

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



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

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**REGULAR BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, April 24, 2017

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

**1. Call to Order:**

**2. Acknowledgment of Visitors and Special Presentations:**

**1. Kevin Robinson- Band Instructor:**

**2. Morgan Niemela and Rachel Duenow- Speech Coaches:**

**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:**

**6**

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:**

**23**

**5. Discussion Items:**

**1. Superintendent Update:**

Dr. Laager

**1. Community Center Update:**

Dr. Laager

**2. Softball Concession/Bathroom/Storage Building**

Dr. Laager

**Update:**

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

**3. Building Administrator Reports:** **24**

**6. Action Items:**

**1. 2016-17 Budget Revisions:** Dr. Laager/Mr. Keller **29**

**2. Resolution Discontinuing and Reducing Educational Programs and Positions:** Dr. Ryan Laager **30**

**3. Resolutions Relating to the Termination and Nonrenewal of Teaching Contracts:** Dr. Ryan Laager **47**

**4. Reduction of Non Licensed Personnel:** Dr. Ryan Laager **53**

**5. Health and Dental Rates for 2017-2018:** Mr. Keller **54**

**6. Review of Current Policies:** Dr. Laager/Mr. Keller **57**

**7. Upcoming Meetings:**

**8. Adjourn:**

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

\_\_\_\_\_  
Date

# Minutes of Regular Board Meeting

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

## The Board of Belle Plaine Public Schools

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A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, March 20, 2017, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Gardner will call the meeting to order.

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Gardner on Monday, March 20, 2017 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. Wrestling Team:

Members of the wrestling team will be present.

- *3<sup>rd</sup> in State – Undefeated Season*
- *5 Scott West Wrestlers in Nationals*
- *3 State Qualifiers*
- *High for the kids – during the wrestling season they are one team with Jordan*

2. 2. Don Fraser:

Don Fraser and students will present about STEM.

- *Coding brings kids from different social groups together to achieve a common goal.*

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

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

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

4. Consensus Items:

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

Presenter: Chair Gardner

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the February 27, 2017 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of March were reviewed. Administration recommends approval of the March 2017 disbursements totaling \$977,077.19. This includes board payables of \$161,948.23, hand payables of \$262,446.65, electronic payments of \$524,773.85 and student activity payments of \$27,908.46.

4. 3. Personnel:

Accept the resignation of Paige Lemke, Jr/Sr High Teacher, effective June 5, 2017.

Accept the resignation of Mary Kay Lundborg, Paraprofessional, effective March 3, 2017.

Approve an Employee Leave Request for Megan Doebbeling, Chatfield Teacher, effective approximately September 7, 2017 through October 6, 2017.

Approve an Employee Leave Request for Melanie McDonald, Oak Crest Teacher, effective approximately March 6, 2017 through May 1, 2017.

Approve an Employee Leave Request for Liann Hanson, Oak Crest Principal, effective March 10, 2017 through April 28, 2017.

Approve the hire of Rachel Lowe as a long term substitute effective from approximately March 13, 2017 through May 1, 2017.

Approve the hire of Marcy Boblitt as a long term substitute effective from approximately March 21, 2017 through April 13, 2017.

4. 4. Student Enrollments:

Approve a Green Isle early childhood resident to attend Belle Plaine Public Schools effective March 7, 2017.

Approve a LeSueur-Henderson grade 7 student to attend Belle Plaine Public Schools effective January 2017.

Approve a Belle Plaine grade 6 resident to attend New Prague Schools effective March 9, 2017.

5. Discussion Items:

5. 1. Superintendent Update:

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

5. 1. 1. LED Lighting Update:

Presenter: Dr. Laager/Mr. Keller

- *Meeting with Cedar creek March 21 to determine true cost for the project*

5. 1. 2. Community Center Update:

Presenter: Dr. Ryan Laager

- *Collecting Committee Member Applications – up to 10 or 11 already*

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

*Negotiations Training – (Kahle, Giesen, Gardner)*

*Technology Meeting – (Giesen, Vandermark)*

- *Technology is not only benefiting students, but also benefiting parents.*
- *Lack of keyboards is a concern at this point*
- *Some work yet beyond what we've been doing – More staff training & support*
- *Qualitative data from staff and students regarding devices and apps*
- *In third year of four year plan*

*Community Ed Meeting – (O'Brien, Giesen)*

*SW Metro Retreat – (Giesen)*

- *History, Mission, what's missing, what can be added on for programming*
- *Parameters when considering additional districts*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Solicitation of Bids for Softball Concession/Bathroom/Storage Building:

The cost of the softball concession/bathroom/storage building project is estimated to be over \$100K and as such is required to go out for bid.

Administration recommends the approval to solicit bids for the softball concession/bathroom/storage building project.

Presenter: Dr. Laager/Mr. Keller

*Motion by Giesen and second by Skelley to approve the solicitation of bids for the Softball Concession/Bathroom/Storage Building over a two week period. Motion carried unanimously.*

6. 2. Review of Current Policies:

Review of our current policies: Policy 902- Use of School District Facilities and Equipment, Policy 903- Visitors To School District Buildings and Sites, Policy 905- Advertising. These policies do not have any MSBA changes that are needed. Administration recommends approval of the review of these policies.

Presenter: Dr. Laager/Mr. Keller

*Motion by O'Brien and second by Kahle to approve the review of Policy 902 – Use of School District Facilities, Policy 903 – Visitors to School District Buildings and Sites and Policy 905 – Advertising. Motion carried unanimously.*

7. Upcoming Meetings:

March 21: 3:30 p.m. Insurance Committee Meeting

April 10: 6:00 p.m. Board Work Session

April 24: 5:30 p.m. Finance Committee

6:00 p.m. Regular Board Meeting

8. Adjourn:

*Motion by Giesen and second by Kahle to adjourn at 6:51 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	V71001	58327	837819	49.37	0.00	49.37	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$49.37			
1	4272	N	AMY FRANCK	V71001	58054	03302017	99.51	0.00	99.51	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$99.51			
1	5407	N	ANDREA ANDERT	V71001	58157	03242017	32.74	0.00	32.74	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$32.74			
1	4589	N	BANC OF AMERICA LEASING	V71001	58077	95	8,256.74	0.00	8,256.74	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V71001	58178	22763	115.01	0.00	115.01	04/12/2017	04/12/2017	04/12/2017
1	1125	N	BELLE PLAINE HERALD	V71001	58179	22768	115.01	0.00	115.01	04/12/2017	04/12/2017	04/12/2017
1	1125	N	BELLE PLAINE HERALD	V71001	58155	22824	3,394.22	0.00	3,394.22	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$3,624.24			
1	4514	N	BSN Sports/Collegiate Pacific	V71001	58076	98804669	622.21	0.00	622.21	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$622.21			
1	7270	N	CAPERNAUM PEDIATRIC THERAPY	V71001	58070	03152017	135.20	0.00	135.20	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$135.20			
1	7041	N	CARLETON COLLEGE	V71001	58346	CV-0443-0006-0017	725.00	0.00	725.00	04/19/2017	04/19/2017	04/19/2017
1	7041	N	CARLETON COLLEGE	V71001	58344	CV-0443-0005-0015	725.00	0.00	725.00	04/19/2017	04/19/2017	04/19/2017
1	7041	N	CARLETON COLLEGE	V71001	58345	CV-0443-0004-0016	725.00	0.00	725.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$2,175.00			
1	6896	N	CAROLYN GLEASON	V71001	58153	104	200.00	0.00	200.00	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$200.00			
1	5878	N	CDW	V71001	58068	MN1503390	2,355.00	0.00	2,355.00	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$2,355.00			
1	4315	N	CREATIVE PRODUCT SOURCING, I	V71001	58255	102738	1,129.68	0.00	1,129.68	04/18/2017	04/18/2017	04/18/2017
							Check Amount:		\$1,129.68			
1	7284	N	DAKOTA ACADEMIC CONSULTING	V71001	58176	2009	3,200.00	0.00	3,200.00	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$3,200.00			
1	7277	N	DAWN SCHUETT	V71001	58151	03232017	11.56	0.00	11.56	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$11.56			

## 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	6514	N	DIGITAL INSURANCE, INC	V71001	58174	0002193	4,135.00	0.00	4,135.00	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$4,135.00			
1	7286	N	DOWN UNDER QUILTING	V71001	58252	04182017	50.00	0.00	50.00	04/18/2017	04/18/2017	04/18/2017
							Check Amount:		\$50.00			
1	1390	N	DR DAN'S	V71001	58335	11895	353.00	0.00	353.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$353.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V71001	58059	36318	206.45	0.00	206.45	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$206.45			
1	6870	N	EMILY AUST	V71001	58066	01252017	22.31	0.00	22.31	04/04/2017	04/04/2017	04/04/2017
1	6870	N	EMILY AUST	V71001	58065	02282017	82.82	0.00	82.82	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$105.13			
1	3774	N	ENVIRONMENTAL PLANT SRV INC	V71001	58342	10610	3,065.00	0.00	3,065.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$3,065.00			
1	3249	N	GATCHELL IMAGING PRODUCTS	V71001	58318	26361	220.98	0.00	220.98	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$220.98			
1	1511	N	GRAINGER	V71001	58332	9397073579	135.18	0.00	135.18	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$135.18			
1	7280	N	HAYFIELD HIGH SCHOOL	V71001	58184	04082017	120.00	0.00	120.00	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$120.00			
1	1566	N	HILLYARD / HUTCHINSON	V71001	58333	602453911	3,736.46	0.00	3,736.46	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$3,736.46			
1	1575	N	HOMEWARD BOUND THEATRE CO	V71001	58060	02212017	304.00	0.00	304.00	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$304.00			
1	6077	N	I DOCTOR	V71001	58057	7120	710.94	0.00	710.94	04/04/2017	04/04/2017	04/04/2017
1	6077	N	I DOCTOR	V71001	58061	7086	503.99	0.00	503.99	04/04/2017	04/04/2017	04/04/2017
1	6077	N	I DOCTOR	V71001	58064	7115	319.47	0.00	319.47	04/04/2017	04/04/2017	04/04/2017
1	6077	N	I DOCTOR	V71001	58177	7121	629.95	0.00	629.95	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$2,164.35			
1	7290	N	INSTITUTE FOR ENVIRONMENTAL	V71001	58348	00021891	1,915.40	0.00	1,915.40	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$1,915.40			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1202	N	JANIS BUESGENS	V71001	58147	03242017	20.87	0.00	20.87	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$20.87			
1	1642	N	JIFFY-JR PRODUCTS	V71001	58334	163027	619.73	0.00	619.73	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$619.73			
1	6555	N	KELLY PETRASEK	V71001	58156	03032017	47.08	0.00	47.08	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$47.08			
1	3777	N	KENDELL DOORS & HDW INC	V71001	58330	SI041940	904.00	0.00	904.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$904.00			
1	7282	N	KEVIN ROBINSON	V71001	58244	686	33.75	0.00	33.75	04/17/2017	04/17/2017	04/17/2017
							Check Amount:		\$33.75			
1	4024	N	KNOCK WOOD, LLC	V71001	58182	30169	550.00	0.00	550.00	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$550.00			
1	4119	N	KRIS DAVIS	V71001	58159	11152016	27.54	0.00	27.54	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$27.54			
1	1707	N	LANGE'S PLUMBING & HEATING	V71001	58328	1204282	1,750.00	0.00	1,750.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$1,750.00			
1	5791	N	LAURA NELSON	V71001	58071	03312017	135.00	0.00	135.00	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$135.00			
1	4134	N	LEXIA LEARNING SYSTEMS	V71001	58180	SIN1029379	1,845.00	0.00	1,845.00	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$1,845.00			
1	7287	N	LYLE LAMBRECHT	V71001	58343	04052017	65.00	0.00	65.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$65.00			
1	7059	N	MALINDA HELFREY	V71001	58062	03112017	60.78	0.00	60.78	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$60.78			
1	1804	N	MDTSEA	V71001	58069	04042017	80.00	0.00	80.00	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$80.00			
1	3418	N	MECA SPORTSWEAR	V71001	58074	SIP135305	218.25	0.00	218.25	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$218.25			
1	2504	N	MELANIE FOGARTY	V71001	58185	04122017	300.00	0.00	300.00	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$300.00			

## 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	5995	N	MSU - MANKATO	V71001	58058	00979820	1,020.00	0.00	1,020.00	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$1,020.00			
1	4652	N	NARDINI FIRE EQUIP COMPANY INC	V71001	58340	IN00039924	233.06	0.00	233.06	04/19/2017	04/19/2017	04/19/2017
1	4652	N	NARDINI FIRE EQUIP COMPANY INC	V71001	58339	IN00039912	304.00	0.00	304.00	04/19/2017	04/19/2017	04/19/2017
1	4652	N	NARDINI FIRE EQUIP COMPANY INC	V71001	58341	IN00039913	229.80	0.00	229.80	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$766.86			
1	3646	N	NEW ULM SCHOOL	V71001	58154	04042017	81.25	0.00	81.25	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$81.25			
1	1918	N	NIEMAN ROOFING CO. INC	V71001	58329	4240	950.00	0.00	950.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$950.00			
1	7253	N	PAIGE LEMKE	V71001	58149	03082017	7.88	0.00	7.88	04/05/2017	04/05/2017	04/05/2017
1	7253	N	PAIGE LEMKE	V71001	58148	10262016	28.06	0.00	28.06	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$35.94			
1	6111	N	RAM MUTUAL INSURANCE COMPAI	V71001	58350	162728	3,207.83	0.00	3,207.83	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$3,207.83			
1	7179	N	RANDY CARLSON	V71001	58063	03172017	115.03	0.00	115.03	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$115.03			
1	2030	N	REGION V	V71001	58243	11093	5,705.50	0.00	5,705.50	04/17/2017	04/17/2017	04/17/2017
							Check Amount:		\$5,705.50			
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58254	729672	329.51	0.00	329.51	04/18/2017	04/18/2017	04/18/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58253	729604	408.24	0.00	408.24	04/18/2017	04/18/2017	04/18/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58183	727135	294.83	0.00	294.83	04/12/2017	04/12/2017	04/12/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58055	722595	248.82	0.00	248.82	04/04/2017	04/04/2017	04/04/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58073	720465	589.60	0.00	589.60	04/04/2017	04/04/2017	04/04/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58072	720394	511.45	0.00	511.45	04/04/2017	04/04/2017	04/04/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V71001	58056	723488	91.34	0.00	91.34	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$2,473.79			
1	3380	N	RENEE MALECHA	V71001	58053	03242017	15.30	0.00	15.30	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$15.30			
1	3420	N	RIDGES AT SAND CREEK	V71001	58242	04172017	523.00	0.00	523.00	04/17/2017	04/17/2017	04/17/2017
							Check Amount:		\$523.00			
1	6893	N	RYAN LAAGER	V71001	58241	04172017	7.98	0.00	7.98	04/17/2017	04/17/2017	04/17/2017
1	6893	N	RYAN LAAGER	V71001	58075	03132017	28.95	0.00	28.95	04/04/2017	04/04/2017	04/04/2017

## 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	6893	N	RYAN LAAGER	V71001	58150	02282017	580.90	0.00	580.90	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$617.83			
1	2066	N	SCHINDLER ELEVATOR CORP	V71001	58338	7152496704	867.65	0.00	867.65	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$867.65			
1	2083	N	SCOTT COUNTY	V71001	58080	5941858	1,939.00	0.00	1,939.00	04/04/2017	04/04/2017	04/04/2017
1	2083	N	SCOTT COUNTY	V71001	58079	635893	2,983.00	0.00	2,983.00	04/04/2017	04/04/2017	04/04/2017
1	2083	N	SCOTT COUNTY	V71001	58078	594536	1,939.00	0.00	1,939.00	04/04/2017	04/04/2017	04/04/2017
							Check Amount:		\$6,861.00			
1	2651	N	SECTION 2A/MSHSL	V71001	58256	04182017	180.00	0.00	180.00	04/18/2017	04/18/2017	04/18/2017
							Check Amount:		\$180.00			
1	4959	N	SIBEL DIKMEN	V71001	58173	03222017	60.99	0.00	60.99	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$60.99			
1	2137	N	SOUTH CENTRAL ECSU	V71001	58347	17163	2,484.20	0.00	2,484.20	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$2,484.20			
1	3442	N	SOUTH CENTRAL GLASS	V71001	58331	31042	570.00	0.00	570.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$570.00			
1	6138	N	SOUTHWEST METRO EDUCATION	V71001	58246	13335	9,367.30	0.00	9,367.30	04/17/2017	04/17/2017	04/17/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V71001	58067	13426	15,642.39	0.00	15,642.39	04/04/2017	04/04/2017	04/04/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V71001	58245	13553	15,642.38	0.00	15,642.38	04/17/2017	04/17/2017	04/17/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V71001	58349	13523	7,383.60	0.00	7,383.60	04/19/2017	04/19/2017	04/19/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V71001	58175	13533	1,562.52	0.00	1,562.52	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$49,598.19			
1	3287	N	SPARETIME INVESTMENT GROUP	V71001	58326	2221	65.00	0.00	65.00	04/19/2017	04/19/2017	04/19/2017
1	3287	N	SPARETIME INVESTMENT GROUP	V71001	58325	2257	430.00	0.00	430.00	04/19/2017	04/19/2017	04/19/2017
1	3287	N	SPARETIME INVESTMENT GROUP	V71001	58324	2255	373.75	0.00	373.75	04/19/2017	04/19/2017	04/19/2017
1	3287	N	SPARETIME INVESTMENT GROUP	V71001	58323	2256	252.50	0.00	252.50	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$1,121.25			
1	2153	N	STASNEY ELECTRIC LLC	V71001	58336	31449	991.17	0.00	991.17	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$991.17			
1	2106	N	SUPPLYWORKS	V71001	58322	394014336	25.58	0.00	25.58	04/19/2017	04/19/2017	04/19/2017
1	2106	N	SUPPLYWORKS	V71001	58321	394014328	187.03	0.00	187.03	04/19/2017	04/19/2017	04/19/2017
1	2106	N	SUPPLYWORKS	V71001	58320	394971048	95.34	0.00	95.34	04/19/2017	04/19/2017	04/19/2017

## 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	2106	N	SUPPLYWORKS	V71001	58319	396514226	25.58	0.00	25.58	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$333.53			
1	2188	N	TAHER INC	V71001	58172	0049055-IN	63,336.23	0.00	63,336.23	04/12/2017	04/12/2017	04/12/2017
							Check Amount:		\$63,336.23			
1	2254	N	TOWN & COUNTRY GLASS	V71001	58337	10410	314.80	0.00	314.80	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$314.80			
1	5801	N	TRI-CITY UNITED PUBLIC SCHOOL	V71001	58158	04082017	200.00	0.00	200.00	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$200.00			
1	6335	N	TRUSTED EMPLOYEES	V71001	58152	0320179775S	126.00	0.00	126.00	04/05/2017	04/05/2017	04/05/2017
							Check Amount:		\$126.00			
1	5898	N	UNIVERSITY OF MINNESOTA	V71001	58351	0000178632	1,160.00	0.00	1,160.00	04/19/2017	04/19/2017	04/19/2017
							Check Amount:		\$1,160.00			
							Report Total:		\$188,776.54			

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

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p709p2	0716	41820	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	3/20/2017 0	N	USD	45,854.58
p709p2	0716	41821	SBC		WX	1	1977	PERA	N	N	3/20/2017 0	N	USD	11,181.48
p709p2	0716	41822	SBC		WX	1	2330	FEDERAL	N	N	3/20/2017 0	N	USD	30,146.16
p709p2	0716	41822	SBC		WX	1	2330	FEDERAL	N	N	3/20/2017 0	N	USD	10,727.78
p709p2	0716	41822	SBC		WX	1	2330	FEDERAL	N	N	3/20/2017 0	N	USD	45,871.62
p709p2	0716	41823	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	3/20/2017 0	N	USD	13,137.73
p709p2	0716	41824	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	3/20/2017 0	N	USD	2,157.97
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	1,443.52
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	380.00
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	4,208.93
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	108.00
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	1,806.78
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	5,323.74
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	1,288.78
p709p2	0716	41825	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2017 0	N	USD	636.48
p710p1	0716	41987	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/5/2017 00	N	USD	46,721.50
p710p1	0716	41988	SBC		WX	1	1977	PERA	N	N	4/5/2017 00	N	USD	13,163.48
p710p1	0716	41989	SBC		WX	1	2330	FEDERAL	N	N	4/5/2017 00	N	USD	30,788.77
p710p1	0716	41989	SBC		WX	1	2330	FEDERAL	N	N	4/5/2017 00	N	USD	11,064.02
p710p1	0716	41989	SBC		WX	1	2330	FEDERAL	N	N	4/5/2017 00	N	USD	47,307.02
p710p1	0716	41990	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/5/2017 00	N	USD	13,522.73
p710p1	0716	41991	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/5/2017 00	N	USD	2,716.30
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	1,443.52
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	380.00
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	4,069.73
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	108.80
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	1,806.78
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	5,452.08
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	1,538.78
p710p1	0716	41992	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/5/2017 00	N	USD	636.48
P71002	0716	42001	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2017 0	N	USD	3.59
P71002	0716	42001	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2017 0	N	USD	31.98
P71002	0716	42001	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2017 0	N	USD	180.90
P71002	0716	42001	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2017 0	N	USD	392.78
P71002	0716	42001	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2017 0	N	USD	1,205.33
P71002	0716	42001	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	3/21/2017 0	N	USD	1,965.29
P71002	0716	42002	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	3/22/2017 0	N	USD	550.70

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P71002	0716	42003	SBC		WX	1	1486	FRONTIER	N	N	3/23/2017 0	N	USD	97.20
P71002	0716	42003	SBC		WX	1	1486	FRONTIER	N	N	3/23/2017 0	N	USD	97.20
P71002	0716	42003	SBC		WX	1	1486	FRONTIER	N	N	3/23/2017 0	N	USD	102.56
P71002	0716	42003	SBC		WX	1	1486	FRONTIER	N	N	3/23/2017 0	N	USD	1,355.93
P71002	0716	42004	SBC		WX	1	2336	XCEL ENERGY	N	N	3/24/2017 0	N	USD	915.09
P71002	0716	42028	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/5/2017 00	N	USD	2,317.55
P71002	0716	42028	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/5/2017 00	N	USD	247.88
P71002	0716	42028	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/5/2017 00	N	USD	246.59
P71002	0716	42028	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/5/2017 00	N	USD	139.55
P71002	0716	42029	SBC		WX	1	2336	XCEL ENERGY	N	N	4/7/2017 00	N	USD	7,219.32
P71002	0716	42029	SBC		WX	1	2336	XCEL ENERGY	N	N	4/7/2017 00	N	USD	6,207.63
P71002	0716	42029	SBC		WX	1	2336	XCEL ENERGY	N	N	4/7/2017 00	N	USD	3,854.98
P71002	0716	42030	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2017 00	N	USD	4,644.76
P71002	0716	42030	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2017 00	N	USD	3,492.75
P71002	0716	42030	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	4/7/2017 00	N	USD	3,137.60
P71002	0716	42031	SBC		WX	1	2336	XCEL ENERGY	N	N	4/10/2017 0	N	USD	234.74
<hr/>														
March PCARD														
Payroll 3/20/2017														
Payroll 4/05/2017														
<hr/>														
<b>Total</b>													<b>\$ 946,363.98</b>	

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p709p2	0716	41826	SBC	60223	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	3/20/2017	C N	USD	5,275.59
p709p2	0716	41827	SBC	60224	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	3/20/2017	C N	USD	4,320.99
p709p2	0716	41829	SBC	60225	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	3/20/2017	C N	USD	31,881.19
p709p2	0716	41828	SBC	60226	CH	1	1178	BPESPA	Y	N	3/20/2017	C N	USD	1,077.04
P71002	0716	41903	SBC	60290	CH	1	2649	AARP	Y	N	3/21/2017	C N	USD	135.00
P71002	0716	41907	SBC	60291	CH	1	7269	KUNG FU ACADEMY	Y	N	3/21/2017	C N	USD	256.00
P71002	0716	41904	SBC	60292	CH	1	4145	MEDICAREBLUE RX	Y	N	3/21/2017	C N	USD	426.00
P71002	0716	41902	SBC	60293	CH	1	2647	MSU - MANKATO	Y	N	3/21/2017	C N	USD	150.00
P71002	0716	41905	SBC	60294	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	3/21/2017	C N	USD	3,207.83
P71002	0716	41906	SBC	60295	CH	1	6325	REPTILE & AMPHIBIAN DISCOVERY ZOO	Y	N	3/21/2017	C N	USD	205.00
P71002	0716	41982	SBC	60296	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	3/28/2017	C N	USD	600.00
P71002	0716	41984	SBC	60297	CH	1	7273	LESLIE GEISLER	Y	N	3/28/2017	C N	USD	60.00
P71002	0716	41983	SBC	60298	CH	1	2582	MSHSL	Y	N	3/28/2017	C Y	USD	406.00
P71002	0716	41983	SBC	60298	CH	1	2582	MSHSL	Y	N	4/5/2017	O C Y	USD	(406.00)
P71002	0716	41985	SBC	60299	CH	1	7276	RAYMOND SHEPROW	Y	N	3/28/2017	C N	USD	42.00
P71002	0716	41986	SBC	60300	CH	1	4802	USPS	Y	N	3/28/2017	C N	USD	103.67
p710p1	0716	41993	SBC	60301	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/5/2017	O C N	USD	5,275.59
p710p1	0716	41994	SBC	60302	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	4/5/2017	O C N	USD	4,320.99
p710p1	0716	41998	SBC	60303	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	4/5/2017	O C N	USD	12,534.81
p710p1	0716	41999	SBC	60304	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	4/5/2017	O C N	USD	117,143.41
p710p1	0716	41995	SBC	60305	CH	1	1178	BPESPA	Y	N	4/5/2017	O C N	USD	1,077.04
p710p1	0716	42000	SBC	60306	CH	1	7052	FIDELITY SECURITY LIFE INS EYE MED	Y	N	4/5/2017	O C N	USD	488.12
p710p1	0716	41997	SBC	60307	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	4/5/2017	O C N	USD	2,907.40
p710p1	0716	41996	SBC	60308	CH	1	1836	NCPERS MINNESOTA	Y	N	4/5/2017	O C N	USD	48.00
P71002	0716	42005	SBC	60309	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	4/7/2017	O C N	USD	154.00
P71002	0716	42008	SBC	60310	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	4/7/2017	O C N	USD	1,000.00
P71002	0716	42006	SBC	60311	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	4/7/2017	O C N	USD	5,518.61
P71002	0716	42006	SBC	60311	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	4/7/2017	O C N	USD	7,320.23
P71002	0716	42009	SBC	60312	CH	1	6395	MSU MANKATO	Y	N	4/7/2017	O C N	USD	80.00
P71002	0716	42007	SBC	60313	CH	1	2029	REGION 4A	Y	N	4/7/2017	O C N	USD	406.00
P71002	0716	42019	SBC	60314	CH	1	3074	BRENT MEYER	Y	N	4/12/2017	C N	USD	82.00
P71002	0716	42025	SBC	60315	CH	1	6553	BRIAN FRITZ	Y	N	4/12/2017	C N	USD	155.00
P71002	0716	42023	SBC	60316	CH	1	6039	DOUGLAS ZIMANSKE	Y	N	4/12/2017	C N	USD	82.00
P71002	0716	42015	SBC	60317	CH	1	1639	JERRY KORBA	Y	N	4/12/2017	C N	USD	82.00



March 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
Belle P Activities	3/27/2017	3/27/2017	3/27/2017	Amazon Mktplace Pmts	13.95
Belle P Activities	3/23/2017	3/24/2017	3/27/2017	Recreation.Gov	70.00
Belle P Activities	3/23/2017	3/24/2017	3/27/2017	Domino S 7300	105.00
Belle P Activities	3/22/2017	3/23/2017	3/27/2017	Coborn S Superstore	82.30
Belle P Activities	3/22/2017	3/23/2017	3/27/2017	Int*in *epic Board Spo	850.00
Belle P Activities	3/22/2017	3/23/2017	3/27/2017	Coborn S Superstore	34.73
Belle P Activities	3/21/2017	3/22/2017	3/27/2017	Domino S 7300	105.00
Belle P Activities	3/20/2017	3/21/2017	3/27/2017	Coborn S Superstore	32.00
Belle P Activities	3/17/2017	3/17/2017	3/27/2017	Sn *usa H.S. Clay Tar	1,295.00
Belle P Activities	3/16/2017	3/17/2017	3/27/2017	Usps Po 2607300172	3.08
Belle P Activities	3/15/2017	3/16/2017	3/27/2017	Mmea	200.00
Belle P Activities	3/10/2017	3/10/2017	3/27/2017	Carbon Less On Demand	55.00
Belle P Activities	3/8/2017	3/9/2017	3/27/2017	Intercontinental St Pa	250.00
Belle P Activities	3/7/2017	3/8/2017	3/27/2017	Domino S 7300	58.84
Belle P Activities	3/4/2017	3/6/2017	3/27/2017	Jimmy Johns 1746	265.35
Belle P Activities	3/3/2017	3/6/2017	3/27/2017	Cossetta S	77.39
Belle P Activities	3/3/2017	3/6/2017	3/27/2017	Cossetta S	143.41
Belle P Activities	3/3/2017	3/6/2017	3/27/2017	Cossetta S	42.63
Belle P Activities	3/3/2017	3/6/2017	3/27/2017	Cossetta S	239.98
Belle P Activities	3/4/2017	3/6/2017	3/27/2017	Intercontinental St Pa	5,255.11
Belle P Activities	3/2/2017	3/3/2017	3/27/2017	Toppers Pizza	173.32
Belle P Activities	3/1/2017	3/3/2017	3/27/2017	Cossetta S	460.86
Belle P Activities	3/3/2017	3/3/2017	3/27/2017	Subway 00180216	211.56
Belle P Activities	3/2/2017	3/3/2017	3/27/2017	Erbert And Gerberts Sa	283.43
Belle P Activities	3/1/2017	3/3/2017	3/27/2017	Xcel Energy Center	801.00
Belle P Activities	3/2/2017	3/3/2017	3/27/2017	Grand Stadium -Tv	9.95
Belle P Activities	2/28/2017	3/2/2017	3/27/2017	Image Market	965.75
Belle P Activities	3/2/2017	3/2/2017	3/27/2017	Bsn Sports Myteam Shop	409.81
Belle P Activities	2/28/2017	3/1/2017	3/27/2017	Domino S 7300	88.19
Belle Plaine Comm Ed	3/25/2017	3/27/2017	3/27/2017	Amazon Mktplace Pmts	53.74
Belle Plaine Comm Ed	3/22/2017	3/24/2017	3/27/2017	Lakeshore Learning Mat	257.53
Belle Plaine Comm Ed	3/25/2017	3/24/2017	3/27/2017	Construct Playthings.C	69.93
Belle Plaine Comm Ed	3/22/2017	3/23/2017	3/27/2017	Discount School Supply	19.99
Belle Plaine Comm Ed	3/22/2017	3/23/2017	3/27/2017	Discount School Supply	262.45
Belle Plaine Comm Ed	3/23/2017	3/23/2017	3/27/2017	Target.Com *	89.00
Belle Plaine Comm Ed	3/18/2017	3/20/2017	3/27/2017	Three Rivers Administr	6.40
Belle Plaine Comm Ed	3/17/2017	3/17/2017	3/27/2017	Bsn*sport Supply Group	2,191.51

March 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
Belle Plaine Comm Ed	2/28/2017	3/1/2017	3/27/2017	Facebk *9pvuzbsuy2	2.48
Belle Plaine Comm Ed	2/27/2017	3/1/2017	3/27/2017	Target Center Arena	344.50
Belle Plaine Comm Ed	2/27/2017	2/28/2017	3/27/2017	Facebk *4zclpbjvy2	25.02
Belle Plaine Comm Ed	2/27/2017	2/28/2017	3/27/2017	Coborn S Superstore	14.76
Belle Plaine High School	3/22/2017	3/24/2017	3/27/2017	Office Depot #1090	(11.38)
Belle Plaine High School	3/23/2017	3/24/2017	3/27/2017	Office Depot #1090	90.65
Belle Plaine High School	3/21/2017	3/22/2017	3/27/2017	Usps Po 2607300172	6.65
Belle Plaine High School	3/21/2017	3/21/2017	3/27/2017	Google *services	12.00
Belle Plaine High School	3/17/2017	3/17/2017	3/27/2017	Amazon Mktp lace Pmts	189.74
Belle Plaine High School	3/17/2017	3/17/2017	3/27/2017	Usps Po 2607300172	4.27
Belle Plaine High School	3/17/2017	3/17/2017	3/27/2017	Coborn S Superstore	34.89
Belle Plaine High School	3/16/2017	3/17/2017	3/27/2017	Amazon Mktp lace Pmts	45.24
Belle Plaine High School	3/15/2017	3/16/2017	3/27/2017	Office Depot #1090	373.57
Belle Plaine High School	3/15/2017	3/16/2017	3/27/2017	Office Depot #1090	40.80
Belle Plaine High School	3/15/2017	3/16/2017	3/27/2017	Coborn S Superstore	10.97
Belle Plaine High School	3/14/2017	3/15/2017	3/27/2017	Nafme	132.00
Belle Plaine High School	3/13/2017	3/14/2017	3/27/2017	Google *services	12.00
Belle Plaine High School	3/12/2017	3/14/2017	3/27/2017	Menards Burnsville Mn	156.48
Belle Plaine High School	3/10/2017	3/13/2017	3/27/2017	Hardware Distributors-	451.43
Belle Plaine High School	3/13/2017	3/13/2017	3/27/2017	Google *services	12.00
Belle Plaine High School	3/13/2017	3/13/2017	3/27/2017	Google *services	12.00
Belle Plaine High School	3/9/2017	3/10/2017	3/27/2017	Usps Po 2607300172	4.54
Belle Plaine High School	3/7/2017	3/9/2017	3/27/2017	Ace Hardware & Paint	(69.75)
Belle Plaine High School	3/7/2017	3/9/2017	3/27/2017	Scrapbook.Com	20.93
Belle Plaine High School	3/6/2017	3/7/2017	3/27/2017	Officemax/Officedepot6	52.87
Belle Plaine High School	3/6/2017	3/7/2017	3/27/2017	Michaels Stores 6733	74.07
Belle Plaine High School	3/5/2017	3/7/2017	3/27/2017	Ace Hardware & Paint	222.85
Belle Plaine High School	3/6/2017	3/7/2017	3/27/2017	Blick Art 800-447-1892	59.67
Belle Plaine High School	3/6/2017	3/7/2017	3/27/2017	Schmitt Music #11 (	342.84
Belle Plaine High School	3/7/2017	3/7/2017	3/27/2017	Dharma Trading Co.	23.61
Belle Plaine High School	3/3/2017	3/6/2017	3/27/2017	South Central Service	200.00
Belle Plaine High School	3/3/2017	3/3/2017	3/27/2017	Amazon Mktp lace Pmts	34.03
Belle Plaine High School	3/1/2017	3/2/2017	3/27/2017	Wal-Mart #1738	18.83
Belle Plaine High School	2/27/2017	3/1/2017	3/27/2017	Subway 03164670	168.00
Belle Plaine High School	2/27/2017	2/28/2017	3/27/2017	Amazon Mktp lace Pmts	219.90
Belle Plaine Sd	3/24/2017	3/24/2017	3/27/2017	Maddens Gull Lake	533.42
Belle Plaine Sd	3/24/2017	3/24/2017	3/27/2017	Act*mase	169.00

March 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
Belle Plaine Sd	3/21/2017	3/23/2017	3/27/2017	Ablenet, Inc	203.50
Belle Plaine Sd	3/22/2017	3/22/2017	3/27/2017	Think Social Publishin	29.61
Belle Plaine Sd	3/20/2017	3/21/2017	3/27/2017	Amazon Mktpplace Pmts	26.00
Belle Plaine Sd	3/17/2017	3/17/2017	3/27/2017	Usps Po 2607300172	6.65
Belle Plaine Sd	3/16/2017	3/17/2017	3/27/2017	Coborn S Superstore	13.73
Belle Plaine Sd	3/15/2017	3/16/2017	3/27/2017	Thestampmaker	18.70
Belle Plaine Sd	3/15/2017	3/16/2017	3/27/2017	Innovative Office Solu	35.23
Belle Plaine Sd	3/11/2017	3/13/2017	3/27/2017	Amazon Mktpplace Pmts	53.66
Belle Plaine Sd	3/9/2017	3/10/2017	3/27/2017	Db*s*lakes Country Serv	109.00
Belle Plaine Sd	3/10/2017	3/10/2017	3/27/2017	Amazon Mktpplace Pmts	5.58
Belle Plaine Sd	3/9/2017	3/10/2017	3/27/2017	Hilton Advpurch8002367	240.80
Belle Plaine Sd	3/9/2017	3/10/2017	3/27/2017	Domino S 7300	52.99
Belle Plaine Sd	3/10/2017	3/10/2017	3/27/2017	Db*s*lakes Country Serv	109.00
Belle Plaine Sd	3/7/2017	3/8/2017	3/27/2017	Innovative Office Solu	71.60
Belle Plaine Sd	3/2/2017	3/3/2017	3/27/2017	Coborn S Superstore	37.21
Belle Plaine Sd	3/1/2017	3/2/2017	3/27/2017	Borough Bowl	183.00
Belle Plaine Sd	3/1/2017	3/2/2017	3/27/2017	Coborn S Superstore	113.04
Belle Plaine Sd	2/28/2017	3/2/2017	3/27/2017	Minnesota Spee00 Of 00	280.00
Belle Plaine Sd	2/28/2017	3/2/2017	3/27/2017	Minnesota Spee00 Of 00	280.00
Belle Plaine Sd	2/28/2017	3/2/2017	3/27/2017	Minnesota Spee00 Of 00	135.00
Belle Plaine Sd	3/1/2017	3/1/2017	3/27/2017	Amazon Mktpplace Pmts	(0.09)
Belle Plaine Sd	2/28/2017	3/1/2017	3/27/2017	Samsclub #6311	34.74
Belle Plaine Sd	2/28/2017	3/1/2017	3/27/2017	Amazon Mktpplace Pmts	(19.40)
Belle Plaine Sd	2/27/2017	2/28/2017	3/27/2017	Db*s*lakes Country Serv	109.00
Chatfield Elementary	3/25/2017	3/27/2017	3/27/2017	Scholastic Book Club	95.00
Chatfield Elementary	3/23/2017	3/24/2017	3/27/2017	Children S Theatre Com	20.00
Chatfield Elementary	3/23/2017	3/24/2017	3/27/2017	Really Good *	67.91
Chatfield Elementary	3/24/2017	3/24/2017	3/27/2017	Ssi*s*schoo Specialty	91.19
Chatfield Elementary	3/24/2017	3/24/2017	3/27/2017	Amazon Mktpplace Pmts	37.44
Chatfield Elementary	3/24/2017	3/24/2017	3/27/2017	Bb *childrensmuseumsom	349.00
Chatfield Elementary	3/22/2017	3/23/2017	3/27/2017	Draphix/Teacher Direct	52.24
Chatfield Elementary	3/22/2017	3/23/2017	3/27/2017	Officemax Ct*in#543041	33.80
Chatfield Elementary	3/21/2017	3/22/2017	3/27/2017	Bureau Of Education An	245.00
Chatfield Elementary	3/21/2017	3/22/2017	3/27/2017	Bureau Of Education An	245.00
Chatfield Elementary	3/21/2017	3/22/2017	3/27/2017	Bureau Of Education An	245.00
Chatfield Elementary	3/20/2017	3/21/2017	3/27/2017	Amazon Mktpplace Pmts	21.68
Chatfield Elementary	3/20/2017	3/21/2017	3/27/2017	Bsn*s*sport Supply Group	68.01

March 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
Chatfield Elementary	3/15/2017	3/16/2017	3/27/2017	Innovative Office Solu	3.06
Chatfield Elementary	3/15/2017	3/16/2017	3/27/2017	Officemax Ct*in#486558	11.08
Chatfield Elementary	3/10/2017	3/10/2017	3/27/2017	Bb *childrensmuseumsom	213.00
Chatfield Elementary	3/10/2017	3/10/2017	3/27/2017	Super Duper Publicatio	118.65
Chatfield Elementary	3/7/2017	3/9/2017	3/27/2017	Demco Inc	148.98
Chuck Keller	3/26/2017	3/27/2017	3/27/2017	Vzwrlls*apocc Visb	719.35
Kris Davis	3/23/2017	3/24/2017	3/27/2017	Genesis - Belle Plaine	78.72
Kris Davis	3/8/2017	3/10/2017	3/27/2017	Metro Sales Inc.	319.75
Kris Davis	3/8/2017	3/10/2017	3/27/2017	Metro Sales Inc.	319.75
Kris Davis	3/8/2017	3/10/2017	3/27/2017	Metro Sales Inc.	428.05
Kris Davis	3/8/2017	3/10/2017	3/27/2017	Metro Sales Inc.	511.43
Kris Davis	3/8/2017	3/10/2017	3/27/2017	Metro Sales Inc.	897.98
Kris Davis	3/8/2017	3/10/2017	3/27/2017	Metro Sales Inc.	765.69
Kris Davis	3/5/2017	3/6/2017	3/27/2017	Waste Mgmt Wm Ezpay	738.38
Kris Davis	3/3/2017	3/6/2017	3/27/2017	Metro Sales Inc.	193.60
Kris Davis	3/3/2017	3/6/2017	3/27/2017	Metro Sales Inc.	193.59
Kris Davis	3/3/2017	3/6/2017	3/27/2017	Metro Sales Inc.	109.24
Kris Davis	3/3/2017	3/6/2017	3/27/2017	Metro Sales Inc.	109.24
Kris Davis	3/5/2017	3/6/2017	3/27/2017	Waste Mgmt Wm Ezpay	536.43
Kris Davis	3/3/2017	3/6/2017	3/27/2017	Metro Sales Inc.	317.66
Kris Davis	3/3/2017	3/6/2017	3/27/2017	Metro Sales Inc.	352.46
Kris Davis	3/5/2017	3/6/2017	3/27/2017	Waste Mgmt Wm Ezpay	266.79
Kris Davis	3/5/2017	3/6/2017	3/27/2017	Waste Mgmt Wm Ezpay	636.49
Kris Davis	2/28/2017	3/1/2017	3/27/2017	Usps Po 2607300172	422.50
Oak Crest Elementary	3/22/2017	3/24/2017	3/27/2017	Scmitt Music 11(Brookl	14.99
Oak Crest Elementary	3/24/2017	3/24/2017	3/27/2017	Teacherspayteachers.Co	14.50
Oak Crest Elementary	3/23/2017	3/24/2017	3/27/2017	Teacherspayteachers.Co	28.00
Oak Crest Elementary	3/25/2017	3/24/2017	3/27/2017	Kelvin Electronics	515.13
Oak Crest Elementary	3/24/2017	3/24/2017	3/27/2017	Domino S 7300	61.00
Oak Crest Elementary	3/24/2017	3/24/2017	3/27/2017	Discountmugs.Com	311.40
Oak Crest Elementary	3/22/2017	3/24/2017	3/27/2017	Triarco Art, Gta, Bent	579.97
Oak Crest Elementary	3/24/2017	3/24/2017	3/27/2017	Coborn S Superstore	28.63
Oak Crest Elementary	3/22/2017	3/24/2017	3/27/2017	Triarco Art, Gta, Bent	551.60
Oak Crest Elementary	3/23/2017	3/24/2017	3/27/2017	Ssi*school Specialty	54.78
Oak Crest Elementary	3/24/2017	3/24/2017	3/27/2017	Teacherspayteachers.Co	39.39
Oak Crest Elementary	3/22/2017	3/23/2017	3/27/2017	Usps Po 2607300172	147.00
Oak Crest Elementary	3/23/2017	3/23/2017	3/27/2017	Amazon Mktplace Pmts	91.11

March 2017 Pcard

Card Holder	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
Oak Crest Elementary	3/23/2017	3/23/2017	3/27/2017	Amazon Mktplace Pmts	158.94
Oak Crest Elementary	3/21/2017	3/22/2017	3/27/2017	Sams Club #6510	176.54
Oak Crest Elementary	3/22/2017	3/22/2017	3/27/2017	Amazon Mktplace Pmts	196.44
Oak Crest Elementary	3/21/2017	3/22/2017	3/27/2017	Coborn S Superstore	46.26
Oak Crest Elementary	3/20/2017	3/20/2017	3/27/2017	Ssi*school Specialty	44.79
Oak Crest Elementary	3/20/2017	3/20/2017	3/27/2017	Ssi*school Specialty	46.04
Oak Crest Elementary	3/20/2017	3/20/2017	3/27/2017	Ssi*school Specialty	114.54
Oak Crest Elementary	3/18/2017	3/20/2017	3/27/2017	Gopher Sport	779.72
Oak Crest Elementary	3/17/2017	3/20/2017	3/27/2017	South Central Service	50.00
Oak Crest Elementary	3/17/2017	3/17/2017	3/27/2017	Innovative Office Solu	198.55
Oak Crest Elementary	3/16/2017	3/17/2017	3/27/2017	Domino S 7300	53.83
Oak Crest Elementary	3/17/2017	3/17/2017	3/27/2017	Ssi*school Specialty	50.37
Oak Crest Elementary	3/16/2017	3/17/2017	3/27/2017	Really Good *	62.96
Oak Crest Elementary	3/15/2017	3/16/2017	3/27/2017	Coborn S Superstore	15.95
Oak Crest Elementary	3/15/2017	3/16/2017	3/27/2017	Best Buy Mht 00006114	(34.92)
Oak Crest Elementary	3/14/2017	3/15/2017	3/27/2017	Amazon Mktplace Pmts	65.52
Oak Crest Elementary	3/15/2017	3/15/2017	3/27/2017	Ssi*school Specialty	110.45
Oak Crest Elementary	3/14/2017	3/15/2017	3/27/2017	Amazon.Com	15.83
Oak Crest Elementary	3/14/2017	3/15/2017	3/27/2017	Best Buy Mht 00006114	514.87
Oak Crest Elementary	3/14/2017	3/15/2017	3/27/2017	Amazon Mktplace Pmts	53.98
Oak Crest Elementary	3/13/2017	3/15/2017	3/27/2017	Subway 03164670	94.85
Oak Crest Elementary	3/14/2017	3/15/2017	3/27/2017	Domino S 7300	87.00
Oak Crest Elementary	3/11/2017	3/13/2017	3/27/2017	Samsclub #6311	85.72
Oak Crest Elementary	3/1/2017	3/2/2017	3/27/2017	Amazon Mktplace Pmts	26.42
Oak Crest Elementary	3/1/2017	3/2/2017	3/27/2017	Amazon Mktplace Pmts	22.74
Oak Crest Elementary	3/1/2017	3/1/2017	3/27/2017	Ssi*classroom Direct	161.54
Oak Crest Elementary	2/28/2017	3/1/2017	3/27/2017	Ssi*school Specialty	55.96
Oak Crest Elementary	2/28/2017	3/1/2017	3/27/2017	Ssi*school Specialty	98.18
Oak Crest Elementary	2/28/2017	3/1/2017	3/27/2017	Hertzberg New Method I	38.68
Oak Crest Elementary	2/28/2017	2/28/2017	3/27/2017	Twins Ballpark Llc	460.00
Oak Crest Elementary	2/28/2017	2/28/2017	3/27/2017	Amazon Mktplace Pmts	217.24

<b>Total</b>	<b>38,186.25</b>
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March 2017 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	41798	HSAC	7942	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH STD CNCL - AMAZON	3/2/2017 00	N	USD	12.68
0716	41798	HSAC	7942	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	3/2/2017 00	N	USD	31.92
0716	41800	HSAC	7943	CH	3	4830	CITY OF BELLE PLAINE	Police Labor Snowfest Dance	3/2/2017 00	N	USD	216.93
0716	41799	HSAC	7944	CH	3	4811	EMMA KRUMBEEES FLORAL	Wrestling Parents Night flowers	3/2/2017 00	N	USD	68.75
0716	41803	HSAC	7945	CH	3	6477	LAURIE GREEN	HComing Baloons/Prizes	3/2/2017 00	N	USD	10.53
0716	41803	HSAC	7945	CH	3	6477	LAURIE GREEN	HComing Baloons/Prizes	3/2/2017 00	N	USD	19.37
0716	41804	HSAC	7946	CH	3	6724	PAUL FOGARTY	Reimburse Stamps & Scorebook	3/2/2017 00	N	USD	129.18
0716	41802	HSAC	7947	CH	3	5711	RANDY CARLSON	Flowers for Seniors	3/2/2017 00	N	USD	20.00
0716	41801	HSAC	7948	CH	3	5247	ROSS NELSON	Reimbursement for JHBB Party-Pizza Ranch	3/2/2017 00	N	USD	186.66
0716	41830	HSAC	7949	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	Reimbursement to general account for clothing	3/17/2017 0	N	USD	2,522.33
0716	41835	HSAC	7950	CH	3	5825	BREVARD PRODUCTION	Florida Room etc.	3/17/2017 0	N	USD	4,878.00
0716	41838	HSAC	7951	CH	3	6700	CAMP COURAGE	Donation from pancake breakfast	3/17/2017 0	N	USD	1,943.00
0716	41831	HSAC	7952	CH	3	4811	EMMA KRUMBEEES FLORAL	Parents Night - Roses	3/17/2017 0	N	USD	75.00
0716	41832	HSAC	7953	CH	3	4848	PEPSI-COLA	Pop Delivery	3/17/2017 0	N	USD	923.70
0716	41834	HSAC	7954	CH	3	5711	RANDY CARLSON	END OF YEAR BANQUET	3/17/2017 0	N	USD	160.15
0716	41837	HSAC	7955	CH	3	6394	ROBIN BANKS	Awards & Materials	3/17/2017 0	N	USD	34.78
0716	41836	HSAC	7956	CH	3	6016	UNIVERSAL ATHLETIC SERVICES INC	UNIFORMS	3/17/2017 0	N	USD	541.91
0716	41833	HSAC	7957	CH	3	5150	ZEPHYR	HATS	3/17/2017 0	N	USD	773.75
0716	41909	HSAC	7958	CH	3	7046	HEGGIES PIZZA	Tennis Fundraiser	3/21/2017 0	N	USD	3,868.00
0716	41910	HSAC	7959	CH	3	7268	MAGNA AUTO RENTAL	RENTAL CARS	3/21/2017 0	N	USD	2,360.28
0716	41908	HSAC	7960	CH	3	5025	MINNTEX CITRUS, INC.	Fruit Sale/S170155	3/21/2017 0	N	USD	71.18
0716	41908	HSAC	7960	CH	3	5025	MINNTEX CITRUS, INC.	Fruit Sale/S170125	3/21/2017 0	N	USD	2,561.58
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	3/28/2017 0	N	USD	117.61
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FOOTBALL - SHERATON	3/28/2017 0	N	USD	161.76
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BBB - NUSBAUM MEAT	3/28/2017 0	N	USD	119.38
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BBB - USPS	3/28/2017 0	N	USD	27.20
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	GBB - DOMINOS	3/28/2017 0	N	USD	66.63
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - DOMINOS	3/28/2017 0	N	USD	27.67
0716	41971	HSAC	7961	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - FEB	3/28/2017 0	N	USD	3,141.13
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Kwik Trip/Ice	3/28/2017 0	N	USD	23.88
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Genesis/Tarps	3/28/2017 0	N	USD	37.98
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Coborns/Pizza	3/28/2017 0	N	USD	48.70
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Walmart/Pudding	3/28/2017 0	N	USD	26.52
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Sams/Supplies	3/28/2017 0	N	USD	251.56
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Target	3/28/2017 0	N	USD	163.07
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Sams/Milk	3/28/2017 0	N	USD	74.28
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	Coborns/Cider&Coff	3/28/2017 0	N	USD	16.57
0716	41972	HSAC	7962	CH	3	4748	BRUCE MATHIOWETZ	FFA	3/28/2017 0	N	USD	-
0716	41975	HSAC	7963	CH	3	5180	DOLLARS FOR SCHOLARS	DFS Donation	3/28/2017 0	N	USD	500.00

March 2017 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	41973	HSAC	7964	CH	3	4811	EMMA KRUMBEEES FLORAL	Parents Night Track 16	3/28/2017 0	N	USD	50.00
0716	41977	HSAC	7965	CH	3	5661	EVOLUTION SHIRTS	TRAP TEAM TSHIRTS	3/28/2017 0	N	USD	585.55
0716	41979	HSAC	7966	CH	3	6875	JOHN WARREN	Activity Night DJ	3/28/2017 0	N	USD	300.00
0716	41974	HSAC	7967	CH	3	4882	MN FFA ASSOCIATION	Hto Own Conference	3/28/2017 0	N	USD	100.00
0716	41978	HSAC	7968	CH	3	6724	PAUL FOGARTY	Gatorade for players	3/28/2017 0	N	USD	17.97
0716	41981	HSAC	7969	CH	3	7275	REEDS FAMILY OUTDOOR OUTFITTERS	TRAP SHOOT - SHELLS	3/28/2017 0	N	USD	3,675.00
0716	41980	HSAC	7970	CH	3	7164	REGION VII FFA	Region Dues	3/28/2017 0	N	USD	38.50
0716	41976	HSAC	7971	CH	3	5247	ROSS NELSON	Movie Day / Pizza	3/28/2017 0	N	USD	177.37
											<b>Total</b>	<b>31,158.01</b>

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



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

DATE OF BOARD MEETING: April 24, 2017  
 SUBJECT: Gifts and Donations  
 RECOMMENDATION: Approve

Therefore, the Director of Finance and Operations recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 716 accept with appreciation the following gifts/donation and permit their use as designated by the donor(s).

**DETAIL OF GIFTS/DONATIONS:**

Date	Donor	Item and Nature of Donation/Gift	Amount
03.02.2017	Mary Nesgoda	Food Service – Assist underfunded students	50.00
03.16.2017	Belle Plaine PTO	Oak Crest Elementary – Backpack Program	204.00
03.16.2017	Belle Plaine PTO	Oak Crest Elementary – G3 Scholastic News	384.12
03.16.2017	Belle Plaine PTO	Oak Crest Elementary – G4 Planners	390.00
03.06.2017	Belle Plaine PTO	Oak Crest Elementary – Wolf Ridge Camera	489.95
03.06.2017	Belle Plaine PTO	Oak Crest Elementary – BE RED - Positive Behavior Program	250.00
03.16.2017	Belle Plaine PTO	Chatfield Elementary – Historical Society	350.00
03.17.2017	Belle Plaine Lions Club	Jr/Sr High - Weight Room Equipment	2,500.00
03.22.2017	Belle Plaine PTO	Oak Crest Elementary – Art Journals	588.00
03.28.2017	Mary Nesgoda	Food Service – Assist underfunded students	50.00

**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*

## **April Board Report**

### **Belle Plaine School District #0716 Student Support Services Update**

- 3/17/17 = Attended Regional Director Meeting
- 3/20/17 = Submitted ADSIS grant application
- 3/23/17 = 1st Multi-Tiered System of Supports (MTSS) Leadership meeting (excellent, productive meeting!)
- Organizing Extended School Year for special education students this summer
- Attending department meetings, PLCs, and Child Study meetings
- Set up evaluation meetings with Paraprofessionals in May

**Belle Plaine High School  
School Board Report  
Submitted by Dave Kreft and Mindy Chevalier  
April, 2017**

**Appreciation:**

- Our ACT Test is complete! The test was run from 8:00 until 12:45 on April 19th. This year we offered the students the option of taking the ACT or Accuplacer. Some statistics:
  - 12 - students registered to take the Accuplacer test. Based on their intended career path, parent input, and career counselling from Laurie Green these students were placed in this testing environment. Laurie Green received training to administer the Accuplacer for this test date and future opportunities.
  - 100 - approximate number of students who took the ACT Test.
  - 100% - percent of students who showed up on time to take the ACT Test in their designated location.
  - 6 - proctors who assisted with the administration of the test. These individuals provided a safe, secure, familiar testing environment for our students.
  - 0 - students who were told they were not able to come to school because of testing. Other districts tell some grades to stay home on this day. We are fortunate that we are able to secure the southeast wing of the high school to administer the test.
- The JH Student Council hosted another fantastic activity night on April 7th. The activity night has become such a highlight for our junior high students, with the music, dancing, games, video games, sports, competitions, and board games. Thanks to Ross Nelson for once again leading our student council representatives to make this a fun-filled, memorable night. The night would not be possible without our JH chaperone volunteers!

**Acceleration:**

- The work of many of our groups are coming to a conclusion, with recommendations that will become policy. Our groups that consistently meet are Ramp Up Leadership, Nuts and Bolts, PLC Leadership, and Grading for Learning. Some of the topics include:
  - Academic integrity consequences and practices
  - Consistent end of term and grading period "markings" - i.e. how an "I" (incomplete) is used, when to mark something "M" (missing) or "L" (late)
  - Clarity and consistency within our cell phone policy
  - Major and minor behavior chart
  - Schedule and utilization of intervention days
- We have begun conversation on summer school times and procedures. We are excited to utilize our APEX online learning system with experienced summer school staff. APEX has all of their classes connected with state standards and will allow us to track individual student progress.

**Anticipation:**

- Prom season! Prom is May 6th at the Mall of America. The Grand March will again take place in the South Gym. Students will be able to choose where they are eating and will meet at MOA for the dance. As the dance closes, prom goers will be provided with late night snacks before after prom transitions to the ride attractions at MOA.

**Board Report**  
**April 24<sup>th</sup>, 2017**  
**Oak Crest Elementary**  
**Liann Hanson**

**Appreciation:**

- **Jump Rope for Heart** Thanks to Ms. Amundson, Ms. Graff, Ms. Young, the 2<sup>nd</sup> grade teachers, and the 3<sup>rd</sup> grade teachers for hosting a fabulous Jump Rope for Heart event on March 22<sup>nd</sup>! 2<sup>nd</sup> and 3<sup>rd</sup> grade students jumped their heart out!
- **Math Masters** Thanks to Ms. Murphy for taking our students to the Math Masters Competition! Congratulations to all of students who competed!
- **Math Night** Thanks to Ms. Bungarden and Ms. Brandt for planning a successful math night!
- **Coverage at Oak Crest** Thanks to Margot Hansen for covering the daily activities at Oak Crest while I was out. It was not planned or prepared and things went spectacular!
- **Administrative Professional Day** Shout out goes to Janis Buesgens on April 26<sup>th</sup> for her work as an Administrative Assistant at Oak Crest! She does a fantastic job running and managing our front office and the ins and outs of the school day. Thank you!

**Acceleration:**

- **Girls ROC!** We continue our Girls ROC! Running club! We have about 100 students and 12 staff members participating!
- **ELC Planning** Our 6<sup>th</sup> grade staff hosted 5<sup>th</sup> grade parents and students to start informing them on the ELC Wolf Ridge trip for next year!
- **MCA Testing** We have started our Math and Reading MCA Testing in April. We will finish Science testing at the beginning of May.

**Anticipation**

- **STEM Baseball Trip** Mr. Fraser and Mr. Kirk will be taking a group of students up to a Twins game on Thursday, May 4<sup>th</sup> for Twins STEM Baseball Trip
- **3<sup>rd</sup>-6<sup>th</sup> Grade Choir Concert** Our choir students will be singing their hearts out on Monday, May 8<sup>th</sup> at 7:00 PM at Oak Crest
- **DARE Graduation** Our 5<sup>th</sup> grade students will be participating in the DARE Graduation on Thursday, May 11<sup>th</sup> at 9:00 AM.
- **DARE Walk/Run** Oak Crest will also host our DARE Walk/Run 5K on Thursday, May 11<sup>th</sup> at 12:30 PM.
- **LEAP Ceremony** Our LEAP Ceremony is on Thursday, May 18<sup>th</sup> at 9:15 AM at Oak Crest.
- **6<sup>th</sup> Grade Field Trip** 6<sup>th</sup> grade has a field trip to Fort Snelling on Monday, May 15<sup>th</sup>.
- **5<sup>th</sup> and 6<sup>th</sup> grade Band Concert** Our 5<sup>th</sup> and 6<sup>th</sup> grade band students have a band concert on Monday, May 15<sup>th</sup> at 7:00 PM at Oak Crest.
- **4<sup>th</sup> Grade Field Trip** Our 4<sup>th</sup> grade students will be taking a field trip to the Ney Center to construct birdhouse on Thursday, May 25<sup>th</sup>.
- **3<sup>rd</sup> Grade Orientation** 2<sup>nd</sup> grade students and parents are invited to Oak Crest on Monday, May 22<sup>nd</sup> at 6:00 PM to learn about Oak Crest, 3<sup>rd</sup> grade, and its teachers.
- **ELC Talent Show** Our 5<sup>th</sup> and 6<sup>th</sup> grade students will be hosting the annual Talent Show at Oak Crest on Wednesday, May 24<sup>th</sup> and Thursday, May 25<sup>th</sup>. A pizza supper will be held on Wednesday prior to the Talent Show.
- **Track Meet** Our 3<sup>rd</sup> and 4<sup>th</sup> grade students will be participating in a track meet during the last week of school. Our 5<sup>th</sup> and 6<sup>th</sup> grade will also be participating in a track meet as well.
- **Skateville** 5<sup>th</sup> and 6<sup>th</sup> grade students will be heading to Skateville on Wednesday, May 31<sup>st</sup>.
- **6<sup>th</sup> Grade Graduation** Our 6<sup>th</sup> graders will graduate from Oak Crest on our last day of school, Friday, June 2<sup>nd</sup> at 9:00 AM.

**Community Education  
School Board Report  
Mindy Chevalier  
April 2017**

**Youth Rec/Youth Enrichment/Drivers Training**

- Little League Baseball & Softball starts the week of April 24th, our numbers are outstanding for 3rd/4th grade Softball and outstanding for Baseball grades 3rd-6th!
- We had our coaches meetings for our little league baseball and softball and will have parent meetings the first week to lay out all the information, schedules and expectations for the year. Thanks to our volunteer coaches for assisting in making our programs great!
- Princess Tea with the BBQ days royalty is this Saturday in the Kids Co. Room!
- Grandparent and Me Painting Class! Kids age 6-12
- Craftmasters - Bringing out the little artist in your kids! Ages 4-12 coming in June!

**Preschool/Kids Co**

- Early Preschool registrations are complete and letters are out for placements.
- We continue to spread the word about Kids Co Pals Wraparound! We are checking in with our potential families this week and we know the program will continue to grow

**ECFE**

- Three, Two, Fun! - A class for 2 and 3 year olds to prepare them for Preschool!
- Grandma, Grandpa and Me! Bring a grandparent to school and share with them all the fun you can have at school!

**Adult Rec/Enrichment**

- Plant It! - Join the Fabulous Flower Market in Town in a plant & sipping party!
- Next Chapter Winery Tours in New Prague coming up May 12th!
- Block Paper Scissors is back! May 18th in the Rustic Room
- Adult Tennis and Pickleball leagues will begin May 11th all summer long from 6:30-8:30pm

**Outreach & City Programs & Communication**

- Our Community Center Committee will meet Thursday, April 20th for our 1st official meeting! The agenda is set and we are excited to meet our members and generate ideas!
- We are currently reviewing and revising the Joint Facilities Agreement and Joint powers agreement between the City and the School District.
- We are also drafting an agreement with Saby Sengupta in regards to Tatiana Fields (the Cricket Complex). We are excited to work with Saby and his complex as much as possible.

Board Report  
April 19, 2017  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Thank you to Taher and the custodians for setting up for our Bring Someone Special to School For Breakfast Events. It is wonderful to welcome family and friends of our students into the building.
- Thank you to Mrs. Brueske for organizing an event to go to Kingsway to play math games with the residents. The adults and students all enjoyed themselves.
- Thank you to the PTO for sponsoring field trips for the Chatfield students.
- Thank you to Patti Edberg and Ann Woelfel for Administrative Assistant day on April 26th!
- Thank you to Jenny Jungwirth for helping the students be successful with their music programs this school year.
- Thank you to Jeff and his custodial team for building an awesome ramp so that students who are in wheelchairs can access the stage.
- Thank you to the PTO for all of their support of Chatfield families and students.
- Thank you to Chelsey and Katie, phy. ed. teachers, for starting to organize Field Day for our students. Field Day this year is on May 30th!

**Acceleration:**

- A year ago, I wrote about FLEX math and trying a pilot program. I am happy to report that first and second grade will be continuing this program for the 17-18 school year. The teachers have found that organizing students according to their learning level allows students to really focus at that specific level. The class sizes range from 15-30 students depending on the level of learning.
- The teachers are now talking about how to organize the math standards into semesters so the higher level learners can move faster and go deeper with their learning. This system also allows the students who need extra support can have the time they need to gain mastery with the standards they need to be successful.

**Anticipation:**

- All School Morning Meeting on May 5h.
- FAST benchmarking will take place from May 1-20th
- Teacher Appreciation Week is May 1-5
- Second Grade Field trip on April 24th.

## BELLE PLAINE PUBLIC SCHOOLS

	<b>Revised Budget</b>
	<b><u>2016-17</u></b>
<b>Revenues</b>	
General Fund	\$ 16,028,258
Food Services Fund	\$ 710,000
Community Services Fund	\$ 698,464
Debt Redemption Fund	\$ 3,170,509
Trust and Agency Fund	\$ -
<b>Totals All Funds</b>	<b>\$ 20,607,231</b>
 <b>Expenditures</b>	
General Fund	\$ 16,210,532
Food Services Fund	\$ 710,000
Community Services Fund	\$ 713,883
Debt Redemption Fund	\$ 3,196,159
Trust and Agency Fund	\$ -
<b>Totals All Funds</b>	<b>\$ 20,830,574</b>

# Budget Realignment

Belle Plaine Public Schools  
2017-2018

# Budget Process Communication

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- Talk with individual staff who could be effected by the budget realignment
  - Overview of the budget situation and recommendation at the Board Work Session
  - Share information about the budget realignment for 2017-2018 with staff
  - Approve the budget realignments at the Board Business meeting
  - Share the final realignment of 2017-2018 budget with staff
-

# Budget Challenges for 2017-2018

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- Title II money has been completely eliminated from the Federal Budget
    - This currently funds 49% of one Kindergarten teacher's salary
  - Title I has been reduce by 10% from the Federal Budget
  - The Governor's proposal covers 2% and 2% on formula and pays for the TRA increase (700 million)
  - The State House 1.5% and 1.25% and does not cover the TRA Increase
  - The Senate 1.5% and 1.5% one time payment to TRA increase
  - Insurance cost increase 8-12%
-

# Budget Impact from 2016-2017

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## Deficient Spending:

- -\$152,000-2016-2017—Projected which is less than 1%

## Reasons:

- Increased personnel costs
  - We had two positions that we shared with Jordan in 2015-2016 we had to replace with full time positions
    - This occurred after we made reductions last year
      - » This was a \$56,000 cost increase
  - Increase cost in Lane Changes for earning credits
    - 20,000 15-16
    - 42,000 16-17
  - Projected a slight decline in enrollment from 1615 in 15-16 to 1605 16-17
    - \$80,000 loss
  - Health insurance increased by \$60,000 from people joining or moving from single to family.
  - ETC....

## Proposed realignment for 2017-2018 needs to reduce

- \$304,000 = 9.6% fund balance at the end of 2017-2018 at current exp. level
-

# Budget Realignment 2017-2018 Step 1

*These reductions will only cover the shortfall from 2016-2017 and the hole for 2017-2018. They do not take into account any of the potential challenges listed at the beginning of this document.*

Revenue/Reduction	Position/Funding	
\$70,000	Adsis Grant	Applied for on March 20th, 2017.  Will be granted in May
\$67,000	6th classes and areas with low registration at the secondary level.	English .2 Science .4 Social Studies .2 Spanish .2  Health .2 AG/IT .7
\$7,300	Afterschool Supervisor	
\$3,313	FFA Advisor	
\$5,500	Mentors	
\$27,000	PLC Leaders	
\$27,500	General Ed Para Oak Crest (Open Position now)	
\$20,000	Reduce Supply and Material	
\$94,000	Retirement	
Reassigned	Reduction of Technology Position	
\$10,000	Community Education Chargeback	
Reassign RTI Position at Chatfield	This position will be eliminated and added to one of the grade levels	
Reassign RTI position at Oak Crest	This position will be eliminated and added to one of the grade levels	
<b>\$331,613</b>	<b>Total Reduction</b>	

# Budget Realignment Implications 2017-2018

## Step 1

	16-17	Average Size 16-17	17-18	Average Size 17-18
K	144	20.57142857	141	20.14285714
1st	138	23	129	21.5
2nd	110	22	138	23
	392		408	21.54761905
3rd	120	24	110	22
4th	127	25.4	120	24
5th	129	25.8	127	25.4
6th	117	29.25	129	25.8
	493		486	24.3
7th	134	33.5	123	30.75
8th	134		134	33.5
9th	106		134	33.5
10th	118		106	26.5
11th	106		118	29.5
12th	103		106	26.5
	701		721	30.04

This does reduce our intervention support and day-to-day technology integration. We will have one RTI teacher at Chatfield and one RTI teacher at Oak Crest.

# Budget Realignment Step 1

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- This makes us whole but does not assume any salary or expenditure increases
- For all staff in the District to move forward one year on contracts the cost is \$184,000.
- Best case scenario from the State would be 1.5% in 2018 and 1.5% on 2019 with a one time deposit of money to cover the TRA shortfall
  - This would be \$146,000 in New money from the State
  - However, there is no additional money to cover cross subsidize cost of SPED which would reduce the \$146,000 by \$26,000
  - This would leave us \$64,000 short of just covering employee salary costs
    - We would start the year knowing we would need to cut \$128,000

# Budget Realignment 2017-2018 Step 2

Revenue/Reduction	Position/Funding		
\$70,000	Adsis Grant	Applied for on March 20th, 2017.	
		Will be granted in May	
\$67,000	6th classes and areas with low registration at the secondary level.	English .2 Science .4 Social Studies .2 Spanish .2  Health .2 AG/IT .7	
\$7,300	Afterschool Supervisor		
\$3,313	FFA Advisor		
\$5,500	Mentors		
\$27,000	PLC Leaders		
\$27,500	General Ed Para		
\$20,000	Reduce Supply and Material		
\$50,655	Reduction of Probationary Teacher		
\$52,037	Reduction of Probationary Teacher		
\$94,000	Retirement/Reassign Tech Position		
\$10,000	Community Education Chargeback		
Reassign RTI Position at Chatfield	This position will be eliminated and added to one of the grade levels		
Reassign RTI position at Oak Crest	This position will be eliminated and added to one of the grade levels		
<b>\$434,735</b>	Total Reduction		
<b>\$304,000</b>	Balanced Budget Reduction		
<b>\$130,745</b>	Money Available for Negotiations		

# Budget Realignment Implications 2017-2018 Step 2

	16-17	Average Size 16-17	17-18	Average Size 17-18		
K	144	20.5714286	141	20.1428571	7	
1st	138	23	129	21.5	6	RTI Reassigned Chatfield
2nd	110	22	138	23	6	RTI Oak Crest Reassigned
	392		408	21.54		
3rd	120	24	110	27.5	4	Reduction of Probationary Teacher
4th	127	25.4	120	24	5	
5th	129	25.8	127	25.4	5	
6th	117	29.25	129	32.25	4	Reassign Tech Position to fill Retirement
	493		486	27.28	37	
7th	134	33.5	123	30.75		
8th	134		134	33.5		
9th	106		134	33.5		
10th	118		106	26.5		
11th	106		118	29.5		
12th	103		106	26.5		
	701		721			
	1586		1615	30.04		

# Budget Realignment Implications 2017-2018 Step 2 Impact

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- For all staff in the District to move forward one year on contracts the cost is \$184,000
- Best case scenario from the State would be 1.5% in 2018 and 1.5% on 2019
  - This would be \$146,000 in New money from the State
  - However, there is no additional money to cover cross subsidize cost of SPED which would reduce the \$146,000 by \$26,000
  - This would leave us \$64,000 short of just covering employee salary costs
    - We would start the year knowing we would need to cut \$128,000
- Step 2 cuts an additional \$131,000 which would allow us to end fiscal year 2017-2018 covering employee cost increases
- This does not take into account additional federal reductions or increases in expenditures
  - i.e. Title II funding being eliminated, increased lanes earned by staff, health insurance increases absorbed the district etc

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# Questions

# Industrial Tech AG Science 2016-2017

		2016 2017						
<b>Teacher One</b>	AG Power	1 Year	AG Power	1 Year				
	Ag Science	1 Sem	Woods I	13 Sem	Work Program	18 Sem		
	Woods I	16 Sem	Woods II	21 Sem	Work Program	23 Sem		
	Woods II	19 Sem	Cad	22 Year				
	Cad	22 Year	Light Construction	20 Year				
	Light Construction	20 Year						
9-12		79	19.75	9-12	77	19.25		
		Intro to Technology 30 per Quarter		8th Grade				
<b>2016-2017 Student Enrollment</b>	<b>Average Per Day 1st Sem</b>	<b>21.8</b>	<b>Average Per Day</b>	<b>21.4</b>				
<b>Teacher Two</b>	Into to Welding	16 Sem 1	Small Engines	15 Sem 2				
	AFNR	9 Year	Intro to Ag tech	13 Sem				
	Intro to Ag tech	14 Sem	AFNR	9 Year				
		9-12	39	13	9-12	37	12.33333	
	7th Grade	123 Quarter		30				
	8th Grade	134 Quarter		33				
<b>2016-2017 Student Enrollment</b>	<b>Average Per Day 1st Sem</b>	<b>20.4</b>	<b>Average Per Day</b>	<b>20</b>				

# Industrial Tech AG Science 2017-2018

2017-2018			2017-2018	Scheduled					
AutoCAD Inventor (F)	0		9-12	Sem		9-12	Sem		
Intro to AG	56	Sem	Intro to Ag	26	1st sem	Intro to Ag	30	2nd seme	
Small Engines(S)	29	Sem	Small Engines	27	1st sem	Intro to Welding	28	2nd sem	
Welding (A)			Food Science	29	Year	Food Science	28	Year	
Furniture & Cabinet (S)	1		Do it yourself	25	1st sem	Light Constructio	17	2nd sem	
Adv. Power Mechanicsn(F)			Intro to Tech	28	1st sem	Intro to Tech	34	2nd sem	
Horticulture (S)				135			137		
AutoCAD 2 (E)	1		9-12	Average Per Day 1st Sem	27	Average Per Day 2nd Sem		27.4	
Intro to Welding(D)	36	Sem							
Adv. Welding (S)			7th Intro to Tech	124	31	Quarter	7th Intro to Tech	124	31
Outdoor Furniture (F)			8th Intro to Agr	134	33.5	Quarter	8th Intro to Agr	134	33.5
Food Science	29	Year							
Animal Science(F)	21	Sem							
Light Const. (F)	19	Sem							
Do it Yourself (S)	29	Sem	7-12				7-12		
Intro to Tech	62	Sem	2016-2017 Stud	Average Per Day 1st Sem	24.9375		Average Per Day 2nd Sem	25.1875	

# Administrative Staffing

Position 2015-2016	FTE	Position 2016-2017	FTE
Special Ed Director	.5	Special Ed Director	1
Special Ed Assistant Director	.5	Director of Finance	1
Director of Finance	1	Director of Curriculum, Assessment & Technology	1
Director of Curriculum & Assessment	1	Director of Buildings and Grounds	1
Director of Technology	1	High School Principal	1
Director of Buildings and Grounds	1	Assistant High School Principal	0.3
Director of Recreation and Activities	1	Community Education	0.7
High School Principal	1	Chatfield Principal	.9
Assistant High School Principal	1	Oak Crest Principal	1
Chatfield Principal	1	Activities Director	0.6
Oak Crest Principal	1		
<b>TOTAL</b>	<b>10</b>	<b>TOTAL</b>	<b>8.5</b>

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

RESOLUTION DISCONTINUING AND REDUCING  
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No. 716 adopted a resolution on Monday, January 30, 2017, directing the administration to make recommendations for reductions in programs and positions, and

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

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

That the following positions be discontinued:

1. .583 FTE Math Probationary Teacher
2. 1 After School Supervisor Position
3. 2 Pre-School Pals Paraprofessional Positions

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

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

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

**RESOLUTION DISCONTINUING AND REDUCING  
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School District No. 716 adopted a resolution on Monday, January 30, 2017, directing the administration to make recommendations for reductions in programs and positions, and

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

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

That the following positions be discontinued:

1. 1.0 FTE 3<sup>rd</sup> Grade Probationary Teacher
2. 1.0 FTE 1st Grade Probationary Teacher
3. .583 FTE Math Probationary Teacher
4. 1 After School Supervisor Position
5. 2 Pre-School Pals Paraprofessional Positions

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

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

Member Joe Vandermark introduced the following resolution and moved its adoption:

RESOLUTION DISCONTINUING AND REDUCING  
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No. 716 adopted a resolution on Monday, January 30, 2017, directing the administration to make recommendations for reductions in programs and positions, and

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

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

That the following positions be discontinued:

1. 1.0 FTE 3<sup>rd</sup> Grade Probationary Teacher
2. 1.0 FTE 1st Grade Probationary Teacher
3. .583 FTE Math Probationary Teacher
4. 1 After School Supervisor Position
5. 2 Pre-School Pals Paraprofessional Positions

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

Terry Kahle and upon vote being taken thereon, the following voted in favor thereof: Skelley, Vandermark, Giesen, Gardner, O'Brien & Kahle and the following voted against:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF QUINN HOBBS, A  
PROBATIONARY TEACHER

WHEREAS, Quinn Hobbs is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Quinn Hobbs, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Quinn Hobbs

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

Dear Mr. Hobbs:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 24, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

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

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

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member Joe Vandermark introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF QUINN HOBBS, A  
PROBATIONARY TEACHER

WHEREAS, Quinn Hobbs is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Quinn Hobbs, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Quinn Hobbs

\_\_\_\_\_

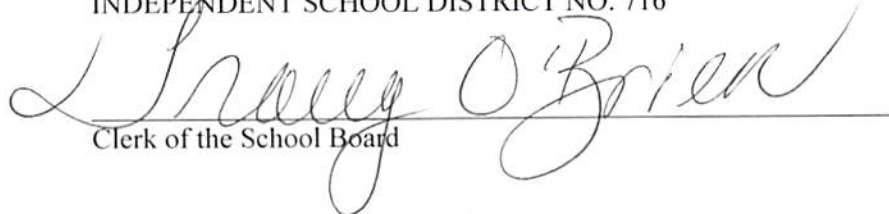
\_\_\_\_\_

Dear Mr. Hobbs:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 24, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Tracy O'Brien and upon vote being taken thereon, the

following voted in favor thereof: Vandermark, Giesen, Gardner, O'Brien, Kahle & Skelley  
and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF JENNIFER PERUSSE, A  
PROBATIONARY TEACHER

WHEREAS, Jennifer Perusse is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Jennifer Perusse, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Ms. Jennifer Perusse

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

Dear Ms. Perusse:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 24, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

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

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

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member Dan Giesen introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF JENNIFER PERUSSE, A  
PROBATIONARY TEACHER

WHEREAS, Jennifer Perusse is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Jennifer Perusse, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Ms. Jennifer Perusse

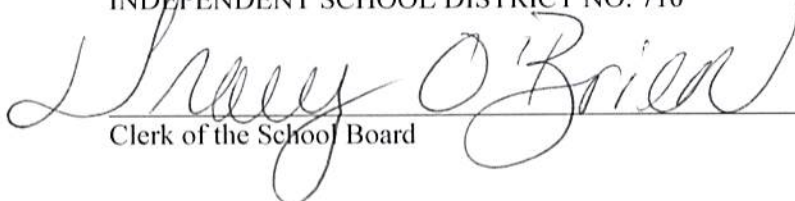
\_\_\_\_\_  
\_\_\_\_\_

Dear Ms. Perusse:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 24, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

  
Clerk of the School Board

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

following voted in favor thereof: Giesen, Gardner, O'Brien, Kahle, Skelley & Vandermark

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF RANDY CARLSON, A  
PROBATIONARY TEACHER

WHEREAS, Randy Carlson is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Randy Carlson, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Randy Carlson

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

Dear Mr. Carlson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 24, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

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

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

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member Terry Kahle introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF RANDY CARLSON, A  
PROBATIONARY TEACHER

WHEREAS, Randy Carlson is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Randy Carlson, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Randy Carlson

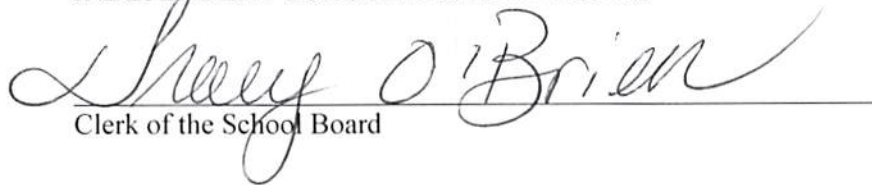
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. Carlson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 24, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 and is due to insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 716

  
Clerk of the School Board

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

following voted in favor thereof: Gardner, O'Brien, Kahle, Skelley, Vandermark & Giesen

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**Non-Licensed Personnel Changes:**

Reductions:

Name	Status	Assignment	Group	Effective Date
PS Pals Paraprofessional	Position eliminated due to insufficient financial resources	PS Pals Paraprofessional 6.5 hours/day	BPESP	5/25/2017
PS Pals Paraprofessional	Position eliminated due to insufficient financial resources	PS Pals Paraprofessional 7.25 hours/day	BPESP	5/25/2017
JH/SH After School Supervisor	Position eliminated due to insufficient financial resources	JH/SH Supervision 3 hours/day	BPESP	6/2/2017

**PreferredOne Renewal Rates  
2017-18**

**Current:**

<b>1300 / 2600</b>	<b>Monthly Prem</b>	<b>12%</b>	<b>\$</b>
Single	564.00	631.68	67.68
E + 1	1,133.16	1,269.14	135.98
Family	1,522.09	1,704.74	182.65
1850 / 3700			
Single	533.00	596.96	63.96
E + 1	1,071.15	1,199.69	128.54
Family	1,438.09	1,610.66	172.57
2250 / 4500			
Single	505.00	565.60	60.60
E + 1	1,013.17	1,134.75	121.58
Family	1,361.08	1,524.41	163.33

**Delta Dental Renewal Rates  
2017-18**

<b>Coverage</b>	<b>Current Monthly Prem</b>	<b>2017-18 Monthly Prem</b>	<b>\$</b>
Single	50.07	50.07	-
Dependents	74.52	74.52	-
Total	124.59	124.59	-

**Health Rate History**

<b>FY 13/14</b>	<b>Annual Premium</b>	<b>Employee Portion</b>		<b>Health Svgs Acct</b>	<b>Board Pay</b>
Single	6,216.00	1,286.00	20.69%	1,250.00	6,180.00
E + 1	12,516.00	4,736.00	37.84%	2,500.00	10,280.00
Family	16,818.00	6,048.00	35.96%	2,500.00	13,270.00
Single	5,868.00	1,538.00	26.21%	1,850.00	6,180.00
E + 1	11,826.00	5,246.00	44.36%	3,700.00	10,280.00
Family	15,882.00	6,312.00	39.74%	3,700.00	13,270.00
Single	5,556.00	1,626.00	29.27%	2,250.00	6,180.00
E + 1	11,178.00	5,398.00	48.29%	4,500.00	10,280.00
Family	15,024.00	6,254.00	41.63%	4,500.00	13,270.00

<b>FY 14/15</b>	<b>Annual Premium</b>	<b>Premium Increase</b>	<b>Employee Portion</b>	<b>Employee Increase</b>	<b>Health Svgs Acct</b>	<b>Board Pay</b>	<b>Board Increase</b>	
Single	6,480.00	4.25%	1,455.00	22.45%	13.14%	1,250.00	6,275.00	1.51%
E + 1	13,044.00	4.22%	5,109.00	39.17%	7.88%	2,500.00	10,435.00	
Family	17,532.00	4.25%	6,562.00	37.43%	8.50%	2,500.00	13,470.00	
Single	6,120.00	4.29%	1,695.00	27.70%	10.21%	1,850.00	6,275.00	
E + 1	12,324.00	4.21%	5,589.00	45.35%	6.54%	3,700.00	10,435.00	
Family	16,560.00	4.27%	6,790.00	41.00%	7.57%	3,700.00	13,470.00	
Single	5,796.00	4.32%	1,771.00	30.56%	1.29%	2,250.00	6,275.00	
E + 1	11,652.00	4.24%	5,717.00	49.06%	0.77%	4,500.00	10,435.00	
Family	15,660.00	4.23%	6,690.00	42.72%	1.09%	4,500.00	13,470.00	

<b>FY 15/16</b>	<b>Annual Premium</b>	<b>Premium Increase</b>	<b>Employee Portion</b>	<b>Employee Increase</b>	<b>Health Svgs Acct</b>	<b>Board Pay</b>	<b>Board Increase</b>	
Single	6,672.00	2.96%	1,603.00	24.03%	10.17%	1,300.00	6,369.00	1.51%
E + 1	13,440.00	3.04%	5,448.00	40.54%	6.64%	2,600.00	10,592.00	
Family	18,060.00	3.01%	6,988.00	38.69%	6.49%	2,600.00	13,672.00	
Single	6,300.00	2.94%	1,781.00	28.27%	5.07%	1,850.00	6,369.00	
E + 1	12,696.00	3.02%	5,804.00	45.72%	3.85%	3,700.00	10,592.00	
Family	17,052.00	2.97%	7,080.00	41.52%	4.27%	3,700.00	13,672.00	
Single	5,964.00	2.90%	1,845.00	30.94%	4.18%	2,250.00	6,369.00	
E + 1	12,000.00	2.99%	5,908.00	49.23%	3.34%	4,500.00	10,592.00	
Family	16,128.00	2.99%	6,956.00	43.13%	3.98%	4,500.00	13,672.00	

<b>FY 16/17</b>	<b>Annual Premium</b>	<b>Premium Increase</b>	<b>Employee Portion</b>	<b>Employee Increase</b>	<b>Health Svgs Acct</b>	<b>Board Pay</b>	<b>Board Increase</b>	
Single	6,768.00	1.44%	1,603.00	23.68%	0.00%	1,300.00	6,465.00	1.51%
E + 1	13,597.72	1.17%	5,447.92	40.06%	0.00%	2,600.00	10,750.00	
Family	18,265.08	1.14%	6,988.08	38.26%	0.00%	2,600.00	13,877.00	
Single	6,396.00	1.52%	1,781.00	27.85%	0.00%	1,850.00	6,465.00	
E + 1	12,853.80	1.24%	5,803.80	45.15%	0.00%	3,700.00	10,750.00	
Family	17,257.08	1.20%	7,080.08	41.03%	0.00%	3,700.00	13,877.00	
Single	6,060.00	1.61%	1,845.00	30.45%	0.00%	2,250.00	6,465.00	
E + 1	12,158.04	1.32%	5,908.04	48.59%	0.00%	4,500.00	10,750.00	
Family	16,332.96	1.27%	6,955.96	42.59%	0.00%	4,500.00	13,877.00	

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

#### **VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance

with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;

14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;

- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. **Removal of a Student from a Class**
  1. Each teacher has the discretion to remove a student for inappropriate behavior as determined by the teacher. Upon asking the student to leave the classroom and report to the office, the teacher will notify the main office of the name of the student removed;
  2. Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds and at school sponsored activities.
- D. **Responsibility for and Custody of a Student Removed From Class**
  1. Each teacher has the discretion to determine how to deal with inappropriate behavior by a student. The teacher may instruct the student to the hallway or the high school office. If they are sent to the office, the teacher will notify the high school office staff of the name of the student reporting to the office;
  2. Administrators have broad discretion to determine the consequences based on the minimum and maximum consequences established in the student handbook. In unusual situations administrators may impose discipline less than the minimum. In the event the student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties may be increased.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed. Administrators will take appropriate action for each student removed from class on a case-by-case basis. Such action may include, but is not limited to, warning, student conference, parent conference, detention, or suspension.
- F. Procedures for Notification Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds, and at school sponsored activities. The school district will take appropriate action, and comply with any legal disclosure obligations.

G. Disabled Students; Special Provisions

1. Consideration of whether there is a need for further assessment will be determined by the Individual Education Plan (IEP) team members.
2. Consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined will be determined by the IEP team members.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

1. A chemical abuse pre-assessment team will be established pursuant to Minn. Stat. 121A.26;
2. A school and community advisory team to address chemical abuse problems in the district will be established pursuant to Minn. Stat. 121A.27;
3. Any teacher or school district employee who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled-substance while on school premises or involved in school, shall immediately notify the building principal.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct. Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students from behavior not specifically set forth if such conduct:

1. Materially and substantially disrupts the rights of others to an education; or
2. Endangers the student, other students or individuals or property of the school.

All violations of the Code of Student Conduct will be handled on a case-by-case basis.

J. Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior. School district personnel may respond to student misbehavior in a variety of ways in which to involve parents or guardians. They include, but are not limited to, communication of concerns, parent conferences, and mediation.

K. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems. School district personnel may respond to behavioral problems in a variety of ways in attempts to modify the behavior. They include, but are not limited to, verbal warning, one-to-one interaction, written communication to parent, parent conference, detention, referral to administrator, and suspension.

**IX. DISMISSAL**

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative

educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records

pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.225, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students with Disabilities)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)

20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

***Cross References:***

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 503 (Student Attendance)

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Student Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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

MSBA/MASA Model Policy 506

Orig. 1995

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

Rev. ~~2015~~ 2016

## **506 STUDENT DISCIPLINE**

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

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all

students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate

regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from

indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety

Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within

the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;

- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

## VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the

teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

***[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]***

**C. *Procedures for Removal of a Student From a Class.***

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

**D. *Responsibility for and Custody of a Student Removed From Class.***

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

**E. *Procedures for Return of a Student to a Class From Which the Student Was Removed.***

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

**F. *Procedures for Notification.***

1. *Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

**G. *Disabled Students; Special Provisions.***

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

**H. *Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.***

1. *Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;*
2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
3. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.*

**I. *Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.***

**J. *Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.***

**K. *Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.***

**IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or

to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination

of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the

suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
  9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
  10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
  11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act,

Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school

district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building

shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
[Minn. Stat. § 122A.42 \(General Control of Schools\)](#)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

*(Sample Form)*  
**NOTICE OF SUSPENSION**  
(Date)

(Name of Parent or Guardian)  
(Address)  
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

\_\_\_\_\_, at \_\_\_\_\_ on \_\_\_\_\_  
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

\_\_\_\_\_  
Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

*(Sample Form)*  
**NOTICE OF SUSPENSION**  
(Date)

(Name of Parent or Guardian)  
(Address)  
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before \_\_\_\_\_, at \_\_\_\_\_ on \_\_\_\_\_  
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after \_\_\_\_\_ [date].

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

\_\_\_\_\_  
Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

*1<sup>st</sup> Reading: 12/18/2006*

*2<sup>nd</sup> Reading: 03/26/2007*

*Approved: 04/23/2007*

*Reviewed: 09/23/2013*

## **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
  2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
  3. Experience with other students with similar instructional needs.

- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
  2. The student's degree of impairment.
  3. The student's rate of progress.
  4. The student's behavioral or physical problems.
  5. The availability of alternative resources.
  6. The student's ability and need to interact with nondisabled peers.
  7. The areas of the student's curriculum which need continuous attention.
  8. The student's vocational needs.
- E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300

**Cross References:**

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

MSBA/MASA Model Policy 508

Orig. 1995

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

Rev. 2007

## **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

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

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
  2. Observations of the student's tendency to regress over extended breaks in

instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300 ([IDEA Regulations](#))

**Cross References:**

1<sup>st</sup> Reading: 12/18/2006

2<sup>nd</sup> Reading: 03/26/2007

Approved: 04/23/2007

Reviewed: 09/23/2013, 9/22/2014

## **509 ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

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

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and

inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E. of this policy.

D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).

E. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate

services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age 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 under Minn. Stat. § 120A.22, Subd. 8.

2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of the opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- G. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

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

MSBA/MASA Model Policy 509

Orig. 1995

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

Rev. ~~2014~~ 2015

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

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

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under ~~16~~ 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year 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 in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over ~~16~~ 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

~~*[Note: Effective with the 2014-15 school year, the school district may terminate the enrollment of a nonresident student over 17 years of age pursuant to this section.]*~~

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

**Statewide Enrollment Options Form**  
*Required form for all Minnesota districts*

**PARENTS:** Email, mail or fax this form to the superintendent's office of the non-resident district where you wish your student to attend. *Do not mail to the Minnesota Department of Education.* See General Information and Instructions for important January 15<sup>th</sup> deadline information that may apply.

<b>Section 1: To be completed by the Student's Parent/Guardian</b>			
Parent/Guardian Name (Last)	(First)	(MI)	Telephone Number Home: (    ) Work: (    )
Parent/Guardian Street Address:			
City:		State:	ZIP code:
Resident District: City:		District of Choice (Non-Resident School District): District of Choice Fax Number: (    )	
Student Name (Last)		(First)	(Middle)
Current Grade Level:	Grade Level Desired:	Desired Date of Enrollment:	
Is this student currently expelled under Minn. Stat. § 121A.45 for a reason listed in Minn. Stat. § 124D.03, Subd. 1? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Age of Student</b>  Will the student be at least age 5 and under age 21 by September 1 of enrollment year? <input type="checkbox"/> Yes <input type="checkbox"/> No  When a spot is offered, districts will then request birthdate, records and other required registration information. If you answered NO to the statement, the student is not eligible for open enrollment unless the student fully meets the requirements for an exception to the age requirements listed in the instructions.  <input type="checkbox"/> Yes, this student qualifies under the terms of the exceptions described on page 3 of this form.		Please rank the schools in this non-resident district in order of preference: 1. _____ 2. _____ 3. _____  Reason for request: (this does not affect your acceptance)	
I hereby verify that the above information is true and correct to the best of my knowledge and belief.			
Signature – Parent/Guardian		Date	

**Non-Resident District:** Complete Section 2. Notify parents/guardians by **February 15** (or no more than 30 days after receiving applications that come later) of approval or disapproval of application. Families must accept or decline the offer by **March 1** or 15 days later. After receipt of commitment to attend, the non-resident district must notify the resident district by **March 15** (or 60 days after initial receipt if form filed after January 15) of the student's intent to enroll. Report all rejected applications to the Minnesota Department of Education by **July 15**.

Section 2: To be completed by the Non-Resident District		
Date Application Received	District Name	District Number
District Contact Name	Title	Telephone Number ( )
<input type="checkbox"/> <b>APPROVED</b>  On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned for enrollment at:		
School Building Name:		
Starting Date:		
Grade Level:		
<input type="checkbox"/> <b>NOT APPROVED</b>  The non-resident district has denied your request for open enrollment because of the following reason(s) allowed in Minn. Stat. § 124D.03. Check all that apply. <ul style="list-style-type: none"> <li><input type="checkbox"/> The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See General Information and Instructions or Minn. Stat. § 124D.03, Subd. 3.</li> <li><input type="checkbox"/> Statute enrollment has been reached; Minn. Stat. § 124D.03, Subd. 2.</li> <li><input type="checkbox"/> Grade is closed district-wide by board action; Minn. Stat. § 124D.03, Subd. 2. and Subd. 6.</li> <li><input type="checkbox"/> District has denied the application because of expulsion reasons; Minn. Stat. § 124D.03, Subd. 1.</li> </ul>		
<b>NON-RESIDENT DISTRICT SIGNATURE:</b> _____ <div style="display: flex; justify-content: space-around;"> <span>Superintendent / Responsible Authority</span> <span>Date</span> </div>		

**GENERAL INFORMATION AND INSTRUCTIONS:** Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student per requested district.

**Parent/Guardian:** Before making a selection it would be beneficial to request school and program information from districts, visit schools, and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education's (MDE) Website: <http://education.state.mn.us> has information about school districts, schools and programs. Once you decide to apply, you must inform your child's current school that you are applying to a nonresident district for enrollment. Complete and sign Section 1 of the Statewide Enrollment Options form and send to the non-resident district's superintendent's office. **Please do not send the form to MDE.**

**Age requirements:**

**Open enrollment is only available to students who will be age 5 by September 1 and under age 21, without a high school diploma, unless:**

- The student is under age 5 and has been identified through a formal assessment process in the resident district as needing an individual education plan for early childhood special education. In these situations, the family should list "EC" as their requested grade level.
- **OR**, the student has met all requirements of the nonresident district for consideration for early entrance to kindergarten such as a September or October birth date, assessment testing and a trial period of enrollment **and** the nonresident district has agreed to consider an open enrollment for the child for early entrance to kindergarten. Do not submit this form in this situation without first working with the nonresident district to determine eligibility.

**Deadlines and exceptions to deadlines:**

**Applications must be sent to the nonresident district by January 15 in order to enroll beginning the following school year unless:**

- One or both districts receives Statewide Integration Revenue, in which case there is no deadline and enrollment may begin at any time. (Minn. Stat. § 124D.03, Subd. 4)
- **OR**, the student moved into the resident district on or later than December 1. (Minn. Stat. § 124D.03, Subd. 7).
- **OR**, other unusual situations apply under Minnesota Statutes, section 124D.03, Subd. 7.

Acceptance of Open Enrollment cannot be based on previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings or the student's district of residence. (Minn. Stat. § 124D.03, Subd. 6.)

Families may indicate preferences for school sites or programs within the district; if unavailable, districts will offer families options at other sites unless the grade level or open enrollment has been closed by board action.

Families may apply in more than one district. Use one form per child per district.

Do not disclose special needs of students on the *Statewide Enrollment Options* form; this information is provided after an enrollment spot is offered.

**Currently expelled students:** Nonresident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes, section 121A.45 and Minnesota Statutes, section 124D.03, Subd. 1.

**Notice as to acceptance of application:** You can expect to receive an approval/disapproval from the nonresident district by **February 15 or 30 days** after applying for the current or upcoming school year. (Do not apply for statewide enrollment options further in advance than for the upcoming school year.) School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots.

**If the nonresident district notifies you that your application has been accepted:**

Notify the nonresident district as to whether you are accepting the offer of enrollment by **March 1 or 15 days** after notification.

The nonresident district must notify the resident district that your student is changing enrollment by March 15 (or 15 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable).

Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.

Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a nonresident district so an IEP team can be convened.

The school district will provide you information regarding transportation. (Minn. Stat. § 123B.88, Subd. 6, Minn. Stat. § 124D.03, Subd. 8.)

By accepting this enrollment, your student is obligated to attend the nonresident district during the upcoming school year.

You do not need to reapply in subsequent years for your student to remain enrolled unless you move out of your current district. Note: you **do need** to apply again for siblings.

**If your application was denied, districts:**

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the only reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form an agreement with the nonresident district for the upcoming year – both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year-to-year mutual agreements between districts. Minn. Stat. § 124D.03, Subd. 6)



## Statewide Enrollment Options Form

*Required form for all Minnesota school districts*

### Section 1: To be completed by the student's parent/guardian

**PARENTS:** email, mail or fax this form to the superintendent's office of the non-resident district where you would like your student to attend school. **Do not** mail to the Minnesota Department of Education (MDE). See separate instructions for important January 15 deadline information that may apply.

#### ***Parent/Legal Guardian Information***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Phone: Home:(\_\_\_\_\_) \_\_\_\_\_ Work:(\_\_\_\_\_) \_\_\_\_\_ Cell:(\_\_\_\_\_) \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Resident District: \_\_\_\_\_

District #: \_\_\_\_\_ City: \_\_\_\_\_

District of Choice (Non-Resident School District): \_\_\_\_\_

District #: \_\_\_\_\_ City: \_\_\_\_\_

District of Choice Fax Number:(\_\_\_\_\_) \_\_\_\_\_

#### ***Student Information***

Student Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Grade Level Desired: \_\_\_\_\_ Desired Date of Enrollment: \_\_\_\_\_

Is this student currently expelled under Minnesota Statutes, section 121A.45 for a reason listed in Minnesota

Statutes, section 124D.03, Subdivision 1?  Yes  No

Will the student be at least age 5 and under age 21 by September 1 of enrollment year?

Yes  No

*When a spot is offered, districts will then request birth date, records and other required registration information. If you answered NO to the statement regarding age 5, the student is not eligible for open enrollment unless the student fully meets the requirements for an exception to the age requirements listed in the Enrollment Options Instructions document.*

Yes, this student qualifies under the terms of the exceptions described on page 3 of this form.

Does the student have a sibling open enrolled in this district?  Yes  No

Please rank the schools in the non-resident district in order of preference:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**I hereby verify that the above information is true and correct to the best of my knowledge and belief.**

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: To be completed by the non-resident district**

**Non-resident district:** Notify parents/guardians by **February 15** (or no more than 90 days after receiving applications that come later through an Achievement and Integration School Choice Program) of approval or disapproval of application. Families must accept or decline the offer by **March 1 or 45 days later**. After receiving the commitment to attend, the non-resident district must notify the resident district by **March 15** (or 30 days after initial receipt if form filed after January 15) of the student’s intent to enroll. Report all rejected applications to the Minnesota Department of Education by July 15.

Date Application Received: \_\_\_\_\_

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

District Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- Sibling Preference Applies
- District of residence preference due to MDE approved Achievement and Integration School Choice Program.

**APPROVED**

On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

School Building Name: \_\_\_\_\_

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

Grade Level: \_\_\_\_\_

**NOT APPROVED**

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in Minnesota Statutes, section 124D.03. **Check all that apply.**

- The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See *Statewide Enrollment Options Instructions* or Minnesota Statutes, section 124D.03, Subdivision 3.
- Statutory enrollment cap has been reached. (Minn. Stat. § 124D.03, Subd. 2)
- Grade is closed district-wide by board action. (Minn. Stat. § 124D.03, Subd. 2 and Subd. 6)
- District has denied the application because of specific expulsion reasons allowed in law. (Minn. Stat. § 124D.03, Subd. 1)

**NON-RESIDENT DISTRICT SIGNATURE**

Superintendent/Responsible Authority: \_\_\_\_\_ Date: \_\_\_\_\_

***DISTRICTS MAY NOT MODIFY THIS FORM, ADD DATA FIELDS OR CREATE ALTERNATIVE FORMATS.***

***PARENTS/LEGAL GUARDIANS MUST PHYSICALLY SIGN THE FORM.***

## Statewide Enrollment Options Instructions

**GENERAL INFORMATION AND INSTRUCTIONS:** Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student per requested district. Complete and sign Section 1 of the *Statewide Enrollment Options Form* and send to the non-resident district's superintendent's office. **Please do not send the form to MDE.**

### Age requirements:

**Open enrollment is only available to students who will be age 5 by September 1 and under age 21, without a high school diploma, unless:**

- The student is under age 5 and has been identified through a formal assessment process in the resident district as needing an individual education plan for early childhood special education. In these situations, the family should list "EC" as their requested grade level.
- **OR**, the student has met all requirements of the non-resident district for consideration for early entrance to kindergarten such as a September or October birth date, assessment testing and a trial period of enrollment **and** the non-resident district has agreed to consider an open enrollment for the child for early entrance to kindergarten. Do not submit this form in this situation without first working with the non-resident district to determine eligibility.

### Deadlines and exceptions to deadlines:

**Applications must be sent to the non-resident district by January 15 in order to enroll beginning the following school year unless:**

- One or both districts has a Minnesota Department of Education Achievement and Integration Plan, in which case there is no deadline and enrollment may begin at any time after notification of acceptance. (Minn. Stat. § 124D.03, Subd. 4)
- **OR**, the student moved into the resident district on or later than December 1. (Minn. Stat. § 124D.03, Subd. 7).
- **OR**, other unusual situations apply under Minnesota Statutes, section 124D.03, Subdivision 7.

Acceptance or denial of open enrollment cannot be based on previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings or the student's district of residence unless the resident district and non-resident district are working together in an MDE approved Achievement and Integration School Choice Program. (Minn. Stat. § 124D.03, Subd. 6.)

Families may indicate preference for school sites or programs within the district; if unavailable, districts will offer families options in the family's stated order of preference at other sites unless the grade level or open enrollment has been closed by board action. Families may apply in more than one district. Use one form per child per district.

Do not disclose special needs of students on the *Statewide Enrollment Options Form*; this information is provided after an enrollment spot is offered.

**Currently expelled students:** Non-resident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes, section 121A.45 and Minnesota Statutes, section 124D.03, Subdivision 1.

**Notice as to acceptance of application:** You can expect to receive an approval/disapproval from the non-resident district by **February 15 or, when applying through the waived deadlines for Achievement and Integration districts, 90 days** after applying for the current or upcoming school year. (Do not apply for statewide enrollment options further in advance than for the upcoming school year.) School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots. Siblings of currently open-enrolled students receive preference. Districts may also give lottery preference in some Achievement and Integration Program situations. Statewide Enrollment Options Lottery procedures must be approved by local school board and posted on the school district website.

**If the non-resident district notifies you that your application has been accepted:**

Notify the non-resident district as to whether you are accepting the offer of enrollment by **March 1** or, if you applied under a no deadline situation, 45 days after notification. The non-resident district must notify the resident district that your student is changing enrollment by March 15 (or 30 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable). Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.

Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a non-resident district so an IEP team can be convened.

The school district will provide you with information regarding transportation if you request it from a bus stop in that district. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 124D.03, Subd. 8.)

By accepting this enrollment, your student is obligated to attend the non-resident district during the upcoming school year. You do not need to reapply in subsequent years for your student to remain enrolled unless you move out of your current district. If you move into another Minnesota non-resident school district, you will not lose your seat but do need to submit an updated *Enrollment Options Form*. Note: you **do need** to apply again for siblings, but the siblings must be given a preference if open enrollments requests exceed available seats.

To return to your resident district for the following school year, notify your resident district that you are returning by January 15 for the following fall.

**If your application was denied, districts:**

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the only reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form a non-resident agreement with the non-resident district for the upcoming year – both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year-to-year mutual agreements between districts. (Minn. Stat. § 124D.03, Subd. 6)