

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



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

REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, September 25, 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. Fall Activities Update:

John Bergs

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

4. Consensus Items:

Chair Gardner

1. Previous Board Meeting Minutes:

3

2. Approve Monthly Expenditures:

7

3. Personnel:

4. Student Enrollments:

5. Donations:

21

5. Discussion Items:

1. Superintendent Update:

Dr. Laager

1. LED Update:

22

2. Track & Field Surface/Softball Complex Update:

3. iPad Rollout:

Margot Hansen

4. <u>Orientation and Back to School Update:</u>	Principals	
5. <u>Community Center Update:</u>	Dr. Laager	
2. <u>Board Member Reports:</u>	Board Members	
1. <u>Other Administrative Salary Contracts:</u>	Mr. Gardner	
3. <u>Building Administrator Reports:</u>		<u>23</u>
6. <u>Action Items:</u>		
1. <u>BPESP Contract:</u>	Mr. Keller	<u>28</u>
2. <u>2017-18 Levy:</u>	Mr. Keller	<u>53</u>
3. <u>NYC Choir Trip:</u>	Mr. Keller	<u>54</u>
4. <u>Review of Current Policies:</u>	Dr. Laager/Mr. Keller	<u>56</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

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

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, August 28, 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 August 28, 2017 at 6:00 pm at the District Center Board Room with the following members present: Gardner, Giesen, Vandermark, O'Brien, Kahle, Skelley and Supt. Laager.

2. Acknowledgment of Visitors and Special Presentations:

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

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 with the additions of Action Items: 6.4. Conditionally Approve BPEA and BPESP settlements, 6.5. Approve the Dissolution of the Cooperative Sponsorship for Adaptive Softball, 6.6. Approve Cooperative Sponsorship for Adaptive Softball and 6.7. Superintendent Agreement. 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 July 24, 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 August were reviewed. Administration recommends approval of the August 2017 disbursements totaling \$1,092,765.17. This includes board payables of \$421,743.08, hand payments of \$306,389.38, electronic payments of \$357,448.22 and student activity payments of \$7,184.49.

4. 3. Personnel:

Accept the resignation of Kathleen Hoelz, Kids Company, effective July 24, 2017.

Accept the resignation of Elizabeth Wilhelmi, Paraprofessional, effective August 3, 2017.

Accept the resignation of Pam Nelson, Paraprofessional, effective August 4, 2017.

Accept the resignation of Kristie Remick, Chatfield Teacher, effective August 17, 2017.

Approve the hire of Angie Sparks, ECSE Paraprofessional, at Step 5, \$14.22/hour for approximately 31.75 hours/week for 167 days/year.

Approve lane changes for: Emily Aust from MA15/10 to MA30/20, Kelsey Janni from BA to BA15/10, Katie Maier from MA to MA15/10, Mitch Miller from BA to BA15/10, Ross Nelson from BA15/10 to BA30/20, Sarah Vycital from BA to BA15/10, Carly Werner from BA to BA15/10 and Nicholas Zwick from BA to BA15/10.

4. 4. Student Enrollments:

Approve a Jordan resident, grade 12, to continue their education at Belle Plaine Schools effective September 5, 2017.

Approve three Belle Plaine residents, grades 2, 5 and 5, to attend Jordan Schools effective September 5, 2017.

Approve a Belle Plaine resident, grade 11, to attend Shakopee Schools effective September 5, 2017.

Approve a Belle Plaine resident, grade 1, to attend New Prague Area Schools effective September 5, 2017.

Approve a Belle Plaine resident, grade K, to attend Norwood-Young America Schools effective September 5, 2017.

Approve two Belle Plaine residents, grades 2 and 9, to attend Mn Transitions Charter Schools effective August 28, 2017.

4. 5. Donations:

Donations totaling \$1,139.28 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Item and Nature of Donation/Gift	Amount
07.19.2017	Southwest Eye Care	Community Ed – Football Shirts	1,139.28

5. Discussion Items:

5. 1. Superintendent Update:

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

- 8/20/2107 – Staff back to school. New Prague Principal, U of M – Mankato Rep in to speak/present to staff.
- 8/28/2017 – Workshop week – Rest of week room set up and additional trainings.
- Next meeting will share what participation levels are by sport.
- SOFTBALL – Structure is up and should be complete by mid-September
- COMMUNITY CENTER – Final concept drawings coming in September. Architects to look at concept drawings late September.

- *LIGHTING – Working on Chatfield. Hallways will not be done by school start.*

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

- *Kahle – Negotiations, School Board Retreat*
- *O'Brien – School Board Retreat*
- *Giesen – SW Metro Meeting, School Board Retreat, Negotiations*
- *Vandermark – School Board Retreat, Negotiations*
- *Gardner – School Board Retreat*

5. 3. Building Administrator Reports:

No reports available this month.

6. Action Items:

6. 1. Handbooks:

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

Motion by Giesen and second by Skelley to approve the various student and staff handbooks. Motion carried unanimously.

6. 2. Kid's Co. Wraparound Coordinator Contract:

Kim Myhro will be the new Kid's Company Wraparound Coordinator. Attached is the contract for this position.

Motion by Kahle and second by O'Brien to approve the contract for the Kids Co Wraparound Coordinator. Motion carried unanimously.

6. 3. Review of Current Policies:

Review of our current policies: Policy 509 - Enrollment for Non-Resident Students, Policy 601 - School District Curriculum and Instruction Goals, Policy 603 - Curriculum Development and Policy 604 - Instructional Curriculum. The current policies are attached along with the revised red line version.

Motion by Vandermark and second by Skelley to approve revisions to Policy 509 – Enrollment for Non-Resident Students, Policy 601 – School District Curriculum and Instruction Goals, Policy 603 – Curriculum Development and Policy 604 – Instructional Curriculum. Motion carried unanimously.

6. 4. Conditionally Approve BPEA and BPESP settlements:

As discussed in the finance meeting at 5:30 pm, the Board will conditionally approve the tentative agreements between the BPEA and the BPESP unions contingent upon approval by each union.

Presenter: Mr. Giesen and Mr. Gardner

Motion by O'Brien and second by Skelley to conditionally approve the settlements for the BPEA and BPESP. Motion carried unanimously.

6. 5. Approve the Dissolution of the Cooperative Sponsorship for Adaptive

Softball-CI:

LeSueur-Henderson is dropping from the existing Cooperative. Action Item 6.6 will Approve a new Cooperative without LSH.

Presenter: Mr. Keller

Motion by Vandermark and second by Giesen to approve the dissolution of the Cooperative Sponsorship for Adaptive Softball-CI. Motion carried unanimously.

6. 6. Approve Cooperative Sponsorship for Adaptive Softball-CI:

Attached is the Application for Cooperative Sponsorship for Adaptive Softball-CI beginning with the 2017-18 school year. Members of the new Cooperative will be New Prague, Tri-City United, Jordan and Belle Plaine. Approval of the application is recommended.

Presenter: Mr. Keller

Motion by Vandermark and second by Skelley to approve the Application for Cooperative Sponsorship for Adaptive Softball-CI. Motion carried unanimously.

6. 7. Superintendent Tentative Agreement:

Approve a tentative agreement for a three year contract renewal for the Superintendent. *Motion by Skelley and second by Giesen to approve the tentative agreement. Motion carried unanimously.*

7. Upcoming Meetings:

September 11:	6:00 p.m. Board Work Sessions
September 25:	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting

7. Adjourn:

Motion by Vandermark and second by Skelley to adjourn at 6:17pm. 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	5482	N	ACT FINANCE	V80301	59915	125559	5,733.00	0.00	5,733.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$5,733.00			
1	1021	N	AIM ELECTRONICS	V80301	59899	40449-29	233.17	0.00	233.17	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$233.17			
1	7348	N	APEX EFFICIENCY SOLUTIONS, SB	V80301	59907	4	171,457.62	0.00	171,457.62	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$171,457.62			
1	7336	N	APPLE INC. EDUCATION	V80301	59722	4452338893	5,700.00	0.00	5,700.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$5,700.00			
1	4589	N	BANC OF AMERICA LEASING	V80301	59772	100	8,256.74	0.00	8,256.74	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V80301	59742	23683	200.00	0.00	200.00	09/13/2017	09/13/2017	09/13/2017
1	1125	N	BELLE PLAINE HERALD	V80301	59719	23695	200.00	0.00	200.00	09/13/2017	09/13/2017	09/13/2017
1	1125	N	BELLE PLAINE HERALD	V80301	59856	23670	2,835.00	0.00	2,835.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$3,235.00			
1	7375	N	BETH BESCHORNER	V80301	59764	08252017	300.00	0.00	300.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$300.00			
1	7184	N	BOOTH LAW GROUP LLC	V80301	59760	4894	123.00	0.00	123.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$123.00			
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59871	900255377	1,091.33	0.00	1,091.33	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59771	900330929	67.92	0.00	67.92	09/13/2017	09/13/2017	09/13/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59845	900470767	615.08	0.00	615.08	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59866	90026246	60.64	0.00	60.64	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59868	900188115	621.24	0.00	621.24	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59872	900201212	99.11	0.00	99.11	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59869	900242883	460.78	0.00	460.78	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59867	900350228	44.31	0.00	44.31	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59865	900120492	582.36	0.00	582.36	06/29/2017	06/29/2017	06/29/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59854	900093095	1,651.93	0.00	1,651.93	06/29/2017	06/29/2017	06/29/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59864	900250398	1,667.01	0.00	1,667.01	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59870	900341373	269.12	0.00	269.12	09/20/2017	09/20/2017	09/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80301	59862	900081231	138.57	0.00	138.57	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$7,369.40			
1	1238	N	CENTRAL PUBLIC SCHOOLS	V80301	59853	09302017	100.00	0.00	100.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$100.00			

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	1262	N	CITY OF BELLE PLAINE	V80301	59770	B170089	26.10	0.00	26.10	06/29/2017	06/29/2017	06/29/2017
1	1262	N	CITY OF BELLE PLAINE	V80301	59893	00003537	300.00	0.00	300.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$326.10			
1	7306	N	COOPERATIVE PURCHASING CON	V80301	59729	85096	11,856.00	0.00	11,856.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$11,856.00			
1	5821	N	DISCOUNT MAGAZINE	V80301	59860	6404108	321.25	0.00	321.25	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$321.25			
1	1375	N	DISCOUNT SCHOOL SUPPLY	V80301	59847	W293894201019	120.24	0.00	120.24	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$120.24			
1	6772	N	DRAMATIC PUBLISHING CO	V80301	59738	100009727	20.20	0.00	20.20	09/13/2017	09/13/2017	09/13/2017
1	6772	N	DRAMATIC PUBLISHING CO	V80301	59737	100009714	714.56	0.00	714.56	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$734.76			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V80301	59753	38237	206.45	0.00	206.45	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$206.45			
1	3553	N	EIDE BAILLY LLP	V80301	59873	E100548889	1,000.00	0.00	1,000.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$1,000.00			
1	6870	N	EMILY AUST	V80301	59726	08312017	48.69	0.00	48.69	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$48.69			
1	7351	N	FISHER TRACKS INC	V80301	59735	6664	110,937.00	0.00	110,937.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$110,937.00			
1	5346	N	FLINN SCIENTIFIC	V80301	59731	2127080	1,749.92	0.00	1,749.92	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$1,749.92			
1	7330	N	FUN EXPRESS	V80301	59734	685492121-01	275.70	0.00	275.70	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$275.70			
1	1511	N	GRAINGER	V80301	59916	6371013877	49.96	0.00	49.96	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$49.96			
1	2404	N	GRAPHIC EDGE	V80301	59863	1140703	240.30	0.00	240.30	09/20/2017	09/20/2017	09/20/2017
1	2404	N	GRAPHIC EDGE	V80301	59857	1124949	612.64	0.00	612.64	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$852.94			
1	4192	N	HAWKEYE WRESTLING CLUB	V80301	59743	09132017	85.00	0.00	85.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$85.00			

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	2575	N	HERMANS	V80301	59727	25526	250.00	0.00	250.00	09/13/2017	09/13/2017	09/13/2017
1	2575	N	HERMANS	V80301	59728	25530	250.00	0.00	250.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$500.00			
1	1566	N	HILLYARD / HUTCHINSON	V80301	59900	39968546	341.20	0.00	341.20	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$341.20			
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V80301	59917	953384310	43.36	0.00	43.36	09/20/2017	09/20/2017	09/20/2017
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V80301	59723	953293699	321.06	0.00	321.06	09/13/2017	09/13/2017	09/13/2017
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V80301	59724	953345351	42.96	0.00	42.96	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$407.38			
1	6104	N	HUDL	V80301	59846	INV00067320	999.00	0.00	999.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$999.00			
1	7372	N	I & S GROUP	V80301	59763	43723	1,146.00	0.00	1,146.00	09/13/2017	09/13/2017	09/13/2017
1	7372	N	I & S GROUP	V80301	59720	44295	795.00	0.00	795.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$1,941.00			
1	1607	N	ISD 287	V80301	59904	75757	280.00	0.00	280.00	06/29/2017	06/29/2017	06/29/2017
1	1607	N	ISD 287	V80301	59757	75527	784.00	0.00	784.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$1,064.00			
1	7374	N	ISD 622	V80301	59758	5861	3,727.57	0.00	3,727.57	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$3,727.57			
1	1608	N	ISD 917	V80301	59736	10410	6,002.79	0.00	6,002.79	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$6,002.79			
1	2339	N	J W PEPPER & SON INC	V80301	59744	11093897	759.20	0.00	759.20	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$759.20			
1	1202	N	JANIS BUESGENS	V80301	59718	08312017	19.26	0.00	19.26	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$19.26			
1	7360	N	JOE JOYCE	V80301	59769	08162017	42.80	0.00	42.80	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$42.80			
1	7111	N	KAJEET, INC	V80301	59852	INV5219	1,691.86	0.00	1,691.86	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$1,691.86			
1	5631	N	KERRI WILLIAMSON	V80301	59850	09152017	46.01	0.00	46.01	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$46.01			
1	1707	N	LANGE'S PLUMBING & HEATING	V80301	59891	1205067	6,200.00	0.00	6,200.00	09/20/2017	09/20/2017	09/20/2017

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	1707	N	LANGE'S PLUMBING & HEATING	V80301	59902	1205064	2,275.00	0.00	2,275.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$8,475.00			
1	7149	N	LAURSEN PIANO SERVICE	V80301	59740	08252017	98.00	0.00	98.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$98.00			
1	2665	N	LIFETOUCH NSS	V80301	59750	1929417	28.15	0.00	28.15	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$28.15			
1	4628	N	LOREE HEINKEL	V80301	59751	09132017	115.96	0.00	115.96	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$115.96			
1	7098	N	MARY MESLER	V80301	59725	09082017	105.29	0.00	105.29	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$105.29			
1	4145	N	MEDICAREBLUE RX	V80301	59840	172490289734	426.00	0.00	426.00	09/19/2017	09/19/2017	09/19/2017
							Check Amount:		\$426.00			
1	1812	N	MESPA	V80301	59733	04685	235.00	0.00	235.00	09/13/2017	09/13/2017	09/13/2017
1	1812	N	MESPA	V80301	59732	04685	675.00	0.00	675.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$910.00			
1	1817	N	MF ATHLETIC CO	V80301	59844	2428990-00	152.50	0.00	152.50	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$152.50			
1	5645	N	MIDWEST SPECIAL INSTRUMENTS	V80301	59741	1705160-IN	95.00	0.00	95.00	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$95.00			
1	2856	N	MN BOARD OF SCHOOL ADMINISTIV	V80301	59842	09202017	75.00	0.00	75.00	09/20/2017	09/20/2017	09/20/2017
1	2856	N	MN BOARD OF SCHOOL ADMINISTIV	V80301	59841	09202017	75.00	0.00	75.00	09/20/2017	09/20/2017	09/20/2017
1	2856	N	MN BOARD OF SCHOOL ADMINISTIV	V80301	59889	09202017	75.00	0.00	75.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$225.00			
1	1907	N	NATIONAL RECOGNITION PRODUC	V80301	59768	4490783	24.32	0.00	24.32	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$24.32			
1	2765	N	NEY CENTER	V80301	59861	P42	56.00	0.00	56.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$56.00			
1	6275	N	NORTH AMERICAN SAFETY INC	V80301	59843	29369	79.44	0.00	79.44	09/20/2017	09/20/2017	09/20/2017
1	6275	N	NORTH AMERICAN SAFETY INC	V80301	59848	29483	232.00	0.00	232.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$311.44			

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	1991	N	PRAIRIE FIRE THEATRE	V80301	59773	09132017	400.00	0.00	400.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$400.00			
1	6111	N	RAM MUTUAL INSURANCE COMPAIV80301	59851	162728		2,902.01	0.00	2,902.01	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$2,902.01			
1	2023	N	REALLY GOOD STUFF	V80301	59890	6224143	182.60	0.00	182.60	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$182.60			
1	2027	N	REGION 2A - MSHSL	V80301	59748	09052017	1,100.00	0.00	1,100.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$1,100.00			
1	2030	N	REGION V	V80301	59762	11416	1,059.60	0.00	1,059.60	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$1,059.60			
1	6827	N	REINHART FOOD SERVICES, LLC	V80301	59730	776428	332.54	0.00	332.54	09/13/2017	09/13/2017	09/13/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80301	59876	778660	705.03	0.00	705.03	09/20/2017	09/20/2017	09/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80301	59875	777379	695.73	0.00	695.73	09/20/2017	09/20/2017	09/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80301	59874	772992	322.93	0.00	322.93	09/20/2017	09/20/2017	09/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80301	59849	778723	406.50	0.00	406.50	09/20/2017	09/20/2017	09/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80301	59749	772617	520.86	0.00	520.86	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$2,983.59			
1	2066	N	SCHINDLER ELEVATOR CORP	V80301	59892	8104619735	512.07	0.00	512.07	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$512.07			
1	2068	N	SCHOLASTIC	V80301	59918	M6338150	329.67	0.00	329.67	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$329.67			
1	3336	1	N SCHOOL SPECIALTY	V80301	59766	208119060501	50.04	0.00	50.04	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$50.04			
1	2872	N	SCOTT RENNE	V80301	59903	09202017	566.50	0.00	566.50	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$566.50			
1	2115	N	SHERWIN WILLIAMS	V80301	59767	6540-3	103.60	0.00	103.60	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$103.60			
1	2137	N	SOUTH CENTRAL ECSU	V80301	59905	17587	4,800.00	0.00	4,800.00	09/20/2017	09/20/2017	09/20/2017
1	2137	N	SOUTH CENTRAL ECSU	V80301	59898	17538	1,340.53	0.00	1,340.53	09/20/2017	09/20/2017	09/20/2017
1	2137	N	SOUTH CENTRAL ECSU	V80301	59761	17531	901.00	0.00	901.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$7,041.53			
1	6138	N	SOUTHWEST METRO EDUCATION,V80301	59759	13785		2,934.10	0.00	2,934.10	06/29/2017	06/29/2017	06/29/2017

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	6138	N	SOUTHWEST METRO EDUCATION	V80301	59756	13758	274.82	0.00	274.82	06/29/2017	06/29/2017	06/29/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V80301	59717	13788	653.02	0.00	653.02	06/29/2017	06/29/2017	06/29/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V80301	59755	13733	399.00	0.00	399.00	06/29/2017	06/29/2017	06/29/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V80301	59754	13767	18,549.46	0.00	18,549.46	06/29/2017	06/29/2017	06/29/2017
1	6138	N	SOUTHWEST METRO EDUCATION	V80301	59706	13816	5,923.57	0.00	5,923.57	06/29/2017	06/29/2017	06/29/2017
							Check Amount:		\$28,733.97			
1	3826	N	ST JAMES HIGH SCHOOL	V80301	59747	09092017	30.00	0.00	30.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$30.00			
1	2179	N	SUPREME SCHOOL SUPPLY	V80301	59752	72620	218.14	0.00	218.14	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$218.14			
1	2188	N	TAHER INC	V80301	59906	0050041-IN	63,500.00	0.00	63,500.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$63,500.00			
1	5801	N	TRI-CITY UNITED PUBLIC SCHOOL	V80301	59765	09072017	200.00	0.00	200.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$200.00			
1	4148	N	TRI-DIM FILTER CORP	V80301	59897	1922442-1	1,260.77	0.00	1,260.77	09/20/2017	09/20/2017	09/20/2017
1	4148	N	TRI-DIM FILTER CORP	V80301	59896	1922546-1	1,863.79	0.00	1,863.79	09/20/2017	09/20/2017	09/20/2017
1	4148	N	TRI-DIM FILTER CORP	V80301	59895	1922416-1	306.00	0.00	306.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$3,430.56			
1	2266	N	TRUGREEN CHEMLAWN	V80301	59894	72263024	398.34	0.00	398.34	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$398.34			
1	6037	N	UNIVERSAL ATHLETIC	V80301	59746	150-0030113-01	718.00	0.00	718.00	09/13/2017	09/13/2017	09/13/2017
1	6037	N	UNIVERSAL ATHLETIC	V80301	59745	150-0030116-01	1,063.00	0.00	1,063.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$1,781.00			
1	2287	N	WACONIA HIGH SCHOOL	V80301	59855	09202017	175.00	0.00	175.00	09/20/2017	09/20/2017	09/20/2017
							Check Amount:		\$175.00			
1	3598	N	WINONA SENIOR HIGH SCHOOL	ATV80301	59739	09132017	150.00	0.00	150.00	09/13/2017	09/13/2017	09/13/2017
							Check Amount:		\$150.00			
							Report Total:		\$475,484.89			

*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
p803p1	0716	43068	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	9/5/2017 00	N	USD	42,166.18
p803p1	0716	43069	SBC		WX	1	1977	PERA	N	N	9/5/2017 00	N	USD	5,967.42
p803p1	0716	43070	SBC		WX	1	2330	FEDERAL	N	N	9/5/2017 00	N	USD	24,948.59
p803p1	0716	43070	SBC		WX	1	2330	FEDERAL	N	N	9/5/2017 00	N	USD	8,544.28
p803p1	0716	43070	SBC		WX	1	2330	FEDERAL	N	N	9/5/2017 00	N	USD	36,534.44
p803p1	0716	43071	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	9/5/2017 00	N	USD	10,801.65
p803p1	0716	43072	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	9/5/2017 00	N	USD	4,469.90
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	2,023.28
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	310.00
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	4,614.07
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	108.80
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	511.78
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	6,163.56
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	2,140.78
p803p1	0716	43073	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2017 00	N	USD	711.48
p803p2	0716	43109	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	9/20/2017 00	N	USD	46,358.86
p803p2	0716	43110	SBC		WX	1	1977	PERA	N	N	9/20/2017 00	N	USD	8,290.99
p803p2	0716	43111	SBC		WX	1	2330	FEDERAL	N	N	9/20/2017 00	N	USD	28,861.53
p803p2	0716	43111	SBC		WX	1	2330	FEDERAL	N	N	9/20/2017 00	N	USD	10,097.28
p803p2	0716	43111	SBC		WX	1	2330	FEDERAL	N	N	9/20/2017 00	N	USD	43,175.24
p803p2	0716	43112	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	9/20/2017 00	N	USD	12,524.17
p803p2	0716	43113	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	9/20/2017 00	N	USD	3,830.97
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	2,023.28
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	310.00
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	4,410.89
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	20.00
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	108.80
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	836.78
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	6,703.56
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	1,768.78
p803p2	0716	43114	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/20/2017 00	N	USD	711.48
P80301	0716	43157	SBC		WX	1	2336	XCEL ENERGY	N	N	9/5/2017 00	N	USD	10,063.10
P80301	0716	43157	SBC		WX	1	2336	XCEL ENERGY	N	N	9/5/2017 00	N	USD	8,383.87
P80301	0716	43157	SBC		WX	1	2336	XCEL ENERGY	N	N	9/5/2017 00	N	USD	7,585.41
P80301	0716	43158	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2017 00	N	USD	140.48

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P80301	0716	43158	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2017 00	N	USD	66.49
P80301	0716	43158	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2017 00	N	USD	51.88
P80301	0716	43158	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2017 00	N	USD	44.31
P80301	0716	43159	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/7/2017 00	N	USD	373.93
P80301	0716	43159	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/7/2017 00	N	USD	175.47
P80301	0716	43159	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/7/2017 00	N	USD	78.49
P80301	0716	43160	SBC		WX	1	2336	XCEL ENERGY	N	N	9/8/2017 00	N	USD	487.82
<hr/>														
August PCARD														
Payroll 9/05/2017														
Payroll 9/20/2017														
<hr/>														
Total													\$ 820,933.43	

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P80302	0716	43065	SBC	60795	CH	1	3219	CASH	Y	N	8/30/2017	C N	USD	200.00
P80302	0716	43067	SBC	60796	CH	1	7348	APEX EFFICIENCY SOLUTIONS, SBC	Y	N	8/31/2017	C N	USD	288,689.77
P80302	0716	43066	SBC	60797	CH	1	3477	COUNTRYSIDE CONCRETE	Y	N	8/31/2017	C N	USD	30,025.00
p803p1	0716	43074	SBC	60798	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	9/5/2017	0 C N	USD	3,304.28
p803p1	0716	43077	SBC	60799	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	9/5/2017	0 C N	USD	12,108.63
p803p1	0716	43078	SBC	60800	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	9/5/2017	0 C N	USD	119,558.75
p803p1	0716	43079	SBC	60801	CH	1	7052	FIDELITY SECURITY LIFE INS EYE MED	Y	N	9/5/2017	0 C N	USD	528.61
p803p1	0716	43076	SBC	60802	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	9/5/2017	0 C N	USD	2,690.20
p803p1	0716	43075	SBC	60803	CH	1	1836	NCPERS MINNESOTA	Y	N	9/5/2017	0 C N	USD	32.00
P80302	0716	43083	SBC	60804	CH	1	7363	DEBORAH THOMAS	Y	N	9/6/2017	0 C N	USD	21.50
P80302	0716	43081	SBC	60805	CH	1	6516	ERIC SAUGEN	Y	N	9/6/2017	0 C N	USD	96.00
P80302	0716	43080	SBC	60806	CH	1	2430	MRC	Y	N	9/6/2017	0 C N	USD	192.00
P80302	0716	43082	SBC	60807	CH	1	6861	STEPHANIE ENGEL	Y	N	9/6/2017	0 C N	USD	96.00
P80302	0716	43084	SBC	60808	CH	1	4272	AMY FRANCK	Y	N	9/8/2017	0 C N	USD	54.60
P80302	0716	43089	SBC	60809	CH	1	7367	CTAM	Y	N	9/8/2017	0 C N	USD	85.00
P80302	0716	43088	SBC	60810	CH	1	7364	EAST RIDGE HIGH SCHOOL	Y	N	9/8/2017	0 C N	USD	35.00
P80302	0716	43086	SBC	60811	CH	1	6516	ERIC SAUGEN	Y	N	9/8/2017	0 C N	USD	96.00
P80302	0716	43085	SBC	60812	CH	1	5081	LAMPERT LUMBER	Y	N	9/8/2017	0 C N	USD	158.24
P80302	0716	43085	SBC	60812	CH	1	5081	LAMPERT LUMBER	Y	N	9/8/2017	0 C N	USD	68.79
P80302	0716	43085	SBC	60812	CH	1	5081	LAMPERT LUMBER	Y	N	9/8/2017	0 C N	USD	2,952.50
P80302	0716	43091	SBC	60813	CH	1	7369	LISA HOLBROOK	Y	N	9/8/2017	0 C N	USD	25.00
P80302	0716	43090	SBC	60814	CH	1	7368	PAUMEN & ASSOCIATES, INC	Y	N	9/8/2017	0 C N	USD	2,870.00
P80302	0716	43087	SBC	60815	CH	1	6861	STEPHANIE ENGEL	Y	N	9/8/2017	0 C N	USD	96.00
P80302	0716	43092	SBC	60816	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	9/15/2017	C N	USD	303.00
P80302	0716	43095	SBC	60817	CH	1	6913	CITY OF BLOOMINGTON	Y	N	9/15/2017	C N	USD	1,178.75
P80302	0716	43099	SBC	60818	CH	1	7380	DENNIS WARD	Y	N	9/15/2017	C N	USD	85.00
P80302	0716	43097	SBC	60819	CH	1	7378	EMILY PATCH	Y	N	9/15/2017	C N	USD	261.45
P80302	0716	43096	SBC	60820	CH	1	7377	FAREN CULP	Y	N	9/15/2017	C N	USD	60.00
P80302	0716	43098	SBC	60821	CH	1	7379	JAMES FANCHER JR	Y	N	9/15/2017	C N	USD	85.00
P80302	0716	43093	SBC	60822	CH	1	5366	KEVIN MANN	Y	N	9/15/2017	C N	USD	85.00
P80302	0716	43094	SBC	60823	CH	1	5371	MN ORFF CHAPTER	Y	N	9/15/2017	C N	USD	80.00
p803p2	0716	43115	SBC	60824	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	9/20/2017	C N	USD	3,304.28
p803p2	0716	43116	SBC	60825	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	9/20/2017	C N	USD	36,681.23
P80302	0716	43163	SBC	60826	CH	1	6516	ERIC SAUGEN	Y	N	9/20/2017	C N	USD	96.00
P80302	0716	43161	SBC	60827	CH	1	1629	JEFF HEINE	Y	N	9/20/2017	C N	USD	138.10

Aug 2017 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - COBORNS	8/18/2017 0	N	USD	165.00
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - TARGET	8/18/2017 0	N	USD	36.36
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - COBORNS	8/18/2017 0	N	USD	6.75
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - KWIK TRIP	8/18/2017 0	N	USD	19.90
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN	8/18/2017 0	N	USD	1,424.76
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN	8/18/2017 0	N	USD	835.86
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN	8/18/2017 0	N	USD	848.36
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN	8/18/2017 0	N	USD	38.36
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN	8/18/2017 0	N	USD	162.47
0716	42829	HSAC	8038	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - BSN	8/18/2017 0	N	USD	300.01
0716	42834	HSAC	8039	CH	3	7355	BRIAN SCHULTZ	TENNIS - STORAGE SHED	8/18/2017 0	N	USD	1,600.00
0716	42830	HSAC	8040	CH	3	4748	BRUCE MATHIOWETZ	Supplies and Dry Cleaning	8/18/2017 0	N	USD	494.75
0716	42832	HSAC	8041	CH	3	5228	GRAPHIC EDGE	Conference Champ Shirts	8/18/2017 0	N	USD	305.28
0716	42833	HSAC	8042	CH	3	7354	PRIOR LAKE HIGH SCHOOL	ROBOTICS 11082017 TOURNAMENT	8/18/2017 0	N	USD	200.00
0716	42831	HSAC	8043	CH	3	5044	RICH FOUST	Misc. Track Supplies - State	8/18/2017 0	N	USD	459.15
0716	42995	HSAC	8044	CH	3	6030	ADRENALINE FUNDRAISING	BASEBALL - CUPS FUNDRAISER	8/25/2017 0	N	USD	594.00
											Total	7,491.01

August 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	7/31/2017	8/27/2017	The Home Depot #2825	(109.92)	
Belle P Activities	8/16/2017	8/27/2017	Target 00013524	275.90	
Belle P Activities	8/17/2017	8/27/2017	Credit Adjustment	(103.38)	
Belle P Activities	8/17/2017	8/27/2017	Nelson Brothers Restau	103.38	
Belle P Activities	8/17/2017	8/27/2017	Nelson Brothers Restau	103.38	
Belle P Activities	8/18/2017	8/27/2017	Zorbaz On Ottertai	160.65	
Belle P Activities	8/18/2017	8/27/2017	Zorbaz On Ottertai	4.19	
Belle P Activities	8/19/2017	8/27/2017	Joes Gas And Deli	81.26	
Belle P Activities	8/19/2017	8/27/2017	Mills Fleet Farm 700	25.71	
Belle P Activities	8/21/2017	8/27/2017	The Webstaurant Store	196.32	
Belle P Activities	8/21/2017	8/27/2017	Coborn S Superstore	71.25	
Belle P Activities	8/22/2017	8/27/2017	Samsclub #6311	335.35	
Belle P Activities	8/23/2017	8/27/2017	A. H. Hermel Company	618.96	
Belle P Activities	8/24/2017	8/27/2017	Coborn S Superstore	23.92	
Belle Plaine Comm Ed	7/20/2017	8/27/2017	Northern Star Base Cam	576.00	
Belle Plaine Comm Ed	7/27/2017	8/27/2017	Genesis - Belle Plaine	363.63	
Belle Plaine Comm Ed	8/1/2017	8/27/2017	The Graphic Edge Inc	152.86	
Belle Plaine Comm Ed	8/2/2017	8/27/2017	The Graphic Edge Inc	640.16	
Belle Plaine Comm Ed	8/2/2017	8/27/2017	The Graphic Edge Inc	414.44	
Belle Plaine Comm Ed	8/2/2017	8/27/2017	The Graphic Edge Inc	305.28	
Belle Plaine Comm Ed	8/2/2017	8/27/2017	The Graphic Edge Inc	521.99	
Belle Plaine Comm Ed	8/2/2017	8/27/2017	The Graphic Edge Inc	135.95	
Belle Plaine Comm Ed	8/2/2017	8/27/2017	Bsn*sport Supply Group	140.53	
Belle Plaine Comm Ed	8/9/2017	8/27/2017	Discount School Supply	366.53	
Belle Plaine Comm Ed	8/10/2017	8/27/2017	Cty Of Eagan-Cascade B	102.40	
Belle Plaine Comm Ed	8/18/2017	8/27/2017	Credit Adjustment	(74.59)	
Belle Plaine Comm Ed	8/18/2017	8/27/2017	Amazon Mktplace Pmts	74.59	
Belle Plaine Comm Ed	8/18/2017	8/27/2017	Amazon Mktplace Pmts	74.59	
Belle Plaine Comm Ed	8/19/2017	8/27/2017	Michaels Stores 6733	71.05	
Belle Plaine Comm Ed	8/22/2017	8/27/2017	Michaels Stores 3747	15.00	
Belle Plaine Comm Ed	8/22/2017	8/27/2017	Michaels Stores 3747	10.43	
Belle Plaine Comm Ed	8/24/2017	8/27/2017	The Graphic Edge Inc	(305.28)	
Belle Plaine High School	7/31/2017	8/27/2017	Amazon Mktplace Pmts	1,038.27	
Belle Plaine High School	8/3/2017	8/27/2017	Int*in *rugged Protect	2,445.40	

August 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine High School	8/7/2017	8/27/2017	Amazon Mktplace Pmts	803.19	
Belle Plaine High School	8/8/2017	8/27/2017	Holiday Inn & Suites S	300.93	
Belle Plaine High School	8/8/2017	8/27/2017	Amazon Mktplace Pmts	29.94	
Belle Plaine High School	8/9/2017	8/27/2017	Office Depot #1090	87.12	
Belle Plaine High School	8/9/2017	8/27/2017	National Recognition	23.35	
Belle Plaine High School	8/9/2017	8/27/2017	Square *sq *promac, In	1,399.93	
Belle Plaine High School	8/9/2017	8/27/2017	Usps Po 2607300172	711.09	
Belle Plaine High School	8/11/2017	8/27/2017	Amazon Mktplace Pmts	525.93	
Belle Plaine High School	8/17/2017	8/27/2017	Amazon Mktplace Pmts	117.54	
Belle Plaine High School	8/17/2017	8/27/2017	Amazon.Com	89.45	
Belle Plaine High School	8/18/2017	8/27/2017	Amazon Mktplace Pmts	105.93	
Belle Plaine High School	8/20/2017	8/27/2017	Amazon.Com	49.58	
Belle Plaine High School	8/22/2017	8/27/2017	Kwik Trip 33000003301	39.42	
Belle Plaine High School	8/23/2017	8/27/2017	Mills Fleet Farm 3200	73.15	
Belle Plaine Sd	8/11/2017	8/27/2017	Ten Sigma	1,601.00	
Belle Plaine Sd	8/11/2017	8/27/2017	Crisis Prevention	986.00	
Belle Plaine Sd	8/15/2017	8/27/2017	Ncs Pearson	121.25	
Belle Plaine Sd	8/21/2017	8/27/2017	Crisis Prevention	51.00	
Chatfield Elementary	7/26/2017	8/27/2017	Breezy Point Resort In	127.78	
Chatfield Elementary	8/2/2017	8/27/2017	Coborn S Superstore	31.92	
Chatfield Elementary	8/7/2017	8/27/2017	Sp * Sitspots	55.90	
Chatfield Elementary	8/7/2017	8/27/2017	Sp * Sitspots	65.65	
Chatfield Elementary	8/7/2017	8/27/2017	Sp * Sitspots	102.47	
Chatfield Elementary	8/8/2017	8/27/2017	Fun Express	111.28	
Chatfield Elementary	8/8/2017	8/27/2017	Center For Responsive	72.90	
Chatfield Elementary	8/8/2017	8/27/2017	Officemax Ct*in#204036	63.04	
Chatfield Elementary	8/8/2017	8/27/2017	Really Good *	55.63	
Chatfield Elementary	8/8/2017	8/27/2017	Really Good *	128.44	
Chatfield Elementary	8/9/2017	8/27/2017	Ssi*school Specialty	698.42	
Chatfield Elementary	8/9/2017	8/27/2017	Ssi*school Specialty	40.84	
Chatfield Elementary	8/9/2017	8/27/2017	Innovative Office Solu	435.98	
Chatfield Elementary	8/10/2017	8/27/2017	Innovative Office Solu	19.94	
Chatfield Elementary	8/21/2017	8/27/2017	Ssi*school Specialty	69.07	
Chatfield Elementary	8/21/2017	8/27/2017	Ssi*school Specialty	191.91	

August 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Chatfield Elementary	8/23/2017	8/27/2017	Usps Po 2607300172	34.00	
Chatfield Elementary	8/25/2017	8/27/2017	Ssi*school Specialty	134.25	
Chuck Keller	7/28/2017	8/27/2017	Act*mn Association Of	199.00	
Chuck Keller	8/22/2017	8/27/2017	Emma Krumbrees Restaura	308.00	
Kris Davis	7/27/2017	8/27/2017	Genesis - Belle Plaine	37.49	
Kris Davis	8/2/2017	8/27/2017	Trophies By Edco Inc	138.53	
Kris Davis	8/3/2017	8/27/2017	Metro Sales Inc.	549.43	
Kris Davis	8/3/2017	8/27/2017	Metro Sales Inc.	330.27	
Kris Davis	8/3/2017	8/27/2017	Usps Po 2607300172	294.00	
Kris Davis	8/8/2017	8/27/2017	Metro Sales Inc.	1,158.26	
Kris Davis	8/14/2017	8/27/2017	Aramark Arboretum Cate	614.69	
Kris Davis	8/17/2017	8/27/2017	Act*mn Association Of	299.00	
Kris Davis	8/21/2017	8/27/2017	Metro Sales Inc.	674.42	
Kris Davis	8/21/2017	8/27/2017	Metro Sales Inc.	160.82	
Kris Davis	8/22/2017	8/27/2017	Innovative Office Solu	166.64	
Kris Davis	8/23/2017	8/27/2017	Innovative Office Solu	442.60	
Kris Davis	8/26/2017	8/27/2017	Vzwrlls*apocc Visb	638.14	
Oak Crest Elementary	8/2/2017	8/27/2017	The Ordway	1,180.00	
Oak Crest Elementary	8/8/2017	8/27/2017	Usps Po 2607300172	392.00	
Oak Crest Elementary	8/8/2017	8/27/2017	Supreme School Sply We	220.59	
Total				26,215.30	

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: September 25, 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
08.15.2017	Scott County Pork Producers	Oak Crest – Wolf Ridge Trip	350.00
08.15.2017	Ordway Center for the Performing Arts	Oak Crest – Reimbursement for 6 th grade transportation to/from Ordway	540.00
8.25.2017	Mary Nesgoda	Food Service – Assist underfunded students	50.00
8.17.2017	Theresa Kuhlmann	General Support	45.00
8.15.2017	Stier Transportation	Activity Account – FFA	1,500.00
8/18/2017	Belle Plaine Lions Club	Activity Account – Trap Team	300.00

ID	Task Name	Duration	Start	Finish	% Complete	Timeline																											
						6/11	6/16	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13	8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10
1	Belle Plaine Schools Lighting Upgrade	139 days	Tue 6/13/17	Fri 12/22/17	46%																												
2	Contract Award	1 day	Tue 6/13/17	Tue 6/13/17	100%																												
3	Mobilization	48 days	Wed 6/14/17	Fri 8/18/17	100%																												
4	Material Procurement	16 days	Wed 6/14/17	Wed 7/5/17	100%																												
5	Walkthrough w/ Fire Marshall	1 day	Thu 7/6/17	Thu 7/6/17	100%																												
6	Rescoping (Emerg. Starters)	5 days	Fri 7/7/17	Thu 7/13/17	100%																												
7	Material Procurement	21 days	Fri 7/14/17	Fri 8/11/17	100%																												
8	On-Site Preperation	5 days	Mon 8/14/17	Fri 8/18/17	100%																												
9	Chatfield Elementary Install	10 days	Mon 8/21/17	Fri 9/1/17	100%																												
10	Classrooms	5 days	Mon 8/21/17	Fri 8/25/17	100%																												
11	Other Areas	5 days	Mon 8/28/17	Fri 9/1/17	100%																												
12	Oak Crest Elementary Install	25 days	Mon 9/4/17	Fri 10/6/17	20%																												
13	Staging	5 days	Mon 9/4/17	Fri 9/8/17	100%																												
14	Installation	20 days	Mon 9/11/17	Fri 10/6/17	0%																												
15	High School Install	25 days	Mon 10/9/17	Fri 11/10/17	0%																												
16	Staging	5 days	Mon 10/9/17	Fri 10/13/17	0%																												
17	Installation	20 days	Mon 10/16/17	Fri 11/10/17	0%																												
18	District Office	20 days	Mon 11/13/17	Fri 12/8/17	0%																												
19	Staging	5 days	Mon 11/13/17	Fri 11/17/17	0%																												
20	Installation	15 days	Mon 11/20/17	Fri 12/8/17	0%																												
21	Punchlist, Training & Close-Out	10 days	Mon 12/11/17	Fri 12/22/17	0%																												
22	Punchlist Work & Training	9 days	Mon 12/11/17	Thu 12/21/17	0%																												
23	Final Completion	1 day	Fri 12/22/17	Fri 12/22/17	0%																												

Project: Belle Plaine Schools Lig Date: Fri 9/8/17	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			

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

September 2017 Board Report

Belle Plaine School District #0716 Student Support Services Update

- The beginning of the school year went well. The speakers during Workshop Week were excellent! Special education-only trainings included;
 - A meeting with licensed special education staff to welcome new staff and go over the due process monitoring, due process strengths and areas in need of improvement, fiscal monitoring, restrictive procedure plan, change of placement process, the revised TSES manual, and other reminders.
 - A meeting with special education paraprofessionals to welcome new staff and review specific areas in the paraprofessional manual, the restrictive procedure plan, and evaluation forms.
 - A meeting with ADSIS teachers to discuss ADSIS requirements.
 - A meeting with the Jr/Sr High special education staff to discuss ways to support special education students with formative and summative assessments.
- Attended the Special Education Director Forum on Friday, September 8th.
- Prep work for the upcoming due process monitoring and fiscal monitoring
- Attending Child Study meetings and PLC meetings
- Attempting to observe in a classroom 3+ times per week
- Attended a Regional Director meeting and a Southwest Metro Director meeting on Friday, September 15th

Board Report
September 25th, 2017
Oak Crest Elementary
Liann Hanson

Appreciation:

- **Back to School Conferences** on Tuesday, September 5th and Wednesday, September 6th went very well. We had around 450 students turn in their passports! Teachers and parents commented how well it went and how beneficial it was.
- **iPad rollout** Thanks to Margot Hansen, Chuck Keller, Kris Davis, Jack Gernbacher, and additional paraprofessionals for helping with iPad rollout at Oak Crest. It was smooth and efficient.

Acceleration:

- **Professional Learning Communities** We have started our weekly PLC team meetings. They have been going great! Teams are working on setting norms, collective commitments, and SMART goals!
- **Coaching Conversations and Learning Logs** Teachers have started their coaching conversations to create their learning and tech goals for the school year. Conversations are going well.

Anticipation:

- **PTO Fundraiser Kickoff** We will have the kickoff to our fall PTO fundraiser on Friday, September 22nd. It will last until October 2nd
- **Pepfest** Oak Crest students and staff are excited to be a part of the high school pepfest on October 6th. Each grade level is working on a cheer to share with the rest of the student body!
- **Wolf Ridge** 6th grade students will be participating in Wolf Ridge ELC trip on Monday, October 23rd-27th

And, as a sidenote, here's what my first weeks looked like from a Principal Perspective! There are some good things going on at Oak Crest!

- 13 Coaching meetings with individual teachers last week and this week.
- First Child Study meeting of the year. Focused conversations on meeting individual iep goals, pushing in the instruction for special education, and our flex time, cluster time, personalized learning in the grade levels
- First iTeam meeting of the year. Focus conversations on the process of iTeam, the knowledge we will use together to meet student needs, the intervention resources we will reference to support teachers and students.
- Staff Meeting. Compared behavior expectations of the staff to the PBIS behavior matrix.
- Met with a teacher and one of her students about another student that was bothering him. We talked about strategies that he could use to make sure his learning wasn't interrupted.
- Hanson Hangout. Throughout the week, I had my Hanson Hangout where staff and students could come visit me about concerns and learnings during my mobile office time.
- New Student Lunches. We welcomed our new students to the building at a special lunch for them. We made sure they felt safe and answered any questions they had.
- PLCs. Visited every grade/group PLC to assess their start in their PLC goals.
- Visited every classroom in the building.

**Community Education/Community Services
School Board Report
Mindy Chevalier
September, 2017**

Youth Rec/Youth Enrichment/Drivers Training

- **K-6 Winter Basketball registrations are open! Hard to believe we are already talking about the winter season.**
- **Youth Wrestling, Tennis & 3on3 basketball league are all on the horizon as well.**
- **Fine Arts Offerings**
 - **You're On Stage - Acting class**
 - **Craftmasters**
- **Child and Babysitting Classes are coming up Sept 23rd. This is a very popular class and usually fills very quickly.**

Preschool/Kids Co/Wraparound

- **Preschool is underway!**
- **Wraparound - We have 14 kids and parents inquiring!**
- **Kids Co - 150 kids!**

ECFE

- **Current Classes**
 - **Baby Shower (New!)**
 - **Fun Friday's**
 - **Grandma/Grandpa and Me**

Adult Rec/Enrichment

- **Country Western 2-step, Line Dance Exercise and Ballroom Dance are all in the fall brochure!**
- **AAA Smart Driver Courses will be held in October and November this fall.**
- **Weight Room and Strength Training Class in the Belle Plaine HS weight room.**

Outreach & City Programs & Communication

- **A great meeting in regards to Community Arts Opportunities with the City, Chamber & School District**
- **Members of the Belle Plaine Food Shelf are hosting a Community Connections day of sharing Community Resources @ Chatfield Elementary from 4:00pm-7:00pm on Thursday, September 21st. Local and Scott Co. Service providers will be on site to talk to families about resources in the area of: Knowledge of Housing, Employment, Supplemental food programs and energy assistance. Vouchers to local hair care establishments and the Thrift Store will be provided to those seeking employment opportunities.**
- **Great update from Sabi on his progress with the Cricket Fields! It's fun to see it all come together.**
- **Track resurfacing is complete**
- **Center SB complex is almost complete!**
- **Community Ed Advisory Meeting is: Oct 3rd - HS Media Center 6:00pm**

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

Appreciation:

- We continued to experience significant professional growth during our Professional Development Week. Some of the highlights included:
 - What do we want students to know? Will Remmert discussed functioning as a PLC and conversations that should continue to exist in PLC meetings.
 - How will we know if they know it? We presented on the experiences we had from our Grading for Learning and the consistencies we have developed, while highlighting the document we have shared with families. For elementary staff, it showcased what we were doing at the high school level. For high school staff, it reinforced what our practices are and why we are doing them.
 - How we we respond when they don't learn? What will we do when they already know it? Beth Beschorner from MSU discussed strategies that can be utilized within the classroom to differentiate instruction based on feedback that has been gathered. In the afternoon we launched the "nuts and bolts" of our Advisory Time with staff, including the rationale behind it and how we would utilize the time. This provided an excellent conclusion to the week, as we highlighted how advisory provides a guaranteed time within our school day to provide necessary interventions, retakes, or reteaching.

- We are in year #2 of our "Be Red" theme. We kicked off the year with a pepfest during advisory on the first Friday of school. Mindy and I highlighted what RED means (Respect, Excellence, Dependability) and examples we have seen. We also drew for prizes from the students that staff members had identified for exhibiting RED behavior. It is awesome to be able to accentuate positive student behaviors! Thanks to the Climate Committee for their continued volunteer efforts!

Acceleration:

- We have structured our meetings to allow for administration to be involved with all PLC meetings, so we can provide the necessary leadership and resources for the group. Some of the PLC topics include: Social - providing standard based feedback through rubrics. Math - providing unique feedback to each student by learning target check. English - scope and sequence to raise the level of rigor throughout our courses
- Every day advisory is under way! Teachers are utilizing the commons area to send their advisory students down so they can provide effective individual feedback to students they have designated. Students have expressed an appreciation for having time built in the day to ask questions and take retakes. Stay tuned on more advisory developments!

Anticipation:

- Homecoming Week is approaching! King and queen candidates will be identified by September 22nd. The button has been selected and will be revealed on the same day as the candidates. This year we have transitioned to our Pep Club leading the activities for homecoming. Some of the activities include: door decorating, airjam, scavenger hunt, relay, and the pep fest for grades 3-12 and the community. It should be another fun, memorable week for our students!

Board Report
September 21, 2017
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to the Para-professionals for meeting to clarify expectations and consistency on the playground and in the lunchroom.
- Thank you to Stier bus for visiting Chatfield and teaching our kiddos about bus safety. We appreciate all that you do to keep our kids safe everyday!
- Thank you to ALL staff, students, and families for attending back to school conferences. HUGE SUCCESS!
- Thank you to Katie Maier for all her problem solving with Schoology and for helping families get signed up at Back To School Conferences.
- Thank you to all of the classroom teachers and Paraprofessionals for carrying out THE TIGER WAY and our new behavior contract system.

Acceleration:

- Professional Learning Communities: The year the PLC's are focusing on 4 main questions during every meeting. What do we want students to learn? How will we know they learned it? What do we do when they have learned it? How do we respond when they have learned it?
- The PLC meeting have been switched up a bit to allow the principals to attend more meetings. The meetings that I have attended have been focused on students needs and data. The needs and data that we are discussing revolve around academic and social/emotional needs and supports.
- The Chatfield Intervention Team has been busy finishing up FAST testing and organizing flex groups according to the data. **These ladies are truly amazing.**
- FLEX reading and math starts on Monday!

Anticipation:

- Fire Safety is on October 9th.
- All School Morning Meeting on October 6th. The Homecoming royalty will be joining us at Chatfield
- Homecoming week activities October 2-6.
- Halloween Parade at the high school on October 31st. Doors will open at 1:30, the parade begins at 2:00 and will conclude by 2:30.
- PTO REad-A-Thon fundraiser kick-off is on September 22th. Packets will be sent home with kiddos on this date. We will be reading for 20 minutes every day during the week of September 25-29th.
- PTO Campfire night is September 29th at Chatfield.
- Monday Morning Munchies will start on October 2 from 7:30-8:15 in the media center.

**BELLE PLAINE
EDUCATION SUPPORT
PROFESSIONALS**

&

ISD #716, BELLE PLAINE

2017-2019 AGREEMENT

2017-2018 & 2018-2019 MASTER AGREEMENT
 BETWEEN INDEPENDENT SCHOOL DISTRICT 716 AND
 THE BELLE PLAINE EDUCATION SUPPORT PROFESSIONALS
 BELLE PLAINE, MINNESOTA

ARTICLE I	Purpose.....	page 1
ARTICLE II	Recognition of Exclusive Representative	1
ARTICLE III	Definitions.....	1
ARTICLE IV	School Board Rights	2
ARTICLE V	Employee Rights.....	2
ARTICLE VI	Hours of Service and Duty Year.....	4
ARTICLE VII	Rates of Pay	4
ARTICLE VIII	Group Insurance.....	5
ARTICLE IX	Leaves of Absence	6
ARTICLE X	Holidays	10
ARTICLE XI	Vacations.....	11
ARTICLE XII	Discipline, Discharge and Probationary Period.....	11
ARTICLE XIII	Posting Positions.....	13
ARTICLE XIV	Grievance Procedure	13
ARTICLE XV	Public Obligation	16
ARTICLE XVI	Duration	16
ARTICLE XVII	Master Agreement Copies	18
Schedule A	Salaries Schedule	19
Schedule B	Benefits (17-19)	20
Schedule C	Holiday Schedule.....	23

AGREEMENT

ARTICLE I PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District No. 716, Belle Plaine, Minnesota hereinafter referred to as the School District, and the Belle Plaine Education Support Professionals, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor relations Act of 1971 as amended, hereinafter to as the PELRA, to provide the terms and conditions of employment for the support personnel employees.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School District recognizes Belle Plaine Education Support Professionals as the exclusive representative for the Support Personnel Employees employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the District contained in the appropriate unit as defined in Article III, Section 2 of this Agreement, the PELRA, and in certification by the Commissioner of Mediation Services, if any.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term “terms and conditions of employment” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the employer’s personnel policies affecting the working conditions of the employees. “Terms and conditions of employment” is subject to the provisions of PELRA.

Section 2. Description of Appropriate Unit: For purpose of this Agreement, the term Belle Plaine Education Support Professionals employees shall mean all persons in the appropriate unit employed by the School District in such classifications included on Schedule A, attached hereto, excluding the following: confidential employees, and supervisory employees.

Section 3. School District: For purposes of administering this Agreement, the term “School District” shall mean the School Board or its designated representative of Independent School District 716.

Section 4. Years of Service: The terms “years of service,” when used in this agreement, shall mean years of continuous employment with Independent School District No. 716. An approved leave of absence shall not be deemed to have disrupted the Belle Plaine Education Support Professionals continuous years of service.

Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The exclusive recognizes that the School District is not required to meet and negotiate on matter of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitation and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders that are consistent with the terms of this Agreement. Any provision of the Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their exclusive representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or conditions of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to PELRA, employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off, pursuant to PELRA. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay and remit to the exclusive representative within 10 days after each pay period.

Section 4. Fair Share Fee: In accordance with PELRA, any support staff included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. But in no event shall the fee exceed 85 percent of the regular membership dues.

Upon thirty days (30) days notice in writing to the payroll officer of the name of the support staff and the amount of the fair share fee certified by the exclusive representative, the School District will deduct such fair share fee in installments from such employee's pay check each month and will forward such fees within 10 days to the exclusive representative. The exclusive representative agrees to notify the employer promptly whenever any support staff subject to a fair share fee deduction becomes a member of the exclusive representative, and no further fair share fee deductions for such support staff will thereafter be made. Any dispute as to the amount of such fee shall be solely between the exclusive representative herein and the support staff involved.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative herein.

Section 5. Personnel Files: Effective July 1, 1995, all evaluations and files wherever generated, relating to each individual support staff shall be available during regular business hours to each individual support staff upon written request. The support staff shall have the right to reproduce any of the contents of the files and to submit for inclusion in the files written information in response to any material contained therein.

A school district may destroy the files as provided by law and shall expunge from the support staff file any material found to be false or inaccurate through the grievance procedure.

Section 6. Exclusive Representative Days: The School District shall grant the Belle Plaine Education Support Professionals a maximum of two district employees up to (2) days per year without pay for exclusive representative business.

ARTICLE VI
HOURS OF SERVICE AND DUTY YEAR

Section 1. Definition - Regular Employee:

Subd. 1. Tier 1 Full-time Employee: An employee who works 40 hours per week and 2080 hours per year.

Subd. 2. Tier 2 Part-time Employee: An employee who works more than 30 hours per week and 1560 hours per year or more.

Subd. 3. Tier 3a Part-Time Employee: An employee who works between 1000 - 1559 hours per year.

Subd. 4. Tier 3b Part-Time Employee: An employee who works between 540 - 999 hours per year.

Section 2. Substitute/Casual Employee: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part time or casual basis.

Section 3. Basic Work Week and Work Year: The regular work week, exclusive of lunch, and regular work year shall be prescribed by the School District each year for all employees. A work week will begin at 12:01 a.m. on Monday through 11:59 p.m. on Sunday.

Section 4. Shifts and Starting Time: All employees will be assigned starting time and shifts determined by the School District.

Section 5 Work Determination: The part-time employee shall be notified of their work schedule prior to their starting date as defined in the School Districts policy and procedure.

Section 6. Lunch Period: Employees shall be provided a duty free lunch period of at least 30 minutes.

Section 7 School Closing: In the event school is closed early an employee shall be compensated for actual hours worked or a minimum of 2 hours, whichever is more.

ARTICLE VII
RATES OF PAY

Section 1. Rates of Pay:

Subd. 1. The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2017, to June 30, 2019.

Subd. 2. During the duration of this Agreement advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

Subd. 3. An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure. Beginning on July 1, 2006, the regular salary advancement of all employees will occur on July 1 of each year provided the employee has been employed for greater than six (6) months.

Subd. 4. All salary levels and changes in fringes and changes in fringe benefit accrual will be computed from the date of employment during the first of year of employment and July 1 each year thereafter for months actually worked or while on leave of absence according to the terms of article IX that allow for accumulation of seniority.

Section 2. Overtime: Rates of Pay. Work performed in excess of forty (40) hours per week shall be compensated for at the rate of one and one-half times the regular rate (Work performed shall include pre-approved leave, Holidays, Vacation, Personal Days, Etc. Sick time is not considered pre approved.). Overtime accrues after 40 hours have been worked in a week. Compensatory time will not be allowed beginning July 1, 2008.

Section 3. Step Placement on Pay Scale: Placement on the salary scale for a new employee shall be determined by mutual agreement between the individual employee and the Employer on the posted salary steps. The employer shall inform the exclusive representative of the step placement of all new employees. All support personnel employees shall be paid on the steps described in this Agreement for specific positions.

Section 4. Exceeding Contracted Hours. For Tier 2 and Tier 3 employees, any hours that will exceed an employee's contracted/scheduled hours must be approved in advance, in writing. For non-custodial employees approval must be by the Principal and Superintendent. Custodial employees must be approved by the Facilities Director and Superintendent. Contracted/scheduled hours are indicated on an employee's notice of assignment.

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the carrier and policy shall be made by the School District as provided by law. The selected group health and hospitalization insurance plan must be in compliance with the Patient Protection Affordable Care Act (PPACA).

Section 2. Health and Hospitalization Insurance:

Subd.1. Single Coverage: The School District shall contribute a sum equal to that specified in the BPEA Master Agreement for the 2017-2018 and 2018-2019 school years for each Tier 1 employee who qualifies for and is enrolled in the School District Group Health and Hospitalization Plan. The district contribution shall first fund the HSA at 0%, 50% or 100% as determined by the employee and then be assessed against the premium cost for the policy. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Tier 2 and Tier 3a & 3b Employees refer to Schedule B (2017-2019) for benefit rates.

Subd. 2. Employee plus One Coverage: The School District shall contribute a sum equal to that specified in the BPEA Master Agreement for the 2017-2018 and

2018-2019 school years for each Tier 1 employee who qualifies for and is enrolled in the School District Group Health and Hospitalization Plan for employee plus one coverage. The district contribution shall first fund the HSA at 0%, 50% or 100% as determined by the employee and then be assessed against the premium cost for the policy. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Tier 2 and Tier 3a & 3b Employees refer to Schedule B (2017-2019) for benefit rates.

Subd. 3. Dependent Coverage: The School District shall contribute a sum equal to that specified in the BPEA Master Agreement for dependent insurance coverage for the 2017-2018 and 2018-2019 school years for each Tier 1 employee who qualifies for and is enrolled in the School District Group Health and Hospitalization Plan. The district contribution shall first fund the HSA at 0%, 50% or 100% as determined by the employee and then be assessed against the premium cost for the policy. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Tier 2 and Tier 3a & 3b Employees refer to Schedule B (2017-2019) for benefit rates.

Section 3. Dental, Life, and Long Term Disability Insurance:

The School District shall pay the individual Dental, Life, and Long Term Disability premiums as stated in Schedule B. Employees must work a minimum of 15 hours per week to be eligible for insurance benefits.

Section 4. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment all district contributions shall cease.

Section 6. Eligibility: Benefits provided in this Article are designed for employees employed by the School District who qualify for and are enrolled in the School District group insurance plan(s). Eligibility is subject to any limitations contained in the contract between the Insurance carrier and the School District.

Section 7. Additional Cost: Any additional cost of insurance premiums shall be borne by the employee and paid by payroll deduction.

ARTICLE IX
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. A Tier 1 Full-Time employee shall earn sick leave at the rate of 8 hours for each month of service in the employ of the School District. Tier 2, 3a & 3b

employees shall earn sick leave on a pro-rata basis as described in Schedule B herein for each hour actually worked.

Subd. 2. Unused sick leave hours may accumulate to a maximum credit of 750 hours of sick leave for a Tier 1 (Full time) and for Tier 2, 3a & 3b regular part-time employees.

Subd. 3. Sick leave with pay shall be allowed when ever an employee's absence is found to have been due to the employee's illness and/or disability/injury which prevented attendance at school and performances of duties on that day or days. The employee may use sick leave for absences due to an illness or disability/injury of the employee's actual or adoptive child for such reasonable periods as the employee's attendance may be on the same terms the employee is able to use sick leave benefits for the employee's own absence.

Subd. 4. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the accrued hours of sick leave earned by the employee.

Subd 6. Sick leave may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the District with a physician's statement certifying the dates of disability. An unpaid leave for child care purposes may be granted at the discretion of the School District.

Subd. 7. Sick Leave Donation. In the event of medical emergency of the employee or a member of their immediate family the employee may request additional days be donated from other staff members. The immediate family shall include spouse or children. In order to access this leave, staff members must have exhausted all of their Sick Leave days, and provide medical documentation from the doctor indicating the employee's or their immediate family member's significant medical condition. This process can only be used for emergency type medical conditions and cannot be accessed for normal medical procedures such as maternity leave, routine surgery, normal recovery from routine medical procedures, etc.

- a) Process. If a staff member has a situation that meets the above criteria they will submit a written request with documentation of the medical need from a licensed physician. The BPESP president will meet with the Superintendent, Principal and the Director of Business Services to review the request. Upon approval of the request, the BPESP president will send out a request to BPESP members requesting Sick Leave donations. Once donated, the days will be transferred to the member requesting the days.

Section 2. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement: Up to three days leave shall be allowed for death in the employee's immediate family. The specific amount of leave allowed is subject to the discretion of the superintendent depending on the circumstances.

Immediate family is defined as the employee's spouse, employees' and/or spouse's child, parent, brother, sister, grandparent, grandchild, and a relative living in the same household as the employee. One day per year shall be allowed for the death of a relative or close personal friend not included elsewhere in this bereavement leave.

Section 4. Child Care Leave:

Subd. 1. A child care leave may be granted by the School District subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making application for child care leave shall inform the superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended leave.

Subd. 3. If the reason for child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this article during the period of physical disability. However, an employee shall not be eligible for sick leave during the period of time covered by child care leave. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of child care leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be reemployed in a position for which qualified.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. Leave under this section shall be without pay or fringe benefits.

Section 5. Medical Leave:

Subd. 1. An employee, who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay and fringe benefits, up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 6. Family and Medical Leave:

Subd. 1. Pursuant to the Family and Medical Leave act, P.L. 103-3, 1993, an eligible employee shall be granted, upon written request, a leave up to a total of twelve (12) weeks of unpaid leave per year in connection with

- (1) the birth and first-year care of a child;
- (2) the adoption or foster placement of a child;
- (3) the serious health condition of an employee's spouse, child or parent, and
- (4) the employee's own serious health condition.

Subd. 2. During such leave, eligible employees shall be eligible for regular School District group health insurance contributions as provided in this Agreement for a period of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 3. The employee may elect, or the School District may require the employee, to substitute paid vacation, paid sick leave, or paid personal leave for leave otherwise provided under this section. However, nothing herein, nor any other provision of this Agreement, shall require the School District to combine leaves for a period of time that exceeds 12 weeks.

Subd. 4. The employee will provide at least thirty (30) days of written notice of request for leave when the reason for the leave is foreseeable. The employee shall further make reasonable effort to schedule any treatment so as to minimize disruption of the work of the employer.

Subd. 5. To be eligible for the benefits of this section and insurance contributions, an employee:

- 1) Must have been employed by the School District for at least 12 months (the 12 months do not have to be consecutive months); and
- 2) Have worked at least 1,250 hours during the previous 12 months.

Section 7. Jury Duty: An employee who serves on jury duty shall be granted the day or days necessary, as stipulated by the court, to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty shall be remitted to the school district.

Section 8, Military Leave: Military Leave of absence for military service will be granted in accordance with all requirements of federal and state law.

Section 9. Insurance Application: An employee on unpaid leave of absence is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District monthly premium in advance, except as otherwise provided in Section 6, Family and Medical Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 2, Worker's Compensation hereof, the School District will continue insurance contributions as provided herein until sick leave is exhausted.

Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Section 10. Personal Leave: All Employees will be eligible for two (2) days of personal leave without reason per year. Requests for personal leave must be submitted through the electronic substitute system at least three (3) days in advance and no more than 5% of BPESP members may be on personal leave at any given time.

Section 11. Special Leave of Absence without Pay: Special short or long-term leaves without pay of up to one (1) year in duration may be granted at the discretion of the Employer. Applications for such leaves shall include the proposed period and purpose for leave. Applications for any leave without pay of thirty (30) or more working days in duration must be submitted at least thirty (30) days prior to the proposed start of the leave. The thirty (30) day application provision may be waived due to unusual circumstances.

An employee granted a short term or long term leave without pay shall remain eligible for all appropriate benefit plans but must pay the entire premium while on leave. Employees on an approved special leave without pay shall maintain their original seniority date but shall not gain credit for advancement on the salary schedule, for vacation time, or for any other provision related to years of service.

Employees on leave without pay shall either notify the Employer of their intent to return to their position or shall resign their position at least two weeks prior to the expiration of the leave.

Section 12. Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Section 13. Eligibility: Full leave benefits provided in this Article shall apply only to regular employees as defined in Article VI subject to schedule B hereof.

ARTICLE X HOLIDAYS

Section 1. Paid Holidays: Holidays shall be observed in accordance with Schedule D of this agreement.

Section 2. Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Section 3. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday that falls within an employee's vacation period shall not be counted as a vacation day.

Section 4. Application: In order to be eligible for holiday pay, an employee must have worked a regular workday before and after the holiday unless on an excused illness, leave, or on vacation under these provisions.

Section 5. Eligibility: Holiday benefits as defined in this Article shall apply according to Schedule B of this Agreement.

ARTICLE XI
VACATIONS

Section 1. Eligibility: This Article shall apply only to employees who are regularly employed 1560 hours or more per year.

Section 2. Earned Vacations: Earned vacations shall be provided in accordance with Schedule B of this agreement.

Section 3. Application:

Subd. 1. Vacations shall be determined as of the employee's anniversary date of hire during the first year of employment and July 1 each year thereafter.

Subd. 2. If the employee resigns before completing a full year of service, the employee shall be entitled to paid unused vacation days accrued on a pro rata basis. An employee who has completed at least one year of service shall be entitled to receive the pro-rata pay for unused vacation time. The employee must provide the School District with at least two (2) weeks' advance notice of the resignation time.

Subd. 3. The scheduling of all vacation time shall be determined by the School district.

Subd. 4. Beginning July 1, 2010, vacation earned during the previous year or carried forward from previous years must be used by December 31st of that year or it will be forfeited.

ARTICLE XII
DISCIPLINE, DISCHARGE, PROBATIONARY PERIOD AND REDUCTIONS

Section 1. Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of sixty (60) working days of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, in so far as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Probationary Period; Change of Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of sixty (60) days in any such new classification.

During this sixty (60) day probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification.

Subd. 1. During the probationary period, the new employee will be evaluated by his/her immediate supervisor or designee at least one time during the probationary period.

Section 3. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for just cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Subd. 1. After the probationary period, employees will be evaluated by their immediate supervisor or designee annually.

Section 4. Seniority Date: Upon completion of the probationary period as defined in this Agreement, support personnel Employees shall acquire seniority from the first day of actual service. Upon acquiring seniority, the seniority date shall relate back to the first date and time of signature on contract of continuous service in a position governed by this Agreement. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the time of signature on contract.

Section 5. Transfers within Classification Units: Employees transferring from one employee group to another within the District without interruption of service will retain all previous earned benefits including years of service credit, previously earned sick leave and accrued vacation benefits. Benefits shall be limited to those benefits applicable to the employee's new position and employee group. An employee changing classification within the unit shall be placed on the same step of the schedule in the new classification as qualified for.

Subd. 1. For experienced district employees who transfer to a different position within the district, the probationary period will be sixty (60) days. These employees are to be evaluated at least one time during the probationary period in the new position by their immediate supervisor or designee to determine continuation in the position.

Section 6. Resignation and Its Effect on Seniority: Employees' resignation will be considered an interruption of service. On re-employment of former employees, the new employment date and time will coincide with the assumption of duties in the present position. This does not apply to authorized leaves of absence.

Section 7. Leaves of Absence and Seniority: Authorized leaves of absence without pay that exceed two (2) weeks in duration will not be used for computation of service time. Exception to this are leaves of absence for military or sick leave. The superintendent may grant computation of service for leaves as required by law.

Section 8. Temporary Employees: Temporary employees do not accrue seniority in their positions. Upon appointment of a temporary employee to a permanent position, an employment date for seniority and length of service will be selected that coincides with the individual's continuous term of service in the position.

Section 9. Reduction in Force: The parties recognized the principle of seniority in the application of this Agreement, within classification, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain seniority and right to recall, within classification, in seniority order for a period of twelve (12) months after the date of layoff.

Section 10. Performance Review: Evaluations of employees shall be based on objective observation of their work performance. Observations shall be conducted openly and with full knowledge of employees.

Employees shall be given a copy of any evaluation report prepared by an evaluator. Such copy will be provided prior to the conference to discuss it. A mutually agreeable conference date and time to discuss the report will be scheduled as soon as possible. The employee shall have the right to submit a written response to the evaluation, which shall be attached to the file copy.

ARTICLE XIII
POSTING POSITIONS

Section 1. Posting Positions: There shall be a posting of regular jobs, extra assignments, and job openings for a period of five (5) days. Postings over the summer will be communicated to the BPESP President via email and US Postal Service. District employees may apply and shall be given due consideration for such open position. The senior qualified employee for the positions shall have the first opportunity to apply. Temporary replacements for personnel on leave shall be posted if the superintendent determines such vacancy will be three (3) or more months in duration. Posting of temporary positions may be extended upon mutual consent. Such posting shall include location and work hours normally scheduled for the job.

Section 2. Change in Assignment: Employees shall apply for a change in assignment. Persons with seniority shall be given due consideration. An employee's change of job shall not result in step reduction, as long as the change occurs within the paraprofessional category or within the secretarial and custodial category. Step placement will be determined by the School District in case of job change between the categories.

ARTICLE XIV
GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In Computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The Filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School district's designee.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five days after receipt of the decision in Level I.

If a grievance is properly appealed to the superintendent, the superintendent or designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the superintendent or designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the school district, a committee or representatives of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school district. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of a Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the commissioner to appoint an arbitrator, pursuant to PELRA, providing such request is made within twenty days after request for arbitration. The request shall ask the appointment be made within thirty days after the receipt of said request.

Failure to agree upon an arbitrator or the failure to request an arbitrator from the commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be hearing denovo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final & binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's shall be based upon representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party.

The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. However the party ordering a copy of the transcript shall pay for such a copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall be included but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number or personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school

boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Article. Upon issuing a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Agreement or to enforce the award of an arbitrator.

ARTICLE XV PUBLIC OBLIGATION

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

The exclusive representative agrees, therefore that during the term of this contract, neither the exclusive representative nor any individual employee shall engage in any strike against the district. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedure but is enforceable in the Courts.

ARTICLE XVI DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on its date of execution, through June 30, 2017, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 120 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the Exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

ARTICLE XVII
MASTER AGREEMENT COPIES

MASTER AGREEMENT COPIES: of this Master Agreement titled “Master Agreement between the Independent School District 716 and the Belle Plaine Education Support Professionals”, shall be printed at the expense of the Board within thirty (30) days after the Master Agreement is signed, and a copy shall be presented to every member of the Belle Plaine Education Support Professionals now employed by the School District.

Further, the School District shall furnish five (5) copies of the Master Agreement to the exclusive representative for its use.

IN WITNESS WHEREOF, The parties have executed this Agreement as follows:

For: Belle Plaine Education
Support Professionals

Independent School District No. 716

President

Chair

Secretary

Clerk

Dated this ____ day of _____, 20__.

Dated this ____ day of _____, 20__.

SCHEDULE A

Salary Schedule 2017 – 2018

Step	Lead Custodian	LPN	Administrative Assistant	Tier 1 & 2 Custodian	Tier 3 Custodian	Para	HQ Para	Custodian Shift Diff	After School Supervision	Media Tech Para
(1)	17.28	16.28	15.73	15.08	14.84	13.12	13.35	0.75	11.74	14.10
(2)	17.71	16.69	16.11	15.47	15.23	13.46	13.68	0.75	11.74	14.47
(3)	18.12	17.08	16.44	15.80	15.56	13.76	13.99	0.75	11.74	14.84
(4)	18.52	17.46	16.81	16.15	15.91	14.03	14.25	0.75	11.74	15.19
(5)	18.99	17.93	17.23	16.57	16.33	14.40	14.62	0.75	11.74	15.72
(6)	19.50	18.43	17.67	17.00	16.76	14.76	15.00	0.75	11.74	16.25
(7)	20.96	19.78	19.01	18.24	18.00	15.87	16.11	0.75	11.74	16.99
Longevity Yrs										
(12)	21.56	20.38	19.61	18.84	18.60	16.47	16.71	0.75	12.34	17.59
(17)	22.16	20.98	20.21	19.44	19.20	17.07	17.31	0.75	12.94	18.19
(22)	22.76	21.58	20.81	20.04	19.80	17.67	17.91	0.75	13.54	18.79

Salary Schedule 2018 – 2019

Step	Lead Custodian	LPN	Administrative Assistant	Tier 1 & 2 Custodian	Tier 3 Custodian	Para	HQ Para	Custodian Shift Diff	After School Supervision	Media Tech Para
(1)	17.68	16.68	16.13	15.48	15.24	13.52	13.75	0.75	12.14	14.50
(2)	18.11	17.09	16.51	15.87	15.63	13.86	14.08	0.75	12.14	14.87
(3)	18.52	17.48	16.84	16.20	15.96	14.16	14.39	0.75	12.14	15.24
(4)	18.92	17.86	17.21	16.55	16.31	14.43	14.65	0.75	12.14	15.59
(5)	19.39	18.33	17.63	16.97	16.73	14.80	15.02	0.75	12.14	16.12
(6)	19.90	18.83	18.07	17.40	17.16	15.16	15.40	0.75	12.14	16.65
(7)	21.36	20.18	19.41	18.64	18.40	16.27	16.51	0.75	12.14	17.39
Longevity Yrs										
(12)	21.96	20.78	20.01	19.24	19.00	16.87	17.11	0.75	12.74	17.99
(17)	22.56	21.38	20.61	19.84	19.60	17.47	17.71	0.75	13.34	18.59
(22)	23.16	21.98	21.21	20.44	20.20	18.07	18.31	0.75	13.94	19.19

1. Longevity payments will be added to each eligible employee’s hourly pay rate. On July 1 of each year, \$.60 will be added for those employees beginning their 12th year of employment, \$1.20 will be added for employees beginning their 17th year of employment, and \$1.80 will be added for employees beginning their 22nd year of employment
2. Throughout the duration of the school years, scheduled 2nd shift custodians will be compensated a shift differential of \$0.75/hour (regardless of start time).
3. When a boiler license is obtained the rate of pay will be \$.10/hr. for 2nd class C and an additional \$.20/hr. for first class C.

Schedule B
Benefits
2017 - 2018

The School District shall contribute to Group Insurance Premiums for the 2017 - 2018 contract year as follows:

Employee	Tier 1	Tier 2	Tier 3a	Tier 3b
	(2080 hrs)	(1560 – 2079 hrs)	(1000 - 1559 hrs)	(540 - 999 hrs)
Individual Health	Up to \$6,853	\$5,139	\$4,250	\$2,672
Employee plus 1	Up to \$11,395	\$8,547	\$7,066	\$4,445
Family Health	Up to \$14,710	\$11,032	\$9,119	\$5,844
Dental	Full	Pro-rated	At Employee Cost	At Employee Cost
Life (\$50,000)	Full	Full	Full	Full
LTD Based on \$50,000	Full 80 hrs	Full .038 x hrs worked	Full 3 days	Full 3 days
Sick Leave-1 day/month	96 hrs	.046 x hrs worked	.046 x hrs worked	.046 x hrs worked
	max 750 hrs	max 750 hrs	max 750 hrs	max 750 hrs
Vacation- During 1st yr	10 hrs each qtr	5 hrs each qtr	NA	NA
-After 1 yr	40 hrs	.019 x hrs worked	NA	NA
-After 2 yrs	80 hrs	.038 x hrs worked	NA	NA
-After 8 yrs	104 hrs	.049 x hrs worked	NA	NA
-After 10 yrs	120 hrs	.057 x hrs worked	NA	NA

Exceptions: Employees hired before 2/1/96 who currently have more benefits than the above will continue to receive those benefits.

Personal Leave: All employees working 1000 hours or more will be eligible for two (2) personal days per year without reason . Employees are allowed to carry over up to two (2) personal days to the following contract year with accumulation of up to 4 personal days that can be carried over indefinitely.

Schedule B
Benefits
2018 - 2019

The School District shall contribute to Group Insurance Premiums for the 2018 - 2019 contract year as follows:

Employee	Tier 1	Tier 2	Tier 3a	Tier 3b
	(2080 hrs)	(1560 – 2079 hrs)	(1000 - 1559 hrs)	(540 - 999 hrs)
Individual Health	Up to \$7,127	\$5,344	\$4,420	\$2,779
Employee plus 1	Up to \$11,851	\$8,889	\$7,349	\$4,622
Family Health	Up to \$15,298	\$11,474	\$9,484	\$6,078
Dental	Full	Pro-rated	At Employee Cost	At Employee Cost
Life (\$50,000)	Full	Full	Full	Full
LTD Based on \$50,000	Full 80 hrs	Full .038 x hrs worked	Full 3 days	Full 3 days
Sick Leave-1 day/month	96 hrs	.046 x hrs worked	.046 x hrs worked	.046 x hrs worked
	max 750 hrs	max 750 hrs	max 750 hrs	max 750 hrs
Vacation- During 1st yr	10 hrs each qtr	5 hrs each qtr	NA	NA
-After 1 yr	40 hrs	.019 x hrs worked	NA	NA
-After 2 yrs	80 hrs	.038 x hrs worked	NA	NA
-After 8 yrs	104 hrs	.049 x hrs worked	NA	NA
-After 10 yrs	120 hrs	.057 x hrs worked	NA	NA

Exceptions: Employees hired before 2/1/96 who currently have more benefits than the above will continue to receive those benefits.

Personal Leave: All employees working 1000 hours or more will be eligible for two (2) personal days per year without reason. Employees are allowed to carry over up to two (2) personal days to the following contract year with accumulation of up to 4 personal days that can be carried over indefinitely.

Schedule B - Continued
Benefits
2017-2019

Employees will be eligible for a matched deferred compensation benefit based on the following years of service and district contribution. The District will match the employee's contribution at the time of contribution to a 403b plan selected from the list of District approved plans. The maximum lifetime contribution by the district per employee is \$10,000.

Years of Service With the District	Maximum Yearly District Match
1 st Year	\$0
2 nd Year	\$100
3-5 (beginning in 3 rd year)	\$200
6-10 (beginning in 6 th year)	\$300
11-15 (beginning in 11 th year)	\$350
16-20 (beginning in 16 th year)	\$400
21 or more (beginning in 21 st year)	\$450

SCHEDULE C
HOLIDAYS

Pursuant to Article X of this Agreement holidays will be observed as follows:

July Fourth

Labor Day

Thanksgiving Day

Thanksgiving Friday

Christmas Eve Day

Christmas Day

New Years Eve

New Years Day

Good Friday

Memorial Day

Tier 2 employees shall accrue paid holidays as computed in Schedule B. Tier 3a & 3b employees shall receive (3) paid holidays. The district shall schedule these paid holidays for Thanksgiving Day, Christmas Day & New Year's Day.

Payable 2017 & Payable 2018 Levy Comparison

	16 Payable 17 Levy	17 Payable 18 Levy	Increase/ (Decrease) from 16 Pay 17 Levy	%	L/F
Operating Levy	-	-	-		L
1st Tier Board Approved Ref	239,838.68	257,773.16	17,934.48		L
Equity	231,060.27	247,949.14	16,888.87		F
Location Equity	584,892.85	628,629.56	43,736.71		L/F
Transition	5,959.28	6,404.90	445.62		F
Operating Capital	116,172.31	104,495.61	(11,676.70)		F
Student Achievement	14,789.07	-	(14,789.07)		F
Integration	21,468.66	-	(21,468.66)		L
Unemployment	1,000.00	-	(1,000.00)		L
Safe Schools	63,525.60	63,640.80	115.20		F/L
Career/Technical	79,438.10	84,239.87	4,801.77		F/L
Annual OPEB	66,533.00	77,300.00	10,767.00		L
LTFM	444,744.47	21,779.50	(422,964.97)		F
Health & Safety	-	-	-		L
Deferred Maintenance	-	-	-		F
Building Lease	15,418.85	9,403.53	(6,015.32)		L
Lost Interest Earnings	-	-	-		F
Adjustments	(180,679.97)	(154,727.28)	25,952.69		F
Total General Fund	1,704,161.17	1,346,888.79	(357,272.38)	-20.96%	
Basic Community Education	74,496.16	74,496.16	-		F
Early Childhood Fam. Ed.	34,607.05	35,852.41	1,245.36		F
Home Visiting	823.52	770.94	(52.58)		F
School Age Care	4,000.00	4,000.00	-		L
Adjustments	(42.36)	756.88	799.24		F
Total Community Education	113,884.37	115,876.39	1,992.02	1.75%	
Debt Service	2,978,084.79	3,010,088.00	32,003.21		L
Reduction for Debt Excess	(127,935.91)	(87,913.11)	40,022.80		F
Alt Facility Bond Debt Service	314,958.62	848,733.61	533,774.99		L
Reduction for Debt Excess	(15,462.60)	(32,484.15)	(17,021.55)		F
Adjustments	1,527.45	15,714.26	14,186.81		L
Total Debt Service	3,151,172.35	3,754,138.61	602,966.26	19.13%	
Total Levy - All Funds	4,969,217.89	5,216,903.79	247,685.90	4.98%	

L = Local Decision

F = Formula Set by Legislature

	2015	2016	Change	% Increase
Market Value	1,003,418,700	1,058,930,500	55,511,800	5.53%
Referendum Market Value	700,815,700	750,830,800	50,015,100	7.14%
Net Tax Capacity	10,467,130	11,181,306	714,176	6.82%
Sales Ratio	99.10%	97.30%	0	-1.82%
Adjusted Net Tax Capacity	10,563,619	11,490,495	926,876	8.77%

**Belle Plain High School Choir
New York City Tour
March 23 - 28 2018**

Day 1

11:00 am
11:30 am
2:30 pm
4:00 pm

March 23

Load bus.
Depart for University of Wisconsin Eau Claire (bring bag lunch or eat lunch prior)
Arrive at UW Eau Claire for 3 pm Choir Clinic (based on availability)
Depart for New York City stopping for dinner enroute.
Note: Motorcoach ride with rest and meal stops **3 x \$5 meal stipend**

Day 2

2:00 pm
4:30 pm

7:00 pm
7:45 pm

March 24

Arrive New York Area and check into hotel.
Depart for Empire State Building driving by Yankee Stadium.
Arrive at Empire State Building. Go to the top and view the city.
Dine on 5th Ave **\$5 meal stipend**
Depart for hotel.

Day 3

6:00 am
6:45 am
7:45 am
9:15 am
11:30 am
12:30 pm

2:00 pm
4:15 pm
7:20 pm
10:35 pm

March 25

Breakfast at hotel **included**
Depart for NBC Today Show.
Arrive at NBC Today Show.
Depart for 10 am Broadway Workshop
Depart for Gray's Paypya Hot Dog Stand for lunch **\$5 meal stipend**
Depart for walking tour of Central Park walking by Poets Walk, Bethesda Fountain, Trump Skating Rink, Sheep's Meadow, Lower Central Park Band shell & Strawberry Fields.
Arrive by Plaza hotel, Apple Store and Trump Tower – bathroom break
Depart to Times Square for dinner **\$5 meal stipend**
Walk to Broadway Show (8 pm curtain – Based on \$70 ticket price)
Depart for hotel after show.

Day 4

7:30 am
8:30 am
11:30 am
12:30 pm
2:00 pm
4:30 pm
6:00 pm

10:00 pm

March 26

Breakfast at hotel **included**
Depart for Chinatown & Little Italy
Authentic Italian Lunch **included**
Depart for Brooklyn Bridge walk over to St Pauls Chapel
Depart to visit the 911 Memorial & Museum
Depart to Grand Central Station via subway
Depart for 6:30pm board- DJ Dinner Cruise – departs at 7pm **buffet included**
Cruise under the Brooklyn & Manhattan Bridges, Seeing Manhattan & The Statue of Liberty from the cruise deck is breathtaking.
Depart for hotel.

Day 5

8:00 am
8:30 am
8:45 am
10:45 am

March 27

Breakfast at hotel **included**
Check out, load luggage
Depart for St John's the Devine Choir 10:00 am performance (based on availability)
Depart for Radio City Music Hall
Tour Radio City Music Hall (tour times start at 11:30-30 per group every 15 min)
Lunch on lower level of Rockefeller Center **\$5 meal stipend**
Free time to visit St Patrick's Cathedral & 5th Ave for 1 hour shopping
Meet at Rockefeller Center and walk to Times Square for free time and last minute shopping.
Meet and depart for home stop at 1st travel plaza. **3 x \$5 meal stipend**

Day 6

5:00 pm

March 28

Arrive High School.

**Belle Plain High School Choir
New York City Tour
March 23 - 28 2018**

Estimated Per Person Package Price: \$828 - \$850

*Based on 164 passengers 120 paying students, 42 paying adults and 2 paying \$0
Based on students in quad occupancy and adults in double occupancy rooms and based on 2017 vendor rates.*

Inclusions:

Motorcoach Transportation (*4 motor coaches*)
3 night in New Jersey Area
Performance, Clinic, Activities, Meals (\$50 in meal stipends per person) as noted in itinerary
Leisure Time Tours Trip Escort & Driver Tips included

Estimated Per Person Package Price: \$774 - \$796

*Based on 146 passengers: 120 paying students, 24 paying adults and 2 paying \$0
Based on students in quad occupancy and adults in double occupancy rooms and based on 2017 vendor rates.*

Inclusions:

Motorcoach Transportation (*3 motor coaches*)
3 night in New Jersey Area
Performance, Clinic, Activities, Meals (\$50 in meal stipends per person) as noted in itinerary
Leisure Time Tours Trip Escort & Driver Tips included

Estimated Adult Double Room Supplement Cost: \$95 per person

1st Reading: 4/23/2007

2nd Reading: 5/22/2007

Approved: 9/24/2007

Reviewed: 10/28/2013, 2/23/2015

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- H. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- I. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education and character/ values education (universal values, e.g. honesty, personal responsibility, self-discipline, cooperation and respect for others.)
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of

the student in case of emergency.

- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.57 (Crisis Management Policy)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L. Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

Adopted: _____

MSBA/MASA Model Policy 525

Orig. 1996

Revised: _____

Rev. 2005 2016

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- ~~F G.~~ Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- ~~G H.~~ Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- ~~H I.~~ Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- IJ.** This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.

- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).

- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
 Minn. Stat. § 120B.22 (Violence Prevention Education)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
 Minn. Stat. § 121A.64 (Notification)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
 18 U.S.C. § 921 (Definition of Firearm)
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 501 (School Weapons Policy)
 MSBA/MASA Model Policy 504 (Student Dress and Appearance)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 507 (Corporal Punishment)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)
 MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

1st Reading: 10/22/2012
2nd Reading: 11/26/2012
Approved: 12/17/2012

715 FOOD SERVICE ACCOUNT POLICY

I. PURPOSE

The purpose of this policy is to set fiscal guidelines in food service that are fair to patrons and the School District.

II. GENERAL STATEMENT OF POLICY

In order to purchase meals at Belle Plaine Schools, students and staff must ensure that funds are available in their meal accounts.

II. DEFINITION

A. K-6 (Chatfield Elementary and Oak Crest Elementary)

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If a student's account balance falls to or below \$0, a student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

B. 7-12 (Jr-Sr High School)

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the student may **not** charge ala carte items to their accounts.
4. If a student's account balance falls to or below \$0, the student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

C. Staff Accounts

1. If a staff member's account balance is \$10.00 or less, an e-mail is sent to the staff person to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the staff person to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the staff member may **not** charge meals or ala carte items to their accounts.
4. If a staff member's account balance falls below \$0, the account will be referred to the District Office for further review.

1st Reading: 10/22/2012
2nd Reading: 11/26/2012
Approved: 12/17/2012

715 FOOD SERVICE ACCOUNT POLICY

I. PURPOSE

The purpose of this policy is to ~~set fiscal guidelines in food service that are fair to patrons and the School District~~ ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. GENERAL STATEMENT OF POLICY PAYMENT OF MEALS

~~In order to purchase meals at Belle Plaine Schools, students and staff must ensure that funds are available in their meal accounts.~~ Students and staff have use of a meal account. When the balance reaches zero, a student may charge no more than two meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Staff members may not charge any items that will put their account into a negative balance.

- A. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- B. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- C. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. DEFINITION LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

A. ~~K-6 (Chatfield Elementary and Oak Crest Elementary)~~ Student Accounts

1. ~~If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.~~

- ~~2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.~~
- ~~3. If a student's account balance falls to or below \$0, a student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.~~

~~B. 7-12 (Jr Sr High School)~~

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the student may **not** charge ala carte items to their accounts.
4. If a student's account balance falls to or below \$0, the student is allowed two more meals. If the account balance is still below \$0 after two meals, the account will be referred to the District Office for further review.

EB. Staff Accounts

1. If a staff member's account balance is \$10.00 or less, an e-mail is sent to the staff person to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the staff person to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the staff member may **not** charge meals or ala carte items to their accounts.
4. If a staff member's account balance falls below \$0, the account will be referred to the District Office for further review.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.**
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent**

debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

- C. Negative balances of more than \$10.00, not paid prior to the end of the month will be turned over to the District Office for review/collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.08 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

1st Reading: 7/28/2008

2nd Reading: 9/22/2008

Approved: 10/27/2008

Reviewed: 5/27/2014, 03/20/2017

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. RESPONSIBILITY

- A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

IV. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are

an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 903

Orig. 1995

Revised: _____

Rev. 2002 2017

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

III IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. ~~It shall be the responsibility of the~~ The superintendent shall be responsible for providing to provide coordination that may be needed throughout the process and providing provide for periodic school board review and approval of the procedures.

IV V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 620

Orig. 1998

Revised: _____

Rev. 2017

620 CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.
- B. Transfer of Academic Requirements from Other Schools
 - 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a

certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

- a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to

elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

- A. The school district does not offer weighted grades.

[or]

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]

1. A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).
 2. A grade awarded in an Honors course will be multiplied by a factor of ____.
 3. A grade awarded in a College In the Schools course will be multiplied by a factor of ____.
 4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of ____.
 5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in

writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

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

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

MSBA/MASA Model Policy 613 (Graduation Requirements)

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

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

MSBA/MASA Model Policy 616 (School District System Accountability)

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

MSBA/MASA Model Policy 624 (Online Learning Options)