Run

Sales Goal: \$ _____

Dates of Fundraiser: Jun 17th 2017 to 1 day

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From _____ To _____

Name(s) of student(s) in charge of the fundraiser:

Hailey Witt

Specific product(s) to be sold (brand, description, vendor, etc.):

Color Run Registrations for the Race

Product cost to Activity:

Sale Price to Customer:

Did local businesses have an opportunity to provide the sale product?

How? *Had opportunities to contribute to color run.*

Does this fundraiser directly compete with local businesses? *exactly the opposite.*

Part of German Days.

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser? *Support Cross-country Program, Parents night BBQ, Icecream Days, watermelon Relays,*

For Office Approval		
_____ Approved	_____ Disapproved	Date: _____
Reason or Stipulations: _____		

Is fundraiser subject to sales tax? Y / N		
Activity Director Signature: _____		
Board Approval: Y / N Date of Approval: _____		

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
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Ryan Laager, Ed.D., Superintendent

Mary Mesler
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Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Tennis Date of Application: 8/29/16

Advisor: Melissa Hanson

Fundraising Event: Century Resources

Sales Goal: \$ 1000

Dates of Fundraiser: 8-18-16 to 9-6-16

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From _____ To _____

last week of Sept.

Name(s) of student(s) in charge of the fundraiser:

Melissa Hanson All Student athletes
7-12th on roster.

Specific product(s) to be sold (brand, description, vendor, etc.):

Food products, Candy, etc.

Product cost to Activity:

Shipping is variable depending on amount of sales.

Sale Price to Customer:

Did local businesses have an opportunity to provide the sale product?

How? No.

Does this fundraiser directly compete with local businesses?

No.

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Fundraiser will provide money to purchase new shed & other supplies.

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreff
Jr/Sr High Principal
Mindy Chevalier
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Community Ed Director
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Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
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John Bergs
Activities Director
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Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Belle Plaine Choir Date of Application: 8/31/10

Advisor: Bri Velzke

Fundraising Event: Kwik Trip Car Wash Cards

Sales Goal: \$ _____

Dates of Fundraiser: March (15?) to April (15?)

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From _____ To _____

Name(s) of student(s) in charge of the fundraiser:

Choir Board to be determined
lauren murphy or Gabi Matecha

Specific product(s) to be sold (brand, description, vendor, etc.):

Kwik Trip car wash cards

Product cost to Activity:

\$20 cost per card - \$16 to each student

Sale Price to Customer:

\$36.00

Did local businesses have an opportunity to provide the sale product?

How?

yes - local KWIK Trip

Does this fundraiser directly compete with local businesses?

No - enhances local business

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Chor Tour - New York 2018 March
(individual student trip accounts)

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
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Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

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Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Belle Plaine Choir Date of Application: 10/31/16

Advisor: Bri Velzke

Fundraising Event: Math Saxe Drive for Education

Sales Goal: \$10,000.00

Dates of Fundraiser: Oct. 8, 2016 to ~~_____~~

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From ~~_____~~ To _____

Name(s) of student(s) in charge of the fundraiser:

Choir board to be determined

Lauren Murphy or Gabi Matecha

Specific product(s) to be sold (brand, description, vendor, etc.):

Drive for Education

Product cost to Activity:

Sale Price to Customer:

Did local businesses have an opportunity to provide the sale product?

How?

Does this fundraiser directly compete with local businesses?

No

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Matt Saxe Drive for Education raises \$10,000 for Belle Plaine Choirs by test driving cars.

For Office Approval		
_____ Approved	_____ Disapproved	Date: _____
Reason or Stipulations: _____		

Is fundraiser subject to sales tax? Y / N		
Activity Director Signature: _____		
Board Approval: Y / N	Date of Approval: _____	

money will be split between individual student choir tour trip accounts and our general activity fund where money will be used to purchase folders for all choir members and pay our accompanist.

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
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Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

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Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Sr. High St. Council Date of Application: 8-30-16

Advisor: Matt Hennen

Fundraising Event: Coffee shop / School store

Sales Goal: \$?

Dates of Fundraiser: Tues + Thurs. to All Year.

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From _____ To _____

Name(s) of student(s) in charge of the fundraiser:

Kellen Bergs

Specific product(s) to be sold (brand, description, vendor, etc.):

Caribou coffee

Product cost to Activity: - varies depending on inventory

Sale Price to Customer: \$2.00 Per Cup.

Did local businesses have an opportunity to provide the sale product?

How? NO

Does this fundraiser directly compete with local businesses?

NO

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser? Support student body.

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Baseball Date of Application: 8/30

Advisor: Pat Shuck

Fundraising Event: Salt

Sales Goal: \$ 2000

Dates of Fundraiser: 11/22 to 11/29 ~~11/29~~ 12/2

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From 12/15 To 12/17

Name(s) of student(s) in charge of the fundraiser:

Tyler O'Brien, Joey Goman, Jan Schmidt
Noah Hanna

Specific product(s) to be sold (brand, description, vendor, etc.):

Softener Salt from BP CO-OP

Product cost to Activity:

\$4.25

Sale Price to Customer:

\$6.50

Did local businesses have an opportunity to provide the sale product?

How? Yes

We switch between 2 local businesses every year

Does this fundraiser directly compete with local businesses?

Yes

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Raise money for 7-12 baseball. Bats, gear, Baseballs, etc.

For Office Approval

_____ Approved _____ Disapproved Date: _____

Reason or Stipulations: _____

Is fundraiser subject to sales tax? Y / N

Activity Director Signature: _____

Board Approval: Y / N Date of Approval: _____

Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

Activity Account Fundraising Application

Name of Activity: Sunflower Seed Sale Date of Application: 9-16

Advisor: Pat Schulte

Fundraising Event: Seeds

Sales Goal: \$ 1000

Dates of Fundraiser: Spring to _____

Number of Selling Days (selling days are defined as the number of delivery days):

Delivery Dates: From around 7 To _____

Name(s) of student(s) in charge of the fundraiser:

Tyler O'Rie Jay Green Sen Schmidt
Walter Hume

Specific product(s) to be sold (brand, description, vendor, etc.):

Sunflower Seeds

Product cost to Activity:

\$12

Sale Price to Customer:

\$20

Did local businesses have an opportunity to provide the sale product?

How? No - we got trash Adventure Fundraising

Does this fundraiser directly compete with local businesses?

Yes

What is the purpose of the fundraiser? What activities will be sponsored as a result of the fundraiser?

Raise money for 7-12 Baldull

For Office Approval		
_____	Approved	_____ Disapproved
Date: _____		
Reason or Stipulations: _____		

Is fundraiser subject to sales tax? Y / N		
Activity Director Signature: _____		
Board Approval: Y / N Date of Approval: _____		

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

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.
- 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.

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)

1st Reading: 3/27/2006
2nd Reading: 4/24/2006
Approved: 5/22/2006
Reviewed: 11/26/2012, 6/27/2016

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

1st Reading: 3/27/2006
2nd Reading: 4/24/2006
Approved: 5/22/2006
Reviewed: 11/26/2012, 6/27/2016

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D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

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MSBA/MASA Model Policy 506 (Student Discipline)

1st Reading: 12/18/2006
2nd Reading: 03/26/2007
Approved: 04/23/2007
Revised: 08/26/2013

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian

and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental or orthodontic treatment, or counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within **2** days from the date of the student's return to school ***for each day missed***. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
 - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- ~~(5) Vacations with family.~~
- ~~(6) Personal trips to schools or colleges.~~
- (7) Absences resulting from cumulated unexcused tardies (6 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the **3rd** cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the **3rd** cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of **4** unexcused absences and that, after the **4th** unexcused absence, ~~the student's grade shall be reduced by one increment for each unexcused absence thereafter~~ **a parent meeting with the student and administration will be held.**

~~(c) — After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.~~

~~(d) — After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent.~~

~~(e) — After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent.~~

~~(f) — If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.~~

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

- c. A death in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 6 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. ~~That it is recommended that the parent or guardian accompany the child to~~

~~school and attend classes with the child for one day.~~

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

1st Reading: 12/18/2006
2nd Reading: 03/26/2007
Approved: 04/23/2007
Reviewed: 08/26/2013

503 STUDENT ATTENDANCE

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- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

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1. Student's Responsibility

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2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian

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B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental or orthodontic treatment, or counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within **2** days from the date of the student's return to school ***for each day missed***. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
 - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- ~~(5) Vacations with family.~~
- ~~(6) Personal trips to schools or colleges.~~
- (7) Absences resulting from cumulated unexcused tardies (6 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the **3rd** cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the **3rd** cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of **4** unexcused absences and that, after the **4th** unexcused absence, ~~the student's grade shall be reduced by one increment for each unexcused absence thereafter~~ **a parent meeting with the student and administration will be held.**

~~(c) — After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.~~

~~(d) — After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent.~~

~~(e) — After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent.~~

~~(f) — If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.~~

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

- c. A death in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 6 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. ~~That it is recommended that the parent or guardian accompany the child to~~

~~school and attend classes with the child for one day.~~

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 2013

503 STUDENT ATTENDANCE

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.

- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within _____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the

student will not be allowed to make up work missed due to such absence.

- (b) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition ____ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must

present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 120A.30 (Attendance Officers)~~
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct.

1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

1st Reading: 03/26/2007

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513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.
2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best the of academic acceleration for that

student.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: 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 Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention Belle Plaine Elementary Schools' Retention Guide

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. ~~The superintendent's decision shall be final.~~ All decisions regarding retention will be made by a team consisting of the student's parents, teachers, the principal, and the school counselor if indicated.

The following practices will guide all decisions regarding retention:

1. Initial concerns regarding retention should be addressed between January 1 and March 30, if not sooner. No Student shall be retained more than 1 year.
2. Students considered for retention must be reviewed by iTeam. The student may be referred to Child Study Team if necessary.
3. No child will be retained unless all data that pertains to that student is reviewed. Data may include, but is not limited to the following:
 - FAST
 - Reading Formative Assessments
 - Reading Summative Assessments
 - Math Formative Assessments
 - Math Summative Assessments

- MCA's
 - Social Expectations (SSIS)
 - Other standardized tests or assessments
4. The request to retain is a parental right. Retention may occur if the child's teacher is in full support of the request and that data to verify the retention has been reviewed.
 5. A parent conference will be held to inform them of the results and to make the decision whether to promote or retain the student.
 6. A student retention worksheet and signed parent letter must be on file at the school for each student retained.
 7. Notification of the recommendation to retain or promote will be included on the report card for second semester.

C. Belle Plaine Junior High Retention Guide

In cases where it is determined that the child may benefit from retention, the final decision shall be made by the Junior High principal with input from the classroom teacher, counselor and the parents. In all cases the best interests of the student shall be of first consideration, taking into account the whole child: socially, emotionally academically and physically.

The following procedures shall be followed when considering retention in grades 7-8

1. Initial concerns regarding retention should be addressed prior at the end of 1st semester.
2. Students considered for retention must be reviewed by I-Team. The student may be referred to the Child Study Team if necessary.
3. No child will be retained unless all data that pertains to that student is reviewed. Data may include, but is not limited to the following:
 - FAST
 - OLPA
 - MCA's
 - Reading Formative Assessments
 - Reading Summative Assessments
 - Math Formative Assessments
 - Math Summative Assessments
4. The request to retain is a parental right. Retention may occur if the child's teacher is in full support of the request and that data to verify the retention has been reviewed.
5. A parent conference will be held to inform them of the results and to make the decision whether to promote or retain the student.

6. A student retention worksheet and signed parent letter must be on file at the school for each student retained.
7. Notification of the recommendation to retain or promote will be included on the report card for second semester.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.
2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best the of academic acceleration for that student.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: 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)
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