

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

SPECIAL MEETING AND SCHOOL BOARD WORK SESSION
District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, May 14, 2018

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. Action Items:

1. Approve Resolution Canvassing the Election Results: Dr. Ryan Laager **3**

3. Discussion:

1. Review of Radon Testing Results: Jeff Heine **7**

2. Lead in Water Testing: Jeff Heine

3. Elementary: Kim Dewitte, Liann Hanson and Ryan Laager

4. Counseling Support: Mindy Chevalier

5. Secondary: Dave Kreft and Ryan Laager

6. E-Learning Days: Margot Hansen **46**


7. Lunch Prices for 2018-19: Mr. Keller

8. LTFM Projects: Dr. Laager/Mr. Keller

9. Misc. Items:

10. Policy Review: Dr. Laager/Mr. Keller **49**

4. Adjourn:



Board Clerk

Date

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

STATE OF MINNESOTA)
)SS
COUNTY OF SCOTT)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 716 (Belle Plaine), State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast in the May 8, 2018 election, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this 14th day of May, 2018.



School District Clerk

ABSTRACT AND RETURN OF VOTES CAST
FOR SPECIAL ELECTION
NOT HELD ON DAY OF STATEWIDE ELECTION

INDEPENDENT SCHOOL DISTRICT NO. 716 (BELLE PLAINE)
STATE OF MINNESOTA

ABSTRACT AND RETURN OF VOTES CAST
SPECIAL ELECTION
MAY 8, 2018

Registration Statistics

Number of persons registered at 7 a.m.	*1.	5,392	
Number of new registrants on Election Day	*2.	307	

Ballots delivered to the precinct

Ballots delivered as certified by the clerk	3.	3,000	
Ballot count adjustments from incident log (+/-)	4.	0	
Number of unofficial ballots made	5.	0	
Number of absentee ballots delivered	6.	300	
Total number of ballots delivered to precinct (3+4+5+6 = A)			A 3,300

Ballots not in the ballot box

Number of spoiled ballots	*7.	6	
Number of originals for which duplicates made	*8.	0	
Number of rejected absentees	*9.	12	
Number of unused ballots	10.	511	
Total number of ballots not in the ballot box (7+8+9+10 = B)			B 529

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR)	*11.	2,661	
Number of accepted regular, military and overseas absentee ballots	*12.	110	
Number of accepted federal only absentee ballots	*13.	0	
Number of accepted presidential only absentee ballots	*14.	0	
Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C)			C 2,771

Ballots returned to Auditor/Clerk

Ballots returned from the precinct (B + C = D)			D 3,300
Difference for auditor/clerk notation on delivery record (A - D = E)			E 0

* are entered into ERS stats

SCHOOL BOARD MEMBER

SCHOOL DISTRICT QUESTION
PROPOSITION ON ISSUANCE OF
SCHOOL BUILDING BONDS

CANDIDATE Alex Carlson	801
CANDIDATE Terry Morrison	1,635
Write-ins (All Others)	<u>66</u>
TOTAL FOR THIS OFFICE	2,502
Overvotes	0
Undervotes	269

YES	622
NO	<u>2,146</u>
TOTAL FOR THIS QUESTION	2,768
Overvotes	1
Undervotes	2

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION**

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

1. It is hereby found, determined and declared that the special election of the voters of the district held on May 8, 2018, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 2,771 voters of the district voted at said election on the election of one school board members for a two and one half year term vacancy on the board caused by resignation as follows:

Terry Morrison	1,635
Alex Carlson	801
Write-in Votes	66

3. Candidate Morrison, having received the highest number of votes, is elected to a two and one half year term beginning the first Monday in July, 2018.

4. As specified in the attached Abstract and Return of Votes Cast, a total of 2,771 voters of the district voted at said election on the question of issuing general obligation bonds for acquisition and betterment of school sites and facilities, including a School District Community Center, of which 622 voted in favor, 2,146 voted against the same, and there were three completely blank or defective ballots relating to this question.

5. Said proposition, having not received the approval of at least sixty percent of such votes, is hereby declared to have failed.


6. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

(Attach Abstract and Return of Votes Cast)

We, the school board members of Independent School District No. 716 (BELLE PLAINE), certify that we have canvassed the returns of the School District Election held on Tuesday, May 8, 2018 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of the Independent School District No. 716 (BELLE PLAINE).

Witness our official signature at 6:30 am in Scott County this 14th day of May, 2018.



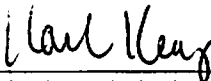
School Board Member



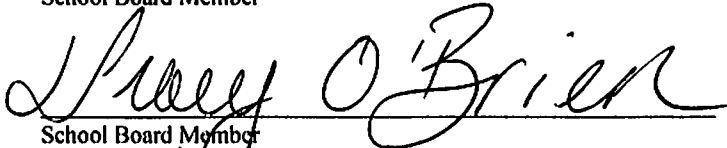
School Board Member




School Board Member



School Board Member



School Board Member



School Board Member

April 26, 2018

Mr. Jeff Heine
Belle Plaine Schools
220 South Market Street
Belle Plaine, MN 56011



**RE: Belle Plaine Schools
Long-Term Radon Testing Results
IEA Project #201711056**

Dear Mr. Heine:

As requested by Belle Plaine Schools, IEA placed alpha track radon detectors for the purpose of evaluating radon levels in specific areas of four (4) buildings in the district:

- Chatfield Elementary – 50 Samples
- Oak Crest Elementary – 48 Samples
- Jr/Sr High School – 63 Samples
- District Center – 9 Samples

INTRODUCTION

Radon is a colorless, odorless, radioactive gas that occurs naturally in soil, rocks, underground water supplies, and in the ambient air. According to the U.S. Environmental Protection Agency (EPA) and other scientific organizations, naturally-occurring radon gas has been associated with an increased risk of developing lung cancer. The chances of developing lung cancer from radon exposure are dependent on several factors, including individual susceptibility and, perhaps more importantly, the dose and duration of exposure. Radon testing in schools is highly recommended by the Minnesota Department of Health (MDH) and EPA. MDH recommends retesting following any renovations to the building or HVAC system, and periodically (e.g. every five years).

IEA placed alpha track detectors in frequently occupied areas throughout the district for the purpose of sampling for radon in accordance with the MDH's *Best Practices for Radon Measurement in Minnesota Schools and Commercial Buildings* (March 2013). A total of 170 detectors were placed from October 24, 2017 to April 10 and 11, 2018, for a total long-term sampling period of 168 and 169 days. The EPA and MDH recommend radon testing of frequently-occupied school areas. Areas identified by the district to place the detectors were expected to be frequently occupied and were other types of spaces typically tested for radon. IEA followed MDH recommendations for quality assurance measurements by including duplicate detectors and control detectors (blanks). The detectors were analyzed by Radonova, Inc. The sampling and analysis methodologies are provided in Appendix A.

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800-233-9513

VIRGINIA
5525 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513

Per Minnesota Statutes, section 123B.571, school districts are now required to report radon test results at a school board meeting and report results to the MDH. IEA is able to assist with presenting results to the school board, and the MDH reporting. The MDH reporting form is provided in Appendix D.

EVALUATION CRITERIA

The MDH and the EPA have established a recommended action level in frequently occupied areas of 4.0 pCi/L for an annual average. Testing was conducted during the winter, as recommended by the MDH, when the ventilation system was operating normally, and windows and doors were closed. Consequently, sampling under these “closed” conditions should be considered “worst case.” The MDH recommends follow-up testing for sampling results that are above the action level. Please refer to the following table for MDH guidelines:

RESULTS (pCi/L)	RECOMMENDED ACTION
LESS THAN 4	Consider re-testing after changes to foundation or HVAC and every 5 years
GREATER THAN 4	Conduct CRM short-term testing during winter months
LESS THAN 4 (<u>DURING OCCUPANCY</u>) AFTER CRM TESTING	Repeat CRM testing if not conducted during winter or if conducted during abnormal ventilation. Otherwise consider re-testing after changes to foundation or HVAC and every 5 years
GREATER THAN 4 (<u>DURING OCCUPANCY</u>) AFTER CRM TESTING	Reduce radon in rooms to less than 4 through radon mitigation. Conduct CRM testing to verify radon reduction.

CRM: Continuous Radon Monitor

RESULTS & DISCUSSION

The laboratory reports, which includes sampling locations is provided in Appendix B. The Chain of Custody and maps are provided in Appendix C. Following are summary results for each building.

Chatfield Elementary School

A total of fifty (50) detectors were placed at Chatfield Elementary School. Six (6) detectors, one each in the Left Office, Stage, Mrs. Braun’s Room, Special Services Room, Small Gym, and Left Office, were missing when the detectors were collected. The results for the other forty-four (44) detectors indicated that radon levels were below the action level of 4 pCi/L. See Table 1 below for a summary of the results:

TABLE 1: Chatfield Elementary School RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	44	0	0	0
All below action level				

pCi/L: picocuries per liter

Oak Crest Elementary School

A total of forty-eight (48) detectors were placed at Oak Crest Elementary School. One (1) detector in the left-most Office was missing when the detectors were collected. Two (2) detectors results indicated levels higher than the action level recommended by the EPA for frequently occupied schoolrooms. The results for the other forty-five (45) detectors indicated that radon levels were below the action level of 4 pCi/L. See Table 2 below for a summary of the results:

TABLE 2: Oak Crest Elementary School RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	29	13	3	2
Rooms & Measurements greater than or equal to 4 pCi/L: Room A116 – 4.1; A117 – 4.4				

pCi/L: picocuries per liter

Jr/Sr High School

A total of sixty-three (63) detectors were placed at the Jr/Sr High School. Eight (8) detectors, one each Rooms 229, 306, 404, 101, 417, 300 Office, Gym South, and Gym North, were missing when the detectors were collected. The results for the other fifty-five (55) detectors indicated that radon levels were below the action level of 4 pCi/L. See Table 3 below for a summary of the results:

TABLE 3: Waconia High School RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	54	1	0	0
All below action level				

pCi/L: picocuries per liter

District Center

A total of nine (9) detectors were placed at the District Center. One (1) detector resulted in a level at the action level recommended by the EPA for frequently occupied schoolrooms. The results for the other eight (8) detectors indicated that radon levels were below the action level of 4 pCi/L. See Table 4 below for a summary of the results:

TABLE 4: District Center RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	7	0	1	1
Room & Measurement greater than or equal to 4 pCi/L: Room 103 – 4.0				

pCi/L: picocuries per liter

CONCLUSIONS & RECOMMENDATIONS

The radon levels in Rooms B116 and B117 at Oak Crest Elementary and Room 103 at the District Center were at or above the EPA action level of 4 pCi/L. Follow-up testing should be conducted for these sampling results at or above the action level. Please refer to the following MDH guidelines:

1. If the initial test results are greater than 4 pCi/L, conduct Continuous Radon Monitoring short-term testing during the winter months.
2. If the average radon levels from the CRM are below 4 pCi/L during occupancy, then consider re-testing after changes to the building foundation or HVAC system and every 5 years.
3. If the average radon levels from the CRM are above 4 pCi/L during occupancy, then the building HVAC system settings (e.g. start time, night set-back temperature) should be adjusted to allow for improved airflow (and thereby reduce radon infiltration into the building). Conduct follow-up CRM testing to verify radon reduction. Continue to operate HVAC system under adjusted settings to keep radon levels within an acceptable range. Documentation should be kept with HVAC operation instructions for the Director of Buildings & Grounds to ensure that settings are maintained in the future.
4. If the follow-up average radon levels from the CRM are still above 4 pCi/L during occupancy (after the HVAC adjustments have been made), then the district should contact a professional radon mitigation contractor for assistance. IEA recommends using a contact with experience specific to schools.
5. These test results must be reported to the MDH and your school board per Minnesota Statutes, section 123B.571. The MDH reporting form is provided in Appendix D.

GENERAL COMMENTS

The analysis and opinions expressed in this report are based upon data obtained from radon sampling district-wide and are representative of the locations and time period sampled. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted environmental, health and safety practices. Other than as provided in the preceding sentence and in our Proposal #6451 dated September 27, 2017 regarding EHS radon sampling services at the district locations, including the General Conditions attached thereto, no warranties are extended or made.

IEA appreciates the opportunity to submit this analysis to Belle Plaine Schools. Should you require additional radon testing or have any questions regarding radon or any other environmental, health, or safety-related concerns, please do not hesitate to contact our office.

Sincerely,
IEA, INC.



Shannon O'Connor
Senior Project Manager

Enc.

Appendix A

Methodology

Sampling Methodology

IEA placed alpha track radon detectors designed specifically for the detection of alpha particle activity caused by the decay of Radon-222 and its daughter products. The detector is made of an electrically conductive material and contains an alpha-particle sensitive registration material or foil. The detector has a cylindrical shape and completely encloses the foil. Air and radon gas can diffuse into the detector chamber through a cellulose filter. Individual detectors are uniquely identified with a number and corresponding bar code.

Upon receipt at the analytical laboratory, detectors are logged in and unique numbers assigned to each detector foil. Sample preparation is by an etching process. The foils are chemically etched after being loaded into a multi-cell etching chamber.

All foils are checked for both background and sensitivity before being used, with rejected material being discarded to prevent it from being used accidentally. During processing, a blank is included with each run. Monitors exposed to known concentration are processed weekly. Blind tests, with monitors exposed to an unknown level, are run twice each month with six replicates.

For each foil/monitor, the dose calculation program calculates the number of days the monitor was exposed in the field. The program calculates the average track density (tracks per square millimeter) subtracts a background track density and then multiplies by the calibration factor to give total integrated exposure. This number is divided by the number of days used to derive the average radon concentration. The minimum value reported is 0.1 pCi/L.

Any unusual conditions are noted on the processing form and shown on the exposure report. All exposure reports are reviewed by the QA vice-president before being mailed to IEA.

Results received by IEA are again reviewed for completeness by the Laboratory Quality Manager.

Appendix B

*Analytical Results and
Sampling Locations*

Institute For Env Assessment
Jennifer Theis
9201 W. Broadway
Suite 600
Brooklyn Park MN 55445
United States

REPORT NUMBER: 4845514: 1
REPORT DATE: 04/25/2018
MEASUREMENT PERFORMED FOR:
REPORT PAGE: 1(10)
PRINT DATE: 04/25/2018

REPORT RECEIVER(S)
Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. 1489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals.
NRPP Licenses: 107831 AL, 107830 RT

Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported measured values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

The United States Environmental Protection Agency (EPA) recommends remediation if the results of one long-term test or the average of two short-term tests conducted in an occupied room are 4.0 pCi/l or higher. The average yearly residential indoor radon level in the US is estimated to be around 1.3 pCi/l. Long-term tests are conducted for more than 90 days. Short-term tests are conducted between 2 and 90 days and should be performed under closed building conditions.

If an initial short-term test result is less than 4 pCi/l, a follow-up measurement is probably not needed.

If an initial short-term test result is greater than 8 pCi/l, a short term follow-up measurement is recommended in order to get a fast result.

If an initial short-term test result is between 4 pCi/l and 8 pCi/l, a long-term or a short-term follow-up measurement is recommended.

More information about radon measurements and mitigation can be found in the AARST and EPA publications:

- ANSI/AARST Protocol for Conducting Measurements of Radon and Radon-Decay Products in Schools and Large Buildings
- ANSI/AARST Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings.
- ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings.
- ANSI/AARST Radon Mitigation Standards for Multifamily Buildings.
- EPA Radon Measurements in Schools, EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

With the signature on the report, the person responsible for the radon analysis at Radonova Laboratories AB hereby certifies that the measurement procedures follows the guidance in accordance with EPA 402-R-95-012 and that the demands from SWEDAC are fulfilled.

REPORT NUMBER
4845514:1
REPORT DATE
04/25/2018

REPORT PAGE 2 (10)
PRINT DATE
04/25/2018

Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
422013-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B117	4.4 ± 0.6	735 ± 95
421511-7	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	C158	1.0 ± 0.2	166 ± 32
417759-8	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A116	2.7 ± 0.4	456 ± 63
418396-8	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A121	2.8 ± 0.4	468 ± 63
416682-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Work Area	1.1 ± 0.3	178 ± 43
421114-0	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B130	1.6 ± 0.6	264 ± 43
416882-9	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B129	2.3 ± 0.3	382 ± 54
417922-2	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B114	3.5 ± 0.5	591 ± 79
416563-5	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Computer Lab 2	0.7 ± 0.2	125 ± 29
421222-1	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B116	4.1 ± 0.5	691 ± 90
423242-7	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B128	1.9 ± 0.3	329 ± 47
421400-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Media Center	0.7 ± 0.2	120 ± 29
423451-4	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A120	2.1 ± 0.3	356 ± 52
418179-8	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Stage	1.0 ± 0.2	169 ± 36
416664-1	10/24/2017	04/10/2018	District Center 201711056	104 - Lounge	1.2 ± 0.2	194 ± 32
416212-9	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A115	1.9 ± 0.4	314 ± 65
425054-4	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Nurse's Office	0.7 ± 0.2	123 ± 34
423307-8	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Gym/Cafeteria	1.1 ± 0.2	178 ± 34
417671-5	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Gym	0.8 ± 0.2	132 ± 29
416771-4	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	C153	0.7 ± 0.2	116 ± 32

RT003LN - V1.30 / 2017-05-04 / JO / LJB

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Trygve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

Radonova Inc.
900 Oakmont Lane Suite 207, Westmont IL 60559
Telephone: 331.814.2200 E-mail: help@radonova.com

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Institute For Env Assessment
Jennifer Theis
9201 W. Broadway
Suite 600
Brooklyn Park MN 55445
United States

REPORT NUMBER
4845514-1

REPORT PAGE 3(10)

REPORT DATE
04/25/2018

PRINT DATE
04/25/2018

MEASUREMENT PERFORMED FOR

REPORT RECEIVER(S)
Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. 1489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals.
NRPP Licenses: 107831 AL, 107830 RT

Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported measured values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

The United States Environmental Protection Agency (EPA) recommends remediation if the results of one long-term test or the average of two short-term tests conducted in an occupied room are 4.0 pCi/l or higher. The average yearly residential indoor radon level in the US is estimated to be around 1.3 pCi/l. Long-term tests are conducted for more than 90 days. Short-term tests are conducted between 2 and 90 days and should be performed under closed building conditions.

If an initial short-term test result is less than 4 pCi/l, a follow-up measurement is probably not needed.

If an initial short-term test result is greater than 8 pCi/l, a short term follow-up measurement is recommended in order to get a fast result.

If an initial short-term test result is between 4 pCi/l and 8 pCi/l, a long term or a short-term follow-up measurement is recommended.

More information about radon measurements and mitigation can be found in the AARST and EPA publications:

- ANSI/AARST Protocol for Conducting Measurements of Radon and Radon-Decay Products in Schools and Large Buildings
- ANSI/AARST Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings.
- ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings.
- ANSI/AARST Radon Mitigation Standards for Multifamily Buildings.
- EPA Radon Measurements in Schools, EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

With the signature on the report, the person responsible for the radon analysis at Radonova Laboratories AB hereby certifies that the measurement procedures follows the guidance in accordance with EPA 402-R-95-012 and that the demands from SWEDAC are fulfilled.

REPORT NUMBER
4845514-1

REPORT PAGE 4(10)

REPORT DATE
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PRINT DATE
04/25/2018

Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
425575-8	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Receiving Office	1.2 ± 0.2	197 ± 34
417888-5	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Councilor's Office	0.8 ± 0.2	142 ± 32
420956-5	10/24/2017	04/10/2018	District Center 201711056	101	1.6 ± 0.3	277 ± 43
418017-9	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Kitchen Office	2.3 ± 0.4	386 ± 56
416613-8	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Commons	0.7 ± 0.2	113 ± 27
418369-5	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Staff Lounge	1.1 ± 0.2	181 ± 34
423434-0	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A113	1.9 ± 0.3	316 ± 47
425092-4	10/24/2017	04/10/2018	District Center 201711056	School Office	1.2 ± 0.2	203 ± 36
417377-9	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Special Services (Berg)	1.2 ± 0.2	195 ± 34
416214-5	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A114	1.8 ± 0.3	297 ± 45
422570-2	10/24/2017	04/10/2018	District Center 201711056	Special Director's Office	1.1 ± 0.3	193 ± 38
423011-6	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Art Room	0.9 ± 0.2	155 ± 32
416505-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	K-1	0.2 ± 0.2	38 ± 20
714372-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Conference Room	0.7 ± 0.2	114 ± 29
250630-1	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A118	2.7 ± 0.4	453 ± 63
422367-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Main Office	1.0 ± 0.2	176 ± 32
144049-4	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A102	1.3 ± 0.2	221 ± 36
625926-1	10/24/2017	04/11/2018	Chatfield Elementary 201711056	3	0.8 ± 0.2	135 ± 32
273702-1	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B113	2.6 ± 0.4	444 ± 63
307903-5	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Pencil Patch	0.9 ± 0.2	154 ± 32

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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RT003LN-VL30 / 2017-05-04 / JO / LB

Institute For Env Assessment
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United States

REPORT NUMBER
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REPORT PAGE 5 (10)

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04/25/2018

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04/25/2018

MEASUREMENT PERFORMED FOR

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Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. 1489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals.
NRPP Licenses: 107831 AL, 107830 RT

Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported measured values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

The United States Environmental Protection Agency (EPA) recommends remediation if the results of one long-term test or the average of two short-term tests conducted in an occupied room are 4.0 pCi/l or higher. The average yearly residential indoor radon level in the US is estimated to be around 1.3 pCi/l. Long-term tests are conducted for more than 90 days. Short-term tests are conducted between 2 and 90 days and should be performed under closed building conditions.

If an initial short-term test result is less than 4 pCi/l, a follow-up measurement is probably not needed.

If an initial short-term test result is greater than 8 pCi/l, a short term follow-up measurement is recommended in order to get a fast result.

If an initial short-term test result is between 4 pCi/l and 8 pCi/l, a long-term or a short-term follow-up measurement is recommended.

More information about radon measurements and mitigation can be found in the AARST and EPA publications:

- ANSI/AARST Protocol for Conducting Measurements of Radon and Radon-Decay Products in Schools and Large Buildings
- ANSI/AARST Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings
- ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings.
- ANSI/AARST Radon Mitigation Standards for Multifamily Buildings.
- EPA Radon Measurements in Schools, EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

With the signature on the report, the person responsible for the radon analysis at Radonova Laboratories AB hereby certifies that the measurement procedures follows the guidance in accordance with EPA 402-R-95-012 and that the demands from SWEDAC are fulfilled.

RT003LN_V1.30 / 2017-05-04 / J.O./L.B

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Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
425262-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B119	1.6 ± 0.3	280 ± 43
425388-6	10/24/2017	04/10/2018	District Center 201711056	Business Office	1.5 ± 0.3	243 ± 38
488271-8	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Stotereau Room	1.5 ± 0.3	249 ± 41
422573-6	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B112	3.5 ± 0.5	589 ± 77
758195-2	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A117	2.4 ± 0.4	400 ± 59
421639-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	12	0.6 ± 0.6	96 ± 25
417598-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	18	0.7 ± 0.2	120 ± 25
750803-9	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Tech Office	0.8 ± 0.2	132 ± 32
418417-2	10/24/2017	04/11/2018	Chatfield Elementary 201711056	19	0.7 ± 0.2	120 ± 29
422768-2	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Work Area	0.9 ± 0.2	161 ± 29
657553-4	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B118	2.7 ± 0.4	461 ± 65
417078-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B108	2.2 ± 0.3	364 ± 54
988064-2	10/24/2017	04/11/2018	Chatfield Elementary 201711056	2	0.2 ± 0.2	43 ± 25
776919-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A128 Music	0.9 ± 0.2	153 ± 32
216293-1	10/24/2017	04/11/2018	Chatfield Elementary 201711056	3	0.6 ± 0.2	95 ± 27
582189-7	10/24/2017	04/11/2018	Chatfield Elementary 201711056	ECFE	0.6 ± 0.2	104 ± 29
504466-4	10/24/2017	04/10/2018	District Center 201711056	HR Office	1.2 ± 0.2	202 ± 36
416612-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Music	1.4 ± 0.3	242 ± 38
201444-7	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	419	0.7 ± 0.2	119 ± 29
297704-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	221	0.8 ± 0.2	130 ± 32

RT003LN_V1.30/2017-05-04/JC/LB

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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RADON MONITORING REPORT

Issued by an Accredited Laboratory



Institute For Env Assessment
Jennifer Theis
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United States

REPORT NUMBER
4845514:1

REPORT PAGE 7(10)

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04/25/2018

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MEASUREMENT PERFORMED FOR

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Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. 1489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals.
NRPP Licenses: 107831 AL, 107830 RT

Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported measurement values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

The United States Environmental Protection Agency (EPA) recommends remediation if the results of one long-term test or the average of two short-term tests conducted in an occupied room are 4.0 pCi/l or higher. The average yearly residential indoor radon level in the US is estimated to be around 1.3 pCi/l. Long-term tests are conducted for more than 90 days. Short-term tests are conducted between 2 and 90 days and should be performed under closed building conditions.

If an initial short-term test result is less than 4 pCi/l, a follow-up measurement is probably not needed.

If an initial short-term test result is greater than 8 pCi/l, a short term follow-up measurement is recommended in order to get a fast result.

If an initial short-term test result is between 4 pCi/l and 8 pCi/l, a long-term or a short-term follow-up measurement is recommended.

More information about radon measurements and mitigation can be found in the AARST and EPA publications:

- ANSI/AARST Protocol for Conducting Measurements of Radon and Radon-Decay Products in Schools and Large Buildings
- ANSI/AARST Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings.
- ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings.
- ANSI/AARST Radon Mitigation Standards for Multifamily Buildings.
- EPA Radon Measurements in Schools. EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

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RT003LN-V1.30 / 2017-05-04 / JJO / LB

REPORT NUMBER
4845514:1

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Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
302815-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	23	0.4 ± 0.2	64 ± 25
420954-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Staff Lounge	0.4 ± 0.2	63 ± 23
724457-7	10/24/2017	04/11/2018	Chatfield Elementary 201711056	1	0.7 ± 0.2	113 ± 27
758639-9	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Title I (Eischens)	0.5 ± 0.2	87 ± 27
417656-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Nurse's Office	0.6 ± 0.2	95 ± 23
425906-5	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Custodial Office	1.7 ± 0.2	287 ± 43
729974-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Media Center	1.0 ± 0.2	167 ± 34
133668-4	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B120	1.8 ± 0.3	310 ± 47
518869-3	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Special Education	1.0 ± 0.2	162 ± 34
207732-9	10/24/2017	04/11/2018	Chatfield Elementary 201711056	14	0.8 ± 0.2	136 ± 32
421881-4	10/24/2017	04/10/2018	District Center 201711056	107	1.0 ± 0.2	164 ± 32
248429-3	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	208	0.7 ± 0.2	124 ± 29
222095-2	10/24/2017	04/11/2018	Chatfield Elementary 201711056	10	0.6 ± 0.2	102 ± 29
332979-4	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	408	0.5 ± 0.2	89 ± 27
418320-8	10/24/2017	04/11/2018	Chatfield Elementary 201711056	15	0.7 ± 0.2	116 ± 27
161593-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	434	0.8 ± 0.2	126 ± 29
416780-5	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	Principal's Office	0.7 ± 0.2	116 ± 29
100375-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	202	0.2 ± 0.2	36 ± 25
417557-6	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B102	1.8 ± 0.3	300 ± 45
197556-4	10/24/2017	04/11/2018	Chatfield Elementary 201711056	11	0.8 ± 0.2	134 ± 32

RT003LN-V1.30 / 2017-05-04 / JO / LB

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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United States

REPORT NUMBER
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REPORT PAGE 9(10)

REPORT DATE
04/25/2018

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04/25/2018

MEASUREMENT PERFORMED FOR

REPORT RECEIVER(S)
Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. 1489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals.
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Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

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- ANSI/AARST Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings.
- ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings.
- ANSI/AARST Radon Mitigation Standards for Multifamily Buildings.
- EPA Radon Measurements in Schools, EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

With the signature on the report, the person responsible for the radon analysis at Radonova Laboratories AB hereby certifies that the measurement procedures follows the guidance in accordance with EPA 402-R-95-012 and that the demands from SWEDAC are fulfilled.

REPORT NUMBER
4845514:1

REPORT PAGE 10(16)

REPORT DATE
04/25/2018

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04/25/2018

Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
162016-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Pre-School	0.3 ± 0.2	56 ± 25
422530-6	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	209	1.1 ± 0.2	178 ± 32
268731-7	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Stage	1.0 ± 0.2	171 ± 34
121187-7	10/24/2017	04/11/2018	Chatfield Elementary 201711056	3	0.5 ± 0.2	92 ± 27
173300-5	10/24/2017	04/11/2018	Chatfield Elementary 201711056	9	0.6 ± 0.2	107 ± 29
681270-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	422	0.5 ± 0.5	91 ± 27
423029-8	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Phy Ed Office	0.6 ± 0.2	95 ± 27
210841-3	10/24/2017	04/11/2018	Chatfield Elementary 201711056	21	1.0 ± 0.2	167 ± 34
250623-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	20	0.8 ± 0.2	140 ± 32
495959-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	213	1.0 ± 0.2	175 ± 34
688742-6	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B115	3.4 ± 0.5	579 ± 77
718657-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	24	1.4 ± 0.3	229 ± 41
418186-3	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A119	2.6 ± 0.4	436 ± 59
122248-8	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	230	0.4 ± 0.2	73 ± 25
418185-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	217	0.9 ± 0.2	160 ± 32
425620-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	218	0.9 ± 0.2	145 ± 27
416596-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	233	1.9 ± 0.3	313 ± 47
490909-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	216	1.1 ± 0.2	186 ± 36
986765-6	10/24/2017	04/11/2018	Chatfield Elementary 201711056	5	0.7 ± 0.2	120 ± 29
425540-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	418	0.8 ± 0.2	133 ± 27

RT003LN-VI.30/2017-05-04/JO/LB

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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RADON MONITORING REPORT

Issued by an Accredited Laboratory



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United States

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MEASUREMENT PERFORMED FOR

REPORT RECEIVER(S)
Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. I489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals. NRPP Licenses: I07831 AL, I07830 RT

Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported measured values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

The United States Environmental Protection Agency (EPA) recommends remediation if the results of one long-term test or the average of two short-term tests conducted in an occupied room are 4.0 pCi/l or higher. The average yearly residential indoor radon level in the US is estimated to be around 1.3 pCi/l. Long-term tests are conducted for more than 90 days. Short-term tests are conducted between 2 and 90 days and should be performed under closed building conditions.

If an initial short-term test result is less than 4 pCi/l, a follow-up measurement is probably not needed.

If an initial short-term test result is greater than 8 pCi/l, a short term follow-up measurement is recommended in order to get a fast result.

If an initial short-term test result is between 4 pCi/l and 8 pCi/l, a long-term or a short-term follow-up measurement is recommended.

More information about radon measurements and mitigation can be found in the AARST and EPA publications:

- ANSI/AARST Protocol for Conducting Measurements of Radon and Radon-Decay Products in Schools and Large Buildings
- ANSI/AARST Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings.
- ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings.
- ANSI/AARST Radon Mitigation Standards for Multifamily Buildings.
- EPA Radon Measurements in Schools, EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

With the signature on the report, the person responsible for the radon analysis at Radonova Laboratories AB hereby certifies that the measurement procedures follows the guidance in accordance with EPA 402-R-95-012 and that the demands from SWEDAC are fulfilled.

REPORT NUMBER
4845514:1

REPORT PAGE 12 (16)

REPORT DATE
04/25/2018

PRINT DATE
04/25/2018

Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
417884-4	10/24/2017	04/11/2018	Chatfield Elementary 201711056	17	0.8 ± 0.2	141 ± 27
425613-7	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	205	0.5 ± 0.2	79 ± 25
416436-4	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	222	0.8 ± 0.2	133 ± 29
209742-6	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	507	2.1 ± 0.3	361 ± 54
150390-3	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	309	0.8 ± 0.2	134 ± 32
122431-0	10/24/2017	04/11/2018	Chatfield Elementary 201711056	13	1.4 ± 0.4	231 ± 38
421203-1	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	226	0.7 ± 0.2	122 ± 27
988621-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	204	1.6 ± 0.3	278 ± 45
714827-3	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Cafeteria	0.4 ± 0.2	57 ± 25
218903-3	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	227	0.8 ± 0.2	134 ± 32
403816-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	424	0.5 ± 0.2	92 ± 27
176566-8	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Salaba Room	0.5 ± 0.2	81 ± 25
204914-6	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	237	1.5 ± 0.3	253 ± 41
997323-1	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	106	1.1 ± 0.2	184 ± 36
690947-7	10/24/2017	04/11/2018	Chatfield Elementary 201711056	16	1.0 ± 0.2	175 ± 34
742163-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	432	0.6 ± 0.2	105 ± 29
251979-1	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	235	0.5 ± 0.2	75 ± 27
422239-4	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	307	1.0 ± 0.2	169 ± 32
221829-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	212	0.8 ± 0.2	142 ± 32
716386-8	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	238	0.6 ± 0.2	104 ± 29

RT003LN - V1.30 / 2017-05-04 / JCO / LB

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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Radonova Inc.
900 Oakmont Lane Suite 207, Westmont IL 60559
Telephone: 331.814.2200 E-mail: help@radonova.com

Institute For Env Assessment
Jennifer Theis
9201 W. Broadway
Suite 600
Brooklyn Park MN 55445
United States

REPORT NUMBER
4845514:1

REPORT PAGE 13(14)

REPORT DATE
04/25/2018

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04/25/2018

MEASUREMENT PERFORMED FOR

REPORT RECEIVER(S)
Institute For Env Assessment

The analysis results are located on page 2 of this document.

Description of the measurement

Building Id:

The measurement was performed with a closed alpha-track detector (Radtrak2) following the quality guidance in EPA 402-R-95-012.

Measurement method: closed alpha-track detector

The radon measurement was performed with a closed alpha-track detector following the quality assurance guidance given in EPA 402-R-95-012. The detector container is manufactured from electrically conducting plastic. Through a small slit (filter), radon gas enters the detector. The track-detecting material (film) inside the detector is hit by alpha particles generated by the radon entering the container and the decay products formed from it. On the film, the alpha particles make small tracks which are enlarged through chemical etching and later counted in a microscope in order to determine the radon exposure. Radonova Laboratories AB (P.O. Box 6522, SE-751 28 Uppsala, Sweden) is accredited (no. 1489) by SWEDAC to conduct radon-gas measurements using the closed alpha-track detector method. The analysis equipment is checked daily and the detectors are calibrated at regular intervals.
NRPP Licenses: 107831 AL, 107830 RT

Measured radon concentrations

For each detector, the measured value of the radon concentration is given. For each value an uncertainty associated with the measurement to a 95% confidence level is also given. For example a measurement result of 4.0 ± 0.5 pCi/l means that the radon concentration is most likely contained in the range 3.5-4.5 pCi/l. If the start or end date of the measurement has not been provided, the radon concentration cannot be calculated. In such cases, the total exposure in pCi*days/l will be reported. The reported measured values are related to the detectors as received by Radonova Laboratories AB. Detector deployment is not performed by Radonova Laboratories AB. Measurement information such as monitoring period (dates) and placement location is provided to Radonova Laboratories AB by the end user.

Radon measurements in Multifamily Buildings, Schools and Large Buildings

The United States Environmental Protection Agency (EPA) recommends remediation if the results of one long-term test or the average of two short-term tests conducted in an occupied room are 4.0 pCi/l or higher. The average yearly residential indoor radon level in the US is estimated to be around 1.3 pCi/l. Long-term tests are conducted for more than 90 days. Short-term tests are conducted between 2 and 90 days and should be performed under closed building conditions.

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- EPA Radon Measurements in Schools, EPA 402-R-92-014, July 1993.

For more information about the interpretation of your test results or about other radon related issues we suggest contacting your state radon office.

Signature on the report

With the signature on the report, the person responsible for the radon analysis at Radonova Laboratories AB hereby certifies that the measurement procedures follows the guidance in accordance with EPA 402-R-95-012 and that the demands from SWEDAC are fulfilled.

REPORT NUMBER
4845514:1

REPORT PAGE 14 (16)

REPORT DATE
04/25/2018

PRINT DATE
04/25/2018

Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
682896-6	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	219	0.8 ± 0.2	142 ± 32
422966-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	416	1.3 ± 0.3	218 ± 43
422051-3	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	231	1.2 ± 0.2	198 ± 34
423364-9	10/24/2017	04/11/2018	Chatfield Elementary 201711056	4	1.0 ± 0.2	166 ± 29
731910-6	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	207	0.4 ± 0.2	63 ± 25
205889-9	10/24/2017	04/10/2018	District Center 201711056	103	3.8 ± 3.8	632 ± 83
421908-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	203	0.7 ± 0.2	113 ± 25
777115-7	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Media Center	0.6 ± 0.2	102 ± 29
246893-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	206	0.6 ± 0.2	97 ± 29
425163-3	10/24/2017	04/11/2018	Chatfield Elementary 201711056	8	0.3 ± 0.2	45 ± 23
425292-0	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	421	0.8 ± 0.2	136 ± 29
416628-6	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A108	0.9 ± 0.2	161 ± 34
989505-3	10/24/2017	04/11/2018	Chatfield Elementary 201711056	25	0.9 ± 0.2	159 ± 34
417121-1	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	A112	2.3 ± 0.3	389 ± 54
417909-9	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Main Office	1.2 ± 0.2	208 ± 36
417636-8	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	231	1.1 ± 0.2	184 ± 34
421942-4	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	240	1.0 ± 0.2	175 ± 32
283866-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	104	1.2 ± 0.2	195 ± 36
652254-4	10/24/2017	04/11/2018	Chatfield Elementary 201711056	22	0.9 ± 0.2	155 ± 34
213393-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Art Room 2	0.6 ± 0.2	100 ± 27

Comment to the results

Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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RT003LN - VI.30 / 2017-05-04 / JO / LB

Institute For Env Assessment
Jennifer Theis
9201 W. Broadway
Suite 600
Brooklyn Park MN 55445
United States

REPORT NUMBER
4845514: 1

REPORT PAGE 15(16)

REPORT DATE
04/25/2018

PRINT DATE
04/25/2018

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REPORT NUMBER
4845514-1

REPORT PAGE 16(16)

REPORT DATE
04/25/2018

PRINT DATE
04/25/2018

Test results

Detector	Start date	Stop date	Location	Detector comment	Avg Radon Conc. pCi/l	Total Radon Exp pCi-days/l
421793-1	10/24/2017	04/11/2018	Chatfield Elementary 201711056	7	0.5 ± 0.2	78 ± 25
422351-7	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	103	1.3 ± 0.3	220 ± 38
759058-1	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	220	0.7 ± 0.2	125 ± 29
495516-7	10/24/2017	04/11/2018	Oak Crest Elementary 201711056	B121	2.2 ± 0.3	377 ± 54
416566-8	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	102	1.3 ± 0.2	222 ± 36
422759-1	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	420	0.9 ± 0.9	145 ± 34
423284-9	10/24/2017	04/11/2018	Chatfield Elementary 201711056	6	0.8 ± 0.2	130 ± 29
425043-7	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	412	0.5 ± 0.2	84 ± 32
421465-6	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	111	1.1 ± 0.2	177 ± 32
425237-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Art Room	0.6 ± 0.2	98 ± 25
425832-3	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	105	1.4 ± 0.3	236 ± 38
425874-5	10/24/2017	04/11/2018	Chatfield Elementary 201711056	Main Office	0.5 ± 0.2	75 ± 25
417652-5	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	Small Office	0.9 ± 0.2	153 ± 32
695749-2	10/24/2017	04/11/2018	Jr. / Sr. High School 201711056	502	0.6 ± 0.2	102 ± 27
417592-3	10/24/2017	04/10/2018	District Center 201711056	103	4.0 ± 0.5	675 ± 88

RT003LN -VI.30 / 2017-05-04 / JCO / LB

Comment to the results

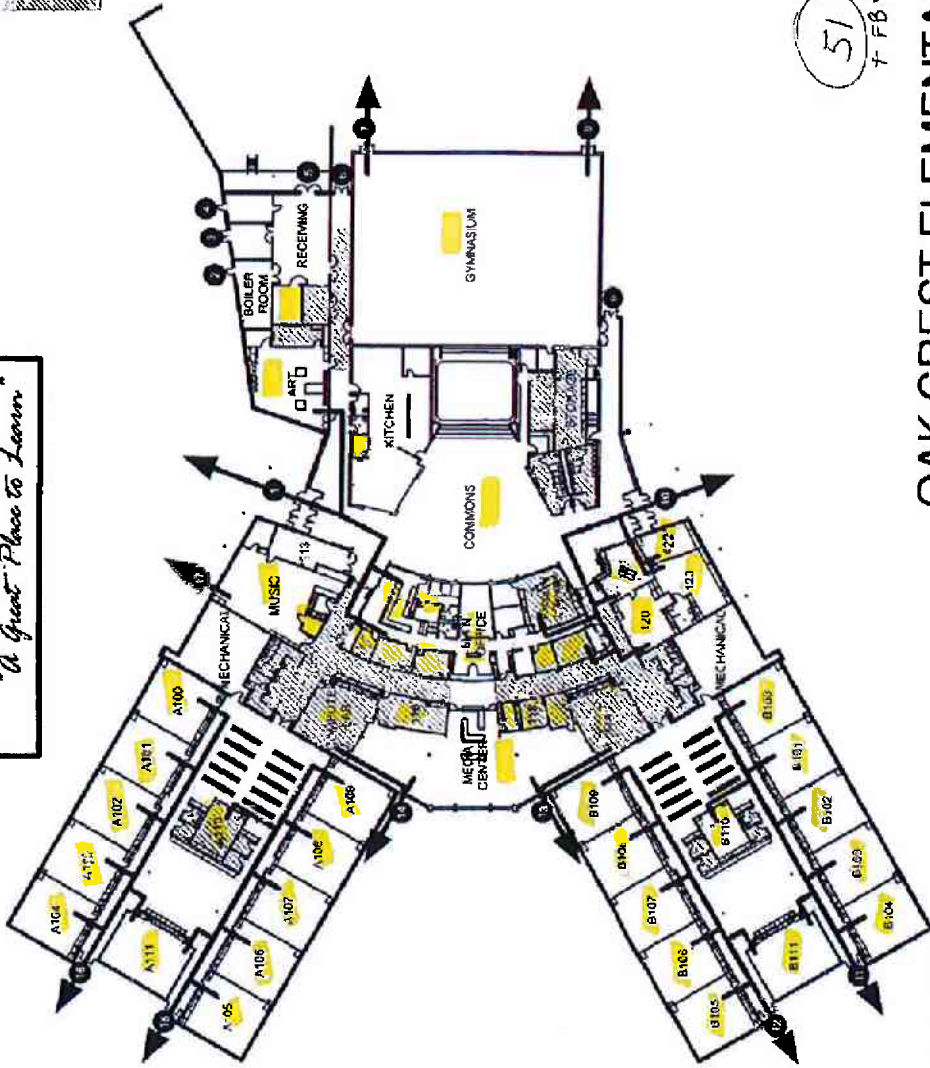
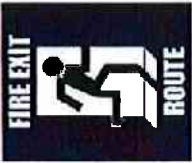
Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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Telephone: 331.814.2200 E-mail: help@radonova.com



51
+ FB + Dup = 53



OAK CREST ELEMENTARY

FIRST LEVEL FLOOR PLAN

3201 West Broadway, Bluevale Park, OH 43044
Tel: 753-233-2000 Fax: 753-233-9151

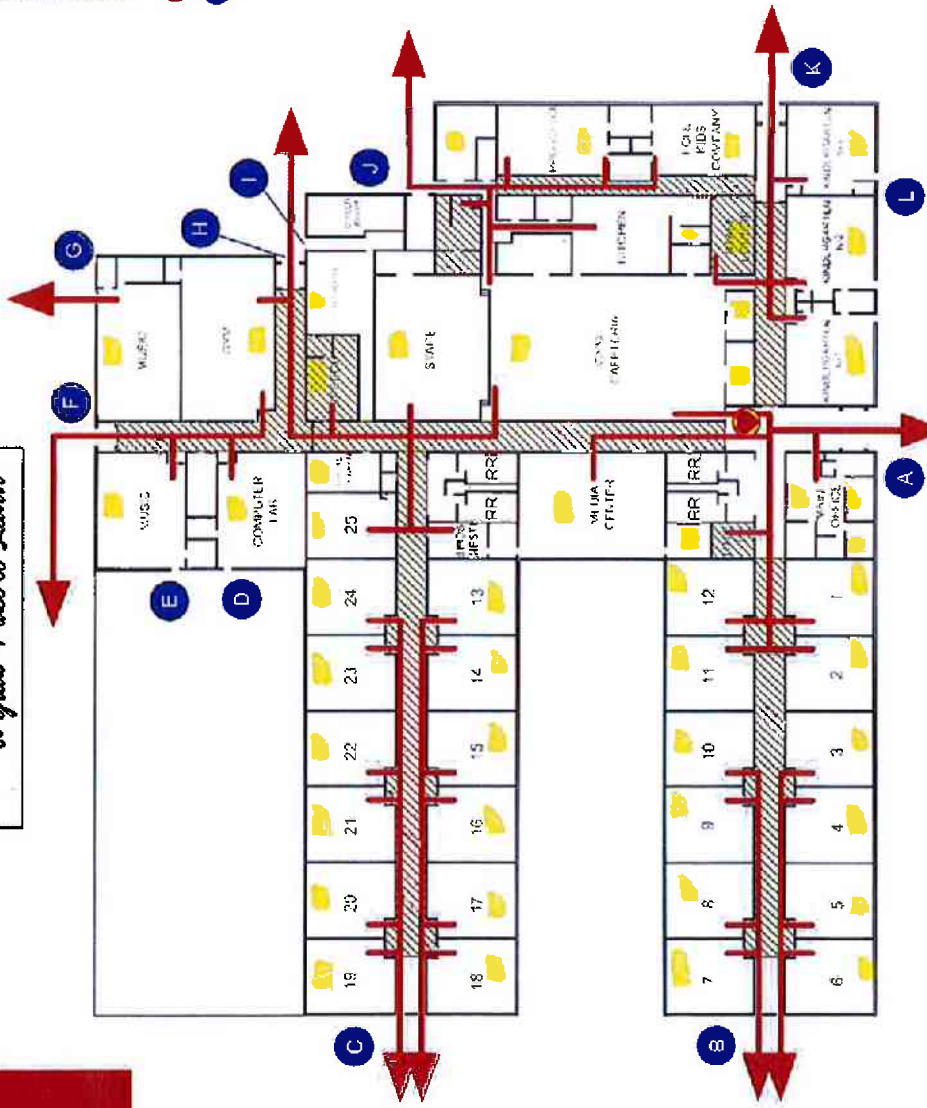


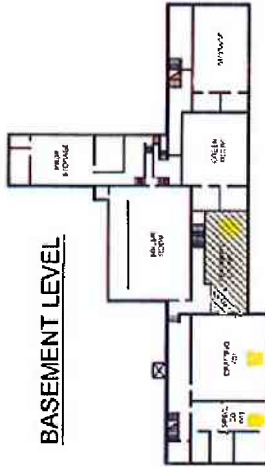


Belle Plaine Schools
"A Great Place to Learn"



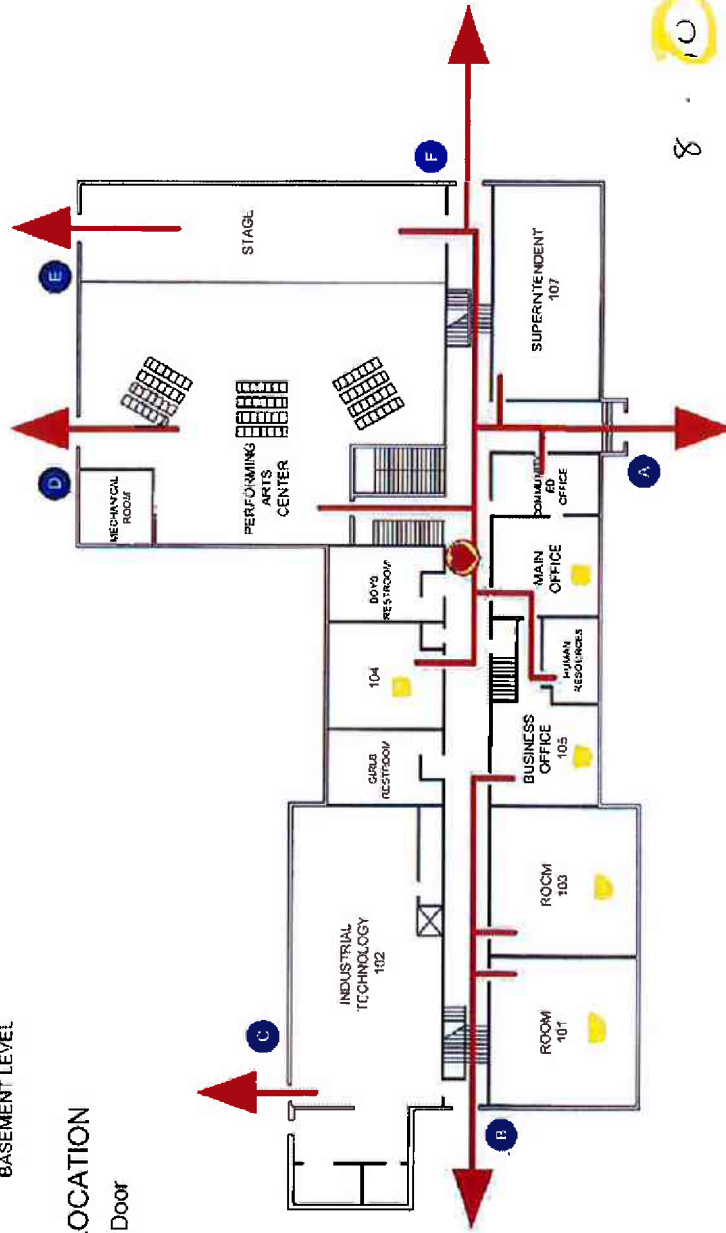
- AED LOCATION
- Exterior Door





SHELTER AREAS
LOCATED ON
BASEMENT LEVEL

- AED LOCATION
- Exterior Door



8 - 10



8001 W. Broadway Brooklyn Park, MN 55445
 Fax: 763.316.7000 T: 763.316.2626
 Fax: 763.316.7000



BELLE PLAINE DISTRICT CENTER
 FIRST LEVEL FLOOR PLAN Date: 1/26/10
 8001 W. Broadway Brooklyn Park, MN 55445
 JAN 2010

Appendix C

Chain of Custody

Radon Radtrak² Detector Log

IEA, Inc.

9201 West Broadway, Suite 600

Brooklyn Park, MN 55445

763-315-7900



District: Belle Plaine Schools

Project Number: 201711056

Shipped By: Tonya Barthel

Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
122431-0	Chatfield Elementary	13	10/24/17	4/11/18	Transom window	
123187-7	Chatfield Elementary	2	10/24/17	4/11/18	Transom window	
159092-6	Chatfield Elementary	Stage	10/24/17	Missing	Exit sign	
162016-0	Chatfield Elementary	Pre-School	10/24/17	4/11/18	Window sill by door	
173300-5	Chatfield Elementary	9	10/24/17	4/11/18	Transom window	
176566-8	Chatfield Elementary	Salaba Room	10/24/17	4/11/18	Transom window	
197556-4	Chatfield Elementary	11	10/24/17	4/11/18	Wood cabinet	by door
207732-9	Chatfield Elementary	14	10/24/17	4/11/18	Transom window	
210841-3	Chatfield Elementary	21	10/24/17	4/11/18	Transom window	
216293-1	Chatfield Elementary	3	10/24/17	4/11/18	Window sill by door	
222095-2	Chatfield Elementary	10	10/24/17	4/11/18	Transom window	
250623-6	Chatfield Elementary	20	10/24/17	4/11/18	Transom window	
302815-6	Chatfield Elementary	23	10/24/17	4/11/18	Transom window	
307903-5	Chatfield Elementary	Pencil Patch	10/24/17	4/11/18	Transom window	
416505-6	Chatfield Elementary	K-1	10/24/17	4/11/18	Window sill by door	
416612-0	Chatfield Elementary	Music	10/24/17	4/11/18	Window above door	
417289-6	Chatfield Elementary	Left Office	10/24/17	Missing	Metal cabinet	LOST
417377-9	Chatfield Elementary	Special Services (Berg)	10/24/17	4/11/18	Above sink	
417598-0	Chatfield Elementary	18	10/24/17	4/11/18	Transom window	
417656-6	Chatfield Elementary	Nurse's Office	10/24/17	4/11/18	Window sill by	restroom
417884-4	Chatfield Elementary	17	10/24/17	4/11/18	Transom window	
418320-8	Chatfield Elementary	15	10/24/17	4/11/18	Transom window	
418417-2	Chatfield Elementary	19	10/24/17	4/11/18	Transom window	
420954-0	Chatfield Elementary	Staff Lounge	10/24/17	4/11/18	Above sink	
421639-6	Chatfield Elementary	12	10/24/17	4/11/18	Transom window	
421793-1	Chatfield Elementary	7	10/24/17	4/11/18	Transom window	
423029-8	Chatfield Elementary	Phy Ed Office	10/24/17	4/11/18	Shelf above desk	
423284-9	Chatfield Elementary	6	10/24/17	4/11/18	Transom window	
423307-8	Chatfield Elementary	Gym/Cafeteria	10/24/17	4/11/18	Electric Box	
423364-9	Chatfield Elementary	4	10/24/17	4/11/18	Transom window	
425096-5	Chatfield Elementary	Custodial Office	10/24/17	4/11/18	Electrical Box	by desk
425163-3	Chatfield Elementary	8	10/24/17	4/11/18	Transom window	
425867-9	Chatfield Elementary	Mrs. Braun's Room	10/24/17	Missing	Exit sign	LOST
425874-5	Chatfield Elementary	Main Office	10/24/17	4/11/18	Transom window	by copy room
459207-7	Chatfield Elementary	Special Services Room	10/24/17	Missing	White cabinet	LOST
502781-8	Chatfield Elementary	Small Gym	10/24/17	Missing	Transom window	LOST
518869-3	Chatfield Elementary	Special Education	10/24/17	4/11/18	Cabinet above sink	

Radon Radtrak² Detector Log

IEA, Inc.

9201 West Broadway, Suite 600

Brooklyn Park, MN 55445

763-315-7900



District: Belle Plaine Schools

Project Number: 201711056

Shipped By: Tonya Barthel

Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
582189-7	Chatfield Elementary	ECFE	10/24/17	4/11/18	Window sill by door	
625926-1	Chatfield Elementary	3	10/24/17	4/11/18	Transom window	
637780-6	Chatfield Elementary	Left Office	10/24/17	Missing	Transom window	LOST
652254-4	Chatfield Elementary	22	10/24/17	4/11/18	Transom window	
690947-7	Chatfield Elementary	16	10/24/17	4/11/18	Transom window	
714372-0	Chatfield Elementary	Conference Room	10/24/17	4/11/18	Transom window	
718657-0	Chatfield Elementary	24	10/24/17	4/11/18	Transom window	
724457-7	Chatfield Elementary	1	10/24/17	4/11/18	Transom window	
729974-6	Chatfield Elementary	Media Center	10/24/17	4/11/18	Brown cabinet	
758639-9	Chatfield Elementary	Title 1 (Eischens)	10/24/17	4/11/18	Transom window	
986765-6	Chatfield Elementary	5	10/24/17	4/11/18	Transom window	
988064-2	Chatfield Elementary	2	10/24/17	4/11/18	Window sill by door	
989505-3	Chatfield Elementary	25	10/24/17	4/11/18	Transom window	

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Project Number: 201711056

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Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
423011-6	Oak Crest Elementary	Art Room	10/24/17	4/11/18	Projector	
418017-0	Oak Crest Elementary	Kitchen Office	10/24/17	4/11/18	Desk behind speaker	
417671-5	Oak Crest Elementary	Gym	10/24/17	4/11/18	Motion sensor	
425575-8	Oak Crest Elementary	Receiving Office	10/24/17	4/11/18	Blue box by desk	
418179-8	Oak Crest Elementary	Stage	10/24/17	4/11/18	White cabinet	
423242-7	Oak Crest Elementary	B128	10/24/17	4/11/18	Behind TV	
488271-8	Oak Crest Elementary	Stotereau Room	10/24/17	4/11/18	Wood cabinet	
416882-9	Oak Crest Elementary	B129	10/24/17	4/11/18	Wood cabinet	
421114-0	Oak Crest Elementary	B130	10/24/17	4/11/18	Wood cabinet	
416771-4	Oak Crest Elementary	C153	10/24/17	4/11/18	Cabinet behind	smart board
422573-6	Oak Crest Elementary	B112	10/24/17	4/11/18	Projector	
273702-1	Oak Crest Elementary	B113	10/24/17	4/11/18	Above whiteboard	behind pic
417922-2	Oak Crest Elementary	B114	10/24/17	4/11/18	Projector	
688742-6	Oak Crest Elementary	B115	10/24/17	4/11/18	Behind mailbox	
421222-1	Oak Crest Elementary	B116	10/24/17	4/11/18	Projector	
417078-3	Oak Crest Elementary	B108	10/24/17	4/11/18	Book case	
422013-3	Oak Crest Elementary	B117	10/24/17	4/11/18	Projector	
657553-4	Oak Crest Elementary	B118	10/24/17	4/11/18	Projector	
425262-3	Oak Crest Elementary	B119	10/24/17	4/11/18	Projector	
133668-4	Oak Crest Elementary	B120	10/24/17	4/11/18	Projector	
495516-7	Oak Crest Elementary	B121	10/24/17	4/11/18	Projector	
417557-6	Oak Crest Elementary	B102	10/24/17	4/11/18	Left wood cabinet	
421400-3	Oak Crest Elementary	Media Center	10/24/17	4/11/18	White book case	by clock
416563-5	Oak Crest Elementary	Computer Lab 2	10/24/17	4/11/18	Cabinet above sink	
421511-7	Oak Crest Elementary	C158	10/24/17	4/11/18	Small wood cabinet	
750803-9	Oak Crest Elementary	Tech Office	10/24/17	4/11/18	White Shelf	
418396-8	Oak Crest Elementary	A121	10/24/17	4/11/18	Projector	
423451-4	Oak Crest Elementary	A120	10/24/17	4/11/18	Projector	
144049-4	Oak Crest Elementary	A102	10/24/17	4/11/18	Right cabinet	
418186-3	Oak Crest Elementary	A119	10/24/17	4/11/18	Projector	
250630-1	Oak Crest Elementary	A118	10/24/17	4/11/18	Projector	
758195-2	Oak Crest Elementary	A117	10/24/17	4/11/18	Projector	
416628-6	Oak Crest Elementary	A108	10/24/17	4/11/18	File cabinet behind	globe
417759-8	Oak Crest Elementary	A116	10/24/17	4/11/18	Projector	
416212-9	Oak Crest Elementary	A115	10/24/17	4/11/18	Projector	
416214-5	Oak Crest Elementary	A114	10/24/17	4/11/18	Projector	
423434-0	Oak Crest Elementary	A113	10/24/17	4/11/18	Projector	
417121-1	Oak Crest Elementary	A112	10/24/17	4/11/18	Projector	
776919-3	Oak Crest Elementary	A128 Music	10/24/17	4/11/18	Cabinet above sink	
422367-3	Oak Crest Elementary	Main Office	10/24/17	4/11/18	Cabinet above fax	
425054-4	Oak Crest Elementary	Nurse's Office	10/24/17	4/11/18	Cabinet above sink	

Radon Radtrak² Detector Log

IEA, Inc.

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Brooklyn Park, MN 55445

763-315-7900



District: Belle Plaine Schools

Project Number: 201711056

Shipped By: Tonya Barthel Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
416780-5	Oak Crest Elementary	Principal's Office	10/24/17	4/11/18	Above window blind	
417888-5	Oak Crest Elementary	Councilor's Office	10/24/17	4/11/18	Above window blind	
416682-3	Oak Crest Elementary	Work Area	10/24/17	4/11/18	Mailboxes	
422768-2	Oak Crest Elementary	Work Area	10/24/17	4/11/18	Mailboxes	
418369-5	Oak Crest Elementary	Staff Lounge	10/24/17	4/11/18	Above sink	
242772-2	Oak Crest Elementary	Left-most Office	10/24/17	Missing	Above sink	LOST
416613-8	Oak Crest Elementary	Commons	10/24/17	4/11/18	Top of public	restroom sign

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Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
100375-5	Jr. & Sr. High School	202	10/24/17	4/11/18	Metal cabinet	
122248-8	Jr. & Sr. High School	230	10/24/17	4/11/18	White cabinet	
150390-3	Jr. & Sr. High School	309	10/24/17	4/11/18	Above arrow shelf	
161593-9	Jr. & Sr. High School	434	10/24/17	4/11/18	White cabinet	above microwave
189152-2	Jr. & Sr. High School	Gym - South	10/24/17	Missing	Motion sensor	LOST
201444-7	Jr. & Sr. High School	419	10/24/17	4/11/18	White cabinet	by globe
204914-6	Jr. & Sr. High School	237	10/24/17	4/11/18	Wood cabinet	
209742-6	Jr. & Sr. High School	507	10/24/17	4/11/18	Wood cabinet by	cowboy hats
213393-2	Jr. & Sr. High School	Art Room 2	10/24/17	4/11/18	Above Lockers	
218903-3	Jr. & Sr. High School	227	10/24/17	4/11/18	Above white cabinet	
221829-5	Jr. & Sr. High School	212	10/24/17	4/11/18	Above white cabinet	
233143-7	Jr. & Sr. High School	229	10/24/17	Missing	Window sill by door	LOST
246893-2	Jr. & Sr. High School	206	10/24/17	4/11/18	White cabinet	
248429-3	Jr. & Sr. High School	208	10/24/17	4/11/18	White cabinet	
251979-1	Jr. & Sr. High School	235	10/24/17	4/11/18	Projector	
265768-2	Jr. & Sr. High School	Gym - North	10/24/17	Missing	Exit sign	LOST
268731-7	Jr. & Sr. High School	Stage	10/24/17	4/11/18	Exit sign	
283866-2	Jr. & Sr. High School	104	10/24/17	4/11/18	File cabinet behind	picture frame
297704-9	Jr. & Sr. High School	221	10/24/17	4/11/18	Above white cabinet	
332979-4	Jr. & Sr. High School	408	10/24/17	4/11/18	Projector	
403816-2	Jr. & Sr. High School	424	10/24/17	4/11/18	White cabinet	
416436-4	Jr. & Sr. High School	222	10/24/17	4/11/18	Above white cabinet	
416443-0	Jr. & Sr. High School	306	10/24/17	Missing	East cabinet	LOST
416566-8	Jr. & Sr. High School	102	10/24/17	4/11/18	Black file cabinet	
416596-5	Jr. & Sr. High School	233	10/24/17	4/11/18	Metal cabinet	
417636-8	Jr. & Sr. High School	231	10/24/17	4/11/18	Projector	
417652-5	Jr. & Sr. High School	Small Office	10/24/17	4/11/18	Black Shelf	
417909-9	Jr. & Sr. High School	Main Office	10/24/17	4/11/18	Wood closet	
418147-5	Jr. & Sr. High School	404	10/24/17	Missing	Wood cabinet	
418185-5	Jr. & Sr. High School	217	10/24/17	4/11/18	Above white cabinet	
421203-1	Jr. & Sr. High School	226	10/24/17	4/11/18	Above white cabinet	
421465-6	Jr. & Sr. High School	111	10/24/17	4/11/18	White cabinet	
421908-5	Jr. & Sr. High School	203	10/24/17	4/11/18	White cabinet	
421942-4	Jr. & Sr. High School	240	10/24/17	4/11/18	NE cabinet	
422051-3	Jr. & Sr. High School	231	10/24/17	4/11/18	Projector	

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District: Belle Plaine Schools

Project Number: 201711056

Shipped By: Tonya Barthel Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
422239-4	Jr. & Sr. High School	307	10/24/17	4/11/18	Wall behind desk	
422351-7	Jr. & Sr. High School	103	10/24/17	4/11/18	Metal cabinet	
422530-6	Jr. & Sr. High School	209	10/24/17	4/11/18	Projector	
422759-1	Jr. & Sr. High School	420	10/24/17	4/11/18	White cabinet	
422966-2	Jr. & Sr. High School	416	10/24/17	4/11/18	White cabinet	
425043-7	Jr. & Sr. High School	412	10/24/17	4/11/18	White cabinet	
425237-5	Jr. & Sr. High School	Art Room	10/24/17	4/11/18	Cabinet above sink	
425292-0	Jr. & Sr. High School	421	10/24/17	4/11/18	White cabinet	
425540-2	Jr. & Sr. High School	418	10/24/17	4/11/18	White cabinet	
425613-7	Jr. & Sr. High School	205	10/24/17	4/11/18	White cabinet	
425620-2	Jr. & Sr. High School	218	10/24/17	4/11/18	Above mailbox	
425832-3	Jr. & Sr. High School	105	10/24/17	4/11/18	Metal cabinet	
490909-9	Jr. & Sr. High School	216	10/24/17	4/11/18	Above white cabinet	
495959-9	Jr. & Sr. High School	213	10/24/17	4/11/18	Above white cabinet	
574324-0	Jr. & Sr. High School	101	10/24/17	Missing	Metal shelf	LOST
626136-6	Jr. & Sr. High School	300 Office	10/24/17	Missing	Metal cabinet	LOST
681270-5	Jr. & Sr. High School	422	10/24/17	4/11/18	White cabinet	
68289-6	Jr. & Sr. High School	219	10/24/17	4/11/18	Above white cabinet	
695749-2	Jr. & Sr. High School	502	10/24/17	4/11/18	On desk	
698283-9	Jr. & Sr. High School	417	10/24/17	Missing	White cabinet	LOST
714827-3	Jr. & Sr. High School	Cafeteria	10/24/17	4/11/18	Drop ceiling ledge	Center of cafeteria
716386-8	Jr. & Sr. High School	238	10/24/17	4/11/18	Bulletin board	
731910-6	Jr. & Sr. High School	207	10/24/17	4/11/18	White cabinet	
742163-9	Jr. & Sr. High School	432	10/24/17	4/11/18	White Shelf	
759058-1	Jr. & Sr. High School	220	10/24/17	4/11/18	Above white cabinet	
777115-7	Jr. & Sr. High School	Media Center	10/24/17	4/11/18	SE book shelf	
988612-9	Jr. & Sr. High School	204	10/24/17	4/11/18	White cabinet	
997323-1	Jr. & Sr. High School	106	10/24/17	4/11/18	Top of cabinet	

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District: Belle Plaine Schools

Project Number: 201711056

Shipped By: Tonya Barthel Date of Shipment to Lab: 4-11-18

Detector Number	Building	Room Number	Start Date	End Date	Position in Room	Notes (e.g. construction, maintenance)
425092-4	District Center	School Office	10/24/17	4/10/18	Top of clock	behind desk
425388-6	District Center	Business Office	10/24/17	4/10/18	File cabinet behind	
416664-1	District Center	104 - Lounge	10/24/17	4/10/18	Yellow cabinet	
421881-4	District Center	107	10/24/17	4/10/18	Wood cabinet	
420956-5	District Center	101	10/24/17	4/10/18	Projector	
417592-3	District Center	103	10/24/17	4/10/18	Wood cabinet	
205889-9	District Center	103	10/24/17	4/10/18	Wood cabinet	
504466-4	District Center	HR Office	10/24/17	4/10/18	Wood cabinet	
422570-2	District Center	Special Director's Office	10/24/17	4/10/18	Wood cabinet	

Appendix D

MDH Reporting Form



School Radon Testing Reporting Form

General Instructions

According to MS 123B.571, radon testing conducted in public school buildings eligible for health and safety (i.e., not charter schools) must be reported to the Minnesota Department of Health.

For the purpose of this form, a building is defined as an occupied facility that has a unique address, including administrative buildings. A building could be a single structure or a complex of structures. For reference, all district owned buildings entered on the Minnesota Department of Education "Facilities Age and Square Footage Report" should be utilized.

Please submit information about the most recent round or cycle of testing conducted for each building, unless this was already reported to MDH in the 4/4/11 survey. We do not need details of prior rounds of testing.

1. Submit summary information and raw data if either of the following apply:
 - a. Radon testing has been completed in a building since the MDH 'School Radon Testing Survey' dated April 4, 2011, or
 - b. Radon testing was completed at some time previously and your district did not report radon testing in the MDH 'School Radon Testing Survey' dated April 4, 2011.
2. Complete one survey for each building tested
3. Submit the survey, raw data (e.g., laboratory analysis report) and a building map to MDH by email, to health.indoorair@state.mn.us
4. If follow-up testing, mitigation, and/or post-mitigation testing is not yet completed, please submit a completed form and raw data when the work is completed.

Contact Person for this Form

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

Radon Results for Each School Building

1. District Name & Number: _____

2. School Building Name: _____

3. School Building Address: _____

4. What type of test kit was used? Manufacturer: _____ Device name: _____

Comments _____

5. When were the test kits retrieved? _____ (month/year)

More than one date can be entered if parts of buildings were tested at different times

Comments _____

6. How long were the test kits deployed in the rooms? _____ (days)

More than one number can be noted if durations varied

Comments: _____

7. Was testing conducted over:

a. Weekends? Yes ___ No ___ b. Holidays or Breaks? Yes ___ No ___

Comments: _____

8. Were all frequently-occupied rooms in contact with the ground tested? Yes ___ No ___

This includes: 1) rooms on grade and; 2) rooms above unoccupied spaces that are in contact with the ground, such as rooms above storage rooms, crawl spaces, tunnels, and boiler rooms. If only a sample or portion of rooms were tested, then respond with 'no'.

Comments: _____

9. How many frequently-occupied rooms were tested? _____

Comments: _____

10. How many frequently-occupied rooms were at or above four picocuries per liter (≥ 4 pCi/L)? _____

Comments: _____

11. Were test results reported at a school board meeting? Yes ___ No ___

If results will be reported at the next meeting, note in comments the month and year of the scheduled meeting in the comments section.

Comments: _____

If one or more rooms ≥ 4 pCi/L, complete Questions 12-14.

12. How many of the rooms ≥ 4 pCi/L had follow-up testing results that were:

- a. ≥ 4 pCi/L _____ b. < 4 pCi/L _____ c. not tested _____

'Follow-up' testing means testing done, prior to any radon mitigation, to confirm or verify initial test results in those rooms ≥ 4 pCi/L are, in fact, ≥ 4 pCi/L. If a continuous radon monitor (CRM) was used, indicate concentration during occupied times. If no follow-up testing was done, write the number of rooms not tested. If follow-up testing will be done in the future, note in comments the planned month and year in the comments section.

Comments: _____

13. How many of the rooms ≥ 4 pCi/L:

- a. were mitigated? _____ b. had other corrective measures? _____

'Mitigated' means building changes such as adjusting the existing HVAC system, increasing fresh air ventilation rate, balancing air flow to rooms, or other such modifications. 'Other corrective measures' could include moving staff out of a room and making a room unoccupied or trying to seal radon entry points. If mitigation or other corrective measure(s) will be completed in the future, note in comments the planned month and year in the comments section.

Comments: _____

14. How many rooms re-tested after mitigation were:

- a. ≥ 4 pCi/L _____ b. < 4 pCi/L _____ c. not tested _____

If post-mitigation re-testing will be completed in the future, note the planned month and year in the comments section.

Comments: _____

BELLE PLAINE

School Closing and e-Learning Days

Providing Purpose: [MN Statutes, 120A.414](#)

To continue providing meaningful learning with an innovative solution for all students on inclement weather days

To provide flexibility in instruction and allow for preparation prior to conferences

Plan

1. There will be one scheduled e-Learning day previous to fall conferences, and one e-Learning day scheduled previous to spring conferences.
2. The first school day cancelled due to inclement weather will remain a “traditional” snow day. e-Learning is not required. The second day (and those proceeding) cancelled due to inclement weather will follow the “School Closing and e-Learning” Plan.
3. Accommodations for students without access to internet will be addressed on an individual basis previous to the school year. In most cases there will be a set “standard” for what is expected for those days if without internet access. For a scheduled e-Learning day, students will be sent with materials necessary to fulfill expectations.
4. E-Learning days are paid contract days; therefore, staff members without a classroom of students will participate in professional learning (submitted via form) of their own. (ie., interdisciplinary planning with colleague, share out learning from professional educational text, research current school focused topic to share out or lead at staff meeting).
5. If a teacher has a PTO day they will need to have a lesson for the day prepared as they would if the students were coming to class with a substitute teacher. We will have an alternate person available for to answer questions via email/video conference/phone.

Expectations

1. Lessons will be online or will be provided in paper/pencil format. Lessons will be specific to grade level and core subject standards. Teachers will avoid giving busy-work or “additional” work just to fill the day.
2. Teachers are responsible for taking student attendance throughout the day. This may consist of monitoring Schoology login history, online discussion, submission of traditional school work or online assessments, etc., and/or parent verification of student

participation. Students in grades 7-12 may connect with their Advisory teacher for attendance.

3. Teachers will post their lessons by 10am to our district LMS, Schoology, accessible by both students and parents.
4. Teachers can be reached via school email or through school LMS from 10am to 3pm.
6. Students with an Individualized Education Plan will follow lessons provided by their classroom teachers and/or lessons modified by their caseworkers online or otherwise (hard copies, projects, reading, etc...)

Grade Level	Medium	Academic Areas
K-2	Learning Bag	Math Reading Physical Activity or Creative Project
3-4	Schoology	Math Reading Physical Activity or Creative Project
5-12	Schoology	Math Reading Science Social Studies Electives

Frequently Asked Questions

1. Are students at all buildings required to be in attendance for an e-Learning days?

Student attendance will be tracked on student learning days. It may be noted or documented for students in various ways depending on a student's grade level. At K-2, most attendance will be taken based on the Learning Bag activities being completed and/or parent acknowledgement of student activities completed on the e-Learning day. Students in grades 3-12 will be asked to check in with homeroom and/or advisory teachers (7-12) via Schoology. Teachers will document their check-in and record.

2. Is technology required for our e-Learning days?

Teachers will be posting student assignments and expectations using for the e-Learning day on Schoology; however, if a family has indicated they do not have access to the internet from their residence, accommodations will be made in order for students to submit the necessary assignments and meet the expectations.

3. I do not have a "classroom" of students. How will an e-Learning day look for me?

If you do not have a "classroom" of students to work with on your e-Learning day, you will be required to submit a plan for the professional learning you will be doing on your e-Learning day. We ask that you prepare to share that learning with other staff during a meeting, PLC, staff, Grading for Learning, SAT, etc. where applicable.

4. Do I have to sit by my computer and answer student emails and interact virtually from 10am-3pm?

You will not have to be available for the entire duration of the school day. Lesson plans and expectations need to be sent/posted by 10am on the e-Learning day. Attendance needs to be noted, and if students ask questions or need support we ask that you attend to those needs before the end of the school day, just as if you were in the classroom any other paid day.

5. How do I submit attendance on or after an e-Learning day?

You will be responsible for taking attendance for your homeroom, or your advisory (7-12) period as determined by your grade level. Please submit attendance for those students in Infinite Campus. Attendance at our K-2 building, and other students with accommodations due to internet access, can be entered the following day based on participation and/or parent verification.

6. How will students be expected to "make-up" their learning if not in attendance?

They will be responsible for doing the required daily work on their own time as they would in any other situation in which they may have been absent from school.

7. Can I take PTO on an e-Learning day?

You may take PTO on an e-Learning day; however, the responsibility of planning for your students still remains as it would if you were planning for a substitute on any other day of the school year. It is a paid work day.

1st Reading: 05/29/2007

2nd Reading: 9/24/2007

Approved: 12/17/2007

Reviewed: 11/25/2013

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student

day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.

- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2013

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school commencing with the 2012-2013 school year. Also commencing with the 2013-2014 school year, the school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the

First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
[Minn. Stat. § 124D.151 \(Voluntary Prekindergarten Program\)](#)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Elementary: Grades prekindergarten through 6

Secondary: (Grades 7 through 12)
Junior High Grades 7 through 8
Senior High Grades 9 through 12

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 607

Orig. 1995

Revised: _____

Rev. 2005

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ **The** policy of the school district **is** to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

[Note: Each school district should identify within the groupings as defined in Minn. Stat. § 120A.05, how grade levels shall be organized within the school district from the options listed below:

Elementary: Grades prekindergarten through 6

Middle: Minimum of two consecutive grades above 4th but below 10th

Secondary: (Grades 7 through 12)

Junior High Grades ___ through ___

Senior High Grades ___ through ___

Vocational Grades 7 through 12]

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, [10a](#), 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

1st Reading: 12/17/2007
2nd Reading: 02/25/2008
Approved: 03/24/2008
Reviewed: 03/31/2014

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of, the basic standards test administration plan. The school district test administrator shall file the plan with the Minnesota Department of Education (MDE) and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:

- A. The graduation requirements;
- B. The number of opportunities a student shall have to retake tests of basic requirements during each year;
- C. The opportunities for remediation for a student who has not passed tests of basic requirements;
- D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic requirements;
- E. The process for appealing the school district's response to requests in item D.; and
- F. The method to report breaches in test security procedures to the school district and MDE.

IV. TEST SECURITY

A. Security Requirements.

1. When administering tests for the basic standards, the school district shall

observe the following test security measures in addition to any requirements imposed by MDE:

- a. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;
 - b. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34; and
 - c. No copies of test booklets or answer sheets shall be made.
2. When administering a graduation-required assessment for diploma (GRAD), the school district must observe the following test security measures;
- a. All test materials must be secured, either physically or electronically, before and after the test administration;
 - b. All testing materials are nonpublic data under Minn. Stat. § 13.34; and
 - c. A student is required to present valid photo identification before being admitted to the testing site if:
 - (1) the student is not enrolled in the testing district; or
 - (2) the student is unknown to the test proctor.
3. The school district must report any known violations of test security to MDE which must accept reports of violations of test security from anyone with knowledge of such an incident.
- B. Security Violations. MDE shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:
1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
 2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

V. SCHOOL DISTRICT REPORTING TO MDE AND THE PUBLIC

- A. The school district shall report the information specified below to MDE annually by October 15 in a format to be determined by MDE.
- B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.

- C. The reports required above shall include:
1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
 2. The number of students at each grade level 9 through 12 passing each basic requirement at the state standard level;
 3. The number of students at each grade level 9 through 12 passing each basic requirement at an individualized level under an IEP or a Section 504 accommodation plan;
 4. The number of students at each grade level 9 through 12 passing tests in each basic requirement with tests that have been translated into a language other than English;
 5. The number of students at each grade level 9 through 12 exempt from testing in each basic requirement; and
 6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic requirement when all other graduation requirements have been met.

VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation that:

- A. Required notifications to parents and students meet the requirements of Minn. Rules Part 3501.0120 and 3501.1120;
- B. Required student records meet the requirements of Minn. Rules Part 3501.0130 and 3501.1130;
- C. The school district's process for additional testing of students meets the requirements of Minn. Rules Part 3501.0050;
- D. Test security procedures comply with Minn. Rules Part 3501.0150 and 3501.1150;
- E. The school district's decisions and processes regarding testing accommodations, modifications, and granting exemptions are in compliance with Minn. Rules Parts 3501.0090, 3501.0100, and 3501.1180;
- F. The school district's curriculum and instruction provides appropriate learning opportunities in the basic requirements in compliance with Minn. Rules Part

3501.0110 and state graduation requirements in compliance with Minn. Rules Part 3501.1110;

- G. Remediation plans for students are on file consistent with Minn. Rules Part 3501.0110 and 3501.1110;
- H. The basic requirements test administration plan complies with Minn. Rules Part 3501.0140, subpart 2, and the GRAD administration plan complies with Minn. Rules Part 3501.1140;
- I. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules Part 3501.0090 and 3501.1190;
- J. The assessments and documentation of performance for students granted modifications of statewide standards comply with Minn. Rules Part 3501.0090, subpart 2, item C and 3501.1190; and
- K. The school district's process for testing considerations for limited English proficiency students complies with Minn. Rules Part 3501.0100.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.
- B. Notice of Graduation Requirements.
 - 1. No later than thirty (30) working days after the date of the entrance into grade 9 or transfer of a student into the school district during or after grade 9, the school district shall provide to the parents and the student written notice of:
 - a. The graduation requirements; and
 - b. The grade in which the student shall have the first opportunity to take a test in a basic requirement.
 - 2. The school district shall provide parents and students with annual written notice of the grade in which the student will have the first opportunity to take a GRAD. The school district shall provide written notice to parents and students of GRAD results no later than sixty (60) days after the district receives the results of a GRAD. After the date of receiving test results, students must have a minimum of six (6) weeks for remediation before the next testing opportunity.
- C. Notice of Test Results and Remediation Opportunities. The school district shall provide no later than ninety (90) days after a student takes a test of basic requirements, written notice to the parents and the student of:

1. Basic requirements test results; and
 2. Consistent with Minn. Rules Part 3501.0050, subpart 3, if the student is in the graduating year:
 - a. The process by which a parent or student can request additional testing and testing accommodations after April 1; and
 - b. The process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.
- D. Notice Pertaining to Adequate Yearly Progress. If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by MDE, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal MDE's proposal.

VIII. STUDENT RECORD KEEPING

- A. Test Results. The school district shall keep a record on each student that includes:
1. The basic requirements tests taken;
 2. The results of the most recent basic requirements tests given;
 3. The GRADs taken; and
 4. The results of the most recent GRAD given.
- B. Student Progress. Individual student progress shall be reported on a student record as described below.
1. "Pass-state level" shall be noted on the record of a student who passes a basic requirement test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.
 2. "Pass-individual level" shall be noted on the record of a student who passes a basic requirement test with a modification established in the IEP or Section 504 accommodation plan in accordance with Minn. Rules Part 3501.0090.
 3. "Pass-translation" shall be noted on the record of a student who passes a basic requirement test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.

4. “Exempt” shall be noted on the record of a student who has been exempted from a basic requirement test.
5. “Pass” or “p” must be noted on the record of a student who passes a GRAD under standard conditions or with an accommodation.
6. “Pass” or “p” must also be noted on the record of a student who passes a GRAD with a modification established in the IEP or Section 504 accommodation plan in accordance with Minn. Rules Part 3501.1190. This notation is also used as a GRAD notation for any other modified or alternate assessment used for accountability purposes for students with disabilities. The records for students passing with an accommodation or a modification or who pass an alternate assessment must not differ from the records of students passing the rest under standard conditions.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
 Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards - Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 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 3501.1300-3501.1345 (Academic Standards for Social Studies)
 20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 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)

Adopted: _____

MSBA/MASA Model Policy 614

Orig. 1997

Revised: _____

Rev. 2015

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- j. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security.
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

- (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must

address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

- (4) Identify need for additional test materials to district assessment coordinator.
- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.
- 6. Review, use, and be familiar with all service provider technical documentation.
- 7. Prepare computers and devices for online testing.
- 8. Confirm site readiness.
- 9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

- 1. Responsibilities before testing.

- a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
- a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
 - b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices.

- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (10) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

- e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.

- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

5. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
6. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
7. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
9. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
 Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 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 3501.1300-3501.1345 (Academic Standards for Social Studies)

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

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
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)

1st Reading: 12/17/2007

2nd Reading: 02/25/2008

Approved: 03/24/2008

Reviewed: 03/31/2014, 3/23/2015

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, or limited English proficiency (LEP) needs to meet the graduation requirements of basic skills testings and graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of IEPs or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in basic skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

B. Students with LEP needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language learner (ELL) student who

first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the most current “Procedures Manual for the Minnesota Assessments” which can be found on the Minnesota Department of Education’s (MDE’s) Minnesota Assessments, General Resources, website at: http://www.mnstateassessments.org/wp-content/uploads/2013/07/2013-2014_Procedures_Manual_final_for-posting.pdf.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC SKILLS AND GRAD TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessment.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
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)
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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 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 615

Orig. 1997

Revised: _____

Rev. 2015

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

[Note: In 2013, the Minnesota legislature modified state graduation requirements by making the Graduation-Required Assessments for Diploma (GRAD) tests optional for school districts. A district may decide whether individual students will meet graduation assessment requirements by meeting the GRAD requirements in reading, mathematics, and written composition; by taking the WorkKeys job skills assessment, the Compass college placement test, the ACT assessment for college admission, or a nationally recognized Armed Services Vocational Aptitude Battery test (ASVAB); or by receiving a score on an equivalent assessment. Refer to ~~Table 1b of the Minnesota Assessment System and Requirements Overview—2013-2016~~ Changes 2014-2017 documents, which is posted to the Test Administration page of the Minnesota Department of Education (MDE) website. While a district may choose not to include GRAD retests on the testing calendar, an individual student who requests a GRAD retest must be provided the opportunity to retest.]

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