

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



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

REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, June 18, 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. Track:

2. Golf:

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: 7

3. Personnel:

4. Student Enrollments:

5. Donations: 24

5. Discussion Items:

1. Superintendent Update: Dr. Laager

1. Review Schedule C changes in BPEA contract:

2. Board Summer Retreat:

3. Summer Professional Development:

2. Board Member Reports:

Board Members

3. Building Administrator Reports:

25

6. Action Items:

1. Resolution Relating to the Termination and Non-Renewal of a Teaching Contract:

Dr. Ryan Laager

29

2. 2018-19 Operating Capital Budget:

Mr. Keller

30

3. 2018-19 Adopted Budget:

Mr. Keller

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4. Long-Term Facility Maintenance (LTFM) 10-Year Revenue and Expenditure Plan:

Mr. Keller

33

5. SW Metro LTFM Resolution:

Mr. Keller

41

6. Reauthorization of Board Approved Referendum Authority:

Mr. Keller

44

7. Lead-in-Water Management Plan:

Jeff Heine

47

8. Policy Review:

Dr. Laager/Mr. Keller

60

7. Upcoming Meetings:

8. Adjourn:

Board Clerk

Date

Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, May 21, 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, May 21, 2018 at 6:00 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory and Supt. Laager. The following members were absent: Gardner.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Art: 5 pieces going to state from Belle Plaine

2. 2. FFA:

2. 3. Speech: 7 went to state, 1 placed

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the April 23, 2018 Regular Board Meeting minutes and the May 14, 2018 Special Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of May were reviewed. Administration recommends approval of the May 2018 disbursements totaling \$1,662,452.90. This includes board payables of \$425,924.87, hand payments of \$348,941.10, electronic payments of \$868,748.30 and student activity payments of \$18,838.63.

4. 3. Personnel:

Accept the resignation of Jennifer Jungwirth, Elementary Music Teacher, effective June 1, 2018.

Accept the resignation of Melissa Hollnagel, High School English Teacher, effective June 1, 2018.

Approve an Employee Leave Request for Don Bruns effective from April 17, 2018 through June 4, 2018.

Approve the hire of Missy Caola, Lyle Noah, Priscilla Gauthier, Ryan Bremseth and Jan Bremseth as Summer Custodians at \$15.24 per hour.

Approve the hire of Angie Sparks, Preschool Paraprofessional, at Step 6, \$15.40 per hour, working 137 - 7 hour days per year beginning in the 2018-19 school year.

Approve the hire of Dawn Alto, .5 FTE Elementary Art, at BA 45/30 Step 16, \$28,866 for the 2018-19 school year.

Approve the hire of Jacquelyn Miller, Speech Language Pathologist, at MA Step 1, \$40,200 for the 2018-19 school year.

Approve the hire of Anna Johnson, Guidance Counselor, at MA Step 7, \$49,791 for the 2018-19 school year.

Approve the hire of Dani Allen, Elementary Instructor, at BA1, \$36,620 for the 2018-19 school year.

4. 4. Student Enrollments:

Approve a Belle Plaine 9th grade resident to attend Rosemount High School effective September 5, 2017.

Approve a Belle Plaine 10th grade resident to attend Jordan High School effective September 5, 2017.

Approve two Belle Plaine residents, grades 3 and 5, to continue their education at Carver Elementary effective April 9, 2018.

Approve a Belle Plaine 5th grade resident to attend New Prague Area Schools effective April 23, 2018.

Approve two LeSueur residents, grades 6 and 10, to attend Belle Plaine Schools effective April 19, 2018.

Approve a LeSueur Kindergarten age resident to attend Belle Plaine Schools effective April 2, 2018.

Approve a Waconia resident to attend Belle Plaine Schools Beginndergarten program effective September 6, 2018.

4. 5. Donations:

Donations totaling \$250.50 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
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

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,
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

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Adopt Resolution Authorizing Issuance of Certificates of Election:

It is recommended that the board approve the resolution to authorize issuance a certificate of election and to direct the school district clerk to perform other election related duties. Upon approval of this resolution, a certificate of election will be conveyed upon Terry Morrison. In addition the board member-elect will receive a form of acceptance of office and oath of office in the manner recommended within the election manual.

Administration recommends approval of the attached resolution and that the chair & clerk sign the certificate of election.

Presenter: Dr. Ryan Laager

Motion by Keup and second by Lenz to approve the resolution authorizing issuance of a certificate of election to Terry Morrison. Motion carried unanimously with a 5-0 roll call vote.

6. 2. Approve Radon Testing Results:

At the board work session Jeff Heine presented the Radon test results for the district. There are three areas that will be retested in the fall: 2 rooms at Oak Crest and 1 at the District Center. Administration recommends approving the test results.

Presenter: Jeff Heine

Motion by Lenz and second by O'Brien to accept the radon testing results. Motion carried unanimously.

6. 3. Lunch Prices for 2018-19:

Lunch prices for SY 2018-2019 were reviewed at the May 14th Work Session. Attached are current and proposed meal prices for SY 2018-19. Proposed new meal prices are as follows:

Breakfast K-12- \$1.45

Lunch K-6- \$2.60

Lunch 7-12- \$2.80

Adult Breakfast- \$2.00

Adult Lunch- \$4.00

Extra Milk- \$.45

Approval of the new meal prices is recommended.

Presenter: Mr. Keller

Motion by Gregory and second by Lenz to approve the lunch prices for the 2018-19 school year. Motion carried unanimously.

6. 4. MSHSL Membership for 2018-19:

This is an annual action taken to allow participation in all MN State High School League activities for the coming year. The board and administration have viewed the video "Why We Play" as part of our membership application. Approval of the membership is recommended.

The "Why We Play" Board Training Video link is located under the extras tab in Board Books. Please view prior to meeting.

Presenter: Mr. Keller

Motion by Keup and second by O'Brien to approve the membership application with MSHSL for the 2018-19 school year. Motion carried unanimously.

6. 5. LTFM Projects:

At the May 14th work session the LTFM projects for the 2018-19 school year were reviewed. Approval of these projects is recommended.

Presenter: Dr. Laager/Mr. Keller

Motion by Lenz and second by O'Brien to approve the long-term facility maintenance projects for the 2018-19 school year. Motion carried unanimously.

6. 6. 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

Motion by Gregory and second by Keup to approve the revisions of 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. Motion carried unanimously.

7. Upcoming Meetings:

May 22, 2018	6:00 p.m. Comm Ed Advisory Committee - HS Media Center
May 31, 2018	9:00 a.m. 6 th Grade Graduation Ceremony
June 3, 2018	2:00 p.m. Graduation Commencement Ceremony
June 11, 2018	6:00 p.m. Board Work Session
June 25, 2018	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Lenz and second by Gregory to adjourn at 7:05 pm. Motion carried unanimously.

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	7558	N	ALI DIKMEN	V81201	63174	06112018	17.85	0.00	17.85	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$17.85			
1	7468	N	ALLISON BEGGS	V81201	62894	05152018	58.86	0.00	58.86	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$58.86			
1	5407	N	ANDREA ANDERT	V81201	63116	05302018	72.49	0.00	72.49	06/06/2018	06/06/2018	06/06/2018
1	5407	N	ANDREA ANDERT	V81201	62895	05162018	21.36	0.00	21.36	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$93.85			
1	7559	N	ANDREA MORRISON	V81201	63178	06112018	104.25	0.00	104.25	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$104.25			
1	7557	N	ANN DIETEL	V81201	63173	06112018	50.00	0.00	50.00	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$50.00			
1	4589	N	BANC OF AMERICA LEASING	V81201	62916	109	8,256.74	0.00	8,256.74	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$8,256.74			
1	7412	N	BAO DANG	V81201	63115	05302018	89.79	0.00	89.79	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$89.79			
1	1125	N	BELLE PLAINE HERALD	V81201	63195	06122018	30.00	0.00	30.00	06/12/2018	06/12/2018	06/12/2018
1	1125	N	BELLE PLAINE HERALD	V81201	63199	25229	170.00	0.00	170.00	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$200.00			
1	1177	N	BOROUGH BOWL	V81201	63121	05302018	327.00	0.00	327.00	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$327.00			
1	6467	N	BROWN INDUSTRIES INC	V81201	63000	118-08768	80.89	0.00	80.89	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$80.89			
1	1197	N	BRUCE MATHIOWETZ	V81201	63124	05022018	573.44	0.00	573.44	06/06/2018	06/06/2018	06/06/2018
1	1197	N	BRUCE MATHIOWETZ	V81201	63177	06112018	67.90	0.00	67.90	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$641.34			
1	4514	N	BSN Sports	V81201	63212	902314211	301.31	0.00	301.31	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$301.31			
1	4702	N	CDW-G	V81201	63192	MXT1538	8.52	0.00	8.52	06/12/2018	06/12/2018	06/12/2018
1	4702	N	CDW-G	V81201	63026	MVM6475	11,227.00	0.00	11,227.00	06/01/2018	06/01/2018	06/01/2018
							Check Amount:		\$11,235.52			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	7555	N	CHANE CERMAK	V81201	63171	06112018	11.55	0.00	11.55	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$11.55			
1	3749	N	DAIRY QUEEN	V81201	62903	0003	74.00	0.00	74.00	05/24/2018	05/24/2018	05/24/2018
1	3749	N	DAIRY QUEEN	V81201	63112	00011	137.00	0.00	137.00	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$211.00			
1	7563	N	DAVE WATKINS	V81201	63184	06112018	43.28	0.00	43.28	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$43.28			
1	7481	N	DOMINION VOTING	V81201	62999	DVS124517	1,570.00	0.00	1,570.00	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$1,570.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V81201	63113	3529	210.99	0.00	210.99	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$210.99			
1	6870	N	EMILY AUST	V81201	63123	05312018	154.89	0.00	154.89	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$154.89			
1	6095	N	EMILY BERG	V81201	63009	04132018	44.69	0.00	44.69	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$44.69			
1	6809	N	FASTBRIDGE LEARNING	V81201	63104	INV-2592	516.00	0.00	516.00	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$516.00			
1	2404	N	GRAPHIC EDGE	V81201	62897	1213179	33.81	0.00	33.81	05/24/2018	05/24/2018	05/24/2018
1	2404	N	GRAPHIC EDGE	V81201	62898	1208692	377.67	0.00	377.67	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$411.48			
1	1503	N	GSL HIGH SCHOOL	V81201	63198	05222018	50.00	0.00	50.00	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$50.00			
1	7536	N	HALEY SCHELDORF	V81201	62899	05172018	33.46	0.00	33.46	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$33.46			
1	3858	N	HDL	V81201	63108	489653	69.12	0.00	69.12	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$69.12			
1	1562	N	HERC-U-LIFT	V81201	63218	W371964	143.36	0.00	143.36	06/13/2018	06/13/2018	06/13/2018
1	1562	N	HERC-U-LIFT	V81201	63219	W372497	140.36	0.00	140.36	06/13/2018	06/13/2018	06/13/2018
1	1562	N	HERC-U-LIFT	V81201	63217	W371898	143.51	0.00	143.51	06/13/2018	06/13/2018	06/13/2018
							Check Amount:		\$427.23			

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	1566	N	HILLYARD / HUTCHINSON	V81201	63150	603019981	847.60	0.00	847.60	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$847.60			
1	3278	N	HUMERATECH	V81201	62995	180555	5,584.41	0.00	5,584.41	05/31/2018	05/31/2018	05/31/2018
1	3278	N	HUMERATECH	V81201	62996	180546	1,188.08	0.00	1,188.08	05/31/2018	05/31/2018	05/31/2018
1	3278	N	HUMERATECH	V81201	62905	180519	2,922.70	0.00	2,922.70	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$9,695.19			
1	7568	N	INDEPENDENCE JR/SR HIGH SCHC	V81201	63235	12022017	150.00	0.00	150.00	06/13/2018	06/13/2018	06/13/2018
							Check Amount:		\$150.00			
1	7546	N	JACKI BRICKMAN, INC	V81201	63107	INV-2851	1,250.00	0.00	1,250.00	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$1,250.00			
1	7565	N	JAIMIE DALCHOW	V81201	63201	06112018	50.00	0.00	50.00	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$50.00			
1	1202	N	JANIS BUESGENS	V81201	63162	09082018	34.34	0.00	34.34	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$34.34			
1	7538	N	JEN PASEK	V81201	62880	05242018	91.60	0.00	91.60	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$91.60			
1	6452	N	JILL LENZMEIER	V81201	63176	06112018	15.85	0.00	15.85	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$15.85			
1	3968	N	JOHN BERGS	V81201	62998	05262018	314.14	0.00	314.14	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$314.14			
1	7562	N	JULIE TITUS	V81201	63183	06112018	14.25	0.00	14.25	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$14.25			
1	7554	N	KARYN ANDERSEN	V81201	63170	06112018	40.90	0.00	40.90	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$40.90			
1	7556	N	KATHRYN NELSON	V81201	63172	06112018	29.30	0.00	29.30	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$29.30			
1	6555	N	KELLY PETRASEK	V81201	63114	05312018	136.80	0.00	136.80	06/06/2018	06/06/2018	06/06/2018
1	6555	N	KELLY PETRASEK	V81201	62896	05082018	25.07	0.00	25.07	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$161.87			
1	3120	N	KENNEDY & GRAVEN, CHARTERED	V81201	63120	142831	389.50	0.00	389.50	06/06/2018	06/06/2018	06/06/2018

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	3120	N	KENNEDY & GRAVEN, CHARTERED	V81201	63119	142830	512.50	0.00	512.50	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$902.00			
1	3753	N	KIBBLE EQUIPMENT LLC	V81201	63109	1232427	333.91	0.00	333.91	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$333.91			
1	7552	N	KRISTIN WERNER	V81201	63168	06112018	355.01	0.00	355.01	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$355.01			
1	6635	N	LAB-AIDS INC	V81201	63025	00125831	1,207.93	0.00	1,207.93	06/01/2018	06/01/2018	06/01/2018
							Check Amount:		\$1,207.93			
1	1701	N	LAKESHORE LEARNING MATERIAL	V81201	63204	1269500618	48.41	0.00	48.41	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$48.41			
1	5081	N	LAMPERT LUMBER	V81201	63164	2614126	439.32	0.00	439.32	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$439.32			
1	3078	N	LAURIE FOGARTY	V81201	63232	05212018	44.38	0.00	44.38	06/13/2018	06/13/2018	06/13/2018
							Check Amount:		\$44.38			
1	2665	N	LIFETOUCH NSS	V81201	62993	27634701	1,861.58	0.00	1,861.58	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$1,861.58			
1	4628	N	LOREE HEINKEL	V81201	63169	06112018	368.28	0.00	368.28	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$368.28			
1	7560	N	LORIE SIEMON	V81201	63181	06112018	10.72	0.00	10.72	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$10.72			
1	7550	N	MARGARET TOMA	V81201	63166	06112018	359.36	0.00	359.36	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$359.36			
1	6563	N	MARGOT HANSEN	V81201	62902	05012018	47.96	0.00	47.96	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$47.96			
1	7098	N	MARY MESLER	V81201	63105	05182018	53.63	0.00	53.63	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$53.63			
1	1785	N	MASBO	V81201	62913	200008475	50.00	0.00	50.00	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$50.00			
1	4535	N	MATHESON TRI-GAS, INC	V81201	62907	17581876	2,140.00	0.00	2,140.00	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$2,140.00			

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	3418	N	MECA SPORTSWEAR	V81201	63234	SIP156245	102.00	0.00	102.00	06/13/2018	06/13/2018	06/13/2018
							Check Amount:		\$102.00			
1	6171	N	MEGAN GORDON	V81201	63165	06112018	353.43	0.00	353.43	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$353.43			
1	1817	N	MFAC, LLC	V81201	63202	INV23854	63.50	0.00	63.50	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$63.50			
1	7551	N	MICHELE FRITZE	V81201	63167	06112018	372.76	0.00	372.76	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$372.76			
1	5645	N	MIDWEST SPECIAL INSTRUMENTS	V81201	62901	1805308-IN	190.00	0.00	190.00	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$190.00			
1	7561	N	MIKE SPELLMAN	V81201	63182	06112018	23.65	0.00	23.65	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$23.65			
1	7496	N	Minnesota Elevator, Inc.	V81201	62994	745533	374.06	0.00	374.06	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$374.06			
1	1841	N	MN HISTORICAL SOCIETY	V81201	62908	16648	750.00	0.00	750.00	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$750.00			
1	5995	N	MSU - MANKATO	V81201	63203	01044189	110.00	0.00	110.00	06/12/2018	06/12/2018	06/12/2018
1	5995	N	MSU - MANKATO	V81201	62997	03152018	600.00	0.00	600.00	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$710.00			
1	1889	N	MULTILINGUAL WORD INC	V81201	62911	1470	120.00	0.00	120.00	05/24/2018	05/24/2018	05/24/2018
1	1889	N	MULTILINGUAL WORD INC	V81201	62910	1470	95.00	0.00	95.00	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$215.00			
1	4627	N	NANCY JEURISSEN	V81201	63180	06112018	128.35	0.00	128.35	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$128.35			
1	7210	N	NATIONAL JOINT POWERS ALLIAN	V81201	63006	0000026287	25.00	0.00	25.00	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$25.00			
1	1907	N	NATIONAL RECOGNITION PRODUC	V81201	62892	4513502	39.75	0.00	39.75	05/24/2018	05/24/2018	05/24/2018
1	1907	N	NATIONAL RECOGNITION PRODUC	V81201	63110	4515543	15.22	0.00	15.22	06/06/2018	06/06/2018	06/06/2018
1	1907	N	NATIONAL RECOGNITION PRODUC	V81201	62893	4514194	22.50	0.00	22.50	05/24/2018	05/24/2018	05/24/2018
1	1907	N	NATIONAL RECOGNITION PRODUC	V81201	62891	4513685	22.47	0.00	22.47	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$99.94			

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	2765	N	NEY CENTER	V81201	63010	P57	275.00	0.00	275.00	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$275.00			
1	2002	N	PROTECTION SYSTEMS INC	V81201	63197	40398	14,490.00	0.00	14,490.00	06/12/2018	06/12/2018	06/12/2018
1	2002	N	PROTECTION SYSTEMS INC	V81201	63196	40397	1,289.00	0.00	1,289.00	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$15,779.00			
1	7315	N	QUIN ANDERSON	V81201	63193	06122018	374.98	0.00	374.98	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$374.98			
1	2023	N	REALLY GOOD STUFF	V81201	63008	6405984	91.18	0.00	91.18	05/31/2018	05/31/2018	05/31/2018
1	2023	N	REALLY GOOD STUFF	V81201	63007	6406879	91.18	0.00	91.18	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$182.36			
1	6827	N	REINHART FOOD SERVICES, LLC	V81201	62904	851823	186.49	0.00	186.49	05/24/2018	05/24/2018	05/24/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81201	63013	852342	212.15	0.00	212.15	05/31/2018	05/31/2018	05/31/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81201	63012	849646	117.31	0.00	117.31	05/31/2018	05/31/2018	05/31/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81201	63011	847263	382.91	0.00	382.91	05/31/2018	05/31/2018	05/31/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81201	63004	854439	198.36	0.00	198.36	05/31/2018	05/31/2018	05/31/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V81201	63148	814534	543.35	0.00	543.35	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$1,640.57			
1	3380	N	RENEE MALECHA	V81201	63163	05312018	15.59	0.00	15.59	06/11/2018	06/11/2018	06/11/2018
1	3380	N	RENEE MALECHA	V81201	62906	04302018	13.46	0.00	13.46	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$29.05			
1	4612	N	ROCHELLE GRILLA	V81201	62909	05042018	91.50	0.00	91.50	05/24/2018	05/24/2018	05/24/2018
							Check Amount:		\$91.50			
1	6893	N	RYAN LAAGER	V81201	63003	04242018	174.51	0.00	174.51	05/31/2018	05/31/2018	05/31/2018
1	6893	N	RYAN LAAGER	V81201	63002	03252017	222.14	0.00	222.14	05/31/2018	05/31/2018	05/31/2018
1	6893	N	RYAN LAAGER	V81201	63001	05212018	146.68	0.00	146.68	05/31/2018	05/31/2018	05/31/2018
							Check Amount:		\$543.33			
1	6025	N	SARAH OR CHARLES JACOBS	V81201	63175	06112018	34.90	0.00	34.90	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$34.90			
3	7339	N	SCHMITT MUSIC	V81201	63154	2175034	53.00	0.00	53.00	06/11/2018	06/11/2018	06/11/2018
3	7339	N	SCHMITT MUSIC	V81201	63153	2175032	22.98	0.00	22.98	06/11/2018	06/11/2018	06/11/2018
3	7339	N	SCHMITT MUSIC	V81201	63152	2213925	109.00	0.00	109.00	06/11/2018	06/11/2018	06/11/2018
3	7339	N	SCHMITT MUSIC	V81201	63151	2213929	24.29	0.00	24.29	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$209.27			
1	2067	N	SCHMITT MUSIC COMPANY	V81201	63159	2213923	84.02	0.00	84.02	06/11/2018	06/11/2018	06/11/2018

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	2067	N	SCHMITT MUSIC COMPANY	V81201	63158	2213934	25.00	0.00	25.00	06/11/2018	06/11/2018	06/11/2018	
1	2067	N	SCHMITT MUSIC COMPANY	V81201	63157	2175030	8.76	0.00	8.76	06/11/2018	06/11/2018	06/11/2018	
1	2067	N	SCHMITT MUSIC COMPANY	V81201	63156	2175031	204.04	0.00	204.04	06/11/2018	06/11/2018	06/11/2018	
1	2067	N	SCHMITT MUSIC COMPANY	V81201	63005	2122736	8.76	0.00	8.76	05/31/2018	05/31/2018	05/31/2018	
1	2067	N	SCHMITT MUSIC COMPANY	V81201	63155	2213919	29.77	0.00	29.77	06/11/2018	06/11/2018	06/11/2018	
Check Amount:									\$360.35				
1	3336	1	N	SCHOOL SPECIALTY	V81201	63209	208120527083	125.56	0.00	125.56	06/12/2018	06/12/2018	06/12/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63208	308103011307	193.68	0.00	193.68	06/12/2018	06/12/2018	06/12/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63207	308103011305	52.13	0.00	52.13	06/12/2018	06/12/2018	06/12/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63206	208120543561	26.42	0.00	26.42	06/12/2018	06/12/2018	06/12/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63205	208120543567	47.83	0.00	47.83	06/12/2018	06/12/2018	06/12/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63111	208120504167	105.07	0.00	105.07	06/06/2018	06/06/2018	06/06/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63161	208120520297	325.80	0.00	325.80	06/11/2018	06/11/2018	06/11/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63160	208120520293	47.12	0.00	47.12	06/11/2018	06/11/2018	06/11/2018
1	3336	1	N	SCHOOL SPECIALTY	V81201	63210	208120527086	147.28	0.00	147.28	06/12/2018	06/12/2018	06/12/2018
Check Amount:									\$1,070.89				
1	2078	N	SCHWAAB, INC	V81201	63211	2819096	52.99	0.00	52.99	06/12/2018	06/12/2018	06/12/2018	
Check Amount:									\$52.99				
1	5939	N	SCOTT WINTERS	V81201	63185	06112018	14.95	0.00	14.95	06/11/2018	06/11/2018	06/11/2018	
Check Amount:									\$14.95				
1	3438	N	SKATEVILLE	V81201	63122	689323	995.00	0.00	995.00	06/06/2018	06/06/2018	06/06/2018	
Check Amount:									\$995.00				
1	2137	N	SOUTH CENTRAL ECSU	V81201	63215	18000	1,888.37	0.00	1,888.37	06/13/2018	06/13/2018	06/13/2018	
Check Amount:									\$1,888.37				
1	6138	N	SOUTHWEST METRO EDUCATION,	V81201	63194	1009	2,447.99	0.00	2,447.99	06/12/2018	06/12/2018	06/12/2018	
Check Amount:									\$2,447.99				
1	6318	N	STACEY HESS-NORSKOG	V81201	63117	05312018	229.45	0.00	229.45	06/06/2018	06/06/2018	06/06/2018	
Check Amount:									\$229.45				
1	4275	N	STEPHANIE PRESSLEY	V81201	63186	06112018	366.40	0.00	366.40	06/11/2018	06/11/2018	06/11/2018	
Check Amount:									\$366.40				
1	3931	N	TRAILBLAZER TRANSIT	V81201	62912	2018-03-1F2	30.00	0.00	30.00	05/24/2018	05/24/2018	05/24/2018	
Check Amount:									\$30.00				

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	2266	N	TRUGREEN CHEMLAWN	V81201	63216	84043659	211.15	0.00	211.15	06/13/2018	06/13/2018	06/13/2018
							Check Amount:		\$211.15			
1	7467	N	UNIQUE SOFTWARE COPORATION	V81201	62915	244752	608.00	0.00	608.00	05/24/2018	05/24/2018	05/24/2018
1	7467	N	UNIQUE SOFTWARE COPORATION	V81201	62914	244754	109.00	0.00	109.00	05/24/2018	05/24/2018	05/24/2018
1	7467	N	UNIQUE SOFTWARE COPORATION	V81201	63149	244898	928.00	0.00	928.00	06/11/2018	06/11/2018	06/11/2018
1	7467	N	UNIQUE SOFTWARE COPORATION	V81201	63214	244905-A	850.00	0.00	850.00	06/13/2018	06/13/2018	06/13/2018
							Check Amount:		\$2,495.00			
3	7279	N	VICKI PRADER	V81201	63179	06112018	27.45	0.00	27.45	06/11/2018	06/11/2018	06/11/2018
							Check Amount:		\$27.45			
1	6883	N	WENDY FORS	V81201	63200	06112018	50.00	0.00	50.00	06/12/2018	06/12/2018	06/12/2018
							Check Amount:		\$50.00			
1	7503	N	ZAGG Inc.	V81201	63118	401147	11,021.50	0.00	11,021.50	06/06/2018	06/06/2018	06/06/2018
							Check Amount:		\$11,021.50			
							Report Total:		\$89,957.76			

*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
p811p2	0716	44784	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/18/2018 0	N	USD	44,399.02
p811p2	0716	44785	SBC		WX	1	1977	PERA	N	N	5/18/2018 0	N	USD	13,177.01
p811p2	0716	44786	SBC		WX	1	2330	FEDERAL	N	N	5/18/2018 0	N	USD	24,002.89
p811p2	0716	44786	SBC		WX	1	2330	FEDERAL	N	N	5/18/2018 0	N	USD	10,615.10
p811p2	0716	44786	SBC		WX	1	2330	FEDERAL	N	N	5/18/2018 0	N	USD	45,387.56
p811p2	0716	44787	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/18/2018 0	N	USD	13,093.73
p811p2	0716	44788	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/18/2018 0	N	USD	1,732.09
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	1,528.28
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	620.38
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	3,759.52
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	20.00
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	108.80
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	746.78
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	4,910.56
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	1,664.12
p811p2	0716	44789	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/18/2018 0	N	USD	616.10
p811p2	0716	44794	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	5/17/2018 0	N	USD	1,016.39
p812p1	0716	44948	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	6/5/2018 00	N	USD	547.88
p812p1	0716	44948	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	6/5/2018 00	N	USD	47,208.66
p812p1	0716	44949	SBC		WX	1	1977	PERA	N	N	6/5/2018 00	N	USD	13,272.82
p812p1	0716	44950	SBC		WX	1	2330	FEDERAL	N	N	6/5/2018 00	N	USD	105.92
p812p1	0716	44950	SBC		WX	1	2330	FEDERAL	N	N	6/5/2018 00	N	USD	452.94
p812p1	0716	44950	SBC		WX	1	2330	FEDERAL	N	N	6/5/2018 00	N	USD	25,205.12
p812p1	0716	44950	SBC		WX	1	2330	FEDERAL	N	N	6/5/2018 00	N	USD	11,107.12
p812p1	0716	44950	SBC		WX	1	2330	FEDERAL	N	N	6/5/2018 00	N	USD	47,493.20
p812p1	0716	44951	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	6/5/2018 00	N	USD	7.04
p812p1	0716	44951	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	6/5/2018 00	N	USD	13,768.29
p812p1	0716	44952	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	6/5/2018 00	N	USD	1,762.09
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00	N	USD	1,498.28
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00	N	USD	620.38
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00	N	USD	3,573.52
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00	N	USD	20.00
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00	N	USD	108.80
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00	N	USD	746.78

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Batch	Co	Pmt No	Bank	ck	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00:00	N	USD	4,765.56
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00:00	N	USD	1,664.12
p812p1	0716	44953	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/5/2018 00:00	N	USD	625.36
P81202	0716	44962	SBC		WX	1	2336	XCEL ENERGY	N	N	5/18/2018 00:00	N	USD	13.12
P81202	0716	44963	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2018 00:00	N	USD	3.66
P81202	0716	44963	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2018 00:00	N	USD	32.62
P81202	0716	44963	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2018 00:00	N	USD	200.34
P81202	0716	44963	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2018 00:00	N	USD	357.63
P81202	0716	44963	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2018 00:00	N	USD	1,012.31
P81202	0716	44963	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/21/2018 00:00	N	USD	2,183.44
P81202	0716	44964	SBC		WX	1	2336	XCEL ENERGY	N	N	5/21/2018 00:00	N	USD	786.75
P81202	0716	44965	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	5/23/2018 00:00	N	USD	514.25
P81202	0716	44966	SBC		WX	1	1486	FRONTIER	N	N	5/24/2018 00:00	N	USD	97.40
P81202	0716	44966	SBC		WX	1	1486	FRONTIER	N	N	5/24/2018 00:00	N	USD	97.40
P81202	0716	44966	SBC		WX	1	1486	FRONTIER	N	N	5/24/2018 00:00	N	USD	106.68
P81202	0716	44966	SBC		WX	1	1486	FRONTIER	N	N	5/24/2018 00:00	N	USD	1,336.11
P81202	0716	45040	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/4/2018 00:00	N	USD	1,278.20
P81202	0716	45040	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/4/2018 00:00	N	USD	204.87
P81202	0716	45040	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/4/2018 00:00	N	USD	170.65
P81202	0716	45040	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/4/2018 00:00	N	USD	124.05
P81202	0716	45041	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/6/2018 00:00	N	USD	1,982.98
P81202	0716	45042	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/6/2018 00:00	N	USD	3,004.58
P81202	0716	45043	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/6/2018 00:00	N	USD	2,252.06
P81202	0716	45044	SBC		WX	1	2336	XCEL ENERGY	N	N	6/7/2018 00:00	N	USD	9,072.31
P81202	0716	45044	SBC		WX	1	2336	XCEL ENERGY	N	N	6/7/2018 00:00	N	USD	5,732.20
P81202	0716	45044	SBC		WX	1	2336	XCEL ENERGY	N	N	6/7/2018 00:00	N	USD	4,167.66
P81202	0716	45045	SBC		WX	1	2336	XCEL ENERGY	N	N	6/8/2018 00:00	N	USD	403.99
P81202	0716	45046	SBC		WX	1	2336	XCEL ENERGY	N	N	6/11/2018 00:00	N	USD	11.70
May PCARD														46,989.31
Payroll 5/20/2018														257,028.03
Payroll 6/05/2018														272,592.64
Total														\$ 953,709.15

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p811p2	0716	44790	SBC	61714	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/18/2018	CN	USD	4,889.31
p811p2	0716	44791	SBC	61715	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/18/2018	CN	USD	3,366.78
p811p2	0716	44793	SBC	61716	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/18/2018	CN	USD	41,171.11
p811p2	0716	44792	SBC	61717	CH	1	1178	BPESPA	Y	N	5/18/2018	CN	USD	973.75
P81202	0716	44921	SBC	61791	CH	1	7184	BOOTH LAW GROUP LLC	Y	N	5/22/2018	CN	USD	819.50
P81202	0716	44916	SBC	61792	CH	1	2892	HOWARD LAKE-WAVERLY SCHOOL	Y	N	5/22/2018	CN	USD	100.00
P81202	0716	44918	SBC	61793	CH	1	4119	KRIS DAVIS	Y	N	5/22/2018	CN	USD	118.81
P81202	0716	44919	SBC	61794	CH	1	4145	MEDICAREBLUE RX	Y	N	5/22/2018	CN	USD	450.00
P81202	0716	44917	SBC	61795	CH	1	3360	OWATONNA PUBLIC SCHOOLS - ISD 761	Y	N	5/22/2018	CN	USD	150.00
P81202	0716	44920	SBC	61796	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	5/22/2018	CN	USD	2,906.01
P81202	0716	44915	SBC	61797	CH	1	2029	REGION 4A	Y	N	5/22/2018	CN	USD	350.00
P81202	0716	44922	SBC	61798	CH	1	7516	SCHOENECKER IRON, LLC	Y	N	5/22/2018	CN	USD	2,900.00
P81202	0716	44941	SBC	61799	CH	1	6553	BRIAN FRITZ	Y	N	5/31/2018	CN	USD	82.00
P81202	0716	44938	SBC	61800	CH	1	5310	CHUCK KELLER	Y	N	5/31/2018	CN	USD	253.52
P81202	0716	44940	SBC	61801	CH	1	6485	JASON PALO	Y	N	5/31/2018	CN	USD	155.00
P81202	0716	44939	SBC	61802	CH	1	6455	JOHN MASBERG	Y	N	5/31/2018	CN	USD	82.00
P81202	0716	44932	SBC	61803	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	5/31/2018	CN	USD	100.00
P81202	0716	44936	SBC	61804	CH	1	2684	LE SUEUR-HENDERSON SCHOOL	Y	N	5/31/2018	CN	USD	100.00
P81202	0716	44933	SBC	61805	CH	1	1759	MANKATO EAST HIGH SCHOOL	Y	N	5/31/2018	CN	USD	150.00
P81202	0716	44942	SBC	61806	CH	1	6741	MARK EGGERS	Y	N	5/31/2018	CN	USD	155.00
P81202	0716	44935	SBC	61807	CH	1	2430	MRC	Y	N	5/31/2018	CN	USD	160.00
P81202	0716	44937	SBC	61808	CH	1	4149	NEW PRAGUE HS ATHLETIC OFFICE	Y	N	5/31/2018	CN	USD	100.00
P81202	0716	44943	SBC	61809	CH	1	7537	ROBERT ALANDER	Y	N	5/31/2018	CN	USD	135.00
P81202	0716	44934	SBC	61810	CH	1	2264	TROY KOESTER	Y	N	5/31/2018	CN	USD	155.00
p812p1	0716	44954	SBC	61811	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	6/5/2018	OCN	USD	5,335.01
p812p1	0716	44955	SBC	61812	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	6/5/2018	OCN	USD	3,366.78
p812p1	0716	44959	SBC	61813	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	6/5/2018	OCN	USD	12,058.56
p812p1	0716	44960	SBC	61814	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	6/5/2018	OCN	USD	120,170.87
p812p1	0716	44956	SBC	61815	CH	1	1178	BPESPA	Y	N	6/5/2018	OCN	USD	91.62
p812p1	0716	44961	SBC	61816	CH	1	7052	FIDELITY SECURITY LIFE INS EYE MED	Y	N	6/5/2018	OCN	USD	532.55
p812p1	0716	44958	SBC	61817	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	6/5/2018	OCN	USD	2,728.43
p812p1	0716	44957	SBC	61818	CH	1	1836	NCPERS MINNESOTA	Y	N	6/5/2018	OCN	USD	32.00
P81202	0716	44982	SBC	61819	CH	1	6060	AMY BRIGGS	Y	N	6/6/2018	OCN	USD	90.00
P81202	0716	44983	SBC	61820	CH	1	6455	JOHN MASBERG	Y	N	6/6/2018	OCN	USD	90.00
P81202	0716	44984	SBC	61821	CH	1	7548	LORI WOLFF	Y	N	6/6/2018	OCN	USD	34.20

May 2018 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	44729	HSAC	8171	CH	1	3219	CASH	CHOIR - CASH BOX FOR POPS CONCERT	5/11/2018 0	N	USD	100.00
0716	44732	HSAC	8172	CH	3	5258	INSTRUMENTALIST AWARDS LLC	Awards	5/11/2018 0	N	USD	204.00
0716	44730	HSAC	8173	CH	1	7519	JORDAN TAP ROOM	Prom Catering Services	5/11/2018 0	N	USD	3,150.00
0716	44731	HSAC	8174	CH	3	5186	KWIK TRIP INC	KT Card fundraiser	5/11/2018 0	N	USD	160.00
0716	44778	HSAC	8175	CH	1	1125	BELLE PLAINE HERALD	SR PHOTO BANNERS	5/16/2018 0	N	USD	210.00
0716	44781	HSAC	8176	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - ZEPHYR - HATS	5/16/2018 0	N	USD	773.75
0716	44781	HSAC	8176	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - N AM SAFETY - HATS	5/16/2018 0	N	USD	142.20
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	Apr FFA Meeting food/supplies	5/16/2018 0	N	USD	50.47
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	MN FFA ALumni state degree chains	5/16/2018 0	N	USD	28.00
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	Apr FFA Meeting food/supplies	5/16/2018 0	N	USD	(50.47)
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	Apr FFA Meeting food	5/16/2018 0	N	USD	50.47
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	MN FFA ALumni state degree chains	5/16/2018 0	N	USD	(28.00)
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	MN FFA Alumni state degree	5/16/2018 0	N	USD	28.00
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	5 hotel rooms for 2 nights	5/16/2018 0	N	USD	1,368.70
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	5 hotel rooms for 2 nights	5/16/2018 0	N	USD	(1,368.70)
0716	44779	HSAC	8177	CH	1	1197	BRUCE MATHIOWETZ	5 hotel rooms for 2 nights	5/16/2018 0	N	USD	1,368.70
0716	44782	HSAC	8178	CH	3	4882	MN FFA ASSOCIATION	InTENse COnterence registration	5/16/2018 0	N	USD	350.00
0716	44780	HSAC	8179	CH	1	7300	TROPHIES PLUS, INC	Trophies	5/16/2018 0	N	USD	105.00
0716	44783	HSAC	8180	CH	3	6260	UNIVERSITY OF MN - REGENTS	MN FFA Convention Registration	5/16/2018 0	N	USD	637.00
0716	44931	HSAC	8181	CH	3	7309	BELLE PLAINE EVENTS & FESTIVALS	ELEC INSPECT FEE FOR FRAISER	5/30/2018 0	N	USD	35.00
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - WOW ZONE	5/30/2018 0	N	USD	260.00
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SOFTBALL - WOW ZONE	5/30/2018 0	N	USD	136.61
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - CUSTOMINK	5/30/2018 0	N	USD	408.92
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - IMAGE MARKET	5/30/2018 0	N	USD	473.75
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2018 - NORTH AM SAFETY	5/30/2018 0	N	USD	955.00
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - CUSTOMINK	5/30/2018 0	N	USD	876.89
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CHOIR - IMAGE MARKET	5/30/2018 0	N	USD	299.00
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - PARTY CITY	5/30/2018 0	N	USD	89.36
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRACK - COBORNS	5/30/2018 0	N	USD	29.76
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - DOMINOS	5/30/2018 0	N	USD	155.29
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - DOMINOS	5/30/2018 0	N	USD	238.23
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - ENTERPRISE	5/30/2018 0	N	USD	759.52
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - ENTERPRISE	5/30/2018 0	N	USD	758.58
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - ENTERPRISE	5/30/2018 0	N	USD	759.52
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BASEBALL - RAMADA INN	5/30/2018 0	N	USD	1,456.00
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - AMAZON	5/30/2018 0	N	USD	79.70
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - AMAZON	5/30/2018 0	N	USD	19.99
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - AMAZON	5/30/2018 0	N	USD	22.99
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - AMAZON	5/30/2018 0	N	USD	47.97

May 2018 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - AMAZON	5/30/2018 0	N	USD	70.10
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - AMAZON	5/30/2018 0	N	USD	184.58
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - AMAZON	5/30/2018 0	N	USD	239.70
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2019 - AMAZON	5/30/2018 0	N	USD	102.20
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2019 - AMAZON	5/30/2018 0	N	USD	9.99
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2019 - AMAZON	5/30/2018 0	N	USD	35.98
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CLASS 2019 - AMAZON	5/30/2018 0	N	USD	26.95
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - SAMS CLUB	5/30/2018 0	N	USD	113.11
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - DOMINOS	5/30/2018 0	N	USD	105.23
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DRAMA - COBORNS	5/30/2018 0	N	USD	29.46
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - COBORNS	5/30/2018 0	N	USD	49.99
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - TRIARCO	5/30/2018 0	N	USD	15.06
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - DOMINOS	5/30/2018 0	N	USD	45.23
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - US OPEN	5/30/2018 0	N	USD	2,836.00
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - OFFICE MAX	5/30/2018 0	N	USD	59.97
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - HYVEE	5/30/2018 0	N	USD	251.58
0716	44928	HSAC	8182	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - AMAZON	5/30/2018 0	N	USD	24.97
0716	44924	HSAC	8183	CH	1	5333	CARIBOU GUN CLUB	TRAP TEAM - CLAY TARGETS	5/30/2018 0	N	USD	3,952.00
0716	44930	HSAC	8184	CH	3	5250	CHEF CRAIG	FFA BANQUET CATERING	5/30/2018 0	N	USD	1,478.40
0716	44925	HSAC	8185	CH	1	6518	GREGORY ELECTRIC LLC	BBQ DAYS ELECTRICAL FR	5/30/2018 0	N	USD	345.00
0716	44926	HSAC	8186	CH	1	7138	HEGGIES PIZZA	SOCIAL STUDIES - HEGGIES PIZZA FUNDRAISER	5/30/2018 0	N	USD	16,553.31
0716	44929	HSAC	8187	CH	3	4882	MN FFA ASSOCIATION	FFA - Camp Registration for Smith and Steinhagen	5/30/2018 0	N	USD	340.00
0716	44923	HSAC	8188	CH	1	4564	NATIONAL FFA	invoice 1 for awards	5/30/2018 0	N	USD	1,114.99
0716	44923	HSAC	8188	CH	1	4564	NATIONAL FFA	invoice 2 for awards and frames	5/30/2018 0	N	USD	530.50
0716	44927	HSAC	8189	CH	1	7522	POP UP PARTY RENTAL	JH STD CNCL - MCA REWARD RENTALS	5/30/2018 0	N	USD	638.97
0716	44947	HSAC	8190	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH CLUB - ACT Breakfast Taher	5/31/2018 0	N	USD	242.00
0716	44946	HSAC	8191	CH	1	7543	DASH POINT FINANCIAL SERVICES	BASEBALL - FUNDRAISER ADMIN	5/31/2018 0	N	USD	1,153.50
0716	44944	HSAC	8192	CH	1	1726	LESUEUR COUNTRY CLUB	PRACTICE ROUNDS-COLE & JUSTIN	5/31/2018 0	N	USD	50.00
0716	44945	HSAC	8193	CH	1	5091	MINDY CHEVALIER	SUBWAY TEACHER APPRECIATION MEAL	5/31/2018 0	N	USD	245.76
0716	44945	HSAC	8193	CH	1	5091	MINDY CHEVALIER	KWIK TRIP TEACHER APPRECIATION MEAL	5/31/2018 0	N	USD	13.32
Total												45,999.05

May 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	4/30/2018	5/27/2018	Wild Bill S Sport Salo	362.99	SOFTBALL - Rochester Meal
Belle P Activities	5/2/2018	5/27/2018	Rochester Centerstone	566.46	SOFTBALL - Rochester Lodging
Belle P Activities	5/4/2018	5/27/2018	Coborn S Superstore	127.44	CLASS 2019 - Ice Cream Bar Supplies
Belle P Activities	5/7/2018	5/27/2018	Redstone American Gril	71.00	VISUAL ARTS - Meals
Belle P Activities	5/11/2018	5/27/2018	Chanhassen Dinner Thea	3,865.80	CHOIR - Newsies Tickets
Belle P Activities	5/16/2018	5/27/2018	Valleyfair Group Sales	3,430.00	JH STD CNCL - 8th Grade Field Trip
Belle P Activities	5/16/2018	5/27/2018	Trainers Warehouse	364.48	Counseling Supplies
Belle P Activities	5/23/2018	5/27/2018	Airbnb * Hm9ybkmtyb	2,324.49	DISPUTED- CREDITED IN JUNE
Belle P Activities	5/23/2018	5/27/2018	Quickidcard.Com, Inc.	80.08	SOFTBALL - Senior Gifts
Belle P Activities	5/24/2018	5/27/2018	Crestline Specialties	572.73	CLASS 2019 - Water Bottles
Belle Plaine Act	5/2/2018	5/27/2018	Coborn S Superstore	90.05	PEP CLUB - Track Parents Night Cake
Belle Plaine Act	5/3/2018	5/27/2018	Coborn S Superstore	27.96	TRACK - Ice Cream and Cones
Belle Plaine Act	5/3/2018	5/27/2018	Domino S 7300	111.46	TIGERIAN - Pizza
Belle Plaine Act	5/4/2018	5/27/2018	Coborn S Superstore	24.39	GOLF - Snacks
Belle Plaine Act	5/10/2018	5/27/2018	Genesis Town Country	12.99	Carpet Tape
Belle Plaine Act	5/11/2018	5/27/2018	Coborn S Superstore	268.02	CHOIR - Pop Concert Concessions
Belle Plaine Act	5/18/2018	5/27/2018	Domino S 7300	62.49	SOFTBALL - JH Pizza Party
Belle Plaine Act	5/22/2018	5/27/2018	Domino S 7300	38.81	VISUAL ARTS - Pizza Party
Belle Plaine Act	5/22/2018	5/27/2018	Coborn S Superstore	49.99	PEP CLUB - Baseball Parent Night Cake
Belle Plaine Act	5/22/2018	5/27/2018	Coborn S Superstore	17.94	TRACK - Ice Cream and Cones
Belle Plaine Act	5/22/2018	5/27/2018	Coborn S Superstore	5.00	VISUAL ARTS - Treats
Belle Plaine Comm Ed	5/1/2018	5/27/2018	Amazon Mktplace Pmts	28.87	CPR Face Shields
Belle Plaine Comm Ed	5/7/2018	5/27/2018	Joann Stores #2283	56.98	Craft Supplies
Belle Plaine Comm Ed	5/7/2018	5/27/2018	Dollartree	68.00	Craft Supplies
Belle Plaine Comm Ed	5/9/2018	5/27/2018	Amazon Mktplace Pmts W	28.99	Outdoor Pickle Ball
Belle Plaine Comm Ed	5/10/2018	5/27/2018	Coborn S Superstore	8.96	Snack Supplies
Belle Plaine Comm Ed	5/23/2018	5/27/2018	Genesis - Belle Plaine	133.72	Drivers Ed Vehicle Fuel
Belle Plaine High School	5/4/2018	5/27/2018	Athletic.Net	95.00	MRC Track Meet Software
Belle Plaine High School	5/10/2018	5/27/2018	Us Tenns Association	1,418.00	TENNIS - US Open Tickets
Belle Plaine High School	5/10/2018	5/27/2018	Us Tenns Association	1,418.00	TENNIS - US Open Tickets
Belle Plaine High School	5/11/2018	5/27/2018	Int*in *specialized En	68.00	Compost for Raised Beds
Belle Plaine High School	5/14/2018	5/27/2018	Officemax/Depot 6700	59.97	FFA - Parchment Paper
Belle Plaine High School	5/14/2018	5/27/2018	Ntlrest Servsafe	782.07	Servsafe Exam Book
Belle Plaine High School	5/14/2018	5/27/2018	Northern Tool Equipmnt	615.30	Rapid Air and Accessories
Belle Plaine High School	5/16/2018	5/27/2018	Hy-Vee 1559	251.58	FFA - Banquet Supplies
Belle Plaine High School	5/23/2018	5/27/2018	Supplyhouse.Com	2,019.95	Actuator
Belle Plaine High School	5/25/2018	5/27/2018	Midwest Technology Pro	1,366.80	Building Supplies
Belle Plaine High School	5/25/2018	5/27/2018	National Ffa Organizat	641.45	FFA Supplies
Belle Plaine High School	5/25/2018	5/27/2018	Paypal *taxidermy	276.25	Dogfish Taxidermy
Belle Plaine High School	5/25/2018	5/27/2018	Paypal *mountthisfi	194.00	Catfish Replica
Belle Plaine Sd	5/1/2018	5/27/2018	Ncs Pearson	203.94	ROWPVT-4 Kit
Belle Plaine Sd	5/1/2018	5/27/2018	Coborn S Superstore	27.71	Life Skills Groceries
Belle Plaine Sd	5/3/2018	5/27/2018	Coborn S Superstore	68.54	SOAR Groceries
Belle Plaine Sd	5/3/2018	5/27/2018	Star Autism Support In	450.00	SD18.51 K Janni - Registration
Belle Plaine Sd	5/4/2018	5/27/2018	U Of M Contlearning	277.00	SD18.52 K Petrasek - Registration

May 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine Sd	5/4/2018	5/27/2018	Ncs Pearson	1,294.02	BAYLEY-III Complete Comb Pkg
Belle Plaine Sd	5/7/2018	5/27/2018	Innovative Office Solu	129.65	Supplies
Belle Plaine Sd	5/14/2018	5/27/2018	Vort Corporation	153.95	Inside HELP 0-3, HELP Strands
Belle Plaine Sd	5/14/2018	5/27/2018	Phonak Hearing Sys	107.29	Batteries
Belle Plaine Sd	5/16/2018	5/27/2018	Mn Zoo Tars	112.00	Life Skills - Zoo Entrance
Belle Plaine Sd	5/17/2018	5/27/2018	Usps Po 2607300172	57.62	Postage
Chatfield Elementary	5/2/2018	5/27/2018	Coborn S Superstore	21.77	Daycare Express Snack
Chatfield Elementary	5/2/2018	5/27/2018	Mn Zoo Tars	786.00	2nd Grade Field Trip Tickets
Chatfield Elementary	5/7/2018	5/27/2018	Ilp*insect Lore	91.92	Caterpillars
Chatfield Elementary	5/8/2018	5/27/2018	Eb McRr Summer Litera	89.00	SD18.53 M Voigt - Registration Summer Literacy Workshop
Chatfield Elementary	5/10/2018	5/27/2018	Subway 00999912	39.00	Lunch Bunch Class
Chatfield Elementary	5/11/2018	5/27/2018	Subway 03164670	218.83	Lunch for Teacher Appreciation
Chatfield Elementary	5/15/2018	5/27/2018	Evolution Shirts	2,007.00	Field Day Tshirts
Chatfield Elementary	5/22/2018	5/27/2018	Teacherspayteachers.Co	306.25	2nd Grade Math/Reading Flex
Chuck Keller	5/11/2018	5/27/2018	Canal Park Lodge	148.51	MASBO Conference Lodging - C Keller
Chuck Keller	5/15/2018	5/27/2018	Usa High School Clay T	780.00	TRAPSHOOT - Trap Championship Fees
Chuck Keller	5/22/2018	5/27/2018	Cable Wholesale.Com	253.16	Cable and Hardwire
Chuck Keller	5/23/2018	5/27/2018	Cable Wholesale.Com	1,767.75	Cable and Hardwire (PO 16333)
Chuck Keller	5/25/2018	5/27/2018	Paypal *ginoleblanc	54.99	Frog Taxidermy
Chuck Keller	5/25/2018	5/27/2018	Paypal *atlanticcor	23.99	Turtle Taxidermy
Chuck Keller	5/25/2018	5/27/2018	Paypal *millshidefu	152.50	Grouse Taxidermy
Chuck Keller	5/25/2018	5/27/2018	Paypal *whiteowl	27.80	Turtle Taxidermy
Chuck Keller	5/25/2018	5/27/2018	Paypal *cupcakewurd	18.74	Frog Taxidermy
Chuck Keller	5/25/2018	5/27/2018	Paypal *shedastore	254.00	Salmon Taxidermy
Chuck Keller	5/25/2018	5/27/2018	Paypal *bigbadaboom	15.00	Moth Framed Display
Chuck Keller	5/25/2018	5/27/2018	Paypal *wildrivertr	32.20	Turtle Taxidermy
Kris Davis	4/30/2018	5/27/2018	Biffs Inc - Online	459.47	Oak Crest, Chatfield and FB/Track Biffs
Kris Davis	5/2/2018	5/27/2018	Amazon Mktplace Pmts W	24.97	PEP CLUB - Serving Supplies
Kris Davis	5/2/2018	5/27/2018	Amazon Mktplace Pmts	96.60	Wellness Committee - Yeti Tumblers
Kris Davis	5/3/2018	5/27/2018	Amazon Mktplace Pmts	174.74	Oak Crest Teacher Appreciation Gifts
Kris Davis	5/3/2018	5/27/2018	Amazon Mktplace Pmts W	105.91	Chatfield/HS Teacher Appreciation Gifts
Kris Davis	5/3/2018	5/27/2018	Amazon Mktplace Pmts W	217.44	Chatfield/HS Teacher Appreciation Gifts
Kris Davis	5/3/2018	5/27/2018	Amazon Mktplace Pmts	37.45	Oak Crest Teacher Appreciation Gifts
Kris Davis	5/3/2018	5/27/2018	Amazon Mktplace Pmts W	119.96	Chatfield/HS Teacher Appreciation Gifts
Kris Davis	5/3/2018	5/27/2018	Amazon Mktplace Pmts W	89.88	Chatfield/HS Teacher Appreciation Gifts
Kris Davis	5/3/2018	5/27/2018	Metro Sales Inc.	696.70	HS Teachers Lounge Copier :ease/Maintenance
Kris Davis	5/7/2018	5/27/2018	Waste Mgmt Wm Ezpay	739.58	Oak Crest Garbage Service
Kris Davis	5/7/2018	5/27/2018	Waste Mgmt Wm Ezpay	353.04	DO Garbage Service
Kris Davis	5/7/2018	5/27/2018	Waste Mgmt Wm Ezpay	596.25	HS Garbage Service
Kris Davis	5/7/2018	5/27/2018	Waste Mgmt Wm Ezpay	1,053.34	Chatfield Garbage Service
Kris Davis	5/8/2018	5/27/2018	Coborn S Superstore	50.29	Elections Meal Supplies
Kris Davis	5/9/2018	5/27/2018	Pizza Plus	30.03	Elections Meal
Kris Davis	5/10/2018	5/27/2018	Kwik Trip 33000003301	14.71	Election Meal Supplies
Kris Davis	5/10/2018	5/27/2018	Amazon Mktplace Pmts	29.13	Art Supplies
Kris Davis	5/10/2018	5/27/2018	Usps Po 2607300172	20.00	Postage

May 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Kris Davis	5/10/2018	5/27/2018	Subway 03164670	67.22	Election Meal
Kris Davis	5/11/2018	5/27/2018	Tri County Water Condi	72.00	Quarterly RO Rental
Kris Davis	5/11/2018	5/27/2018	Amazon Mktplace Pmts	111.40	Art Supplies
Kris Davis	5/11/2018	5/27/2018	Tri County Water Condi	72.00	Quarterly RO Rental
Kris Davis	5/11/2018	5/27/2018	Mn Dept Health Vital R	180.00	Birth Census Information
Kris Davis	5/11/2018	5/27/2018	Tri County Water Condi	72.00	Quarterly RO Rental
Kris Davis	5/11/2018	5/27/2018	Tri County Water Condi	72.00	Quarterly RO Rental
Kris Davis	5/16/2018	5/27/2018	Metro Sales Inc.	3,173.76	Copier Lease/Maintenance/PAPERCUT
Kris Davis	5/16/2018	5/27/2018	Amazon.Com Amzn.Com/bi	277.64	Baby Changing Stations
Kris Davis	5/16/2018	5/27/2018	Kully Supply	2,957.92	Sensor Faucets
Kris Davis	5/17/2018	5/27/2018	Usps Po 2607300172	500.00	Postage
Kris Davis	5/23/2018	5/27/2018	Usps Po 2607300172	470.00	Postage
Kris Davis	5/23/2018	5/27/2018	Genesis - Belle Plaine	294.43	Salt
Kris Davis	5/25/2018	5/27/2018	Trophies By Edco Inc	118.08	Retirement Apples
Kris Davis	5/25/2018	5/27/2018	Vzwrlls*apocc Visb	578.40	Cell Phone Usage
Oak Crest Elementary	5/4/2018	5/27/2018	Steppingstone Theatre	142.00	Down Payment for Tickets "A Charlie Brown Christmas"
Oak Crest Elementary	5/4/2018	5/27/2018	Usps Po 2607300172	14.70	Postage
Oak Crest Elementary	5/4/2018	5/27/2018	Domino S 7300	45.23	SH CLUB - Mock Crash Meal
Oak Crest Elementary	5/9/2018	5/27/2018	Mn Orchestra Wb	387.50	Concert Tickets
Oak Crest Elementary	5/9/2018	5/27/2018	Subway 00999912	252.81	Teacher Appreciation Meal
Oak Crest Elementary	5/15/2018	5/27/2018	Samsclub #6311	58.32	DARE Snacks
Oak Crest Elementary	5/17/2018	5/27/2018	Etsy.Com - Rhythmicall	98.00	Rhythm Blocks
Oak Crest Elementary	5/18/2018	5/27/2018	Amazon.Com Amzn.Com/bi	73.44	Sidewalk Chalk
Oak Crest Elementary	5/25/2018	5/27/2018	Coborn S Superstore	14.38	Back Pack Food Program
Total				46,989.31	

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: June 18, 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
05.11.2018	Belle Plaine Lions	Oak Crest Elementary – 2019 Kindness Retreat	1,000.00
05.11.2018	Mary Nesgoda	Food Service – Assist Underfunded Students	50.00
05.18.2018	BP Softball Association	Wind Screen	3,000.00
05.23.2018	Belle Plaine PTO	Chatfield Elementary – 2 nd Grade Request	500.00
05.23.2018	Theresa Kuhlmann	General Support	48.00
05.30.2018	Anonymous	General Support	30.00

Board Report
June 25th, 2018
Oak Crest Elementary
Liann Hanson

Appreciation:

- **2nd grade parent night** on Monday, May 21st was a HUGE success! We had positive comments from parents and staff alike! It was great seeing the incoming 3rd graders! Thanks to our 3rd grade teachers for putting this together!
- **Last day of school** Thanks to the Oak Crest staff for making our last day a successful one with students! We love exiting our 6th grade students with a big teacher tunnel!
- **Farewell** Thank you Malinda Helfrey, Jack Gernbacher, Melanie McDonad, Amy Toennes, and Bao Dang for their work at Oak Crest. Some of working in different areas across the district and some will not be returning to Belle Plaine Schools. Either way, we appreciate their work with students and our school.

Acceleration:

- **MTSS Training** The Administrative Team will be attending the MTSS (Multi Tiered System of Support) in Bloomington on June 11th-13th!
- **ITSE Training.** Mindy Chevalier, Margot Hansen, and myself will be participating in the National ITSE Conference June 25th-27th in Chicago! We are excited to keep up with the technology initiatives.
- **Administrative/Board Retreat** We will meet with the School Board in August to look at the direction of the district.
- **Envoy Training** The Administrative Team will be attending Envoy Training on August 1st and August 2nd in Staples, MN.

Community Education/Community Services Report

Mindy Chevalier

June, 2018

Youth Rec/Youth Enrichment/Drivers Training

- Unified Jr.'s Special Olympics starts June 19, 21, 26, 28; July 24, 26, 31 & Aug 2. For children with or without disabilities focusing on a variety of activities.
- The Grandparent & Me painting party in the park was a hit! We had a full class at 10 kids and grandparents! See Facebook for fun pictures!
- Prairie Fire Children's Theatre - "Snow White and the Seven Dwarfs" July 16-21st
- The Summer Course of Drivers Training is maxed out this session at 34 students! Our drivers training instructors are in full swing with behind the wheel training. Students are driving weekdays after school and weekends.
- Swish, Weight Room, Boys Basketball Camp, and Coding Club are all off and running for the summer!
- Little Chef's Cooking Class is coming up in July ages 3-8.
- Tiny Tumblers is a hit! Rachel Eliason, former BP Grad is teaching this fun class for 3-6 year olds! She will also be teaching a Dance and Rhythm class for our "littles".

Preschool/Kids Co/Wraparound

- We continue to take registrations in Preschool & Wraparound for the summer.
- Edina Aquatics Center Trip; Friday, June 29th
- Three Rivers Ninja Warrior Camp; Friday, July 6th

ECFE

- The ECFE team has their classes ready to go for the Fall Brochure!
- We welcome Miss Courtney Burr on board in an increased capacity as ECFE Coordinator/Teacher.

Adult Rec/Enrichment/Trips

- Family Art Workshop Wednesday's! Tie-dye & Wearable Art; Nature Art, Kindness Rocks!
- BPXC Workout at the Track! Mon/Wed - June 11- Aug 1: 6:00-7pm & 7:00-8:00pm
- Pilates in the Park! Saturdays at 9am: June 16th at Heritage Park; June 23rd Union Square Park; June 30th Court Square Park

Outreach & City Programs & Communication

Numbers are great for our summer Baseball/Softball Programs!

- T-Ball: 103
- Squirts - Boys: 83
- Squirts - Girls: 42
- 3/4 Baseball: 52
- 5/6 Baseball: 16
- 3/4 Softball: 24
- 5/6 Softball: 11

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

Appreciation:

- Graduation culminated a successful 2017-18 school year! Commencement provides an excellent ceremony for all who have met our requirements with Bonnie Vinkemeier with Dollars for Scholars acknowledging their successes, Brittany Teal sharing their class experiences, and student-selected staff speaker Ross Nelson provided context and perspective on their completion of their Belle Plaine schooling.
- Laurie Green's retirement was met with strong mixed emotions. Laurie has been such a strong advocate for our students on academic and social fronts. She met every conversation with passion and genuine concern. We are excited for her opportunities in retirement, as she will harness her energy and passions in a new way!
- The end of the school years allows us to reflect on our successes. Some of the areas that we acknowledged at our last staff meeting included:
 - Advisory - adjusting schedule and approaches to support student learning
 - Grading consistencies and communication - further developing our Grading for Learning approaches
 - Utilization of Schoology - staff are more consistent and intentional with their utilization of Schoology
 - Semester grading with academic checks - we have adjusted our timelines and procedures for grading checkpoints to mirror our Grading for Learning policies and practices

Acceleration:

- At our last staff meeting we also identified the areas we are spending time on this summer in preparation for next school year. Some of the areas include:
 - Frontloaded PD - the direction and training on tools to utilize throughout the year
 - Grading - consistency of rubrics, professional permissions to make decisions on proficiency
 - Technology - new iPads in our students' hands!
 - Envoy - what does this non-verbal classroom management look like in the classroom?
 - Advisory - students who can't do work vs. students who won't do work - how do we support each?
 - PBIS - implementation of Positive Behavior Intervention System in our building

Anticipation:

- We are excited to have our new staff on board!
 - Anna Walters - Guidance Counselor
 - Kallen Knott - Mental Health Counselor
 - Cory Immerman - Math
 - McCall Lemmons - Special Education
 - Brian Kotila - 5-12 Band Instructor
 - Sara Olson - English

Board Report
June 6, 2018
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to the cleaning crew that is working at Chatfield. The building and rooms are looking awesome!
- Thank you to Chelsey Earney and Katie Graff for organizing a great field day. The parents, kids, and staff all had a wonderful time!
- Thank you to Taher Chatfield lunch staff for making all of our sack lunches during the last week while on field trips, field day, and our picnic day!
- Thank you to all of certified staff for meeting with me during your end of the year coaching sessions.

Acceleration:

- Carey Lynn will be joining the Chatfield team as a K-2 special education teacher.
- Melanie McDonald will be joining the Chatfield team as a K-2 music teacher.
- Dani Allen will be joining the Chatfield team as a first grade teacher.
- Kelly Petrasek is moving to the B-3 early childhood special ed teacher.
- Kristy Konopacki is moving to early childhood special education.
- Nicole Koepp will be joining the Chatfield team as our health aid.
- The Title I and II monitoring/review was conducted on April 17, 2018. The district received noticed of 1 non-compliance relating to specific paperwork for our homeless process. That non-compliance has been resolved. We received notification of full approval on June 6, 2018.
- Thank you to Teri Kiewatt and Chuck Keller for your collaboration with the Title monitoring/review process..
- Summer school details:
 - Dates are 6/19-21; 6/26-28; 7/17-7/19; 7/24-26; 7/31-8/2
 - Students are in session from 8:30-11:30
 - K-6 ESY will also be housed at Chatfield for the 2018 summer

Anticipation:

- Summer Retreat for school board members and administrators on August 8th.
- Professional Development for administrators on MTSS in June.
- Professional Development EnVOY training on August 1 and 2 for administrators
- Families will receive their teacher notification letters the first week in August. We will have parents sign up for conferences using the online system.
- August Back To School Workshops! Some of the highlights are: ENVoy training for all staff, review of safety protocols, mental health updates, learning about the new ipads, creative applications to use within the classroom, Schoology training, and many other tech offerings. It will be an awesome learning experience for all staff.

Member Karl Keup introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF BAO DANG, A
PROBATIONARY TEACHER

WHEREAS, Bao Dang is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Bao Dang, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2017-2018 school year.

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

NOTICE OF TERMINATION
AND NON-RENEWAL

Mr. Bao Dang

Dear Mr. Dang:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on June 18, 2018, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2018 - 2019 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716


Clerk of the School Board

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

following voted in favor thereof: Dan Gardner, Amanda Gregory, Karl Keup, Matt Lenz,
and the following voted against the same: Terry Kahle

whereupon said resolution was declared duly passed and adopted.

18/19 Operating Capital and Deferred Maintenance

RESERVE 07/01/2018 \$397,870.45

REVENUES:	Budget	Fin Code	Projects	2019	Acct Code
	FY19			Budget	
	Amount			Amount	
Operating Cap. Aid	\$265,862	302	Property Taxes/Special Assessments	\$13,608	01-005-850-000-302-896
Operating Cap Levy	-\$11,845	302	Lease Levy	\$15,419	01-005-850-000-302-370
Lease Levy	\$9,404	302	Activities	\$15,000	01-020-292-000-302-530
			Technology Equipment	\$52,713	01-005-605-000-302-555
			Chatfield Music Equip	\$500	01-010-258-000-302-530
			Oak Crest Music Equip	\$500	01-011-258-000-302-530
			H.S. Music Equipment	\$5,000	01-020-258-000-302-530
			Site/Grounds Equipment	\$58,600	01-005-850-000-302-530
			Chatfield Library Books	\$1,500	01-010-620-000-302-470
			Oak Crest Library Books	\$1,500	01-011-620-000-302-470
			ESG- Deferred Maintenance- Lease	\$99,081	01-010-850-000-302-580
			Total Obligations	\$263,421	
Total levy/aid	\$263,421				
Operating Capital Revenues	\$263,421				
Operating Capital Exp. Budget	\$263,421				
Remaining	\$0				

ENDING RESERVE 06/30/2019 \$397,870.67

BELLE PLAINE PUBLIC SCHOOLS

Adopted Budget 2018-19

Revenues

General Fund	\$	16,710,237
Food Services Fund	\$	705,000
Community Services Fund	\$	712,181
Building Construction Fund	\$	-
Debt Redemption Fund	\$	3,919,271
Totals All Funds	\$	22,046,689

Expenditures

General Fund	\$	16,623,991
Food Services Fund	\$	700,000
Community Services Fund	\$	713,535
Building Construction Fund	\$	465,572
Debt Redemption Fund	\$	6,876,021
Totals All Funds	\$	25,379,118

BELLE PLAINE PUBLIC SCHOOLS - ISD 716
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2019

Fund	Balance July 1	Revenues	Expenditures	Projected Balance June 30,
2018	2018	2018	2018	2019
General				
Unreserved	1,541,904	15,540,359	15,503,058	1,579,205
Reserved				
Learning & Development	0	386,952	386,952	0
Student Activities	159,880	0	0	159,880
Basic Skills	(0)	216,244	216,244	(0)
Operating Capital	461,631	263,421	263,421	461,630
Safe Schools	0	62,367	62,367	(0)
MA Billing	58,198	60,000	54,000	64,198
LTFM	36,914	107,947	65,000	79,861
Gifted & Talented	0	22,948	22,948	0
Staff Development	16,616	50,000	50,000	16,616
Total Reserved	<u>733,239</u>	<u>1,169,878</u>	<u>1,120,932</u>	<u>782,185</u>
Total General	<u><u>2,275,143</u></u>	<u><u>16,710,238</u></u>	<u><u>16,623,991</u></u>	<u><u>2,361,390</u></u>
Food Service	84,042	705,000	700,000	89,042
Community Services				
Unreserved	2,645	20,000	20,354	2,291
Reserved				
Community Education	50,000	520,000	520,000	50,000
Early Childhood Family Educ	3,777	129,000	130,000	2,777
School Readiness	5,000	43,181	43,181	5,000
Total Reserved	<u>58,777</u>	<u>692,181</u>	<u>693,181</u>	<u>57,777</u>
Total Community Ser	<u>61,422</u>	<u>712,181</u>	<u>713,535</u>	<u>60,068</u>
Construction (LTFM Bonds)	1,011,786	0	465,572	546,214
Debt Redemption	3,619,164	3,919,271	6,876,021	662,414
Total of All Funds	<u><u>7,051,557</u></u>	<u><u>22,046,690</u></u>	<u><u>25,379,118</u></u>	<u><u>3,719,128</u></u>



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Fiscal Year (FY) 2020 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-04
Due: July 31, 2018

General Information: Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance (LTFM) revenue under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477-04). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2018. Submit to: Attention Sarah C. Miller (MDE.Facilities@state.mn.us) along with other required LTFM documentation.

Identification Information

Name of District or Cooperative: Belle Plaine Public Schools	District Number and Type: 01-0716	Date Submitted: 06/19/2018
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Statement of Assurances

- All estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed Health and Safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- All estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures (June 2018), Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2020 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- All actual expenditures to be reported in UFARS for FY 2020 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for accessibility and deferred maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
- The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and lead in water testing (mandatory) and remediation.

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director: 	Name – Superintendent or Cooperative Director (Please print) Ryan Laager	Date: 06/18/2018
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Member Matt Lenz introduced the following resolution and moved its adoption:

RESOLUTION APPROVING THE
10 YEAR FACILITY PLAN FOR THE
LONG TERM FACILITIES MAINTENANCE REVENUE PROGRAM

WHEREAS, the Minnesota Legislature passed legislation affecting school district revenue for Long Term Facilities Maintenance, and

WHEREAS, the Minnesota Department of Education has determined that to access Long Term Facilities Maintenance revenue school districts must approve a Ten Year Facility Plan, and

WHEREAS, that Ten Year Facility Plan must be updated and approved annually and reported to the Minnesota Department of Education every year, and

WHEREAS, the Belle Plaine School Board has reviewed the Long Term Facilities Maintenance revenue program and has reviewed the school district's Ten Year Facilities Plan.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 716 that the 2019-2028 Ten Year Facility Plan be approved for submission to the Minnesota Department of Education.

Member Amanda Gregory seconded the resolution and the following members voted in support of the resolution:

Dan Gardner, Amanda Gregory, Karl Keup, Matt Lenz,
Terry Kahle

And the following voted against the resolution:

Therefore the resolution is is not passed.

Amanda Gregory
Amanda Gregory, School Board Clerk

6-18-18
Date

STATE OF MINNESOTA

COUNTY OF SCOTT

I, the undersigned, being the duly qualified and acting Clerk of School District No. 716, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 716, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of School District No. 716 Long-Term Facility Maintenance Ten-Year Plan.

WITNESS MY HAND officially as such Clerk this 18th day of June, 2018.



K Davis 6/18/18

Chuck Gagg
Clerk

School District No. 716

EXTRACT OF MINUTES OF MEETING
SCHOOL BOARD OF SCHOOL DISTRICT ISD 716
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a school board meeting of School District No. 716, State of Minnesota, was held on June 18th, 2018 at 6:00 PM., for the purpose, in part, of approving the District's Long-Term Facility Maintenance Ten Year Plan.

Member Matt Lenz introduced the following resolution and moved its adoption:

RESOLUTION APPROVING THE
10 YEAR FACILITY PLAN FOR THE
LONG TERM FACILITIES MAINTENANCE REVENUE PROGRAM

WHEREAS, the Minnesota Legislature passed legislation affecting school district revenue for Long Term Facilities Maintenance, and

WHEREAS, the Minnesota Department of Education has determined that to access Long Term Facilities Maintenance revenue school districts must approve a Ten Year Facility Plan, and

WHEREAS, that Ten Year Facility Plan must be updated and approved annually and reported to the Minnesota Department of Education every year, and

WHEREAS, the Belle Plaine School Board has reviewed the Long Term Facilities Maintenance revenue program and has reviewed the school district's Ten Year Facilities Plan.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 716 that the 2019-2028 Ten Year Facility Plan be approved for submission to the Minnesota Department of Education.

Member Amanda Gregory seconded the resolution and the following members voted in support of the resolution:

Dan Gardner, Amanda Gregory, Karl Koup, Matt Lenz, Terry Kahle

And the following voted against the resolution:


Therefore the resolution was declared duly passed and adopted.



K. Davis 6/18/18

Amanda Gregory
Amanda Gregory, School Board Clerk

6-18-18
Date

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266										Long-Term Facility Maintenance Ten-Year Expenditure Application		ED - 02478-04															
Instructions: Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.																													
District Name:		Belle Plaine Public Schools						District #		716																			
								Date:		6/18/2018																			
District Contact for Questions on this Spreadsheet:								Email:		ckeller@belleplaine.k12.mn.us																			
Name:		Chuck Keller						Phone #: (952 -873-2408)		-																			
		Fiscal Year, Ending June 30th -->						2018		2019		2020		2021		2022		2023		2024		2025		2026		2027		2028	
Estimated Expenditures:																													
Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.																													
Finance Code		Category																											
347		Physical Hazards		\$34,700		\$29,500		\$31,250		\$33,000		\$34,750		\$42,500		\$38,250		\$40,000		\$41,750		\$43,838		\$44,750					
349		Other Hazardous Materials		\$11,100		\$15,000		\$10,600		\$11,750		\$18,700		\$12,300		\$19,500		\$2,400		\$2,500		\$2,625		\$2,800					
352		Environmental Health and Safety Management		\$39,250		\$44,000		\$46,000		\$48,000		\$50,000		\$52,000		\$54,000		\$56,000		\$58,000		\$60,900		\$62,000					
358		Asbestos Removal and Encapsulation		\$9,000		\$10,000		\$10,750		\$11,500		\$12,250		\$13,000		\$13,750		\$14,500		\$15,250		\$16,013		\$17,000					
363		Fire Safety		\$24,750		\$32,000		\$36,000		\$32,000		\$35,500		\$39,000		\$30,000		\$39,000		\$48,000		\$50,400		\$52,400					
366		Indoor Air Quality		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0					
		Total Health and Safety Capital Projects		\$118,800		\$130,500		\$134,600		\$136,250		\$151,200		\$158,800		\$155,500		\$151,900		\$165,500		\$173,776		\$178,950					
Health and Safety - Projects Costing \$100,000 or more per Site/Year																													
Finance Code		Category																											
358		Asbestos Removal and Encapsulation		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
363		Fire Safety		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
366		Indoor Air Quality		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
		Total Health and Safety Capital Projects \$100,000 or More		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151																													
Finance Code		Category																											
355		Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
Accessibility																													
Finance Code		Category																											
367		Accessibility		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
Deferred Capital Expenditures and Maintenance Projects																													
Finance Code		Category																											
368		Building Envelope		\$0		\$0		\$0		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000							
369		Building Hardware and Equipment		\$5,000		\$3,000		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000							
370		Electrical		\$878,278		\$20,000		\$25,000		\$25,000		\$15,000		\$15,000		\$15,000		\$15,000		\$15,000		\$15,000							
379		Interior Surfaces		\$6,000		\$28,500		\$30,000		\$30,000		\$35,000		\$40,000		\$45,000		\$50,000		\$55,000		\$60,000							
380		Mechanical Systems		\$10,000		\$20,000		\$30,000		\$15,000		\$8,000		\$8,000		\$30,000		\$8,000		\$8,000		\$30,000							
381		Plumbing		\$13,000		\$20,000		\$15,000		\$20,000		\$15,000		\$15,000		\$15,000		\$15,000		\$15,000		\$15,000							
382		Professional Services and Salary		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0							
383		Roof Systems		\$0		\$92,000		\$100,000		\$100,000		\$110,000		\$120,000		\$200,000		\$150,000		\$150,000		\$150,000							
384		Site Projects		\$283,910		\$266,200		\$236,901		\$220,251		\$213,981		\$193,061		\$91,041		\$158,911		\$142,989		\$107,713							
		Total Deferred Capital Expense and Maintenance		\$1,196,188		\$449,700		\$446,901		\$445,251		\$431,981		\$426,061		\$431,041		\$420,989		\$412,713		\$402,551							
		Total Annual 10 Year Plan Expenditures		\$1,314,988		\$580,200		\$581,501		\$581,501		\$583,181		\$584,861		\$586,541		\$583,811		\$586,489		\$586,489							

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)
716	Type in School District Number												
	Belle Plaine Public School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	57	1,767.80	1,783.87	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)			1,783.87	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64
7	District average building age (uncapped)	402	36.43	36.43	37.43	38.43	39.43	40.43	41.43	42.43	43.43	44.43	45.43
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	403		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	404	671,764	677,869	684,244	684,244	684,244	684,244	684,244	684,244	684,244	684,244	684,244
11	Added revenue for Eligible H&S Projects > \$100,000 / site												
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		328,509	286,230	290,430	289,065	292,793	290,955	294,210	291,900	386,505	384,615
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		15,364	13,387	13,583	13,520	13,694	13,608	13,760	13,652	18,077	18,100
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	406	0	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	407	318,915	313,145	272,843	276,847	275,545	279,099	277,347	280,450	278,248	368,428	366,515
	Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling	704		-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	408		-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	409		991,014	957,087	961,091	959,789	963,342	961,591	964,694	962,492	1,052,672	1,050,759

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)
716	<= Type in School District Number												
	Belle Plaine Public School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
21	410												
22													
23													
24	762												
25	763			313,145	272,843	276,847	275,545	279,099	277,347	280,450	278,248	368,428	366,515
26	411												
27	414												
27a	703												
27b	705												
28	417			114,167	115,241	115,241	115,241	115,241	115,241	115,241	115,241	115,241	115,241
29	418		432,055	427,313	388,084	392,088	390,786	394,340	392,588	395,691	393,489	483,669	481,756
30	419		990,679	991,014	957,087	961,091	959,789	963,342	961,591	964,694	962,492	1,052,672	1,050,759
31	420												
32	421		990,679	991,014	957,087	961,091	959,789	963,342	961,591	964,694	962,492	1,052,672	1,050,759
33	422		19,706										
34	423		1,010,385	991,014	957,087	961,091	959,789	963,342	961,591	964,694	962,492	1,052,672	1,050,759
35	33		2016	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
36	54		10,150,167	10,150,167	10,749,839	11,179,833	11,627,026	12,092,107	12,575,792	13,078,823	13,601,976	14,146,055	14,711,898
37	425		1,759.21	1,759.21	1,773.29	1,777.43	1,783.87	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64	1,800.64
38	426		5,769.73	5,769.74	6,062.08	6,289.89	6,517.88	6,715.44	6,984.06	7,263.42	7,553.96	7,856.12	8,170.36
39	427		7,718.42	7,718.42	8,186.09	8,535.56	8,895.20	9,251.00	9,621.00	10,006.00	10,406.00	10,822.00	11,255.00
40	428		9,493.66	9,493.66	10,068.89	10,498.74	10,941.10	11,378.73	11,833.83	12,307.38	12,799.38	13,311.06	13,843.65
41	429		60.77%	60.77%	60.21%	59.91%	59.57%	59.02%	59.02%	59.02%	59.02%	59.02%	59.02%
42	430		39.23%	39.23%	39.79%	40.09%	40.43%	40.98%	40.98%	40.98%	40.98%	40.98%	40.98%
43	431		671,764	677,869	684,244	684,244	684,244	684,244	684,244	684,244	684,244	684,244	684,244
44	432		263,502	265,896	272,288	274,307	276,623	280,420	280,419	280,425	280,416	280,407	280,411
45	433												
46	434		263,502	265,896	272,288	274,307	276,623	280,420	280,419	280,425	280,416	280,407	280,411
47	436		746,883	725,118	684,799	686,784	683,166	682,922	681,172	684,269	682,076	772,265	770,348
48													
49	762+763+703			313,145	272,843	276,847	275,545	279,099	277,347	280,450	278,248	368,428	366,515
50	705			669,690	673,050	102,743	101,063	99,383	97,703	100,433	97,755	100,328	102,743
51	764			982,835	945,893	379,590	376,608	378,481	375,050	380,883	376,003	468,756	469,258
52	437			677,869	684,244	379,590	376,608	378,481	375,050	380,883	376,003	468,756	469,258
53	438			265,896	272,288	152,174	152,253	155,111	153,704	156,098	154,093	192,098	192,307
54	440			411,973	411,956	227,415	224,354	223,370	221,346	224,785	221,910	276,657	276,950

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)
716	<= Type in School District Number												
	Belle Plaine Public School District												
<i>Calculations for Ten Year Projection</i>				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441		304,966	261,649	-	-	-	-	-	-	-	-
56	General Fund Portion of Revenue (non-grandfather districts)												
57	Total General Fund Revenue = (34) - (51)	442	n/a	8,179	11,194	581,501	583,181	584,861	586,541	583,811	586,489	583,916	581,501
58	General Fund Equalized Revenue = (43) - (52)	443		-	-	304,654	307,636	305,763	309,194	303,361	308,241	215,488	214,986
59	Total General Fund Aid = (46) - (53)	444		-	-	122,133	124,370	125,309	126,715	124,327	126,323	88,308	88,104
60	General Fund Equalized Levy = (58) * (41)	445		-	-	182,521	183,267	180,454	182,480	179,034	181,918	127,180	126,882
61	General Fund Unequalized levy = (57) - (58)	446		8,179	11,194	276,847	275,545	279,099	277,347	280,450	278,248	368,428	366,515
62	Total General Fund Levy = (60) + (61)	447		8,179	11,194	459,368	458,812	459,552	459,827	459,484	460,166	495,608	493,397
Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT #716
BELLE PLAINE
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. 716, State of Minnesota, was held on June 18, at 6:00 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director Dan Gardner introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT NO. 288'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE REVENUE

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2019-2020 school year in the amount of \$250,000.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programming its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2020 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director Matt Lenz and, upon vote taken thereon, the following voted in favor thereof:

Dan Gardner, Amanda Gregory, Karl Keup, Matt Lenz
Terry Kahle

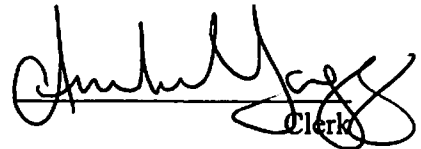
And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 716, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 716, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this 18th day of June, 2018



Clerk

School District No. 716

Reauthorization of Board Approved Referendum Authority

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 716
(BELLE PLAINE)
STATE OF MINNESOTA

HELD: June 18, 2018

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 716 (Belle Plaine), State of Minnesota, was held in said school district on June 18, 2018, at 6:00 o'clock p.m.

The following members were present: Dan Gardner, Amanda Gregory, Karl Keup, Matt Lenz, Terry Kahle
and the following were absent: Tracy O'Brien

Member Matt Lenz introduced the following resolution and moved its adoption:

**RESOLUTION REAUTHORIZING A PREVIOUSLY AUTHORIZED
BOARD APPROVED REFERENDUM AUTHORITY**

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

1. The Board has previously authorized a Board approved referendum authority in the amount of \$300 per adjusted pupil unit pursuant to Minnesota Statutes, Section 126C.17, Subd. 9a. That authority expires after taxes payable in 2018. The Board hereby reauthorizes that authority for five (5) years, beginning with taxes payable in 2019. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.
2. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2018.

The motion for the adoption of the foregoing resolution was duly seconded by Karl Keup. On a roll call vote, the following voted in favor:

Dan Gardner, Amanda Gregory, Karl Keup, Matt Lenz, Terry Kahle

and the following voted against:


whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF SCOTT

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 716 (Belle Plaine), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to adopting a resolution reauthorizing a previously authorized Board approved referendum authority, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 18th day of June 2018.


Clerk



Wears 6/18/18

emailed to Michael Schwartz (MDE)

6-19-18

IEA, INC.

BELLE PLAINE SCHOOLS



Contact Us:

BROOKLYN PARK OFFICE

9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE

610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE

210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE

601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE

1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE

5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

info@ieasafety.com

800-233-9513

Management Plan for Lead-in-Water

MAY 2018

IEA Project #201610632





Management Plan for Lead-in-Water

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Annual Review Form

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5.0	Communication of Results and Follow-up Actions	3
6.0	Recordkeeping	4

Appendices

- A EPA Factsheet: Lead in Drinking Water Coolers
- B Testing Schedule
- C Lead-in-Water Testing Results and Locations
- D Reducing Lead in Drinking Water: Recommended Lead Hazard Reduction Options

Contact Person: Jeff Heine

Phone Number: (952) 873-2406

Email Address: jheine@belleplaine.k12.mn.us

1.0 Purpose

Belle Plaine Schools is committed to providing a safe working and learning environment for employees and students. This Management Plan for Lead-in-Water was developed to reduce the potential for exposure to lead in water and to comply with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) *3Ts for Reducing Lead in Drinking Water in Schools: Revised Technical Guidance* (2006) and the Lead Contamination Control Act (LCCA) of 1988, the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE).

Minnesota Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water in potable water sources (water for consumption) every 5 years. The MDH and MDE have published *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*, which presents a model plan that school districts can choose to adopt as part of the requirement of Minnesota Statute 121A.335. The *EPA 3Ts* was created by the EPA to identify and reduce lead in drinking water in schools. Lead is a metal that usually enters drinking water through the distribution system, including pipes, solders, faucets, and valves. Lead levels in water may increase when the water is allowed to sit undisturbed in the system. Exposure to lead is a significant health concern.

The *EPA 3Ts* has recommended that schools take remedial action to address lead-in-water exposure whenever lead levels exceed 20 parts per billion (ppb). The MDH and the MDE have jointly provided guidance that there is no safe level of lead and that districts should work to minimize the risk of lead. MDH and MDE recommended actions are described in section 4.0 of this plan.

2.0 Water Sampling Program Development

Identified potable water sources in district facilities, including sinks and drinking fountains in kitchens, staff lounges, classrooms, home economics classrooms, and hallways, will be sampled during the school year throughout the district at least once every five years.

Prior to sampling the following takes place:

- An inventory of potable water taps is taken;
- All drinking fountains are checked to ensure the EPA has not identified them as having a lead lined tank under LCCA. This list can be found in Appendix A.
- Water outlets in restrooms, custodial closets, science labs, art rooms, and other general-purpose workrooms are not included in the sampling inventory, and should be clearly marked not for drinking.

Potable water sources are to be resampled at least once every five years, per MN Statute 121A.335, or when a fixture or water supply is repaired or replaced, or after construction activities that may impact the plumbing system. A testing schedule is included in Appendix B which has each school scheduled to complete testing every 5 years.

3.0 First Draw Tap Monitoring

Water sampling of the identified cold water taps is conducted as a "first draw" sample prior to usage on the day of sampling. Sampling begins at the taps closest to building entry point of water source to prevent accidental flushing of other sample locations in the building. Normal usage of building should occur the day before sampling; sampling should not take place on Mondays or after non-school days.

Taps included in the first draw sampling should not be used for 6-18 hours prior to sampling. If the district cannot ensure identified taps were used the day prior to sampling, flushing will occur according to EPA protocol (2-3 minutes, 8-18 hours prior to sampling). Water samples of 250 milliliters (ml) are analyzed by an accredited testing laboratory, using EPA approved analytical methods and quality control procedures (i.e. such as the ICP/MS EPA Method 200.8).

4.0 Maintenance Procedures

When lead content exceeds 20 ppb, fixtures should be taken out of service until the lead content can be reduced to 20 ppb or lower. While fixtures can still be used for drinking and cooking, MDH and MDE recommend actions be taken to determine the source of lead and reduce lead levels in fixtures when sampling reveals lead content between 2 and 20 ppb. A lead-in-water concentration of or less than 20 ppb (maximum) is considered acceptable by the EPA. Potable water outlets found to have greater than this concentration are repaired, replaced, or flushed.

In addition, the MDH and MDE model plan recommends routine maintenance take place to prevent and help reduce elevated lead levels in drinking water. This includes cleaning faucet aerators where lead-containing materials may accumulate on a quarterly basis and following manufacturer's recommendations for water softener settings to ensure an appropriate level of hardness. The following maintenance procedures are based on MDH/MDE recommended Lead Hazard Reduction Options, located in Appendix D:

Flushing

Flushing may be used as an alternative to repair or replacement. For any location with an elevated lead level, conduct flush sampling to determine if a longer flush will reduce lead levels to an acceptable level. If results indicate that flushing will reduce lead to acceptable levels, implement a flushing program which includes documentation of daily flushing and periodic program review.

Individual Tap Flushing

MDE and MDH suggest running each tap for 2 to 3 minutes in the morning before children arrive, and 2 to 3 minutes midday if the tap has been unused for the morning period. Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased, or another option implemented.

Main Pipe Flushing

The MDH and MDE model plan explains that Main Pipe Flushing can be used if lead levels are found to be high throughout the entire school or are confined to a certain area of the school. Flushing should be completed each day school is in session. Begin by flushing the tap furthest away from the water source for at least ten minutes; then flush the tap the second furthest away and continue until all taps have been flushed. Periodic testing may be done to ensure the lead concentrations have remained low and that the flushing protocol is effective.

In addition, it is recommended to flush potable water outlets following any two-week vacancy or prior to the beginning of school in the fall, regardless of the lead levels found in the most recent sampling. As long as the fixtures are used regularly, lead levels should remain acceptable. The fixtures should be flushed when the building has been at low occupancy, for example, following school breaks.

Repair and Replace Options

Recommendations of one of the following treatment options for fixtures with lead levels approaching or exceeding the EPA action level may be considered for implementation:

- Install a National Sanitation Foundation (NSF) certified filter for lead reduction.
 - The filter selected should work by size exclusion of lead particles as opposed to lead adsorption. Filters should have tight pores (1-micron or less). NSF lists many such filters on its website.
 - Following replacement, retest the first-draw lead level after flushing the line 8-18 hours prior to testing to confirm that filter is successful in reducing lead levels.
 - Note: Point-of-Use (POU) Treatment Device systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at 651-284-5063 for more information.

- Investigate further to determine the source of the lead responsible for an elevated lead level. Collecting multiple samples in a row can assist in determining the location of the lead-containing component (e.g. fittings for cold water supply lines). Samples should be collected upstream of the cold supply lines. Once the source is identified, remove, replace with lead-free component, and retest.
- If sampling indicates that fixture is the source of the elevated lead level, replace fixture with a "lead-free" fixture certified to NSF/ANSI 372 or NSF/ANSI 61-G. The *Reduction of Lead in Drinking Water Act* redefines "lead-free" as "not more than a weighted average of 0.25% lead when used with respect to wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures." Effective January 4, 2014, drinking water system components sold or installed must adhere to this new requirement. A list of EPA Lead Free Certification Marks can be found here: <http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>
- Remove fixture from service by disconnecting it from the water supply and/or clearly mark water fixtures that are not for drinking or cooking.

The MDH recommends taking the following actions at 2 ppb to 20 ppb:

- Retest the sampled tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed;
- Consider the feasibility of flushing or other steps to minimize lead exposure, taking into account other actions that the school may already have in place;
- Make all test results and lead education materials accessible to community, such as on a website, or annual report, and available upon request.

5.0 Communication of Results and Follow-up Actions

Per Minnesota Statute 121A.335, a school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information. It is recommended that a copy of the district's Lead-in-Drinking Water Testing reports be made available to staff and the public through the district's administrative offices and district website.

Notification is accomplished by publishing it on ISD #716's website that is available to staff, student, parents and the public. The results will also be communicated in school board meeting minutes. For example notifications, see the MDE and MDH *Education and Communication Toolkit: Reducing Lead in Drinking Water, A Technical Guidance and Model Plan for Minnesota's Public Schools*, located on the MDH website.

The MDE and MDH guidance document states in their Model Plan that School Management should:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing results within a reasonable time. School employees, students and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

6.0 Recordkeeping

Lead-in-water testing reports are located and available for review in the room 507 at the High School, District health and safety files. See Appendix C for the most recent sampling locations and results. This includes a floor plan with test locations and recommendations for further action if necessary.

Belle Plaine Schools retains lead-in-water records for a minimum of five years.

*The last lead in water sampling was conducted in 2013, district wide. The next round of sampling is planned for the fall of 2018.

Appendix A

EPA Factsheet: Lead in Drinking Water Coolers

Appendix B

Testing Schedule

Lead in Water Sampling Schedule
Belle Plaine Schools




<u>School Year</u>	<u>Schools to be Sampled</u>
2018-2019	District Wide (4 buildings)
2023-2024	District Wide (4 buildings)
2027-2029	District Wide (4 buildings)

Appendix C

*Lead-in-Water Testing Results and Locations
(see health and safety files)*

Appendix D

Recommended Lead Hazard Reduction Options

Lead Level At The Tap	Lead Hazard Reduction Options
<p data-bbox="248 363 425 422">< 2 ppb or Non-Detected</p> 	<ul data-bbox="492 386 1370 512" style="list-style-type: none"> • Lead was not detected. Tap may be used as normal; • Record result and test again in 5 years; and • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.
<p data-bbox="248 741 425 772">2 ppb to 20 ppb*</p> 	<p data-bbox="451 541 1385 632">The tap may be used for cooking and drinking water while steps are taken to reduce overall exposure. A higher number of taps with elevated results increases the urgency to implement hazard reduction.</p> <p data-bbox="451 653 623 678">Options include:</p> <ul data-bbox="492 699 1370 953" style="list-style-type: none"> • Retest the sample tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed; • Consider the feasibility of flushing or other steps to minimize lead exposure, including limiting softened water supplies to hot water taps only, taking into account other actions that the school may already have in place; • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.
<p data-bbox="280 1297 393 1329">> 20 ppb*</p> 	<p data-bbox="451 1014 1273 1073">Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions.</p> <p data-bbox="451 1094 623 1119">Options include:</p> <ul data-bbox="492 1140 1385 1528" style="list-style-type: none"> • Remove tap from service until problem is demonstrably corrected by replacement, a flushing program, filtration, or treatment; • Do <i>not</i> use tap for cooking or drinking water; • Retest the tap and attempt to determine the source of the lead; If the tap is not replaced, consider monitoring tap more frequently, such as annually, until the source of lead is found and removed; • Implement a flushing protocol or other lead hazard reduction option; sampling should be use to evaluate effectiveness; • Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request; and • Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap.

*established by EPA 3Ts guidance; if EPA amends, Table 3 will be adjusted to be consistent with new value

1st Reading: 4/24/06
2nd Reading: 5/22/06
Approved: 6/24/2006
Reviewed: 11/26/12, 9/22/2014

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian

must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the

student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- Legal References:**
- Minn. Stat. § 13.32 (Student Health Data)
 - Minn. Stat. § 121A.21 (Hiring of Health Personnel)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 - Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 - Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
 - Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
 - Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 - 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
- Cross References:**
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: _____

MSBA/MASA Model Policy 516

Orig. 1995

Revised: _____

Rev. ~~2013~~ 2015

516 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease

medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may

revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

1st Reading: 04/24/2006

2nd Reading: 5/22/2006

Approved: 6/26/2006

Reviewed: 12/17/2012

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates _____ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates _____ [name, office address, and telephone number] as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the

complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or

federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

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

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. ~~It is the responsibility of every~~ Every school district employee shall be responsible for ~~to~~ complying with this policy.
- C. The school board hereby designates _____ [~~title,~~ name, office address, and telephone number, and work e-mail address] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to

use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates _____ [name, office address, and telephone number, and work e-mail address] as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

[Note: In some school districts, the Title IX coordinator and human rights officer may be the same. If so, a school district need only insert “its Title IX coordinator” in the blank without designating a name, office address, and telephone number, and work e-mail address, which are provided elsewhere in the policy. If they are different, or if more than one human rights officer is designated, this information should be inserted and kept up to date. Also, in some school districts, the superintendent may be the designated human rights officer. If so, an alternative individual should be designated by the school board for complaints involving the superintendent.]

- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter’s future employment, grades, or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements,

Minnesota and federal law, and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

1st Reading: 04/24/2006

2nd Reading: 05/22/2006

Approved: 6/26/2006

Reviewed: 12/17/2012, 10/28/2013, 2/23/2015

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or

passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district

system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parent, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 999 (W.D. Mo. 2013)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2014

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet

site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or

other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd

exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review,

disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or

servers.

- b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
~~Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)~~
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

1st Reading: 4/23/2007

2nd Reading: 5/22/2007

Approved: 9/24/2007

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a

special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;

2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history

of violent behavior.

- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____

MSBA/MASA Model Policy 529

Orig. 1999

Revised: _____

Rev. ~~2006~~ 2016

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals

outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described

in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. **MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. **PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. **TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)