

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



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

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**REGULAR BOARD MEETING**  
**District Office, 130 South Willow Street, Belle Plaine, MN 56011**  
**6:00 PM Monday, May 21, 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:**  
**Time:** \_\_\_\_\_

**Members Absent:** \_\_\_\_\_

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

**1. Art:**

**2. FFA:**

**3. Speech:**

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

**4. Consensus Items:** Chair Kahle

**1. Previous Board Meeting Minutes:** **3**

**2. Approve Monthly Expenditures:** **10**

**3. Personnel:**

**4. Student Enrollments:**

**5. Donations:** **25**

**5. Discussion Items:**

<b>1. <u>Superintendent Update:</u></b>	Dr. Laager	
<b>2. <u>Board Member Reports:</u></b>	Board Members	
<b>3. <u>Building Administrator Reports:</u></b>		<b><u>26</u></b>
<b>6. <u>Action Items:</u></b>		
<b>1. <u>Adopt Resolution Authorizing Issuance of Certificates of Election:</u></b>	Dr. Ryan Laager	<b><u>32</u></b>
<b>2. <u>Approve Radon Testing Results:</u></b>	Jeff Heine	<b><u>35</u></b>
<b>3. <u>Lunch Prices for 2018-19:</u></b>	Mr. Keller	
<b>4. <u>MSHSL Membership for 2018-19:</u></b>	Mr. Keller	<b><u>74</u></b>
<b>5. <u>LTFM Projects:</u></b>	Dr. Laager/Mr. Keller	<b><u>79</u></b>
<b>6. <u>Policy Review:</u></b>	Dr. Laager/Mr. Keller	<b><u>80</u></b>
<b>7. <u>Upcoming Meetings:</u></b>		
<b>8. <u>Adjourn:</u></b>		

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

\_\_\_\_\_  
Date

# Minutes of Regular Board Meeting

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

## The Board of Belle Plaine Public Schools

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A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, April 23, 2018, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Kahle will call the meeting to order.

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, April 23, 2018 at 6:00 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory, Gardner and Supt. Laager.*

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Discussion of Commissioner's Review and Comment on Proposed Bond Election:

2. 2. Special Election - Resolution Reconsidering a Proposed Construction Project:

Due to the results of the Review and Comment, the School Board must vote to determine if they will proceed with the project as initially proposed subject to 60% voter approval at the May 8th Special Election.

*Motion by Gardner and second by Lenz to approve the Resolution Reconsidering a Proposed Construction Project. Motion carried unanimously with a 6-0 roll call vote.*

2. 3. School Counselors:

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

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

*Motion by Keup and second by Gregory to approve the agenda as presented. Motion carried unanimously.*

4. Consensus Items:

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

Presenter: Chair Kahle

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the March 19, 2018 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of April were reviewed. Administration recommends approval of the April 2018 disbursements totaling \$1,572,600.34. This includes board payables of \$237,682.13, hand payments of \$318,062.64, electronic payments of \$883,076.93 and student activity payments of \$133,778.64.

4. 3. Personnel:

Accept the resignation of Stephanie Baima, Early Childhood Special Education Teacher, effective June 30, 2018.

Approve an Employee Leave Request for Jamie Olson effective approximately July 10, 2018 through October 4, 2018.

Approve an Employee Leave Request for Andrea Andert effective approximately September 17, 2018 through November 20, 2018.

Approve an Employee Leave Request for Martha Hartmann effective for the 2018-2019 school year.

Approve the hire of Nicole Koeppe, Health Office Aide, at Step 7, \$20.18 per hour, working 177 days per year effective at the beginning of the 2018-19 school year.

Approve the hire of Marcy Boblitt as a Substitute Teacher effective May 7, 2018 through June 1, 2018.

4. 4. Student Enrollments:

Approve a Belle Plaine 8th grade resident to attend Houston Public Schools effective February 1, 2018.

Approve a Belle Plaine Pre-K resident to attend Eastern Carver County Schools effective March 1, 2018.

Approve a Belle Plaine 1st grade resident to attend New Prague Area Schools effective March 7, 2018.

Approve two Belle Plaine residents, grades 2 and Kindergarten, to attend District 191 beginning in the fall of the 2018-2019 school year.

Approve a Belle Plaine 4th grade resident to attend Jordan Public Schools beginning in the fall of the 2018-2019 school year.

Approve two Belle Plaine residents, grades 9 and Kindergarten, to attend Shakopee Public Schools beginning in the fall of the 2018-2019 school year.

4. 5. Donations:

Donations totaling \$2,995.00 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Donation/Gift	Amount
03.07.2018	BP Elementary PTO	Oak Crest – Conference Meals	150.00
03.16.2018	CornerStone State Bank	Robotics	25.00
03.16.2018	Mervin Staubaugh	Robotics	50.00
03.16.2018	Kibble Equipment	Robotics	25.00
03.16.2018	Belle Plaine Chiropractic	Robotics	50.00
03.16.2018	State Bank of Belle Plaine	Robotics	50.00
03.16.2018	Troy & Tracy Witt	Robotics	500.00
03.16.2018	MN Valley Electric Trust	Robotics	1,500.00
03.16.2018	CornerStone State Bank	Score Board Sponsor	500.00
03.16.2018	Mary Nesgoda	Food Service – Underfunded Students	50.00
03.23.2018	Theresa Kuhlmann	General Support	45.00
03.14.2018	Mils, LLC	Girls Basketball Activity Acct – March Spotlight	50.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,

Presenter: Dr. Laager

- 4/23/18 *Attended FFA Conference with students – great experience*
- 4/24/18 *At legislature talking about Mental health & Funding*

5. 1. 1. Community Center Update:  
Update on the Community Center.  
Presenter: Dr. Laager

5. 2. Board Member Reports:  
Board members will have an opportunity to share information about meetings they have attended over the past month.

Presenter: Board Members

- *Wellness Committee – After school snack option, heart rate monitors, garden beds at Oak Crest and Chatfield*
- *Insurance Committee – Rate increase at 8%*
- *Curriculum Meeting*
- *Community Education Meeting*
- *Community Center Meeting*
- *Transportation Meeting – Bus Contract*
- *SW Metro Meeting – Mental health needs, walk-out vs our program, graduation from SW Metro, May 24 Scholarship Breakfast, October 5 Gala*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Special Election - Resolution Appointing Election Judges and the Absentee Ballot Board Members:

We need to approve the Resolution Appointing Election Judges and Absentee Ballot Board Members, the Notice of Ballot Counting and the Notice of Special Election for the May 8th Special Election.

Presenter: Dr. Laager

*Motion by Keup and second by Lenz to approve the Resolution Appointing Election Judges and the Absentee Ballot Board Members. Motion carried unanimously with a 6-0 roll call vote.*

6. 2. Special Election - Notice of Special Election:

The notice of Special Election needs to be approved and signed by the school board and will be published in the local paper and posted in the school district buildings.

Presenter: Dr. Laager

*Motion by O'Brien and second by Gardner to approve the Notice of Special Election. Motion carried unanimously.*

6. 3. Special Election - Notice of Ballot Counting:

Ballots will be counted at the Belle Plaine Government Center after the close of the Special Election on May 8, 2018.

Presenter: Dr. Laager

*Motion by Lenz and second by Gregory to approve the Notice of Ballot Counting. Motion carried unanimously.*

6. 4. Revised Budget:

At the April 9, 2018 work session we reviewed the 2017-18 Budget Revisions.

Administration recommends the approval of the 2017-18 budget revisions: Total Revenues in all funds of \$23,576,293 and total Expenditures in all funds of \$22,307,980.

Presenter: Mr. Keller

*Motion by O'Brien and second by Lenz to approve the revised budget for 2017-18. Motion carried unanimously.*

6. 5. Network Infrastructure Equipment Plan for Summer 2018:

At the April 9, 2018 Work Session we reviewed the technology plan for the summer of 2018. The final part needing approval is the Network infrastructure equipment. The net cost after the e-rate discount of 50% is \$153,873.13. We will purchase this equipment with the iPad trade in dollars and the leftover technology reserve so there will be no General Fund expense.

Presenter: Ryan, Chuck, Margot

*Motion by Keup and second by Gardner to approve the network infrastructure equipment plan for summer 2018. Motion carried unanimously.*

6. 6. Approve iPad Lease:

Attached is the Apple iPad lease for the iPad refresh for 2018-19. The lease is for 1,800 full-sized iPads and cases. It is a 4-year lease. Administration recommends the approval of the Apple Lease.

Presenter: Mr. Keller

*Motion by Gregory and second by Gardner to approve the four year iPad lease beginning in the 2018-19 school year. Motion carried unanimously.*

6. 7. 2018-19 Health and Dental Rates:

Review of rates for 2018-19 for our self-insured Health and Dental plans. The new Health rates will have an 8% increase shared between the district and the employee. The plan will also be offering an additional option of an ACO Plan utilizing the Ridgeview Community Network. These rates will increase at 4% of last year's rates. The new rates for all options are attached. Dental will have no rate increase.

Presenter: Mr. Keller

*Motion by Keup and second by Lenz to approve the 2018-19 Health and Dental rates. Motion carried unanimously.*

6. 8. Policy Review:

Review of our current policies: Policy 612.1 - Development of Parent and Family Engagement Policies for Title I Programs, Policy 613 - Graduation Requirements and Policy 616 - School District System Accountability.

The current policy/form is attached along with the revised red line version.

Presenter: Dr. Laager/Mr. Keller

*Motion by Lenz and second by O'Brien to approve the revisions on Policy 612.1 – Development of Parent and Family Engagement Polices for Title I Programs, Policy 613 – Graduation Requirements and Policy 616 – School District System Accountability. Motion carried unanimously.*

7. Upcoming Meetings:

May 8: 7:00 a.m - 8:00 p.m. Special Election - Belle Plaine Government Center

May 14: 6:00 p.m. Board Work Session

May 21: 5:30 p.m. Finance Committee

6:00 p.m. Regular Board Meeting

May 22: 6:00 p.m. Community Services Committee - BPHS Library

8. Adjourn:

*Motion by Gregory and second by Lenz to adjourn at 7:32 pm. Motion carried unanimously.*



# Minutes of Special Meeting

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

## The Board of Belle Plaine Public Schools

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A Special Meeting of the Board of Belle Plaine Public Schools was held Monday, May 14, 2018, beginning at 6:00 PM in the District Center - Superintendent's Office.

1. Call to Order:

*The special meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, May 14, 2018 at 6:00 pm at the District Center Superintendent's Office with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory, Gardner and Supt. Laager.*

2. Action Items:

2. 1. Approve Resolution Canvassing the Election Results:

Within eight days following the election, the school board is required to canvass the election results by resolution and forward that information on to our county and state election officials. Attached is the Abstract and Return of Votes Cast for the Special Election and the Resolution Canvassing the Returns for the board to adopt and is recommended for approval.

Presenter: Dr. Ryan Laager

*Motion by Lenz to approve the Resolution Canvassing the Election Results.  
Motion carried unanimously with a 6-0 roll call vote.*

3. Discussion:

3. 1. Review of Radon Testing Results:

The latest testing results are attached. Jeff will review and discuss.

Presenter: Jeff Heine

3. 2. Lead in Water Testing:

Jeff will discuss water testing for lead.

Presenter: Jeff Heine

3. 3. Elementary:

Discuss class sizes for 2018-19 and program changes at the elementary schools.

Presenter: Kim Dewitte, Liann Hanson and Ryan Laager

3. 4. Counseling Support:

New counselor to replace Laurie Green and discuss adding an additional mental health counselor.

Presenter: Mindy Chevalier

3. 5. Secondary:

Review the program additions for 2018-19 and discuss the quarter health requirement.

Presenter: Dave Kreft and Ryan Laager

3. 6. E-Learning Days:

Presenter: Margot Hansen

3. 7. Lunch Prices for 2018-19:  
Review lunch prices for the 2018-19 school year.  
Presenter: Mr. Keller
3. 8. LTFM Projects:  
Review of the 2018-19 LTFM projects around the district.  
Presenter: Dr. Laager/Mr. Keller
3. 9. Misc. Items:  
Miscellaneous items if any.
3. 10. Policy Review:  
Review of our current policies: Policy 602 - Organization of School Calendar and School Day, Policy 607 - Organization of Grade Levels, Policy 614 - School District Testing Plan and Procedure and Policy 615 - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students.  
These revisions reflect updates to the legal and cross references and minor corrections. The substance of the policy is not affected. The current policy/form is attached along with the revised red line version.  
Presenter: Dr. Laager/Mr. Keller
4. Adjourn:  
*The combined Special Meeting and Work Session as adjourned at 7:45 pm.*

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4272	N	AMY FRANCK	V81101	62601	04192018	39.79	0.00	39.79	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$39.79			
1	5407	N	ANDREA ANDERT	V81101	62559	04302018	33.35	0.00	33.35	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$33.35			
1	4092	N	AQUA ENGINEERING	V81101	62712	85759	57.95	0.00	57.95	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$57.95			
1	4589	N	BANC OF AMERICA LEASING	V81101	62609	108	8,256.74	0.00	8,256.74	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V81101	62553	24960	84.46	0.00	84.46	05/14/2018	05/14/2018	05/14/2018
1	1125	N	BELLE PLAINE HERALD	V81101	62573	24896	760.00	0.00	760.00	05/14/2018	05/14/2018	05/14/2018
1	1125	N	BELLE PLAINE HERALD	V81101	62615	25020	155.25	0.00	155.25	05/14/2018	05/14/2018	05/14/2018
1	1125	N	BELLE PLAINE HERALD	V81101	62610	24354	84.46	0.00	84.46	05/14/2018	05/14/2018	05/14/2018
1	1125	N	BELLE PLAINE HERALD	V81101	62600	24900	629.63	0.00	629.63	05/14/2018	05/14/2018	05/14/2018
1	1125	N	BELLE PLAINE HERALD	V81101	62551	24919	105.01	0.00	105.01	05/14/2018	05/14/2018	05/14/2018
1	1125	N	BELLE PLAINE HERALD	V81101	62572	24926	31.63	0.00	31.63	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$1,850.44			
1	4674	N	BRAD PEDERSON	V81101	62544	04252018	53.96	0.00	53.96	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$53.96			
1	1197	N	BRUCE MATHIOWETZ	V81101	62608	05142018	152.80	0.00	152.80	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$152.80			
1	4514	N	BSN Sports	V81101	62674	901195590	102.33	0.00	102.33	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$102.33			
1	7395	N	CARLY GERNBACHER	V81101	62560	04302018	15.53	0.00	15.53	05/14/2018	05/14/2018	05/14/2018
1	7395	N	CARLY GERNBACHER	V81101	62561	03232018	12.26	0.00	12.26	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$27.79			
1	6896	N	CAROLYN GLEASON	V81101	62677	107	200.00	0.00	200.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$200.00			
1	4702	N	CDW-G	V81101	62595	MGZ0960	133,948.80	0.00	133,948.80	05/14/2018	05/14/2018	05/14/2018
1	4702	N	CDW-G	V81101	62593	MPF6133	2,720.00	0.00	2,720.00	05/14/2018	05/14/2018	05/14/2018
1	4702	N	CDW-G	V81101	62594	MPM8453	6,052.00	0.00	6,052.00	05/14/2018	05/14/2018	05/14/2018
1	4702	N	CDW-G	V81101	62592	MNP6620	93,598.45	0.00	93,598.45	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$236,319.25			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2562	N	CONTINENTAL CLAY CO	V81101	62581	INV000124589	305.35	0.00	305.35	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$305.35			
1	3477	N	COUNTRYSIDE CONCRETE	V81101	62680	2289	5,604.00	0.00	5,604.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$5,604.00			
1	6567	N	CPI	V81101	62611	IUS0111002	150.00	0.00	150.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$150.00			
1	2730	N	DAVE KREFT	V81101	62722	05052018	143.34	0.00	143.34	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$143.34			
1	5280	Y	EARL GRANSEE	V81101	62535	05092018	1,508.00	0.00	1,508.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$1,508.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V81101	62557	3093	210.99	0.00	210.99	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$210.99			
1	6870	N	EMILY AUST	V81101	62542	04302018	195.99	0.00	195.99	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$195.99			
1	2590	N	FAME AWARDS	V81101	62543	20180769	98.00	0.00	98.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$98.00			
1	4840	N	GENERAL PARTS	V81101	62710	5944785	549.00	0.00	549.00	05/16/2018	05/16/2018	05/16/2018
1	4840	N	GENERAL PARTS	V81101	62709	1665139	565.60	0.00	565.60	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$1,114.60			
1	6518	N	GREGORY ELECTRIC LLC	V81101	62689	1528	5,546.00	0.00	5,546.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$5,546.00			
1	1566	N	HILLYARD / HUTCHINSON	V81101	62554	602976766	2,304.85	0.00	2,304.85	05/14/2018	05/14/2018	05/14/2018
1	1566	N	HILLYARD / HUTCHINSON	V81101	62555	602976767	44.58	0.00	44.58	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$2,349.43			
1	3278	N	HUMERATECH	V81101	62705	180461	1,986.73	0.00	1,986.73	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$1,986.73			
1	7402	N	JAMIE OLSON	V81101	62585	04172018	237.81	0.00	237.81	05/14/2018	05/14/2018	05/14/2018
1	7402	N	JAMIE OLSON	V81101	62586	04162018	82.34	0.00	82.34	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$320.15			
1	1202	N	JANIS BUESGENS	V81101	62562	04302018	24.53	0.00	24.53	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$24.53			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1629	N	JEFF HEINE	V81101	62596	18942	31.99	0.00	31.99	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$31.99			
1	6555	N	KELLY PETRASEK	V81101	62558	04272018	61.75	0.00	61.75	05/14/2018	05/14/2018	05/14/2018
1	6555	N	KELLY PETRASEK	V81101	62563	04262018	44.69	0.00	44.69	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$106.44			
1	2857	N	KELLY POPPLER	V81101	62612	05102018	65.02	0.00	65.02	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$65.02			
1	3120	N	KENNEDY & GRAVEN, CHARTEREC	V81101	62584	142457	1,332.50	0.00	1,332.50	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$1,332.50			
1	3753	N	KIBBLE EQUIPMENT LLC	V81101	62707	1370660	105.92	0.00	105.92	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$105.92			
1	1701	N	LAKESHORE LEARNING MATERIAL	V81101	62576	4806170418	189.95	0.00	189.95	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$189.95			
1	5081	N	LAMPERT LUMBER	V81101	62682	2611483	45.00	0.00	45.00	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62688	2613320	76.32	0.00	76.32	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62687	2612860	325.47	0.00	325.47	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62685	2612638	822.02	0.00	822.02	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62684	2612637	40.00	0.00	40.00	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62683	2612201	2,670.68	0.00	2,670.68	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62686	2612649	62.93	0.00	62.93	05/16/2018	05/16/2018	05/16/2018
1	5081	N	LAMPERT LUMBER	V81101	62681	2611419	2,801.06	0.00	2,801.06	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$6,843.48			
1	5357	N	LIANN HANSON	V81101	62567	05022018	256.88	0.00	256.88	05/14/2018	05/14/2018	05/14/2018
1	5357	N	LIANN HANSON	V81101	62599	02282018	226.72	0.00	226.72	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$483.60			
1	3062	N	MACGILL & CO	V81101	62574	IN0632703	423.88	0.00	423.88	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$423.88			
1	1769	N	MARCI SCHROEDER	V81101	62530	05072018	17.44	0.00	17.44	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$17.44			
1	6563	N	MARGOT HANSEN	V81101	62590	03152018	37.06	0.00	37.06	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$37.06			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1785	N	MASBO	V81101	62556	200008395	250.00	0.00	250.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$250.00			
1	4535	N	MATHESON TRI-GAS, INC	V81101	62532	17480792	105.00	0.00	105.00	05/14/2018	05/14/2018	05/14/2018
1	4535	N	MATHESON TRI-GAS, INC	V81101	62533	17244129	140.94	0.00	140.94	05/14/2018	05/14/2018	05/14/2018
1	4535	N	MATHESON TRI-GAS, INC	V81101	62531	17535740	145.78	0.00	145.78	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$391.72			
1	4865	N	MATT HENNEN	V81101	62540	05012018	57.42	0.00	57.42	05/14/2018	05/14/2018	05/14/2018
1	4865	N	MATT HENNEN	V81101	62728	05092018	21.80	0.00	21.80	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$79.22			
1	1797	N	MCEA EX.OFFICE	V81101	62569	00005562	65.00	0.00	65.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$65.00			
1	5788	N	MELISSA HANSON	V81101	62614	05062018	214.73	0.00	214.73	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$214.73			
1	5645	N	MIDWEST SPECIAL INSTRUMENTS	V81101	62672	1805215-IN	87.00	0.00	87.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$87.00			
1	5091	N	MINDY CHEVALIER	V81101	62692	05012018	269.41	0.00	269.41	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$269.41			
1	1907	N	NATIONAL RECOGNITION PRODUC	V81101	62726	4512183	20.68	0.00	20.68	05/16/2018	05/16/2018	05/16/2018
1	1907	N	NATIONAL RECOGNITION PRODUC	V81101	62725	4512182	1,289.63	0.00	1,289.63	05/16/2018	05/16/2018	05/16/2018
1	1907	N	NATIONAL RECOGNITION PRODUC	V81101	62727	CM3530188	(39.75)	0.00	(39.75)	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$1,270.56			
1	6275	N	NORTH AMERICAN SAFETY INC	V81101	62713	33712	556.00	0.00	556.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$556.00			
1	5780	N	NYSTROM PUBLISHING CO, INC	V81101	62546	40508	1,238.72	0.00	1,238.72	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$1,238.72			
1	7415	N	OMG MIDWEST INC DBA CHARD	V81101	62613	123164	1,822.88	0.00	1,822.88	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$1,822.88			
1	7522	N	POP UP PARTY RENTAL	V81101	62575	3418873	239.99	0.00	239.99	05/14/2018	05/14/2018	05/14/2018
1	7522	N	POP UP PARTY RENTAL	V81101	62566	3455889	48.99	0.00	48.99	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$288.98			
1	3944	N	RACHEL BENSON	V81101	62588	04252018	21.80	0.00	21.80	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$21.80			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3866	N	RACHELLE KERKOW	V81101	62539	04282018	41.97	0.00	41.97	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$41.97			
1	2023	N	REALLY GOOD STUFF	V81101	62597	6383989	122.88	0.00	122.88	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$122.88			
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62536	849668	360.23	0.00	360.23	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62552	847305	148.86	0.00	148.86	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62571	845180	464.87	0.00	464.87	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62607	840798	385.92	0.00	385.92	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62606	838571	149.38	0.00	149.38	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62565	845531	258.15	0.00	258.15	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62564	842908	236.15	0.00	236.15	05/14/2018	05/14/2018	05/14/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81101	62598	842883	326.64	0.00	326.64	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$2,330.20			
1	6519	N	RELIABLE PLUMBING & HEATING	V81101	62678	2846	6,975.00	0.00	6,975.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$6,975.00			
3	5044	N	RICH FOUST	V81101	62534	05142018	60.00	0.00	60.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$60.00			
1	7100	N	RITEWAY	V81101	62577	18-85139	288.12	0.00	288.12	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$288.12			
1	2067	N	SCHMITT MUSIC COMPANY	V81101	62550	2147125	27.94	0.00	27.94	05/14/2018	05/14/2018	05/14/2018
1	2067	N	SCHMITT MUSIC COMPANY	V81101	62549	2126047	250.10	0.00	250.10	05/14/2018	05/14/2018	05/14/2018
1	2067	N	SCHMITT MUSIC COMPANY	V81101	62548	2126045	34.90	0.00	34.90	05/14/2018	05/14/2018	05/14/2018
1	2067	N	SCHMITT MUSIC COMPANY	V81101	62547	2125188	29.25	0.00	29.25	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$342.19			
1	2069	N	SCHOLASTIC READING CLUB	V81101	62603	2051420947	100.00	0.00	100.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$100.00			
1	3336	1	N SCHOOL SPECIALTY	V81101	62690	308102991076	134.07	0.00	134.07	05/16/2018	05/16/2018	05/16/2018
1	3336	1	N SCHOOL SPECIALTY	V81101	62583	308102979067	551.43	0.00	551.43	05/14/2018	05/14/2018	05/14/2018
1	3336	1	N SCHOOL SPECIALTY	V81101	62582	208120286664	51.80	0.00	51.80	05/14/2018	05/14/2018	05/14/2018
1	3336	1	N SCHOOL SPECIALTY	V81101	62604	208120220307	94.97	0.00	94.97	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$832.27			
1	2083	N	SCOTT COUNTY	V81101	62676	1400-1	3,712.50	0.00	3,712.50	05/16/2018	05/16/2018	05/16/2018
1	2083	N	SCOTT COUNTY	V81101	62675	1400	4,400.00	0.00	4,400.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$8,112.50			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4959	N	SIBEL DIKMEN	V81101	62591	04012018	42.29	0.00	42.29	05/14/2018	05/14/2018	05/14/2018
1	4959	N	SIBEL DIKMEN	V81101	62541	04272018	83.71	0.00	83.71	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$126.00			
1	2137	N	SOUTH CENTRAL ECSU	V81101	62706	17944	791.78	0.00	791.78	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$791.78			
1	4077	N	SOUTHEAST SERVICE COOPERAT	V81101	62568	SINV000000668	225.00	0.00	225.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$225.00			
1	6138	N	SOUTHWEST METRO EDUCATION	V81101	62691	14138	11,770.20	0.00	11,770.20	05/16/2018	05/16/2018	05/16/2018
1	6138	N	SOUTHWEST METRO EDUCATION	V81101	62605	14101	25,835.44	0.00	25,835.44	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$37,605.64			
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62721	2534	195.00	0.00	195.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62720	2562	560.00	0.00	560.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62719	2563	105.00	0.00	105.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62717	2565	930.00	0.00	930.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62716	2537	375.00	0.00	375.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62715	2536	165.00	0.00	165.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62714	2535	30.00	0.00	30.00	05/16/2018	05/16/2018	05/16/2018
1	3287	N	SPARETIME INVESTMENT GROUP	V81101	62718	2564	435.00	0.00	435.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$2,795.00			
1	2144	N	SPED FORMS INC	V81101	62570	5164	4,871.57	0.00	4,871.57	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$4,871.57			
1	2153	N	STASNEY ELECTRIC LLC	V81101	62711	33014	375.75	0.00	375.75	05/16/2018	05/16/2018	05/16/2018
1	2153	N	STASNEY ELECTRIC LLC	V81101	62708	33078	228.00	0.00	228.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$603.75			
1	2164	N	STIER TRANSPORTATION SERVICE	V81101	62538	050118	126.75	0.00	126.75	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$126.75			
1	7532	N	SUNDOWN HEATING/AIR CONDITIO	V81101	62679	20183359	520.00	0.00	520.00	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$520.00			
1	2188	N	TAHER INC	V81101	62673	0052219-IN	70,827.12	0.00	70,827.12	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$70,827.12			
1	3931	N	TRAILBLAZER TRANSIT	V81101	62589	2018-02-1E9	48.00	0.00	48.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$48.00			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3326	N	TRIARCO ARTS & CRAFTS	V81101	62545	919512	810.91	0.00	810.91	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$810.91			
1	2266	N	TRUGREEN CHEMLAWN	V81101	62723	81760283	181.46	0.00	181.46	05/16/2018	05/16/2018	05/16/2018
							Check Amount:		\$181.46			
1	7467	N	UNIQUE SOFTWARE COPORATION	V81101	62587	244576	820.00	0.00	820.00	05/14/2018	05/14/2018	05/14/2018
1	7467	N	UNIQUE SOFTWARE COPORATION	V81101	62671	244727	1,074.00	0.00	1,074.00	05/16/2018	05/16/2018	05/16/2018
1	7467	N	UNIQUE SOFTWARE COPORATION	V81101	62602	244553	436.00	0.00	436.00	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$2,330.00			
1	7527	N	WALTER'S PUBLISHING	V81101	62537	1343590	2,011.95	0.00	2,011.95	05/14/2018	05/14/2018	05/14/2018
							Check Amount:		\$2,011.95			
							Report Total:		\$425,924.87			

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

## Electronic

Batch	Co	Pmt No	Bank	ck	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p910p2	0716	44579	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	4/20/2018 00:00	N	USD	46,305.46
p910p2	0716	44580	SBC		WX	1	1977	PERA	N	N	4/20/2018 00:00	N	USD	9,646.47
p910p2	0716	44581	SBC		WX	1	2330	FEDERAL	N	N	4/20/2018 00:00	N	USD	23,346.18
p910p2	0716	44581	SBC		WX	1	2330	FEDERAL	N	N	4/20/2018 00:00	N	USD	10,269.34
p910p2	0716	44581	SBC		WX	1	2330	FEDERAL	N	N	4/20/2018 00:00	N	USD	43,909.90
p910p2	0716	44582	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	4/20/2018 00:00	N	USD	12,734.89
p910p2	0716	44583	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	4/20/2018 00:00	N	USD	1,817.09
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	1,528.28
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	620.38
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	4,007.48
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	20.00
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	108.80
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	736.78
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	5,275.56
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	1,664.12
p910p2	0716	44584	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	4/20/2018 00:00	N	USD	616.10
p811p1	0716	44708	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/4/2018 00:00	N	USD	43,498.22
p811p1	0716	44709	SBC		WX	1	1977	PERA	N	N	5/4/2018 00:00	N	USD	11,515.02
p811p1	0716	44710	SBC		WX	1	2330	FEDERAL	N	N	5/4/2018 00:00	N	USD	21,965.09
p811p1	0716	44710	SBC		WX	1	2330	FEDERAL	N	N	5/4/2018 00:00	N	USD	9,843.58
p811p1	0716	44710	SBC		WX	1	2330	FEDERAL	N	N	5/4/2018 00:00	N	USD	42,090.14
p811p1	0716	44711	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/4/2018 00:00	N	USD	11,973.67
p811p1	0716	44712	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/4/2018 00:00	N	USD	2,107.09
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	1,528.28
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	620.38
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	3,952.16
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	20.00
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	108.80
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	746.78
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	5,085.56
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	1,664.12
p811p1	0716	44713	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/4/2018 00:00	N	USD	616.10
P81102	0716	44765	SBC		WX	1	2336	XCEL ENERGY	N	N	4/19/2018 00:00	N	USD	12.15

## Electronic

Batch	Co	Pmt No	Bank	ck	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P81102	0716	44766	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/23/2018 00:00		USD	3.66
P81102	0716	44766	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/23/2018 00:00		USD	32.62
P81102	0716	44766	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/23/2018 00:00		USD	215.02
P81102	0716	44766	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/23/2018 00:00		USD	387.84
P81102	0716	44766	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/23/2018 00:00		USD	1,100.64
P81102	0716	44766	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	4/23/2018 00:00		USD	2,097.43
P81102	0716	44767	SBC		WX	1	2336	XCEL ENERGY	N	N	4/23/2018 00:00		USD	1,014.57
P81102	0716	44768	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	4/24/2018 00:00		USD	514.25
P81102	0716	44769	SBC		WX	1	1486	FRONTIER	N	N	4/25/2018 00:00		USD	97.40
P81102	0716	44769	SBC		WX	1	1486	FRONTIER	N	N	4/25/2018 00:00		USD	97.40
P81102	0716	44769	SBC		WX	1	1486	FRONTIER	N	N	4/25/2018 00:00		USD	108.07
P81102	0716	44769	SBC		WX	1	1486	FRONTIER	N	N	4/25/2018 00:00		USD	1,321.89
P81102	0716	44770	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/4/2018 00:00		USD	1,824.66
P81102	0716	44770	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/4/2018 00:00		USD	451.35
P81102	0716	44770	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/4/2018 00:00		USD	177.65
P81102	0716	44770	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/4/2018 00:00		USD	110.17
P81102	0716	44771	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2018 00:00		USD	5,379.76
P81102	0716	44771	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2018 00:00		USD	3,842.10
P81102	0716	44771	SBC		WX	1	2336	XCEL ENERGY	N	N	5/7/2018 00:00		USD	2,712.98
P81102	0716	44772	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/9/2018 00:00		USD	4,365.19
P81102	0716	44772	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/9/2018 00:00		USD	3,659.74
P81102	0716	44772	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	5/9/2018 00:00		USD	3,522.98
P81102	0716	44773	SBC		WX	1	2336	XCEL ENERGY	N	N	5/10/2018 00:00		USD	25.89
P81102	0716	44774	SBC		WX	1	2336	XCEL ENERGY	N	N	5/11/2018 00:00		USD	430.84
April PCARD														
Payroll 4/20/2018														
Payroll 5/04/2018														
<b>Total</b>														
<b>\$ 868,748.30</b>														

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P81002	0716	44515	SBC	61582	CH	1	6325	REPTILE & AMPHIBIAN DISCOVERY ZOO	Y	N	4/20/2018	CY	USD	(220.00)
p910p2	0716	44575	SBC	61589	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	4/20/2018	CN	USD	4,889.31
p910p2	0716	44576	SBC	61590	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	4/20/2018	CN	USD	3,366.78
p910p2	0716	44578	SBC	61591	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	4/20/2018	CN	USD	40,889.49
p910p2	0716	44577	SBC	61592	CH	1	1178	BPESPA	Y	N	4/20/2018	CN	USD	1,029.96
P81102	0716	44656	SBC	61658	CH	1	1255	CHILDREN'S THEATRE CO.	Y	N	4/25/2018	CN	USD	1,480.00
P81102	0716	44665	SBC	61659	CH	1	7378	EMILY PATCH	Y	N	4/25/2018	CN	USD	140.65
P81102	0716	44658	SBC	61660	CH	1	3533	GFW HIGH SCHOOL	Y	N	4/25/2018	CN	USD	65.00
P81102	0716	44660	SBC	61661	CH	1	4172	LAKEVILLE NORTH	Y	N	4/25/2018	CN	USD	225.00
P81102	0716	44659	SBC	61662	CH	1	4145	MEDICAREBLUE RX	Y	N	4/25/2018	CN	USD	450.00
P81102	0716	44663	SBC	61663	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	4/25/2018	CN	USD	2,902.01
P81102	0716	44657	SBC	61664	CH	1	2027	REGION 2A - MSHSL	Y	N	4/25/2018	CN	USD	180.00
P81102	0716	44664	SBC	61665	CH	1	6325	REPTILE & AMPHIBIAN DISCOVERY ZOO	Y	N	4/25/2018	CN	USD	260.00
P81102	0716	44661	SBC	61666	CH	1	5308	SHOUT POINT	Y	N	4/25/2018	CN	USD	2,070.00
P81102	0716	44662	SBC	61667	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	4/25/2018	CN	USD	200.00
P81102	0716	44666	SBC	61668	CH	1	6564	EVOLUTION SHIRTS	Y	N	4/25/2018	CN	USD	571.62
p811p1	0716	44714	SBC	61669	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/4/2018	OCN	USD	4,889.31
p811p1	0716	44715	SBC	61670	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/4/2018	OCN	USD	3,366.78
p811p1	0716	44719	SBC	61671	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	5/4/2018	OCN	USD	12,058.56
p811p1	0716	44720	SBC	61672	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/4/2018	OCN	USD	118,681.73
p811p1	0716	44716	SBC	61673	CH	1	1178	BPESPA	Y	N	5/4/2018	OCN	USD	1,029.92
p811p1	0716	44721	SBC	61674	CH	1	7052	FIDELITY SECURITY LIFE INS EYE MED	Y	N	5/4/2018	OCN	USD	536.72
p811p1	0716	44718	SBC	61675	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	5/4/2018	OCN	USD	2,728.43
p811p1	0716	44717	SBC	61676	CH	1	1836	NCPERS MINNESOTA	Y	N	5/4/2018	OCN	USD	32.00
P81102	0716	44722	SBC	61677	CH	1	1125	BELLE PLAINE HERALD	Y	N	5/3/2018	OCN	USD	3,489.00
P81102	0716	44724	SBC	61678	CH	1	5310	CHUCK KELLER	Y	N	5/3/2018	OCN	USD	268.69
P81102	0716	44723	SBC	61679	CH	1	3223	METRO ECSU	Y	N	5/3/2018	OCN	USD	450.00
P81102	0716	44747	SBC	61680	CH	1	6553	BRIAN FRITZ	Y	N	5/11/2018	CN	USD	82.00
P81102	0716	44752	SBC	61681	CH	1	7529	COLE SIEGLE	Y	N	5/11/2018	CN	USD	60.00
P81102	0716	44741	SBC	61682	CH	1	4028	CURTIS STRAND	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44734	SBC	61683	CH	1	1326	DARYL SANBORN	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44738	SBC	61684	CH	1	2771	DENNIS ROISUM	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44749	SBC	61685	CH	1	7036	GEOFFREY IVERSON	Y	N	5/11/2018	CN	USD	82.00
P81102	0716	44751	SBC	61686	CH	1	7525	GIANTS SOFTBALL	Y	N	5/11/2018	CN	USD	100.00
P81102	0716	44746	SBC	61687	CH	1	6485	JASON PALO	Y	N	5/11/2018	CN	USD	82.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P81102	0716	44740	SBC	61688	CH	1	3429	JOSH PAGGEN	Y	N	5/11/2018	CN	USD	82.00
P81102	0716	44737	SBC	61689	CH	1	2634	LEE ECKERT	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44750	SBC	61690	CH	1	7259	MICHAEL KOPISCHKE	Y	N	5/11/2018	CN	USD	4.36
P81102	0716	44750	SBC	61690	CH	1	7259	MICHAEL KOPISCHKE	Y	N	5/11/2018	CN	USD	100.00
P81102	0716	44742	SBC	61691	CH	1	4392	MICHAEL PAGGEN	Y	N	5/11/2018	CN	USD	82.00
P81102	0716	44742	SBC	61691	CH	1	4392	MICHAEL PAGGEN	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44739	SBC	61692	CH	1	3420	RIDGES AT SAND CREEK	Y	N	5/11/2018	CN	USD	150.00
P81102	0716	44739	SBC	61692	CH	1	3420	RIDGES AT SAND CREEK	Y	N	5/11/2018	CN	USD	150.00
P81102	0716	44735	SBC	61693	CH	1	2119	SIBLEY EAST	Y	N	5/11/2018	CN	USD	100.00
P81102	0716	44748	SBC	61694	CH	1	7013	TIMOTHY WLASIVK	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44748	SBC	61694	CH	1	7013	TIMOTHY WLASIVK	Y	N	5/11/2018	CN	USD	155.00
P81102	0716	44743	SBC	61695	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	5/11/2018	CN	USD	150.00
P81102	0716	44744	SBC	61696	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	5/11/2018	CN	USD	100.00
P81102	0716	44745	SBC	61697	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	5/11/2018	CN	USD	75.00
P81102	0716	44736	SBC	61698	CH	1	2264	TROY KOESTER	Y	N	5/11/2018	CN	USD	82.00
P81102	0716	44764	SBC	61699	CH	1	7530	AMY JIRIK	Y	N	5/15/2018	CN	USD	80.00
P81102	0716	44757	SBC	61700	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	5/15/2018	CN	USD	366.00
P81102	0716	44758	SBC	61701	CH	1	2685	EILEEN HANLON	Y	N	5/15/2018	CN	USD	130.00
P81102	0716	44760	SBC	61702	CH	1	3898	GLORIA GRAHAM	Y	N	5/15/2018	CN	USD	160.00
P81102	0716	44763	SBC	61703	CH	1	6225	JEANETTE GLOEGE	Y	N	5/15/2018	CN	USD	160.00
P81102	0716	44761	SBC	61704	CH	1	5432	JOSIE PLOETZ	Y	N	5/15/2018	CN	USD	160.00
P81102	0716	44753	SBC	61705	CH	1	1781	MARY HEITKAMP	Y	N	5/15/2018	CN	USD	100.00
P81102	0716	44762	SBC	61706	CH	1	5435	PAT KRANT	Y	N	5/15/2018	CN	USD	160.00
P81102	0716	44754	SBC	61707	CH	1	1962	PAT O'LAUGHLIN	Y	N	5/15/2018	CN	USD	160.00
P81102	0716	44755	SBC	61708	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	5/15/2018	CN	USD	45,500.18
P81102	0716	44756	SBC	61709	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	5/15/2018	CN	USD	92,248.85
P81102	0716	44759	SBC	61710	CH	1	3897	SUE HALLORAN	Y	N	5/15/2018	CN	USD	140.00
P81102	0716	44775	SBC	61711	CH	1	4853	LORI STEINHAGEN	Y	N	5/16/2018	CN	USD	62.50
P81102	0716	44776	SBC	61712	CH	1	6275	NORTH AMERICAN SAFETY INC	Y	N	5/16/2018	CN	USD	142.50
P81102	0716	44777	SBC	61713	CH	3	5150	ZEPHYR	Y	N	5/16/2018	CN	USD	773.75
<b>Total</b>													<b>\$ 348,941.10</b>	

April 2018 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	44509	HSAC	8154	CH	3	7309	BELLE PLAINE EVENTS & FESTIVALS	BBQ Days Conc Stand Fee	4/11/2018 0	N	USD	400.00
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	REIMBURSE SCHOOL T-SHIRTS-SBALL	4/11/2018 0	N	USD	370.07
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	REIMBURSE GOLF-POLOS	4/11/2018 0	N	USD	875.00
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - GRAND STADIUM	4/11/2018 0	N	USD	23.97
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - HIGHPOINT CENTER	4/11/2018 0	N	USD	432.00
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - GALACTIC PIZZA	4/11/2018 0	N	USD	137.22
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGERIAN - AMAZON	4/11/2018 0	N	USD	38.61
0716	44505	HSAC	8155	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - AMAZON	4/11/2018 0	N	USD	9.99
0716	44506	HSAC	8156	CH	3	4813	BPEA	PEPSI TRANSFER FROM SH CLUB	4/11/2018 0	N	USD	17.23
0716	44502	HSAC	8157	CH	1	3219	CASH	STARTING CASH-ACTIVITY NIGHT	4/11/2018 0	N	USD	200.00
0716	44508	HSAC	8158	CH	3	6875	JOHN WARREN	DJ-ACTIVITY NIGHT JH	4/11/2018 0	N	USD	275.00
0716	44504	HSAC	8159	CH	1	7501	KEYTAG LLC	PROM GIFTS- JR CLASS	4/11/2018 0	N	USD	298.29
0716	44507	HSAC	8160	CH	3	4848	PEPSI-COLA	CONCESSIONS - POP DELIVERY	4/11/2018 0	N	USD	804.25
0716	44507	HSAC	8160	CH	3	4848	PEPSI-COLA	CONCESSIONS - RETURNED POP	4/11/2018 0	N	USD	418.21
0716	44503	HSAC	8161	CH	1	3420	RIDGES AT SAND CREEK	GOLF BALLS	4/11/2018 0	N	USD	245.55
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - BERRY BLENDZ	4/20/2018 0	N	USD	409.00
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - GALACTIC PIZZA	4/20/2018 0	N	USD	171.02
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - GALACTIC PIZZA	4/20/2018 0	N	USD	174.84
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - DOMINOS	4/20/2018 0	N	USD	239.37
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - METROPOLIS	4/20/2018 0	N	USD	4,324.03
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - SAMS CLUB	4/20/2018 0	N	USD	172.15
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	T-Shirts	4/20/2018 0	N	USD	283.11
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	T-Shirts	4/20/2018 0	N	USD	295.61
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - ACTIVITIES 1	4/20/2018 0	N	USD	1,678.44
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	ONE ACT - OLD LOG THEATRE	4/20/2018 0	N	USD	520.00
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - CUSTOMINK	4/20/2018 0	N	USD	1,500.42
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRAP TEAM - USA HIGH SCHOOL CLAY	4/20/2018 0	N	USD	1,155.00
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - DOMINOS	4/20/2018 0	N	USD	39.43
0716	44589	HSAC	8162	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - NATIONAL FFA - CLOTHING	4/20/2018 0	N	USD	337.00
0716	44586	HSAC	8163	CH	1	7138	HEGGIES PIZZA	PIZZA FUNDRAISER	4/20/2018 0	N	USD	1,233.78
0716	44585	HSAC	8164	CH	1	2339	J W PEPPER & SON INC	sheet music for state choir	4/20/2018 0	N	USD	52.99
0716	44587	HSAC	8165	CH	1	7505	JOE HARTMANN	Keyboard for One Act Play	4/20/2018 0	N	USD	300.00
0716	44590	HSAC	8166	CH	3	4882	MN FFA ASSOCIATION	membership dues for added members	4/20/2018 0	N	USD	121.00
0716	44588	HSAC	8167	CH	1	7508	TARTAN HIGH SCHOOL THEATRE	JH Play Costume Rental	4/20/2018 0	N	USD	200.00
0716	44668	HSAC	8168	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	Evolution Shirts/ Trap Shooting Funds	4/25/2018 0	N	USD	571.62
0716	44667	HSAC	8169	CH	1	7365	CITY OF COLOGNE	Linens for Prom	4/25/2018 0	N	USD	64.43
0716	44669	HSAC	8170	CH	3	6875	JOHN WARREN	Prom DJ Service	4/25/2018 0	N	USD	450.00

**Total** **18,838.63**

April 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	4/24/2018	4/27/2018	Pp*insideedgegolf	180.00	Golf Practice
Belle P Activities	4/23/2018	4/27/2018	Old Country Buffet 000	110.00	Speech State Meal
Belle P Activities	4/13/2018	4/27/2018	North American Safety,	955.00	CLASS 2018 - Tshirts
Belle P Activities	4/13/2018	4/27/2018	Customink Llc	876.89	JH PLAY (FALL DRAMA) - Tshirts
Belle P Activities	4/12/2018	4/27/2018	Mf Athletic & Perform	219.00	Track Starting Gun
Belle P Activities	4/12/2018	4/27/2018	Image Market	473.75	CHOIR - Chamber Tshirts
Belle P Activities	4/12/2018	4/27/2018	Image Market	299.00	CHOIR - Tshirts
Belle P Activities	4/11/2018	4/27/2018	Wow Zone	260.00	SOFTBALL - Team Bonding Activity
Belle P Activities	4/11/2018	4/27/2018	Customink Llc	408.92	CHOIR - Board Tshirts
Belle P Activities	4/11/2018	4/27/2018	Mf Athletic & Perform	114.00	Track Hip Numbers and Spikes
Belle P Activities	4/11/2018	4/27/2018	Wow Zone	136.61	SOFTBALL - Meal
Belle Plaine Act	4/27/2018	4/27/2018	Domino S 7300	155.29	JH STD CNCL - Pizza
Belle Plaine Act	4/26/2018	4/27/2018	Int*in *eagle Eye Digi	116.00	Video Camera Enclosure
Belle Plaine Act	4/23/2018	4/27/2018	Mills Fleet Farm 2500	99.95	Steel Cart
Belle Plaine Act	4/20/2018	4/27/2018	Coborn S Superstore	29.76	TRACK - Ice Cream
Belle Plaine Act	4/19/2018	4/27/2018	Metropolis Resort	(1.12)	BAND - Refund of Overcharge
Belle Plaine Act	4/9/2018	4/27/2018	Party City #1033	89.36	JH STD CNCL - Activity Night Supplies
Belle Plaine Comm Ed	4/25/2018	4/27/2018	Domino S 7300	238.23	SH CLUB - Pizza
Belle Plaine Comm Ed	4/20/2018	4/27/2018	Amazon.Com Amzn.Com/bi	145.43	Baseball Equipment
Belle Plaine Comm Ed	4/20/2018	4/27/2018	Genesis - Belle Plaine	100.67	Driver's Ed Fuel
Belle Plaine Comm Ed	4/13/2018	4/27/2018	Kully Supply	(16.38)	Tax Refund
Belle Plaine Comm Ed	4/13/2018	4/27/2018	Full Compass Sys Vt	569.14	Replacement Microphones for PAC
Belle Plaine Comm Ed	4/9/2018	4/27/2018	The Home Depot #2841	95.12	Supplies
Belle Plaine Comm Ed	4/6/2018	4/27/2018	Sherwin Williams 70316	(0.07)	Refund Tax
Belle Plaine Comm Ed	4/6/2018	4/27/2018	Amazon.Com	141.15	Rest Mats
Belle Plaine Comm Ed	4/6/2018	4/27/2018	Sherwin Williams 70316	33.13	Paint for JH Play Set
Belle Plaine High School	4/27/2018	4/27/2018	Coborn S Superstore	49.99	PEP CLUB - Cake for Speech Parent's Night
Belle Plaine High School	4/26/2018	4/27/2018	Herman S Landscape Sup	245.00	Mulch
Belle Plaine High School	4/25/2018	4/27/2018	Coborn S Superstore	(11.20)	Tax Refunded
Belle Plaine High School	4/24/2018	4/27/2018	Samsclub #6311	59.98	JH MCA Testing Snacks
Belle Plaine High School	4/24/2018	4/27/2018	Coborn S Superstore	10.43	JH MCA Testing Snacks
Belle Plaine High School	4/24/2018	4/27/2018	Coborn S Superstore	11.20	Tax Charged
Belle Plaine High School	4/23/2018	4/27/2018	7300 Dominos Pizza	105.23	JH PLAY (FALL DRAMA) - Pizza
Belle Plaine High School	4/23/2018	4/27/2018	Coborn S Superstore	29.46	DRAMA - Pop, Ice for Cast Party
Belle Plaine High School	4/20/2018	4/27/2018	Braemar Golf Dome	24.00	Golf Practice
Belle Plaine High School	4/20/2018	4/27/2018	Paypal *mctm	225.00	SD18.47 M Hanson - Registration
Belle Plaine High School	4/19/2018	4/27/2018	Amazon.Com	63.13	PE Metrics
Belle Plaine High School	4/16/2018	4/27/2018	Menards Burnsville Mn	306.40	Lumber for Raised Beds
Belle Plaine High School	4/12/2018	4/27/2018	Amazon Mktplace Prmts	82.98	Projector Bulbs
Belle Plaine High School	4/12/2018	4/27/2018	Pp*insideedgegolf	105.00	Golf Simulation Scrimmage
Belle Plaine High School	4/10/2018	4/27/2018	Kully Supply	2,343.20	Drinking Fountain with Bottle Filler
Belle Plaine High School	4/6/2018	4/27/2018	Perkins Family Rest#43	20.05	AD Conference Meal (PO 16016)
Belle Plaine High School	4/6/2018	4/27/2018	Courtyard St. Cloud	161.07	AD Conference Lodging - M Chevalier & L Fogarty (PO 15984)
Belle Plaine High School	4/5/2018	4/27/2018	Best Western Hotels -	95.73	AD Conference Lodging - J Bergs
Belle Plaine High School	4/5/2018	4/27/2018	Samsclub.Com	113.11	SR HIGH CLUB - ACT Testing Snacks

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine High School	4/5/2018	4/27/2018	Green Mill - St Cloud	10.85	AD Conference Meal
Belle Plaine High School	4/2/2018	4/27/2018	Amazon.Com	165.84	Technology Supplies
Belle Plaine High School	3/28/2018	4/27/2018	Mills Fleet Farm 3200	178.57	Supplies
Belle Plaine Sd	4/26/2018	4/27/2018	Southbridge Shakopee C	105.50	LifeSkills - Movie Tickets
Belle Plaine Sd	4/24/2018	4/27/2018	Arrowwood Resort And C	104.85	Conference Lodging - Ashley Jans
Belle Plaine Sd	4/23/2018	4/27/2018	Borough Bowl	48.00	SOAR Bowling
Belle Plaine Sd	4/23/2018	4/27/2018	Amazon Mktplace Pmts	27.15	Step Stool
Belle Plaine Sd	4/20/2018	4/27/2018	Multi-Health Systems	37.50	ASRS-P Forms
Belle Plaine Sd	4/19/2018	4/27/2018	Gopher Sport	60.72	Workout Mats
Belle Plaine Sd	4/18/2018	4/27/2018	Amazon Mktplace Pmts	165.44	Toilet Training Step Stool
Belle Plaine Sd	4/11/2018	4/27/2018	Reliable Medical Suppl	2,668.00	Gait Trainer
Belle Plaine Sd	4/10/2018	4/27/2018	Pss-Kim Gibbons	475.00	MTSS Summer Institute Registration - M Chevalier
Belle Plaine Sd	4/6/2018	4/27/2018	U Of M Contlearning	228.00	Early Intervention Summer Institute Registration - Andrea Robbins
Belle Plaine Sd	4/5/2018	4/27/2018	Coborn S Superstore	87.22	Life Skills Groceries
Belle Plaine Sd	4/3/2018	4/27/2018	Coborn S Superstore	21.89	Life Skills Groceries
Belle Plaine Sd	4/2/2018	4/27/2018	Ncs Pearson	85.73	WISC-V and KABC-II Forms
Belle Plaine Sd	4/2/2018	4/27/2018	Amazon.Com Amzn.Com/bi	(78.94)	Returned Car Seat
Chatfield Elementary	4/26/2018	4/27/2018	Usps Po 2607300172	7.15	Postage
Chatfield Elementary	4/20/2018	4/27/2018	Michael Grinder And As	119.31	Classroom Management Trilogy
Chatfield Elementary	4/20/2018	4/27/2018	Mindsteps Inc	37.55	The Differentiation Workbook
Chatfield Elementary	4/13/2018	4/27/2018	Timberlake Hotel	120.31	Conference Lodging - K DeWitte
Chatfield Elementary	4/11/2018	4/27/2018	Ilp*insect Lore	80.94	Insect Cups for Preschool Classes
Chatfield Elementary	4/10/2018	4/27/2018	Coborn S Superstore	32.27	Groceries for ECFE
Chatfield Elementary	4/6/2018	4/27/2018	Love And Logic Institu	198.00	SD18.48 A Volek & M Doebling - Registration
Chatfield Elementary	4/5/2018	4/27/2018	U Of M Contlearning	228.00	SD18.49 K Konopacki - Registration
Kris Davis	4/26/2018	4/27/2018	Vzwrlls*apocc Visb	578.40	Cell Phone Usage
Kris Davis	4/23/2018	4/27/2018	Innovative Office Solu	252.20	Supplies
Kris Davis	4/20/2018	4/27/2018	Amazon Mktplace Pmts W	35.98	CLASS 2019 - Prom Decorations (PO 16108)
Kris Davis	4/20/2018	4/27/2018	Genesis - Belle Plaine	363.53	Salt, Primer, Misc
Kris Davis	4/20/2018	4/27/2018	Amazon Mktplace Pmts W	26.95	CLASS 2019 - Prom Decorations (PO 16108)
Kris Davis	4/16/2018	4/27/2018	Amazon Mktplace Pmts W	102.20	CLASS 2019 - Prom Decorations (PO 16108)
Kris Davis	4/16/2018	4/27/2018	Amazon Mktplace Pmts W	101.56	Classroom Supplies - C Lynn
Kris Davis	4/16/2018	4/27/2018	Amazon Mktplace Pmts	9.99	CLASS 2019 - Prom Decorations
Kris Davis	4/16/2018	4/27/2018	Metro Sales Inc.	3,034.13	Copier Lease/Maintenance/PAPERCUT
Kris Davis	4/13/2018	4/27/2018	Amazon Mktplace Pmts	239.70	JH PLAY (FALL DRAMA) - Props/Costumes (PO 16090)
Kris Davis	4/12/2018	4/27/2018	Amazon Mktplace Pmts	70.10	JH PLAY (FALL DRAMA) - Props/Costumes (PO 16090)
Kris Davis	4/12/2018	4/27/2018	Amazon Mktplace Pmts	184.58	JH PLAY (FALL DRAMA) - Props/Costumes (PO 16090)
Kris Davis	4/11/2018	4/27/2018	Amazon Mktplace Pmts	47.97	JH PLAY (FALL DRAMA) - Props/Costumes
Kris Davis	4/10/2018	4/27/2018	Amazon.Com	22.99	JH STD CNCL - Nintendo Charging Station
Kris Davis	4/6/2018	4/27/2018	Amazon Mktplace Pmts	79.70	JH STD CNCL - Activity Night Glow Sticks (PO 16055)
Kris Davis	4/6/2018	4/27/2018	Waste Mgmt Wm Ezpay	595.95	Garbage Service
Kris Davis	4/6/2018	4/27/2018	Amazon Mktplace Pmts	19.99	JH STD CNCL - Activity Night Glow Sticks
Kris Davis	4/6/2018	4/27/2018	Waste Mgmt Wm Ezpay	267.94	Garbage Service
Kris Davis	4/6/2018	4/27/2018	Waste Mgmt Wm Ezpay	1,182.10	Garbage Service
Kris Davis	4/6/2018	4/27/2018	Waste Mgmt Wm Ezpay	739.38	Garbage Service

April 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Kris Davis	4/5/2018	4/27/2018	Metro Sales Inc.	740.32	HS Teachers Lounge Copier Lease/ Maintenance
Kris Davis	4/3/2018	4/27/2018	Plunketts	189.56	Pest Control
Kris Davis	4/3/2018	4/27/2018	Plunketts	242.96	Pest Control
Kris Davis	4/3/2018	4/27/2018	Plunketts	218.25	Pest Control
Kris Davis	4/3/2018	4/27/2018	Plunketts	158.06	Pest Control
Oak Crest Elementary	4/27/2018	4/27/2018	Coborn S Superstore	134.14	BackPack Program
Oak Crest Elementary	4/24/2018	4/27/2018	Target 00014845	178.00	DARE Bikes
Oak Crest Elementary	4/24/2018	4/27/2018	Target 00023408	89.00	DARE Bike
Oak Crest Elementary	4/24/2018	4/27/2018	Target 00012724	89.00	DARE Bike
Oak Crest Elementary	4/24/2018	4/27/2018	Sams Club #6311	58.02	DARE Snacks
Oak Crest Elementary	4/24/2018	4/27/2018	Target 00018333	178.00	DARE Bikes
Oak Crest Elementary	4/23/2018	4/27/2018	Amazon.Com Amzn.Com/bi	36.98	Just Deal with It!: Funny Readers Theatre
Oak Crest Elementary	4/19/2018	4/27/2018	Samsclub #6311	57.90	Backpack Program
Oak Crest Elementary	4/18/2018	4/27/2018	Amazon Mktplace Pmts	22.00	Plastic Cups
Oak Crest Elementary	4/18/2018	4/27/2018	Amazon Mktplace Pmts	153.56	Supplies
Oak Crest Elementary	4/17/2018	4/27/2018	Amazon Mktplace Pmts	13.95	LifeSavers Mints
Oak Crest Elementary	4/12/2018	4/27/2018	Naesp-Peap	33.00	Citizenship Pins
Oak Crest Elementary	4/10/2018	4/27/2018	Children S Theatre Com	1,365.00	G3 Field Trip - "The Lorax" Tickets
Oak Crest Elementary	4/10/2018	4/27/2018	Coborn S Superstore	50.31	G4 Science Supplies
Oak Crest Elementary	4/6/2018	4/27/2018	Three Rivers Admin Cen	143.75	G3 Field Trip - Chutes and Ladders
Oak Crest Elementary	3/29/2018	4/27/2018	Samsclub #6311	409.20	MCA Snacks
Patrick R Schultz	4/2/2018	4/27/2018	Enterprise Rent-A-Car	759.52	BASEBALL - Rental Van
Patrick R Schultz	3/29/2018	4/27/2018	Enterprise Rent-A-Car	759.52	BASEBALL - Rental Van
Patrick R Schultz	3/29/2018	4/27/2018	Enterprise Rent-A-Car	758.58	BASEBALL - Rental Van
Patrick R Schultz	3/29/2018	4/27/2018	Ramada Inn	1,456.00	BASEBALL - Lodging
<b>Total</b>				<b>31,333.36</b>	

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



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

DATE OF BOARD MEETING: May 21, 2018  
 SUBJECT: Gifts and Donations  
 RECOMMENDATION: Approve

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

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

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

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

**DETAIL OF GIFTS/DONATIONS:**

Date	Donor	Item and Nature of Donation/Gift	Amount
04.06.18	Schoeppner & Associates, PA	Miscellaneous	100.00
04.06.18	Mary Nesgoda	Food Service – Underfunded Students	50.00
04.23.18	Theresa Kuhlmann	General Support	70.50
04.27.18	Anonymous	General Support	30.00

**Community Education/Community Services Report**  
**Mindy Chevalier**  
**May, 2018**

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

- All practices for baseball / softball 3rd - 6th grade are off and running!
- Child & Babysitting Clinic was Saturday, May 12th...we had a full class of 12 students and looking to add another class this summer.
- Are drivers training instructors are in full swing with behind the wheel training. Student are driving weekdays after school and weekends.

**Preschool/Kids Co/Wraparound**

- Our Preschoolers are wrapping up! It's hard to believe the school year is coming to an end!
- Tiny Tots Dance, Rhythm & Motion and Tiny Tumblers are 2 new offerings for our preschool age kids this summer.

**ECFE**

- ECFE is busy planning classes for the fall brochure!
- Miss Courtney created summer calendars of fun activities that families can participate in all summer long for free!

**Adult Rec/Enrichment**

- We had 8 teams participate Saturday morning at the Pickleball Tournament! Annette Moylan and Janel Eischens were the undefeated champs going 7-0 in round robin play!
- BPXC2 is a summer workout program if you are looking to improve strength and endurance!

**Outreach & City Programs & Communication**

Thank you to Officer Vycital, Chief Stolee & Mayor Meyer as well as the Council for their support of the 5th grade DARE program. The DARE Graduation and DARE Walk/Run were a great experiences for the kids. To hear the student's testimonies were truly inspiring!

Also a special thank you to the PD for sponsoring the Mock Crash and speaker for our students prior to Prom this year. A very impactful message for our students.

Community Ed Advisory Meeting  
May 22nd @ 6:00pm  
High School Library

**Belle Plaine High School**  
**School Board Report**  
**Submitted by Dave Kreft and Mindy Chevalier**  
**May, 2018**

**Appreciation:**

- Prom 2018 was a very safe, memorable experience for our students. We had close to 200 students participate in the grand march and dance. Amie Hohenstein and Sibel Dikmen provided excellent leadership as they returned for their 2nd year as our advisors. The event was held at the Cologne Community Center. We had some staff members who were new to supervising and were impressed with the student behaviors.
- As you know, this spring has been a unique one with weather. With so many doubleheaders scheduled and meets pushed back, there have been many early releases for our student-athletes. Students and teachers have had to be very diligent to maintain academic progress. A key ingredient in this being able to take place is the use of technology and teachers having so much of their curriculum on Schoology.

**Acceleration:**

- Preliminary test scores are in and we will be having individual staff conversations on the data that was received. The staff members will reflect on the data that was gathered and will begin planning for next year. The conversations will build upon the strengths of the data and the areas for growth.
- Through our Nuts and Bolts Committee, our Grading for Learning Committee and PLC conversations, we have direction on some areas of focus for next year. The areas will include conversations on:
  - Technology - utilizing the new iPad 6, having staff getting more exposed to simple formative assessment tools
  - Staff permissions - different ways of identifying student proficiencies by staff members - if we have other data that demonstrates that they know the information, the grades can be adjusted accordingly
  - Tightening up assessment data - staff have experiences with students avoiding their first attempt of summatives (test and papers, we will look to tighten this up with our retake policies
  - Rubrics - we have had extensive conversations this year on rubrics and how they should be scored and how they should be structured. We will have consistent ways of structuring rubrics used by staff members so it meets our Grading for Learning policies and practices.

**Anticipation:**

- Summer school will begin right after school is out. Students who are below 55% will be enrolled in APEX for credit recovery, which is what we have used throughout the year. Those about 55% will complete teacher designated work to earn the credit. Mitch Miller and Phil McNamara will be our lead instructors. The program will last the month of June. We are fortunate to have APEX as the tool for consistent delivery of the program, as it connects with state standards.
- Graduation is June 3rd!



**Board Report**  
**May 21<sup>st</sup>, 2018**  
**Oak Crest Elementary**  
**Liann Hanson**

**Appreciation:**

- **Band and Choir** Thanks to Melanie McDonald for wonderful 5<sup>th</sup> and 6<sup>th</sup> grade band concerts, 3<sup>rd</sup>-6<sup>th</sup> grade choir concerts!
- **3<sup>rd</sup> and 4<sup>th</sup> Grade Concerts** Thanks to Jeanine Kruschke for fantastic 3<sup>rd</sup> and 4<sup>th</sup> grade music concerts this spring.
- **DARE Graduation** Thanks to our 5<sup>th</sup> grade staff and students and to Officer Vycital for a successful DARE program and graduation!
- **DARE 5K** Thanks to Michelle Amundson for a fantastic DARE 5K run! It was well organized and our students did a great job!

**Acceleration:**

- **Testing** We have finished our MCA testing. We really narrowed down some factors and I believe this helped support our students during testing. We saw some nice growth and some areas that we need to keep working on.
- **Schedules** With the help of Oak Crest's Specialist's teachers, we have found a nice schedule to start our 18-19 school year with!

**Anticipation**

- May 21st--3rd grade Informational Night, 6:00-7:00 PM (for 2nd grade parents)
- May 21st--Next year's 5th grade Band Parent Meeting at 6:00 PM in the commons
- May 22nd--3rd Grade Science Fair, 2:10 PM
- May 23rd--Grade 3rd/4th Grade Track and Field, 8:30-11:30 AM, 2nd Grade over to OC from 11:30-2:00 for lunch, activity, and Talent Show, Talent show presented to students at 12:30-3:00, Talent Show for Public at 6:30-8:30 PM
- May 24th--Talent Show for Public at 6:30-8:30 PM
- May 25th--3rd Grade Water Day (Rain Date), 5th and 6th Grade Track and Field, All Day
- May 28th--Memorial Day
- May 29th--5th and 6th Grade Field Trip to Skateville, 3rd Grade PM Bowling, 4th Grade Career Day
- May 30th--3rd Grade PM Bowling,
- May 31st--6th Grade Graduation, 9:00-10:30 AM, Last Day of School
- May 31st--All School Meeting, 2:20 PM

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



**Ryan Laager, Ed.D., Superintendent**

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

## **May 2018 Board Report**

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

- On Friday, April 20th, approximately 15 special education administrators from the southwest metro provided dinner to families at the Ronald McDonald House in Minneapolis through the Cooks for Kids program. Following a tour of the Ronald McDonald House, we put together a taco bar, served food, and cleaned up afterwards. It was a worthwhile experience that I would love to do again.
- 4/20/18 - spent the day with building leaders/special education teachers from each building planning for paraprofessional placements for next school year. We also reviewed some remedial reading curriculum options for next school year.
- Reviewed and revised the ADSIS budget for FY19
- On May 18th, I will be attending an all-day Director Forum at MDE.

Board Report  
May 17, 2018  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Thank you to Delores Johnson for taking on several long term sub positions in our building!. So wonderful to have a consistent person who understand the building and our students.
- Thank you to the Belle Plaine Public Library for welcoming our students and providing information regarding summer reading!
- Thank you to all of the students, staff, and volunteers that helped make our end of the year field trips fun, exciting, and successful.
- Thank you to Katie and Chelsea for organizing a wonderful field day for the kids. The field day this year is May 29th and it is going to be AWESOME!!!
- Thank you to our intervention staff for all the testing they have done this month with our students. The FAST assessments provide consistency throughout the building and help to inform our instruction for the following school year.

**Acceleration:**

- This year we implemented FLEX reading and continued with math flex from last school year.. We are currently have discussions around how to better meet the needs of the students within those groups. We will also be utilizing the individual skills at a deeper level for the 18-19 school year. In doing these things, we can better target standards based instruction at the grade level but also better target individual needs.
  - Grade 1
    - areading-67% proficient
    - amath-88% proficient
  - Grade 2
    - areading-65% proficient
    - amath-86% proficient

**Anticipation:**

- The Phy. Ed. Staff have developed a K-2 Field Day experience that is going to be awesome. All students in K-2 will be at the field by Oak Crest. This year we will eat lunch at the school and then head over to the field for the remainder of the afternoon. Remember to pack some sun screen and wear clothes that can get wet if you are going to join us.
- We will have our last All School Morning Meeting of the 17-18 school year on May 31.
- PTO Ice Cream Social on May 18th from 6-8 at Oak Crest.
- A fantastic SUMMER!!!

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES  
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK  
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on May 8<sup>th</sup>, 2018.

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

1. The chair and clerk are hereby authorized to execute a certificate of election on behalf of the school board of Independent School District No. 716 to the following candidate:

Terry Morrison

who has received a sufficiently large number of votes to be elected to fill the vacancy on the board caused by resignation, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

CERTIFICATE OF ELECTION  
(Unexpired Term Expiring January 1, 2021)

This is to certify as follows:

1. The School Board of Independent School District No. 716 on May 14, 2018, canvassed the special election of school board members held on May 8, 2018.
2. Terry Morrison received the largest number of votes cast for the office of school board member of Independent School District No. 716 for an unexpired term expiring the first Monday in January, 2021.
3. Therefore Terry Morrison is elected to the office of school board member of Independent School District No. 716 for an unexpired term expiring the first Monday in January, 2021.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated May 14, 2018.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

Dated: \_\_\_\_\_

\_\_\_\_\_

Clerk

ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE

To: Terry Morrison

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 716 for a term beginning the first Monday in July, 2018 and expiring the first Monday in January, 2021.

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

\_\_\_\_\_  
Signature

STATE OF MINNESOTA     )

)

COUNTY OF SCOTT        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018 by Terry Morrison.

\_\_\_\_\_  
Notary Public

---

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 716 to the best of my judgment and ability.

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

\_\_\_\_\_  
Signature

STATE OF MINNESOTA     )

)

COUNTY OF SCOTT        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018 by Terry Morrison.

\_\_\_\_\_  
Notary Public

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.

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.  
[www.ieasafety.com](http://www.ieasafety.com)

BROOKLYN PARK  
9201 West Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900 / FAX 763-315-7920  
800-233-9513

MANKATO  
610 North Riverfront Drive  
Mankato, MN 56001  
507-345-8818 / FAX 507-345-5301  
800-233-9513

ROCHESTER  
210 Woodlake Drive SE  
Rochester, MN 55904  
507-281-6664 / FAX 507-281-6695  
800-233-9513

BRAINERD  
601 NW 5<sup>th</sup> Street, Ste. #4  
Brainerd, MN 56401  
218-454-0703 / FAX 218-454-0703  
800-233-9513

MARSHALL  
1420 East College Drive  
Marshall, MN 56258  
507-476-3599 / FAX 507-537-6985  
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
<b>Number of Tests</b>	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:

<b>TABLE 2: Oak Crest Elementary School RANGE OF RESULTS</b>				
	<b>0.0 – 1.9 pCi/L</b>	<b>2.0 – 2.9 pCi/L</b>	<b>3.0 – 3.9 pCi/L</b>	<b>≥ 4 pCi/L</b>
<b>Number of Tests</b>	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:

<b>TABLE 3: Waconia High School RANGE OF RESULTS</b>				
	<b>0.0 – 1.9 pCi/L</b>	<b>2.0 – 2.9 pCi/L</b>	<b>3.0 – 3.9 pCi/L</b>	<b>≥ 4 pCi/L</b>
<b>Number of Tests</b>	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:

<b>TABLE 4: District Center RANGE OF RESULTS</b>				
	<b>0.0 – 1.9 pCi/L</b>	<b>2.0 – 2.9 pCi/L</b>	<b>3.0 – 3.9 pCi/L</b>	<b>≥ 4 pCi/L</b>
<b>Number of Tests</b>	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:  
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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  $4.0 \pm 0.5$  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.

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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
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

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**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

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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  $4.0 \pm 0.5$  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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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.

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- 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.

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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
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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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

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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  $4.0 \pm 0.5$  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

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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.

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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

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**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

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## Description of the measurement

## Building Id:

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### 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  $4.0 \pm 0.5$  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

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 / JJO / LB

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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

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**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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Institute For Env Assessment  
Jennifer Theis  
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United States

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MEASUREMENT PERFORMED FOR

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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  $4.0 \pm 0.5$  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

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.

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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
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



Institute For Env Assessment  
Jennifer Theis  
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Suite 600  
Brooklyn Park MN 55445  
United States

REPORT NUMBER  
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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. 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  $4.0 \pm 0.5$  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.

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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
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	Salaha 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 / 10 / 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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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  $4.0 \pm 0.5$  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.
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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  
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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
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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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 15(16)

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  $4.0 \pm 0.5$  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 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**

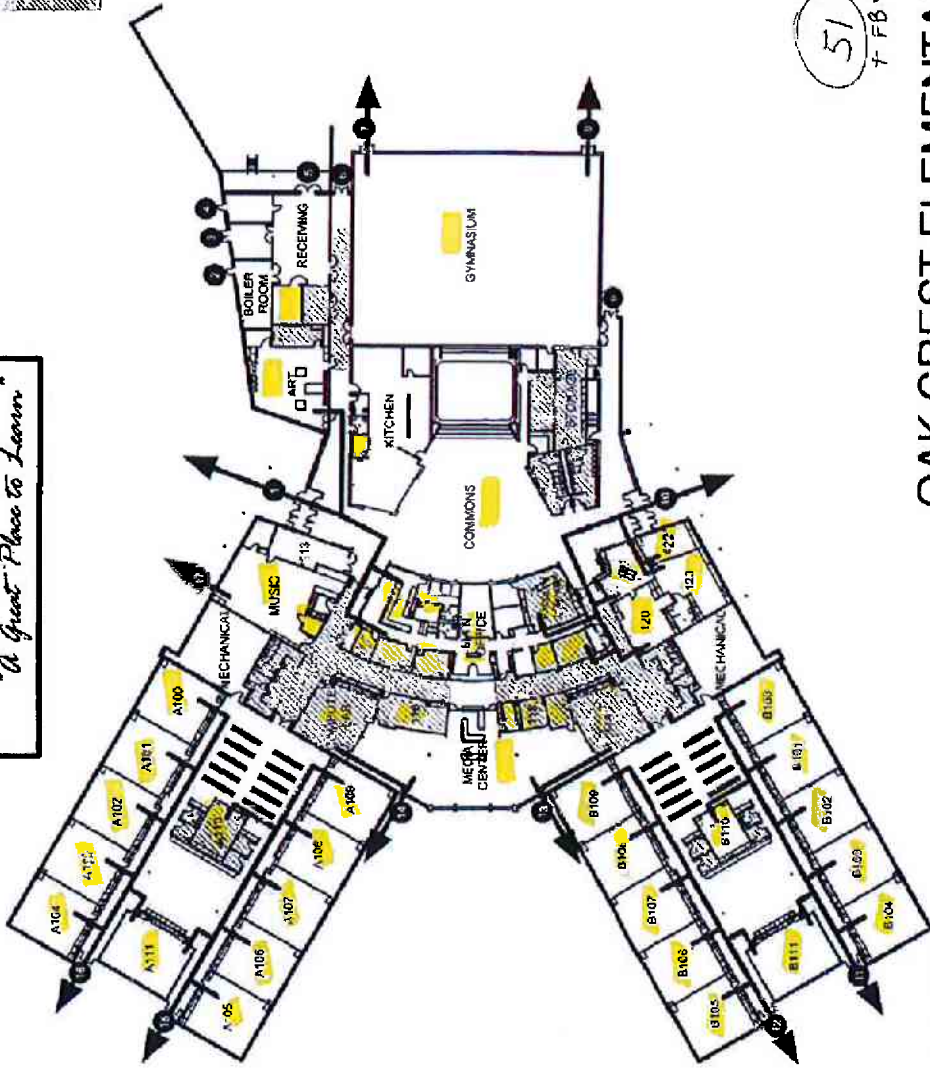
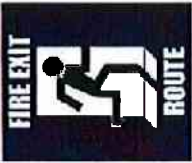
Detector 159092-6, Chatfield Elementary 201711056 was missing among the returned detectors.  
Detector 418147-5, Jr. / Sr. High School 201711056 was missing among the returned detectors.

Tryggve Rönnqvist (Electronically signed)

Signature Radonova Laboratories AB Laboratory Measurement Specialist

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900 Oakmont Lane Suite 207, Westmont IL 60559  
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  
Phone: 614.233.2000  
Fax: 614.233.9151

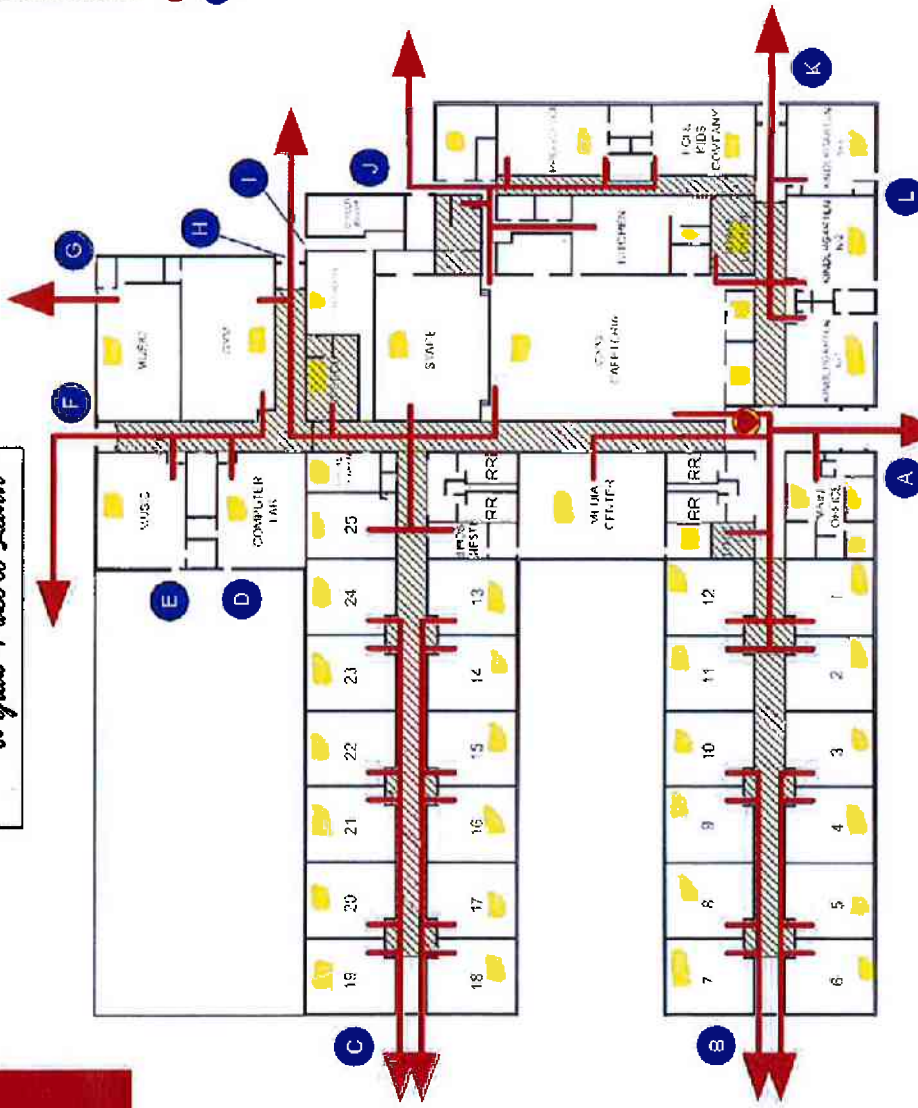


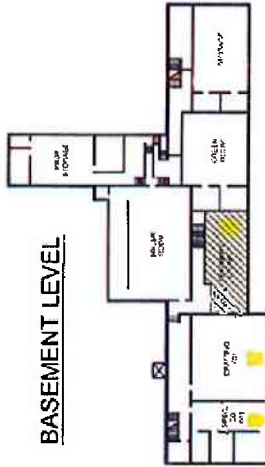


**Belle Plaine Schools**  
*"A Great Place to Learn"*



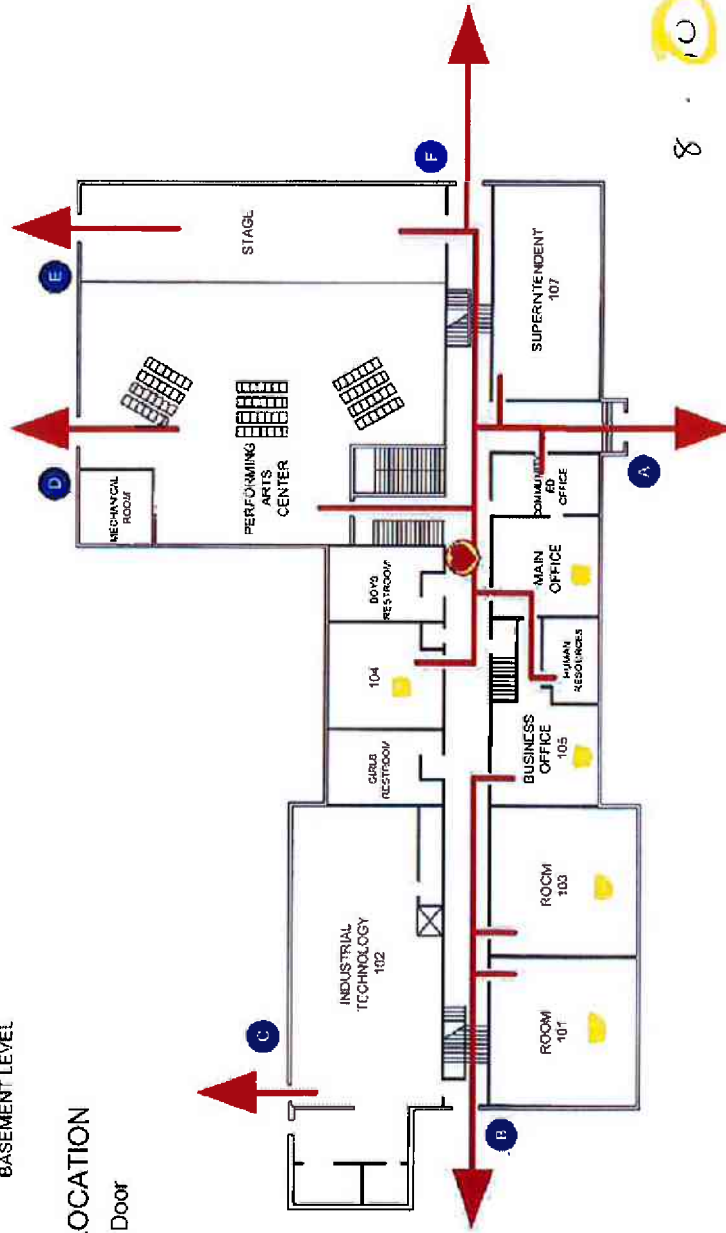
- AED LOCATION
- Exterior Door





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: 10/15/09 JAN 2010



# **Appendix C**

## *Chain of Custody*

# Radon Radtrak<sup>2</sup> 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	<b>Missing</b>	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	<b>Missing</b>	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	<b>Missing</b>	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	<b>Missing</b>	White cabinet	LOST
502781-8	Chatfield Elementary	Small Gym	10/24/17	<b>Missing</b>	Transom window	LOST
518869-3	Chatfield Elementary	Special Education	10/24/17	4/11/18	Cabinet above sink	

# Radon Radtrak<sup>2</sup> 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	<b>Missing</b>	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	

# Radon Radtrak<sup>2</sup> 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)
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 Radtrak<sup>2</sup> 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)
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	<b>Missing</b>	Above sink	LOST
416613-8	Oak Crest Elementary	Commons	10/24/17	4/11/18	Top of public	restroom sign

# Radon Radtrak<sup>2</sup> 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)
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	<b>Missing</b>	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	<b>Missing</b>	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	<b>Missing</b>	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	<b>Missing</b>	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	<b>Missing</b>	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	

# Radon Radtrak<sup>2</sup> 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)
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	<b>Missing</b>	Metal shelf	LOST
626136-6	Jr. & Sr. High School	300 Office	10/24/17	<b>Missing</b>	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	<b>Missing</b>	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	

# Radon Radtrak<sup>2</sup> 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)
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](mailto: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 ( $\geq 4$  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  $\geq 4$  pCi/L, complete Questions 12-14.**

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

- a.  $\geq 4$  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  $\geq 4$  pCi/L are, in fact,  $\geq 4$  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  $\geq 4$  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.  $\geq 4$  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: \_\_\_\_\_

## **STUDENT / ACTIVITY CONDUCT POLICY**

Belle Plaine Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any Belle Plaine student who exhibits conduct that is unbecoming of a representative of the Belle Plaine Public Schools will receive disciplinary action as determined by school officials.

A Belle Plaine student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by Belle Plaine High School and the Minnesota State High School League Eligibility Rules.



## Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | [www.mshsl.org](http://www.mshsl.org)

May 2018

Dear Superintendent:

Minnesota Statutes, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership (Resolution) affirms (1) that your school board delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration and responsibility for supervising your registered activities is assigned to your official school representative(s).

Section 208.00 of the MSHSL Constitution found in the Official Handbook and online at [mshsl.org](http://mshsl.org) provides that each member school shall identify a **Designated School Representative** and **Designated School Board Member**. In addition, each school must identify individuals to represent boys' sports, girls' sports, speech and music; schools are also urged to form a **Local Advisory Committee** to address MSHSL matters. Page 2 of the Resolution provides language from the Constitution and space for your school to identify those persons who will represent your school.

**Please return one copy of pages 1 and 2 of the 2018-2019 Resolution for Membership for each high school to the Minnesota State High School League and retain one copy of each for your school files. The deadline for returning the Resolution Form(s) is as soon as possible but not later than August 31, 2018. If your Designated School Board Member, Designated School Representative, Activity Representatives or Mailing Representative has changed from the previous year, please have your school's activity director make the change on your school's page on the MSHSL website database. If the Resolution is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in regular or post-season tournaments unless the completed Resolution is on file in the League office.**

A billing for services, rule books, and other supplies ordered for your school will be mailed in mid-August.

Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership for the 2018-2019 school year must be approved by your local school board.
2. **Augusts 31, 2018 is the due date for return of the Resolution Form.** A late fee will be assessed if the Resolution is not returned by that date; **your students WILL NOT BE COVERED** by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.
3. **The Resolution must be completed in full**, including viewing of the *WHY WE PLAY* training video and a review of the Code of Conduct Statement. Signatures of the superintendent and clerk/secretary of the school board affirm such compliance. The video is available on the homepage of the MSHSL website or you may contact League staff.

(over)

This mailing has been sent to all current member schools. If your school chooses *not* to become a member for the 2018-2019 school year, please email Lynne Johnson at [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org). This does not prevent you from re-establishing your membership with the League in the future.

The focus of the Minnesota State High School League is "Education and Leadership for a Lifetime" and membership in the MSHSL will provide your students with rewarding benefits as they participate in the education-based athletics and fine arts activities sponsored by your school.

The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your school community.

Sincerely,

A handwritten signature in black ink, appearing to read "Erich Martens". The signature is fluid and cursive, with a large initial "E" and "M".

Erich Martens  
Executive Director

Enclosure

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2018-2019 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 716, County of Scott, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Belle Plaine High School \_\_\_\_\_  
\_\_\_\_\_

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_

OR:

Renew its membership in the Minnesota State High School League; and,

2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

~~**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.~~

**Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.**

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board

Signed: \_\_\_\_\_  
Superintendent or Head of School

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

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

District Office Address, City, Zip: 130 South Willow St  
Belle Plaine, MN 5611

School Superintendent's Phone: 952-873-2400 School Superintendent's Email: claager@belleplaine.kd.mn.us

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2018**  
Retain one copy for the school files.

(over)

**2018-2019 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2018-2019 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Belle Plaine High School

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Terry Kahle

Designated School Board Member  
(Please Print)

Ryan Laager

Designated School Representative  
(Please Print)

tkahle@belleplaine.k12.mn.us

Email Address

rlaager@belleplaine.k12.mn.us

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

John Bergs

Boys' Sports  
(Please Print)

John Bergs

Girls' Sports  
(Please Print)

John Bergs

Speech  
(Please Print)

John Bergs

Music  
(Please Print)

John Bergs

\*Mailing Representative (Please Print)

\* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
Board Member (Please Print)

\_\_\_\_\_  
Student (Please Print)

\_\_\_\_\_  
Parent (Please Print)

\_\_\_\_\_  
Faculty Member (Please Print)

Belle Plaine Public Schools  
LTFM Plan for 2018-19

Location	Item	Description	Reason	Age Built	LTFM	Capital	Acct Code	
Outdoor	Re-seeding/grading	Practice football field	wind eroded- unplayable		60,000		01-005-865-000-384-350	
Outdoor	Grounds	Grounds work at buildings	Misc. repairs/enhancements to better outside grounds		20,000		01-005-865-000-384-350	
Outdoor	Parking Lot Sealed	Stadium parking lot	chip sealed crack filled	2007	21,000		01-005-865-000-384-350	
Outdoor	Irrigation	Nelson Water Train Overland Irrigator w/5 HP Booster Pump	500 L.F. 1 1/2" hose- replacement of existing hose	2007		400	01-005-865-000-381-350	Capital
			72" mower deck, 47" snow blower, 60" rotary brush, 54" bush blade-					
Outdoor	Tractor	John Deere 1435 Series II w/Cozy Cab	Trade in- over 1000 hours	2012		21,000	01-005-810-000-302-530	Capital
DW	Misc.	Misc.	Repairs throuout school year		75,372		01-005-865-000-384-350	
DW	File Storage	Converting student files to electronic	Storage is full and getting damaged			19,000		Capital
DW	Building Signage	Block signage for school building entrances	Repair and maintenance of existing		15,000		01-xxx-865-000-384-350	
DW	Health and Safety	Health and Saftey	Additional H&S- Fire Safety, Safety Management, Inspections etc		130,500			
JH/SH	School Store	Renovation	Renovate space for a school store, equipment			7,500	01-020-810-000-302-520	Capital
			Not being used, safety, kids playing on/around, utilize space in a					
JH/SH	North Gym	Closing off the stage	different manner		5,000		01-020-865-000-379-350	
JH/SH	Carpet	Band, # 418, #416, #408	Existing carpet has large runs. Tripping hazard	2000 2015	15,000		01-020-865-000-379-350	
JH/SH	Roofs	Roof Bay C	8,880 sq. ft.- Fully adhered	1990	72,000		01-020-865-000-383-350	
Oak Crest	Emulsion Seal	O. C. south / Playground	Safety	2006	12,000		01-011-865-000-384-350	
Oak Crest	Playground Fence	add 4' fence along bus lane	Potential hazard		5,400			Health & Safety
Oak Crest	Rest Rooms	Replacement of stall walls	Damaged	2006	3,000		01-011-865-000-369-350	
Chatfield	Carpet	Music and rm #13	2 rm's large runs - 4 with small area, runs all trip hazerds	2010	8,500		01-010-865-000-379-350	
Chatfield	Roof Top Ducting	ext. insolation wrapping	1/2 repaired 2016, 1/2 remaining	2010	20,000		01-010-865-000-383-350	
Chatfield	Lunch Rm Tables	12 portable bench sytle tables	Existing are worn out.	1994		9,800	01-010-810-000-302-530	Capital
Chatfield	Room Numbers	Install new room numbers	New room numbering for 911 system	1966	2,800			Health & Safety
Chatfield	Hand Sink	Hand Sink in Kitchen	Hand sink is needed as required by the Department of Health			900	02-005-770-000-701-401	Food Service
<b>Totals</b>					<b>\$ 465,572</b>	<b>\$ 58,600</b>		

*1<sup>st</sup> Reading: 05/29/2007*

*2<sup>nd</sup> 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:***

*1<sup>st</sup> Reading: 12/17/2007*  
*2<sup>nd</sup> 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)

*1<sup>st</sup> Reading: 12/17/2007*

*2<sup>nd</sup> 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](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)  
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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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Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

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