

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



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

REGULAR BOARD MEETING

District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, September 24, 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. Presley Backpack Program: John Bergs

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: 5

3. Personnel: 16

4. Donations: 17

5. Discussion Items:

1. Superintendent Update: Dr. Laager

1. Facility Update:

2. Activity Bus Update:

3. Orientation and Back to School Update:

4. iPad Rollout:

2. Board Member Reports: Board Members

3. Building Administrator Reports: **18**

6. Action Items:

1. 2018 Pay 2019 Preliminary Levy: Mr. Keller **22**

2. Change Date of October Business Meeting:

3. Principal Contract: Chairman Kahle **23**

4. Approve Activity Fundraisers: Mr. Keller **42**

5. Policy Review: Dr. Laager/Mr. Keller **43**

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, August 27, 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, August 27, 2018 at 6:00 pm at the District Center Board Room with the following members present: Kahle, Keup, Lenz, Gregory, Morrison and Supt. Laager. O'Brien arrived at 6:06 pm to join the meeting.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Fall Activity Update:

John Bergs will review fall activity registration.

Presenter: John Bergs

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 Morrison and second by Gregory to approve all of the following consensus items. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the July 23, 2018 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of August were reviewed. Administration recommends approval of the August 2018 disbursements totaling \$1,357,333.23. This includes board payables of \$119,759.17, hand payments of \$260,265.76, electronic payments of \$961,491.65 and student activity payments of \$15,816.65.

4. 3. Personnel:

See the attached Personnel Changes spreadsheet.

4. 4. Donations:

Donations totaling \$6,316.58 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!

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. Transportation Savings Plan:

As discussed at the Board Retreat, the transportation savings plan may involve the purchase of a 15-passenger vehicle to accommodate activities travel. Administration is seeking board approval to obtain quotes for a 15-passenger vehicle and to purchase this vehicle at a price not to exceed \$60,000.

Presenter: Dr. Ryan Laager

Motion by Lenz and second by O'Brien to approve the request to obtain quotes for a 15-passenger vehicle. Motion carried unanimously.

6. 2. E-Learning Days:

As discussed at the Board Retreat, Administration is proposing to add two e-learning days to the 2018-19 school calendar. The first e-learning day will be on November 9, 2018. This is the Friday before K-6 conferences. A decision will be made after the November 9 e-learning day if the district will proceed with the second e-learning day which would be on Friday, February 8, 2019 the day before K-6 conferences. E-learning days would also be used in case of school closures for snow/cold. Administration is recommending the approval of the first e-learning day on November 9, 2018.

Presenter: Dr. Ryan Laager

Motion by Keup and second by Lenz to approve the first e-learning day on November 9, 2018. Motion carried unanimously.

7. Upcoming Meetings:

September 10:	6:00 p.m. Board Work Session
September 24:	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Morrison and second by Gregory to adjourn the meeting at 6:44 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	6288	N	AMIE HOHENSTEIN	V90301	63997	08082018	121.64	0.00	121.64	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$121.64			
1	4272	N	AMY FRANCK	V90301	64146	09102018	39.79	0.00	39.79	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$39.79			
1	4092	N	AQUA ENGINEERING	V90301	63973	87852	864.80	0.00	864.80	09/10/2018	09/10/2018	09/10/2018
1	4092	N	AQUA ENGINEERING	V90301	63974	88169	435.20	0.00	435.20	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,300.00			
1	7586	N	AVI SYSTEMS	V90301	64055	88568786	6,776.00	0.00	6,776.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$6,776.00			
1	4589	N	BANC OF AMERICA LEASING	V90301	64018	112	8,256.74	0.00	8,256.74	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V90301	64065	25741	49.50	0.00	49.50	09/18/2018	09/18/2018	09/18/2018
1	1125	N	BELLE PLAINE HERALD	V90301	63952	25710	200.00	0.00	200.00	09/10/2018	09/10/2018	09/10/2018
1	1125	N	BELLE PLAINE HERALD	V90301	64009	25625	4,430.00	0.00	4,430.00	09/10/2018	09/10/2018	09/10/2018
1	1125	N	BELLE PLAINE HERALD	V90301	64010	25629	2,798.00	0.00	2,798.00	09/10/2018	09/10/2018	09/10/2018
1	1125	N	BELLE PLAINE HERALD	V90301	64036	25762	435.00	0.00	435.00	09/17/2018	09/17/2018	09/17/2018
							Check Amount:		\$7,912.50			
1	6853	N	BLOOMINGTON JEFFERSON HIGH	V90301	63960	09252018	125.00	0.00	125.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$125.00			
1	4514	N	BSN Sports	V90301	64038	902795237	917.06	0.00	917.06	09/18/2018	09/18/2018	09/18/2018
1	4514	N	BSN Sports	V90301	64187	903056511	16.40	0.00	16.40	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$933.46			
1	7190	N	CAREI	V90301	63993	09102018	850.00	0.00	850.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$850.00			
1	7605	N	CAYLA MENKE	V90301	63990	08142018	130.80	0.00	130.80	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$130.80			
1	4702	N	CDW-G	V90301	64062	MN1803276	1,137.50	0.00	1,137.50	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$1,137.50			
1	1237	N	CENTRAL FIRE PROTECTION IN	V90301	63966	39045	927.00	0.00	927.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$927.00			
1	1262	N	CITY OF BELLE PLAINE	V90301	64149	00003644	300.00	0.00	300.00	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$300.00			

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2730	N	DAVE KREFT	V90301	63998	06222018	277.95	0.00	277.95	06/29/2018	06/29/2018	06/29/2018
1	2730	N	DAVE KREFT	V90301	63999	08152018	59.95	0.00	59.95	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$337.90			
1	5821	N	DISCOUNT MAGAZINE	V90301	64067	7374127	321.25	0.00	321.25	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$321.25			
1	6863	N	EARLY LEARNING LABS INC	V90301	64040	3870	725.00	0.00	725.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$725.00			
1	6610	N	EASTERN CARVER COUNTY SCHO	V90301	63953	522-2018-200	1,101.98	0.00	1,101.98	06/29/2018	06/29/2018	06/29/2018
1	6610	N	EASTERN CARVER COUNTY SCHO	V90301	63955	522-2018-199	1,452.61	0.00	1,452.61	06/29/2018	06/29/2018	06/29/2018
1	6610	N	EASTERN CARVER COUNTY SCHO	V90301	63954	522-2018-198	801.44	0.00	801.44	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$3,356.03			
1	4503	N	EDMENTUM	V90301	64053	INV109162	587.40	0.00	587.40	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$587.40			
1	7611	N	EDUCATIONAL & COMMUNITY SUP	V90301	64043	INV00048581	350.00	0.00	350.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$350.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V90301	63947	5603	210.99	0.00	210.99	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$210.99			
1	6870	N	EMILY AUST	V90301	64144	08312018	75.10	0.00	75.10	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$75.10			
1	1472	N	FOLLETT SCHOOL SOLUTIONS INC	V90301	64051	2284890A	45.25	0.00	45.25	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$45.25			
1	7597	N	GAYLORD POOL	V90301	64011	08162018	185.00	0.00	185.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$185.00			
1	1511	N	GRAINGER	V90301	64000	9877885013	79.86	0.00	79.86	09/10/2018	09/10/2018	09/10/2018
1	1511	N	GRAINGER	V90301	63971	8966069413	256.46	0.00	256.46	09/10/2018	09/10/2018	09/10/2018
1	1511	N	GRAINGER	V90301	63972	9865895388	440.46	0.00	440.46	09/10/2018	09/10/2018	09/10/2018
1	1511	N	GRAINGER	V90301	64002	9852459388	155.00	0.00	155.00	09/10/2018	09/10/2018	09/10/2018
1	1511	N	GRAINGER	V90301	64001	9852348870	(155.00)	0.00	(155.00)	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$776.78			
1	1521	N	GREEN LIGHTS	V90301	64004	18-5108	1,250.70	0.00	1,250.70	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,250.70			

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	7162	N	HEART ZONES INC	V90301	63946	08272018	2,990.61	0.00	2,990.61	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$2,990.61			
1	2575	N	HERMANS	V90301	64153	30715	1,880.00	0.00	1,880.00	09/19/2018	09/19/2018	09/19/2018
1	2575	N	HERMANS	V90301	63985	29518	245.00	0.00	245.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63984	29559	560.00	0.00	560.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63983	29827	560.00	0.00	560.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63982	30328	196.00	0.00	196.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63981	30818	940.00	0.00	940.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63980	30714	1,880.00	0.00	1,880.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63979	30778	940.00	0.00	940.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	63978	30803	940.00	0.00	940.00	09/10/2018	09/10/2018	09/10/2018
1	2575	N	HERMANS	V90301	64068	31297	415.50	0.00	415.50	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$8,556.50			
1	6104	N	HUDL	V90301	63992	INV00312234	400.00	0.00	400.00	09/10/2018	09/10/2018	09/10/2018
1	6104	N	HUDL	V90301	63991	INV00302831	800.00	0.00	800.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,200.00			
1	2889	N	ISD 0181-01 - BRAINERD PUBLIC SC	V90301	64145	LEC MASTER	749.14	0.00	749.14	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$749.14			
1	1607	N	ISD 287	V90301	64049	76439	8,585.13	0.00	8,585.13	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$8,585.13			
1	7612	N	ISD 318 - GRAND RAPIDS PUBLIC SV	V90301	64057	TUITION	292.48	0.00	292.48	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$292.48			
1	5840	N	IXL LEARNING	V90301	64052	S336174	750.00	0.00	750.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$750.00			
1	2339	N	J W PEPPER & SON INC	V90301	64058	11D93900	13.95	0.00	13.95	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$13.95			
1	1202	N	JANIS BUESGENS	V90301	63945	08292018	43.06	0.00	43.06	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$43.06			
1	5211	N	JILL PROVANCHA	V90301	64037	06212018	101.37	0.00	101.37	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$101.37			
1	6493	N	JOHN POITRA	V90301	63964	70601	17,631.67	0.00	17,631.67	09/10/2018	09/10/2018	09/10/2018
1	6493	N	JOHN POITRA	V90301	63965	70602	5,777.68	0.00	5,777.68	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$23,409.35			

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	7604	N	K & R GRAPHICS	V90301	63989	10641	1,176.86	0.00	1,176.86	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,176.86			
1	6555	N	KELLY PETRASEK	V90301	64061	08302018	87.80	0.00	87.80	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$87.80			
1	3753	N	KIBBLE EQUIPMENT LLC	V90301	64075	531539	21,000.00	0.00	21,000.00	09/18/2018	09/18/2018	09/18/2018
1	3753	N	KIBBLE EQUIPMENT LLC	V90301	63986	1460282	44.10	0.00	44.10	09/10/2018	09/10/2018	09/10/2018
1	3753	N	KIBBLE EQUIPMENT LLC	V90301	63987	1460335	73.35	0.00	73.35	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$21,117.45			
1	5789	N	KIM DEWITTE	V90301	64017	08022018	185.30	0.00	185.30	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$185.30			
1	7252	N	KRANOS CORPORATION	V90301	64006	83541	1,097.95	0.00	1,097.95	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,097.95			
1	1701	N	LAKESHORE LEARNING MATERIAL	V90301	63951	3681780818	827.36	0.00	827.36	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$827.36			
1	3078	N	LAURIE FOGARTY	V90301	64041	09082018	243.87	0.00	243.87	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$243.87			
1	4222	N	LEARNING A-Z	V90301	64048	1979921	2,698.65	0.00	2,698.65	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$2,698.65			
1	4134	N	LEXIA LEARNING SYSTEMS	V90301	64050	SIN040690	500.00	0.00	500.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$500.00			
1	1787	N	MASSP	V90301	63996	09102018	875.00	0.00	875.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$875.00			
1	4145	N	MEDICAREBLUE RX	V90301	64147	182490290034	450.00	0.00	450.00	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$450.00			
1	1815	N	METRO SALES INCORP	V90301	63988	INV1154342	1,221.92	0.00	1,221.92	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$1,221.92			
1	2582	N	MSHSL	V90301	63961	033914	20.00	0.00	20.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$20.00			
1	4652	N	NARDINI FIRE EQUIP COMPANY INC	V90301	63967	IN00078587	313.84	0.00	313.84	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$313.84			

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	1918	N	NIEMAN ROOFING CO. INC	V90301	63975	4425	70,200.00	0.00	70,200.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$70,200.00			
1	5780	N	NYSTROM PUBLISHING CO, INC	V90301	64012	40925	1,400.00	0.00	1,400.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,400.00			
3	5364	N	OAK GLENN	V90301	64042	68189	543.75	0.00	543.75	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$543.75			
1	7593	N	PALAY DISPLAY	V90301	64014	400859	249.75	0.00	249.75	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$249.75			
1	1982	N	PIONEER	V90301	64005	INV690452	1,302.00	0.00	1,302.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,302.00			
1	7583	N	PLAYPOWER LT FARMINGTON, INC	V90301	64003	1400224868	1,490.00	0.00	1,490.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,490.00			
1	1991	N	PRAIRIE FIRE THEATRE	V90301	64008	08252018	400.00	0.00	400.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$400.00			
1	2002	N	PROTECTION SYSTEMS INC	V90301	63963	40810	179.00	0.00	179.00	09/10/2018	09/10/2018	09/10/2018
1	2002	N	PROTECTION SYSTEMS INC	V90301	63977	40821	8,800.00	0.00	8,800.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$8,979.00			
1	5450	N	RAPTOR TECHNOLOGIES	V90301	63968	51100 RN	1,530.00	0.00	1,530.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,530.00			
1	2023	N	REALLY GOOD STUFF, LLC	V90301	64064	6677261	38.92	0.00	38.92	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$38.92			
1	6827	N	REINHART FOOD SERVICES, LLC	V90301	64073	889114	511.33	0.00	511.33	09/18/2018	09/18/2018	09/18/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V90301	64066	886834	264.94	0.00	264.94	09/18/2018	09/18/2018	09/18/2018
1	6827	N	REINHART FOOD SERVICES, LLC	V90301	63959	882547	497.26	0.00	497.26	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$1,273.53			
1	6893	N	RYAN LAAGER	V90301	63957	07252018	60.76	0.00	60.76	09/10/2018	09/10/2018	09/10/2018
1	6893	N	RYAN LAAGER	V90301	63956	07102018	58.32	0.00	58.32	09/10/2018	09/10/2018	09/10/2018
1	6893	N	RYAN LAAGER	V90301	63958	08242018	47.41	0.00	47.41	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$166.49			
1	3213	N	SARA GELLER	V90301	64015	08082018	21.58	0.00	21.58	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$21.58			

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	3733	N	SAXE CHEV/BUICK	V90301	64007	08172018	4,045.28	0.00	4,045.28	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$4,045.28			
1	3112	N	SCHOLASTIC BOOK CLUBS, INC	V90301	63948	T47245960	54.00	0.00	54.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$54.00			
1	6884	N	SCHOLASTIC INC	V90301	63944	M6489846 3	411.13	0.00	411.13	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$411.13			
1	3336	1	N SCHOOL SPECIALTY	V90301	64016	308103066231	626.75	0.00	626.75	09/10/2018	09/10/2018	09/10/2018
1	3336	1	N SCHOOL SPECIALTY	V90301	63943	2018121448338	39.32	0.00	39.32	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$666.07			
1	4423	N	SCOTT COUNTY TREASURER	V90301	64046	1400	2,669.75	0.00	2,669.75	06/29/2018	06/29/2018	06/29/2018
1	4423	N	SCOTT COUNTY TREASURER	V90301	64045	1400	4,400.00	0.00	4,400.00	06/29/2018	06/29/2018	06/29/2018
1	4423	N	SCOTT COUNTY TREASURER	V90301	64044	1400	3,712.50	0.00	3,712.50	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$10,782.25			
1	7576	N	SENROR WOOLY LLC	V90301	64056	40930405746	85.00	0.00	85.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$85.00			
1	2108	N	SHAKOPEE PUBLIC SCHOOLS	V90301	63995	768	1,938.64	0.00	1,938.64	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$1,938.64			
1	2137	N	SOUTH CENTRAL ECSU	V90301	64047	18260	6,000.00	0.00	6,000.00	09/18/2018	09/18/2018	09/18/2018
1	2137	N	SOUTH CENTRAL ECSU	V90301	63976	18194	1,231.35	0.00	1,231.35	09/10/2018	09/10/2018	09/10/2018
1	2137	N	SOUTH CENTRAL ECSU	V90301	64192	18313	465.63	0.00	465.63	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$7,696.98			
1	6138	N	SOUTHWEST METRO EDUCATION,V	90301	63994	1199	25,835.44	0.00	25,835.44	06/29/2018	06/29/2018	06/29/2018
1	6138	N	SOUTHWEST METRO EDUCATION,V	90301	64019	1246	5,398.59	0.00	5,398.59	06/29/2018	06/29/2018	06/29/2018
							Check Amount:		\$31,234.03			
1	6318	N	STACEY HESS-NORSKOG	V90301	64060	07232018	40.34	0.00	40.34	09/18/2018	09/18/2018	09/18/2018
1	6318	N	STACEY HESS-NORSKOG	V90301	64059	08302018	85.56	0.00	85.56	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$125.90			
1	2153	N	STASNEY ELECTRIC LLC	V90301	64150	33703	1,221.20	0.00	1,221.20	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$1,221.20			
1	5745	N	SUPERIOR SEALCOAT SERVICES IIV	90301	64152	137-18	780.00	0.00	780.00	09/19/2018	09/19/2018	09/19/2018
1	5745	N	SUPERIOR SEALCOAT SERVICES IIV	90301	64151	136-18	2,858.00	0.00	2,858.00	09/19/2018	09/19/2018	09/19/2018
1	5745	N	SUPERIOR SEALCOAT SERVICES IIV	90301	63970	136-18	14,648.00	0.00	14,648.00	09/10/2018	09/10/2018	09/10/2018

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	5745	N	SUPERIOR SEALCOAT SERVICES	IIV90301	63969	137-18	11,221.00	0.00	11,221.00	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$29,507.00			
1	2188	N	TAHER INC	V90301	64148	0052923-IN	(24,248.23)	0.00	(24,248.23)	09/19/2018	09/19/2018	09/19/2018
1	2188	N	TAHER INC	V90301	64074	0052874-IN	66,000.00	0.00	66,000.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$41,751.77			
1	6480	N	TEACH TCI	V90301	64054	INV46775	289.00	0.00	289.00	09/18/2018	09/18/2018	09/18/2018
							Check Amount:		\$289.00			
1	3461	N	TEACHER CREATED RESOURCES	V90301	63949	6027215	97.54	0.00	97.54	09/10/2018	09/10/2018	09/10/2018
1	3461	N	TEACHER CREATED RESOURCES	V90301	64039	BO88096	5.99	0.00	5.99	09/18/2018	09/18/2018	09/18/2018
1	3461	N	TEACHER CREATED RESOURCES	V90301	63950	6027216	110.72	0.00	110.72	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$214.25			
1	4148	N	TRI-DIM FILTER CORP	V90301	64191	2066254-1	1,424.92	0.00	1,424.92	09/19/2018	09/19/2018	09/19/2018
1	4148	N	TRI-DIM FILTER CORP	V90301	64190	2066262-1	102.47	0.00	102.47	09/19/2018	09/19/2018	09/19/2018
1	4148	N	TRI-DIM FILTER CORP	V90301	64189	2066209-1	1,640.68	0.00	1,640.68	09/19/2018	09/19/2018	09/19/2018
1	4148	N	TRI-DIM FILTER CORP	V90301	64188	2066192-1	2,114.23	0.00	2,114.23	09/19/2018	09/19/2018	09/19/2018
							Check Amount:		\$5,282.30			
1	2266	N	TRUGREEN CHEMLAWN	V90301	64186	7001059718	2,053.51	0.00	2,053.51	09/19/2018	09/19/2018	09/19/2018
1	2266	N	TRUGREEN CHEMLAWN	V90301	63962	88710445	1,451.65	0.00	1,451.65	09/10/2018	09/10/2018	09/10/2018
							Check Amount:		\$3,505.16			
							Report Total:		\$340,944.40			

*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
p903p1	0716	45555	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	9/5/2018 00:N		USD	45,076.41
p903p1	0716	45556	SBC		WX	1	1977	PERA	N	N	9/5/2018 00:N		USD	7,306.28
p903p1	0716	45557	SBC		WX	1	2330	FEDERAL	N	N	9/5/2018 00:N		USD	22,655.50
p903p1	0716	45557	SBC		WX	1	2330	FEDERAL	N	N	9/5/2018 00:N		USD	9,165.50
p903p1	0716	45557	SBC		WX	1	2330	FEDERAL	N	N	9/5/2018 00:N		USD	39,187.68
p903p1	0716	45558	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	9/5/2018 00:N		USD	12,250.86
p903p1	0716	45559	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	9/5/2018 00:N		USD	3,668.09
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	1,881.60
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	574.26
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	4,632.48
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	108.80
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	581.78
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	7,025.90
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	1,943.20
p903p1	0716	45560	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2018 00:N		USD	1,010.60
P90302	0716	45573	SBC		WX	1	1486	FRONTIER	N	N	8/23/2018 0:N		USD	3.04
P90302	0716	45573	SBC		WX	1	1486	FRONTIER	N	N	8/23/2018 0:N		USD	97.35
P90302	0716	45587	SBC		WX	1	2336	XCEL ENERGY	N	N	9/5/2018 00:N		USD	8,438.02
P90302	0716	45588	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2018 00:N		USD	116.55
P90302	0716	45588	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2018 00:N		USD	94.86
P90302	0716	45588	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2018 00:N		USD	74.67
P90302	0716	45588	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/5/2018 00:N		USD	53.90
P90302	0716	45597	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/6/2018 00:N		USD	466.78
P90302	0716	45597	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/6/2018 00:N		USD	433.48
P90302	0716	45597	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/6/2018 00:N		USD	56.60
P90302	0716	45598	SBC		WX	1	2336	XCEL ENERGY	N	N	9/18/2018 0:N		USD	39.43
August PCARD														27,566.21
Payroll 9/05/2018														223,755.92
Total														\$ 418,265.75

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine Act	8/17/2018	8/27/2018	Genesis Town & Country	45.36	XC - Mileage Nuts
Belle Plaine Act	8/22/2018	8/27/2018	Coborn S Superstore	71.55	XC - Ice Cream, Watermelons
Belle Plaine Act	8/23/2018	8/27/2018	Kwik Trip 33000003301	39.42	XC - Milk
Belle Plaine Act	8/24/2018	8/27/2018	Holiday Inn Express	1,851.23	TENNIS - Lodging for NY Trip
Belle Plaine Comm Ed	7/31/2018	8/27/2018	Cty Of Eagan-Fin/Pks/R	225.00	Cascade Bay Trip - Deposit
Belle Plaine Comm Ed	7/31/2018	8/27/2018	Genesis - Belle Plaine	563.61	Drivers Ed Gas
Belle Plaine Comm Ed	8/3/2018	8/27/2018	Cty Of Eagan-Cascade B	189.00	Cascade Bay Trip - Balance
Belle Plaine Comm Ed	8/3/2018	8/27/2018	Amzn Mktp US Amzn.Com/	70.66	Craft Masters - Foam Cones, Pillow Cases
Belle Plaine Comm Ed	8/6/2018	8/27/2018	Joann Stores #2283	53.52	Craft Masters Supplies
Belle Plaine Comm Ed	8/6/2018	8/27/2018	Michaels Stores 3747	62.64	Craft Masters Supplies (PO 16613)
Belle Plaine Comm Ed	8/6/2018	8/27/2018	Michaels Stores 3747	14.33	Craft Masters Supplies (PO 16613)
Belle Plaine Comm Ed	8/6/2018	8/27/2018	Dollartree	6.00	Craft Masters Supplies
Belle Plaine Comm Ed	8/6/2018	8/27/2018	The Home Depot #2841	47.10	Paint for Playground
Belle Plaine High School	8/3/2018	8/27/2018	Fully Inc	680.00	Bamboo Standing Desk
Belle Plaine High School	8/3/2018	8/27/2018	Timberlake Hotel	240.62	Lodging - Envoy Training - M Chevalier, M Hansen, K DeWitte (PO 16594)
Belle Plaine High School	8/3/2018	8/27/2018	Timberlake Hotel	240.62	Lodging - Envoy Training - M Chevalier, M Hansen, K DeWitte
Belle Plaine High School	8/17/2018	8/27/2018	Playposit.Com Annual	144.00	Annual Subscription
Belle Plaine High School	8/24/2018	8/27/2018	Music Theatre Intl	1,820.00	Fall Play License/Rights/Scripts
Belle Plaine Sd	8/1/2018	8/27/2018	Genesis Town & Country	14.06	ESY Supplies
Belle Plaine Sd	8/2/2018	8/27/2018	Coborn S Superstore	20.57	Groceries
Belle Plaine Sd	8/15/2018	8/27/2018	Crisis Prevention	75.00	CPI Workbooks
Belle Plaine Sd	8/16/2018	8/27/2018	Usps Po 2607300172	142.00	Postage
Belle Plaine Sd	8/16/2018	8/27/2018	Amazon.Com	18.23	Cottonelle Wipes
Belle Plaine Sd	8/16/2018	8/27/2018	Amzn Mktp Us	7.00	Gait Belt
Belle Plaine Sd	8/17/2018	8/27/2018	Amzn Mktp Us	53.99	TheraBands
Belle Plaine Sd	8/17/2018	8/27/2018	Innovative Office Solu	1,037.82	Supplies
Belle Plaine Sd	8/23/2018	8/27/2018	N2y Llc	177.54	News-2-You Subscription
Belle Plaine Sd	8/27/2018	8/27/2018	Innovative Office Solu	120.90	Labels
Chatfield Elementary	8/10/2018	8/27/2018	Dss*achievementproducts	229.65	Supplies
Chatfield Elementary	8/14/2018	8/27/2018	Draphix/Teacher Direct	22.44	Desk Plates, Name Tags, Boarders
Chatfield Elementary	8/17/2018	8/27/2018	Usps Po 2607300172	35.00	Postage
Chatfield Elementary	8/21/2018	8/27/2018	Ncs Pearson	133.30	Screening Score Sheets
Chuck Keller	8/2/2018	8/27/2018	Paypal *acda-Mn	308.27	SD19.1 B Bergstrom - Registration
Chuck Keller	8/3/2018	8/27/2018	Sherwin Williams 70316	332.51	Paint
Chuck Keller	8/6/2018	8/27/2018	Menards Burnsville Mn	469.98	Plumbing Parts, Door Closer, Paint, Caulk
Chuck Keller	8/10/2018	8/27/2018	Usps Po 2607300172	400.00	Stamps
Chuck Keller	8/13/2018	8/27/2018	Menards Mankato Mn	1,187.51	Birch Plywood
Chuck Keller	8/13/2018	8/27/2018	Menards Mankato Mn	1,281.03	Purchase with tax
Chuck Keller	8/13/2018	8/27/2018	Menards Mankato Mn	(1,281.03)	Refund Tax
Chuck Keller	8/15/2018	8/27/2018	Sq *sq *square Hardwar	584.00	School Store Register Supplies
Chuck Keller	8/17/2018	8/27/2018	Mnscu	699.72	J Gernbacher - Tuition and Fees
Chuck Keller	8/21/2018	8/27/2018	Emma Krumbes Restaura	308.84	New Teacher Lunch
Chuck Keller	8/22/2018	8/27/2018	Sherwin Williams 70316	113.65	Paint
Chuck Keller	8/23/2018	8/27/2018	Menards Burnsville Mn	299.19	Batteries, Ceiling Tiles, etc
Kris Davis	7/31/2018	8/27/2018	Genesis - Belle Plaine	506.82	Diesel, Gas, Paint
Kris Davis	8/3/2018	8/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	8/3/2018	8/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	8/3/2018	8/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental

August 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Kris Davis	8/3/2018	8/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	8/6/2018	8/27/2018	Waste Mgmt Wm Ezpay	418.73	Garbage Service - Organics
Kris Davis	8/10/2018	8/27/2018	Amzn Mktp US Amzn.Com/	56.43	Letter & Numbers, Paint Brushes
Kris Davis	8/10/2018	8/27/2018	Jordan Supper Club	548.60	Board Retreat Meals
Kris Davis	8/10/2018	8/27/2018	Metro Sales Inc.	332.45	Copier Lease/Maintenance
Kris Davis	8/13/2018	8/27/2018	Innovative Office Solu	85.91	Highlighters, paper, forks, spoons, etc
Kris Davis	8/13/2018	8/27/2018	Innovative Office Solu	190.51	stapler, tape, pencils, etc
Kris Davis	8/13/2018	8/27/2018	Innovative Office Solu	43.17	stapler, scissors, clipboard, etc
Kris Davis	8/13/2018	8/27/2018	Innovative Office Solu	65.12	binders, tabs
Kris Davis	8/13/2018	8/27/2018	Innovative Office Solu	6.52	Construction Paper
Kris Davis	8/14/2018	8/27/2018	Lenovo Group	2,339.97	Laptops - R Laager, L Fogarty, K Davis
Kris Davis	8/15/2018	8/27/2018	Amazon.Com Amzn.Com/Bi	347.76	Books - End Peer Cruelty...
Kris Davis	8/15/2018	8/27/2018	Amzn Mktp Us	147.96	Bar Stools
Kris Davis	8/16/2018	8/27/2018	Amzn Mktp Us	45.00	Projector Remotes
Kris Davis	8/16/2018	8/27/2018	Metro Sales Inc.	2,022.57	Copier Lease/Maintenance/PAPERCUT
Kris Davis	8/16/2018	8/27/2018	Amzn Mktp US Amzn.Com/	157.80	HDMI to VGA Adapters
Kris Davis	8/17/2018	8/27/2018	Amzn Mktp Us	128.90	Soldiers Heart
Kris Davis	8/17/2018	8/27/2018	Usps Po 2607300172	483.60	Postage
Kris Davis	8/17/2018	8/27/2018	Amzn Mktp US Amzn.Com/	108.98	School Store Desk
Kris Davis	8/20/2018	8/27/2018	Biffs Inc - Online	224.07	Biffs - Chatfield Elementary
Kris Davis	8/20/2018	8/27/2018	Innovative Office Solu	9.12	Supplies - Chatfield
Kris Davis	8/20/2018	8/27/2018	Innovative Office Solu	26.65	Supplies - ECFE
Kris Davis	8/20/2018	8/27/2018	Innovative Office Solu	54.69	Supplies - Chatfield
Kris Davis	8/21/2018	8/27/2018	Amzn Mktp US Amzn.Com/	39.96	Birthday Cards
Kris Davis	8/21/2018	8/27/2018	Amazon.Com	27.35	Mod Podge Sealer
Kris Davis	8/22/2018	8/27/2018	Amzn Mktp US Amzn.Com/	84.95	Paint Pens
Kris Davis	8/23/2018	8/27/2018	Amzn Mktp Us	296.20	Poster Frames
Kris Davis	8/24/2018	8/27/2018	Innovative Office Solu	66.29	Supplies - Chatfield
Kris Davis	8/24/2018	8/27/2018	Innovative Office Solu	514.84	Supplies - Oak Crest
Kris Davis	8/24/2018	8/27/2018	Genesis - Belle Plaine	670.88	Supplies
Kris Davis	8/24/2018	8/27/2018	Innovative Office Solu	1,882.16	Supplies - High School
Kris Davis	8/24/2018	8/27/2018	Amzn Mktp Us	59.96	Paint Markers
Kris Davis	8/27/2018	8/27/2018	Vzwrllss*apocc Visb	777.33	Jet Pack/Cell Phone Usage
Laurie Fogarty	8/16/2018	8/27/2018	Target 00013524	222.92	TENNIS - Groceries for Annandale Trip
Laurie Fogarty	8/17/2018	8/27/2018	Zorbaz On Ottertai	120.71	TENNIS - Meal
Laurie Fogarty	8/20/2018	8/27/2018	Holiday Stnstore 0177	48.13	Transportation for Tennis Team
Oak Crest Elementary	8/16/2018	8/27/2018	Sams Club #6311	115.10	Candy, Water, Almonds
Oak Crest Elementary	8/16/2018	8/27/2018	Badge A Minit	138.95	Button Kits
Oak Crest Elementary	8/17/2018	8/27/2018	Usps Po 2607300172	26.25	Postcard Stamps
Oak Crest Elementary	8/23/2018	8/27/2018	Tst* Solid Grounds Cof	162.09	Coffee, Pastries
Oak Crest Elementary	8/23/2018	8/27/2018	Teacherspayteachers.Co	46.90	Supplies
Oak Crest Elementary	8/24/2018	8/27/2018	J W Pepper And Son Inc	185.57	Music Supplies
Oak Crest Elementary	8/24/2018	8/27/2018	Wm Supercenter #3513	240.50	School Supplies
Oak Crest Elementary	8/27/2018	8/27/2018	Carson Delloso	32.01	Supplies

Total	27,566.21
--------------	------------------

PERSONNEL CONSENSUS ITEMS:

(New Hires, Resignations, Retirements, Terminations, Leave Requests, Assignment Changes)

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Sabria Sammons	Approve	1.0 FTE Special Education Teacher Oak Crest Elementary	BPEA	October 25, 2018 - December 7, 2018
Erin Salaba	Approve	1.0 FTE Special Education Teacher Chatfield Elementary	BPEA	January 2, 2019 - March 22, 2019
Sara Bungarden	Approve	1.0 FTE Rtl Teacher Oak Crest Elementary	BPEA	February 2, 2019 - April 29, 2019

HIRES/REHIRES/CONTRACT RENEWALS

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Delores Johnson	Long Term Substitute for Emily Berg Chatfield Elementary	\$199.02/day	Long Term Substitute		December 7, 2018 - March 7, 2019
Allison Stolee	Long Term Substitute for Sabrina Sammons Oak Crest Elementary	\$199.02/day	Long Term Substitute		October 25, 2018 - December 7, 2018

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Dawn Alto	.5 FTE Elementary Art Oak Crest Elementary	.667 FTE Elementary Art Oak Crest Elementary	Correction to FTE	BPEA	

LANE CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Ross Nelson	BA 60/40, \$59,180	MA, \$59,382	Lane Change	BPEA	September 1, 2018
Tricia Wagner	MA, \$56,184	MA 15, \$58,075	Lane Change	BPEA	September 1, 2018
Katie Maier	MA 10, \$44,348	MA 30, \$46,104	Lane Change	BPEA	September 1, 2018

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



Chuck Keller
Business Manager
Jessica Emerson
Student Support Services Director
Mindy Chevalier
Community Ed Director

DATE OF BOARD MEETING: September 24, 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
08.13.2018	Schoeppner & Associates	General Support	100.00
08.29.2018	Belle Plaine PTO	Chatfield – 2018 Spring Field Trips	2,860.00
08.21.2018	Theresa Kuhlmann	General Support	48.00

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

Appreciation:

- We are off and running! Some highlights so far:
 - Staff members employing ENVoY strategies. You can certainly tell when they are utilized fully. We will continue to offer feedback as we are in classrooms.
 - The passback between Infinite Campus and Schoology is a work in progress, but staff members are excited for the possibilities!
 - Our counselling staff being in classrooms this week to introduce themselves. Anna Walters is connecting with seniors on their future plans and Kallen Knott is introducing herself to the junior high students to make them aware of the support we offer.
 - Teachers utilizing the technology training they received as they use the classroom features and creativity applications.

- At the end of the first week of school, we kicked off our Be RED theme. We provided examples of the RED (Respect, Engaged, Dependable) behavior we had seen in the first week of school. I am always pleased with how supportive and welcoming our upperclassmen are as they 7th graders enter our building. By the end of the first week, 7th graders were certainly in the swing of things! The Be RED kickoff celebrated what we had seen and also laid out some important aspects of the school year, including Music Mondays, Tiger Tuesdays, and the Be RED drawings.

Acceleration:

- PLCs are finalizing their goals this week. Based on the data we analyzed, they are applying that to their departments. After they have designated their PLC goals, staff members will meet with one of the administrators to identify individual goals. We waited a bit longer on the construction of individual goals this year to allow more time for data analysis.

- The process for providing support for our non-proficient math students is rolling out. During advisory, staff members are identifying the “why” and “how” of our intervention plan. By the time advisory is done, all students are entered in to Khan Academy. The math PLC will be analyzing the data throughout the year at their PLC meetings.

Anticipation:

- Homecoming Week is approaching! The royalty was announced on September 14th. The button has been selected and will soon be available. We appreciate the efforts of Chelsea Hutchison and Laurie Fogarty as they lead the spirit week. Some of the activities include:
 - Monday - Formal Day, Blackout Volleyball Activity, Coronation at 8:00
 - Tuesday - Beach/Tourist Day, All School Bingo Activity
 - Wednesday - Color Day, AirJam Activity, Bean Bag Tournament at night
 - Thursday - Mismatch Day, Musical Chairs Activity
 - Friday - Spirit Day, Pepfest!, Dance for grades 9-12 after the football game

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



Ryan Laager, Ed.D., Superintendent

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

September 2018 Board Report

Student Support Services Update
Jessica Emerson

Appreciation

- Thank you to all staff for the work during the back to school workshop and professional development days.
- Thank you to the special education teams for navigating the the start of the school year with me.
- Thank you to Jamie Olson for teaching both the Refresher CPI and Initial CPI Courses.

Acceleration

- Attended another planning meeting with other area Special Education Directors and NAMI staff for the Super Saturday as part of the SW Metro Special Education Directors Meeting on 9/14/18 October 13, 2018-Mental Health Workshops.
- Conducted the Special Education Staff Meeting (monitoring updates, form housing and SEAC updates)
- Attended the Special Education New Directors Cohort 9/13/18-topic focus leadership
- Attended Regional Special Education Directors meeting 9/14/18
- Planning for the first SEAC (Special Education Advisory Council) meeting taking place on Monday October 8th at 6:00 in the SOAR program.
- Planning for the first Due Process Night of the 2018-2019 school year.

Anticipation

- Looking forward to meeting and working with the SEAC members.
- Looking forward to attending the Super Saturday workshops

Community Education/Community Services Report
Mindy Chevalier
September, 2018

Youth Rec/Youth Enrichment/Drivers Training

- K-2 Flag Football and 3rd-4th grade football are now underway! Great turnout for Wednesday nights! Thanks to Coach Joyce, Coach Stauffacher and the 7-12 football players for their leadership and instruction!
- We have another full session for our Red Cross Babysitting Certified Course! It is great to see all of our youngsters receiving this training!
- Robotic Builders: Sports and Adventures - Learn basic programming skills and how to use robotic components. This begins in October
- We host 5th/6th Football at the Belle Plaine Athletic Complex and 5th/6th Volleyball at the Jr./Sr. High on Saturday, September 22nd! If you want to see some busy venues, come and check it out!
- In talking to other Community Ed programs, we are very fortunate to have our Drivers Training Course offered "inhouse". This is not the case in other communities! Thanks to our Drivers for their consistent efforts to continue the Drivers Training program in Belle Plaine! Chelsea Hutchison has done a great job organizing and scheduling all of our classes and students!

Preschool/Kids Co/Wraparound

- We have 25 registered Wraparound Kiddos! Kids Company registration opened up last week!

ECFE

- Belle Plaine Mommies & Daddies class is a new Birth-5yr old class that will meet 3 times this Fall! Parents can meet other parents and talk about concerns, celebrations and questions!
- The ever popular Music In Movement is back! Kids will read stories, sing songs and play instruments!
- Senior Connections happens one Friday a month September through November and the class meets at Kingsway. Kids will find books, toys, sing songs and do a simple craft!

Adult Rec/Enrichment/Trips

- Line Dance Exercise classes are back! They will start in October and November this fall.
- We are once again pairing with the Three Rivers Park District to provide multiple offerings:

Outreach & City Programs & Communication

- We are continuing to work with KingsPath on a few different projects. They would like to bring in our Arts programs to showcase their work and talents! Early talks have begun!
- Thanks to the City for the fun night out on September 11th! I thought it was a great turnout and the Plaza is a great gathering space!

Board Report
September 2018
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to the Paraprofessionals for all your work in helping the playground be a fun and safe place for the kids to play.
- Thank you to Stier bus for visiting Chatfield and teaching our kiddos about bus safety. We appreciate all that you do to keep our kids safe everyday!
- Thank you to ALL staff, students, and families for attending back to school conferences. HUGE SUCCESS!
- Thank you to Katie Maier for all her problem solving with Schoology and for helping families get signed up at Back To School Conferences.
- Thank you to all of the classroom teachers and Paraprofessionals for carrying out THE TIGER WAY.
- Thank you to all the staff and students for your participation in painting rocks and talking about the importance of every person in the building. Our goal is to be kind and make the world a better place. If you want to see the rocks, they are located in the grassy area between the two wings. Thank you to Steve Schmidt for all of the wonderful landscaping.
- Thank you to Katie Maier and Margot for all the wonderful technology information that you put together for parents. Our parent night for Chatfield students was on September 12. Thank you to all the parents that came. We appreciated your questions and were very glad to help you!

Acceleration:

- Professional Learning Communities: The teams are meeting to create their PLC learning and behavior goals for the 18-19 school year. Individual teacher goal setting meetings will start on September 24 and conclude by October 5.
- The ENVoY strategies are being used throughout the building and in the classrooms. The hallways, lunchrooms, and bathroom areas seem to be more organized!
- The Chatfield Intervention Team has been busy finishing up FAST testing. **These ladies are truly amazing.**
- FLEX reading and math has started. The students and teachers are building community, getting to know each other and the learning is happening at students proximal level of development.
- Katie Maier created a Schoology Q & A Loom video for parents. It walks parents through the step by step process of finding children, messages, opening attachments, etc. It was shared with all of the Chatfield families earlier this week.

Anticipation:

- All School Morning Meeting on October 5th.
- Homecoming week activities will happen September 24-28.
- Halloween Parade at the high school on October 31st. Doors will open at 1:35, the parade begins at 2:00 and will conclude by 2:30.
- PTO fundraiser kick-off is on September 21st. The fundraiser will run from September 21-October 5th.
- PTO Campfire night is October 12 at Chatfield. The Kindergarten team is looking for volunteers to help support this wonderful event.

Payable 2018 & Payable 2019 Levy Comparison

	17 Payable 18 Levy	18 Payable 19 Levy	Increase/ (Decrease) from 17 Pay 18 Levy	%	L/F
Operating Levy	-	-	-		L
1st Tier Board Approved Ref	257,773.16	243,008.57	(14,764.59)		L
Equity	247,949.14	233,782.19	(14,166.95)		F
Local Optional Rev	628,629.56	592,623.25	(36,006.31)		L/F
Transition	6,404.90	6,038.04	(366.86)		F
Operating Capital	104,495.61	119,114.84	14,619.23		F
Student Achievement	-	-	-		F
Integration	-	-	-		L
Unemployment	-	-	-		L
Safe Schools	63,640.80	63,352.80	(288.00)		F/L
Career/Technical	84,239.87	92,036.78	7,796.91		F/L
Annual OPEB	77,300.00	88,400.00	11,100.00		L
LTFM	21,779.50	29,486.27	7,706.77		F
Building Lease	9,403.53	12,263.28	2,859.75		L
Adjustments	(154,727.28)	(301,790.91)	(147,063.63)		F
Total General Fund	1,346,888.79	1,178,315.11	(168,573.68)	-12.52%	
Basic Community Education	74,496.16	74,496.16	-		F
Early Childhood Fam. Ed.	35,852.41	35,997.76	145.35		F
Home Visiting	770.94	772.20	1.26		F
School Age Care	4,000.00	4,000.00	-		L
Adjustments	756.88	124.22	(632.66)		F
Total Community Education	115,876.39	115,390.34	(486.05)	-0.42%	
Debt Service	3,010,088.00	3,023,528.00	13,440.00		L
<i>Reduction for Debt Excess</i>	(87,913.11)	(92,779.68)	(4,866.57)		F
Alt Facility Bond Debt Service	848,733.61	810,807.78	(37,925.83)		L
Reduction for Debt Excess	(32,484.15)	(32,987.20)	(503.05)		F
Adjustments	15,714.26	9,341.21	(6,373.05)		F
Total Debt Service	3,754,138.61	3,717,910.11	(36,228.50)	-0.97%	
Total Levy - All Funds	5,216,903.79	5,011,615.56	(205,288.23)	-3.94%	

L = Local Decision

F = Formula Set by Legislature

	2016	2017	Change	% Increase
Market Value	1,058,930,500	1,077,205,900	18,275,400	1.73%
Referendum Market Value	750,830,800	784,520,800	33,690,000	4.49%
Net Tax Capacity	11,181,306	11,493,021	311,715	2.79%
Sales Ratio	97.30%	93.10%	0	-4.32%
Adjusted Net Tax Capacity	11,490,495	12,344,105	853,610	7.43%

Agreement between Principals Union and the Belle Plaine Board of Education

1. 1% and 1% increase to salary schedule
2. Move to 403b match to \$3,000
3. No increase to district contribution towards health insurance. Will update family portion of contract language to match BPEA contribution amount plus the \$4,000 for family coverage.
4. Eliminate Supervision Rate language from contract
5. Move to a 260 day contract
 - a. The Principals and those on the principal contract will be on a twelve month contract of 260 days. They will be granted eleven paid holidays and twenty vacation days per year.
 - b. Identify the specific 11 days of holidays.
 - c. Keep 12 sick days with the accumulation of sick days (as stated in current contract)
 - d. Keep same contract language with 2 personal days.
6. Define in the contract: A full time Principal or **a person on the Principal contract**

BELLE PLAINE PRINCIPAL'S AGREEMENT

ARTICLE I PURPOSE

Section 1. THIS AGREEMENT is entered into between Independent School District No. 716, Belle Plaine, Minnesota, hereinafter referred to as the School District and the Belle Plaine Principals' Association, hereinafter referred to as exclusive representative pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for principals during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School District recognizes The Belle Plaine Principals' Association as the exclusive representative of principals employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the principals of the District as defined in this Agreement and in said ACT.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a School District. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Principals: The term "principal" shall mean all persons in the appropriate unit employed by the School Board in a position for which the person must be licensed by the State of Minnesota as a principal or assistant principal and who devote more than 50% of their time to such administrative and supervisory duties, excluding the following: superintendent, assistant superintendent, confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees' bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 100 working days in any calendar year, emergency employees and all other employees.

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

Section 4. Principal or Employee: Reference to "principal" in this Agreement shall mean principals and assistant principals except in those cases where there is a clear distinction between the two positions. Reference to "employee" in this Agreement shall mean a member of the appropriate unit.

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

ARTICLE IV SCHOOL DISTRICT RIGHTS

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

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

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the administrative services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

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

ARTICLE V PRINCIPAL RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair or affect the right of any principal or representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to

the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

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

Section 3. Personnel Files: All Evaluations and files generated relating to each principal shall be available during regular school business hours to each individual principal upon written request. The principal shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the school district may destroy such files as provided by the law.

ARTICLE VI GROUP INSURANCE

Section 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contributions: A principal is eligible for school district contribution as provided in this article as long as the principal is employed and on paid status by the school district.

Section 4. Health and Hospitalization Insurance;

Subd. 1. Insurance: The School District will pay full single health insurance premium(s) for both years of the Master Agreement for each full-time principal employed by the School District who qualifies for and is enrolled in the School District Group Health and Hospitalization Plan.

Subd. 2. Dependent Coverage: Dependent coverage is available through the district to each full-time principal employed by the School District who qualifies for and enrolls in the School District Plan. Any additional cost for family coverage shall be borne by the employee and paid by payroll deduction. [In 2018-2019 and 2019-2020, the district contribution shall be as stated in the Belle Plaine Education Association \(BPEA\) Master Agreement for that year plus \\$4,000.](#)

Section 5. Long Term Disability: The School District shall pay for individual coverage for each full-time principal employed by the School District who qualifies for and is enrolled in the School District Long Term Disability Plan. The maximum salary cap for the LTD insurance is set at \$125,000.

Section 6. Life Insurance: The School District shall pay the premium for a life insurance policy valued at \$150,000 - for individual coverage for each full-time principal employed by the School District. Additional life insurance coverage may be purchased from the district by the principal. Any additional premium cost shall be borne by the principal and paid by payroll deduction.

Section 7. Dental Insurance: The school board shall contribute the full single premium for each full-time principal employed by the School District who qualifies and is enrolled in the School District Dental Insurance Plan.

ARTICLE VII LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. A full time principal shall earn sick leave, at the total of 12 days in each year of service in the employ of the School District. Sick leave shall accrue monthly as earned on a proportionate basis to the employees work year.

Subd. 2. Unused sick leave days shall accumulate to a maximum credit of 115 days of sick leave per principal. Accrued sick leave may be used until Long Term Disability Insurance begins, and any unused sick leave will be credited to the principal for subsequent use.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever a principal's absence is due to illness or disability which prevented attendance at school and performance of duties on that day or days.

Subd. 4. The School District may require a principal to furnish a medical certificate from a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a principal for sick leave is reserved to the School District.

Subd. 5. In the event that a medical certificate will be required, the principal will be so advised.

Subd. 6. There is a reserve bank of sick leave days that any school district administrator can use in case of critical illness or emergency. This reserve bank will be funded by unused sick leave days that have been or will be accumulated by the district's administrators and donated to this reserve bank. As of July 2018, it is understood that there are 83.5 accumulated sick leave days in the reserve bank.

Section 2. Vacation:

Subd. 1. A full time principal will receive twenty (20) days of vacation per year. Vacation requests shall be approved in advance by the Superintendent of Schools.

Subd. 2. In the event the principal does not use all of their available vacation days within the year, the unused days may be carried over for a period of one year. No payment will be made for unused vacation days.

Section 3. Paid Holidays: A full time principal will receive eleven (11) paid holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day, and one floating Holiday to be determined prior to July 1 of each year.

Section 4. Personal Leave:

Subd. 1. A full time principal shall be granted a leave of two days per year, non-cumulative.

Subd. 2. Each principal will be allowed to use both days of personal leave without stating a reason.

Subd. 3. Requests for personal leave must be made in writing to the superintendent at least three days in advance, except in the event of emergencies. All leaves must have prior approval, but at no time may more than one principal be granted personal leave. However, extenuating circumstances shall be considered.

Subd. 4. A personal leave day shall not be granted after April 30, except in cases of emergency.

Section 5. Bereavement: Up to three days of leave shall be allowed, the days to be deducted from sick leave, for a death in the principal's immediate family. The specified amount of leave allowed is subject to the discretion of the superintendent depending on the circumstances.

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

Section 6. Childcare Leave: A childcare leave may be granted by the school district subject to the provisions of this section to one (1) parent of a natural or adopted infant child provided such parent is caring for the child on a full-time basis.

Subd. 1. A principal making application for childcare leave shall inform the superintendent in writing of intention to take leave at least three calendar months before commencement of the intended leave whenever possible. A pregnant principal will also provide

at the time of the leave application, a statement from her physician indicating the expected date of delivery.

1. An employee may use Sick Leave Bank days for a time period of 50 working contract days following the birth or adoption of a child, if the employee has the days in their Sick Leave Bank (30 days is standard, but more paid time can be used if the employee has time built up.).

Subd. 2. The School District may adjust the proposed beginning or ending date of a childcare leave so that the dates of the leave are coincident with some natural break in the school year; i.e. - winter vacation, spring vacation, quarter break.

Subd. 3. In making a determination concerning the commencement and duration of a childcare leave, the School Board shall not, in any event, be required to:

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

Subd. 4. A principal returning from childcare leave shall be reinstated to the principal's original job or to a position of like status and pay. The continuing contract shall remain in effect, and the principal shall retain all seniority, salary and fringe benefits that the principal had accrued prior to taking childcare leave.

Subd. 5. Leave under this childcare section shall be without pay or fringe benefits.

Section 7. Sabbatical Leave:

Subd. 1. A sabbatical leave of absence, without pay & fringe benefits, of up to one year may be granted at the district's discretion to no more than one full time principal, upon written application for the purpose of engaging in study at an accredited college, university, or in a field related to the principal's professional responsibilities, or in a foreign or military teaching program. Upon returning from such a leave, a principal shall be reinstated to the principal's original job or to a position of like status, and shall retain all seniority and fringe benefits and shall retain all seniority and fringe benefits that the principal accrued prior to such leave.

Subd. 2. This sabbatical may be extended a total of two years upon a six-month notification to the School Board prior to the anniversary date of said sabbatical.

Section 8. Jury Service: A principal who serves on jury duty shall be granted the day, or days, necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty shall be remitted to the school district.

Section 9. Short Term Emergency Leave: Such leave shall be granted pertaining to emergencies involving the principal and/or immediate family that is not covered elsewhere in this article. Such leave shall be granted only when no control by the principal can be exercised over the event. Time will be deducted from accumulated sick leave.

Section 10. Insurance Application: Any principal on any unpaid leave of absence is eligible to participate in the district's group insurance program if permitted under the insurance policy provisions. The principal shall pay the entire premium for such programs as the principal wishes to retain, commencing with the beginning of the leave. The right to continue participation in such group insurance programs, however, will terminate if the principal does not return to the district after completion of the approved leave and shall pay to the school district the monthly premium in advance. In the event the principal is on paid leave from the school district under the sections of this article for sick leave, or workmen's compensation the school district will continue contributions as provided herein until sick leave is exhausted. Thereafter, the principal must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Section 11. Workmen's Compensation: Upon the request of an employee who is absent from work as a result of a compensable injury incurred in service of the School District under the provisions of the workmen's compensation act, the School District will pay to the employee the employee's earned accrual of sick leave. The employee shall remit to the employer any compensation received pursuant to the Workmen's Comp Act.

Subd. 1. A deduction shall be made from the principal's sick leave accrual time according to the pro-rate portions of the days of sick leave that is used to supplement workmen's compensation.

Subd. 2. Such payment shall be paid by the School District to the principal only during the period of disability.

Subd. 3. In no event shall the additional compensation paid to the principal by virtue of sick leave pay results in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the principal.

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

ARTICLE VIII 403B and Retirement Severance

Section 1. Qualifications: At the completion of the sixth (6) year of professional service in the appropriate unit in the Belle Plaine School District, a principal shall become eligible for retirement severance pay pursuant to the provisions of this Article, the submission of a written resignation accepted by the school board, and application to TRA for a retirement annuity.

Section 2. 403B Matching Program: The District offers a matching 403B compensation plan. The districts matching contribution will be \$3,000 per year in each of the contract years. The maximum of payments per individual will be capped at \$50,000.

Section 3. Retirement Severance: A Principal who has completed a minimum of six (6) years of continuous service with the Belle Plaine School District is eligible for this compensation when a retirement letter has been accepted by the school board. Payment will not be granted to any principal who has been discharged or terminated pursuant to M.S. 125.12. Payment shall be based on the daily rate of pay for each sick leave day to a maximum of twenty (20) days, based on the following schedule:

1 - 5 years	0 days
6 - 10 years	10 days
11 - 15 years	15 days
16 – 20 years	20 days

The daily rate of pay shall be determined by dividing the principal’s annual salary by 260 days. This additional severance payment shall be made to an eligible employee determined account. A single payment shall be made in July immediately following the principal’s retirement.

ARTICLE IX GRIEVANCE PROCEDURE

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

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

Section 3. Definitions and Interpretations:

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

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

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

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

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

Section 5. Adjustment of Grievance: The School District and the principal shall attempt to adjust all grievances that may arise during the course of employment of any principal within the School District in the following manner:

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

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance with twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

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

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

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

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

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

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

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

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

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

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

Section 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE X PUBLIC OBLIGATION

Section 1. The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

Section 2. The exclusive representative agrees, therefore, that during the term of this contract, neither the exclusive representative nor any individual employee shall engage in any strike. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedure but is enforceable in the Courts.

ARTICLE XI COMPENSATION

Section 1. Duty Days:

Subd. 1: The school district shall establish the calendar and principal's duty days for each school year, and the principals shall perform services on such days as determined by the school district, including those legal holidays on which the school district is authorized to conduct school.

Subd. 2: The duty year for principals shall be twelve months and shall include [260 duty days](#).

Section 2. Compensation:

Subd. 1. Annual Compensation: Annual compensation shall be as stated on the Compensation Schedule found in Appendix A.

Subd. 2. Dues: The district shall pay the state and national principal's association dues and Minnesota's Administrative License Fee.

Subd. 3. Pay Deduction: Whenever pay deduction is made for a principal's absence, the annual salary divided by the number of principal duty days shall be deducted for each day's absence.

Section 3. Professional Development: Each principal in the bargaining unit shall receive an allocation of \$2,000 per year to be used for professional development during each fiscal year. Professional development funds may be used for the following with the approval of the employee's supervisor.

1. Conventions, seminars and workshops related to the employee's position (Federal per diem guidelines shall apply). Excludes State conventions: MASSP and MESPA.
2. Tuition and materials for training or college courses related to the employees position and/or advancement

ARTICLE XII DURATION

Section 1. Terms and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing on [July 1, 2018 through June 30, 2020](#) and thereafter until modifications are made pursuant to the PELRA. In the event a successor agreement is not entered into prior to the commencement of school in 2016, a principal shall be compensated according to the last individual contract executed between the principal and the school district until such time that a successor agreement is executed. The parties covered by this contract shall commence negotiations by [January 31, 2020](#) by submitting a contract proposal to the board that covers contract years [2021 - 2022](#).

Section 2. Effect: This agreement constitutes the full and complete agreement between the school district and the exclusive representative representing the principals of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiation during the term of this agreement.

Section 4. Severability: The provisions of this agreement shall be severable and if any provision thereof or the application of any such provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision thereof.

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

For Belle Plaine Principal's Association

For School District No. 716

* _____

Chairperson

* _____

Clerk

* _____

* _____

Dated this ____ day of ____, 2018

Dated this ___ day of ____, 2018

Appendix A
Compensation Schedule for 2018-2019 & 2019-2020

2018-19							
1%	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
K-6 Principal (260 Days)	\$92,796	\$96,233	\$100,082	\$104,086	\$108,249	\$111,981	
7-12 Principal (260 Days)	\$95,660	\$100,243	\$104,252	\$108,422	\$112,759	\$116,258	
Asst. K-12 Principal (260 Days)	\$88,248	\$90,708	\$93,168	\$95,628	\$98,088	\$100,549	
Longevity** Increases:						403B Match:	
From 7-9 Years:	\$1,000					\$3,000	
From 10-14 Years:	\$2,000						
From 15-19 Years:	\$3,000						
From 20 & More Years:	\$5,000						
**Longevity is defined as the number of years a Principal is a member of the current bargaining unit.							
2019-20							
1%	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
K-6 Principal (260 Days)	\$93,724	\$97,195	\$101,083	\$105,126	\$109,331	\$113,101	
7-12 Principal (260 Days)	\$96,617	\$101,245	\$105,295	\$109,507	\$113,887	\$117,421	
Asst. K-12 Principal (260 Days)	\$89,130	\$91,615	\$94,100	\$96,584	\$99,069	\$101,554	
Longevity** Increases:						403B Match:	
From 7-9 Years:	\$1,000					\$3,000	
From 10-14 Years:	\$2,000						
From 15-19 Years:	\$3,000						
From 20 & More Years:	\$5,000						
**Longevity is defined as the number of years a Principal is a member of the current bargaining unit.							

Appendix B

MEMORANDUM OF UNDERSTANDING LEAVE OF ABSENCE FOR MINDY CHEVALIER

This Memorandum of Understanding is entered into between Independent School District No. 716, Belle Plaine, Minnesota and the Belle Plaine Principals' Association.

WHEREAS, Mindy Chevalier has been offered and has accepted the position of .4 Assistant Principal .6 Community Education Director; and

WHEREAS, such position shall take effect on July 1, 2016; and

WHEREAS, such position is a part of the Terms and Conditions for the Principal's contract and the Community Education Directors contract; and

WHEREAS, such position is a new position and as such, specifics related to the duties are continuing to be defined and revised; and

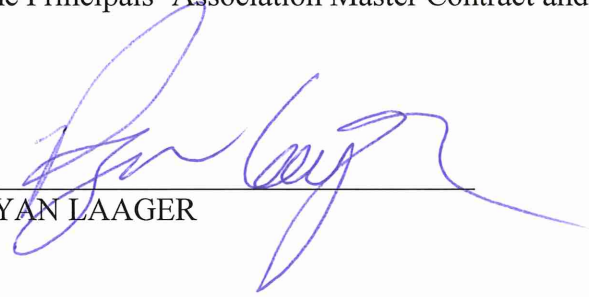
WHEREAS, the District would agree to grant a leave for the .6 Community Education Director position, however, there are no provisions in the Master Contract of the Belle Plaine Principals' Association providing for a leave of absence in these circumstances.

NOW THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. Chevalier will be granted a leave of absence from her position as a 1.0 Assistant Principal to a .4 Assistant Principal .6 Community Education Director beginning July 1, 2016 and continuing through June 30, 2017; and
2. Chevalier will be assigned to the position of Assistant Principal .4 and .6 Community Education Director effective July 1, 2016; and
3. Due to the fact that the position has been restructured and continues to be defined and revised, such leave is being granted to allow Chevalier the opportunity to determine if this position is one she chooses to continue in, on an on-going basis, as part of the Principal and Community Education employee groups, effective July 1, 2017; and

4. Chevalier will retain rights to return to the position of 1.0 Assistant High School Principal at the conclusion of the one year assignment, effective July 1, 2017 or continue in the combined position for subsequent years with an agreement between the District 716 and the Principal's Association; and
5. Chevalier will provide notice, by no later than April 1, 2017, of her intent to continue in the position of Assistant Principal/Community Education Director, on an on-going basis, effective July 1, 2017; and
6. Chevalier will be provided notice by the district, by no later than April 1, 2017, of their intent to continue Chevalier in the position of Assistant Principal/Community Education Director, on an on-going basis, effective July 1, 2017; and
7. Should Chevalier choose to continue in the position effective July 1, 2017, she does not resign her rights to the position as assistant high school principal; and
8. For the 2016-17 school year, Chevalier shall receive all pay and benefits as defined in the Terms and Conditions for Community Education Directors contract, including changes in salaries and other benefits resulting from updates to the Terms and Conditions; and
9. The granting of this leave is an exception to the Principals' Association Master Contract and is non-precedent setting.

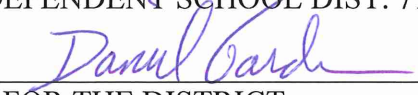
DATE: 7-26-2016

BY 
RYAN LAAGER

DATE: 7-26-16

BELLE PLAINE PRINCIPALS' ASSOCIATION
BY 
ITS PRESIDENT

DATE: 7-25-16

INDEPENDENT SCHOOL DIST. 716, BELLE PLAINE
BY 
FOR THE DISTRICT

BELLE PLAINE PRINCIPAL'S ASSOCIATION

MASTER AGREEMENT

July 1, 2018 – June 30, 2020

2018-2019, 2019-2020 MASTER AGREEMENT
 BETWEEN THE BELLE PLAINE SCHOOL DISTRICT
 AND
 THE BELLE PLAINE PRINCIPAL’S ASSOCIATION

BELLE PLAINE, MINNESOTA

		Page
Article I	Purpose	1
Article II	Recognition of Exclusive Representative	1
Article III	Definitions	1
Article IV	School District Rights	2
Article V	Principal Rights	2
Article VI	Group Insurance	3
Article VII	Leaves of Absence	4
Article VIII	Severance Pay	7
Article IX	Grievance Procedure	8
Article X	Public Obligation	11
Article XI	Compensation	11
Article XII	Duration	12
Appendix A	Compensation Schedule for 2018-2019 and 2019-2020	14
Appendix B	Memorandum of Understanding LOA for Mindy Chevalier.....	15

Acitivity	Fundraiser	Dates
Cross Country	Spaghetti Dinner	9/14/2018
Choir	Drive for Education	9/15/2018
JH Student Council	Happenings Books	Sept/Oct.
Softball	Pancake Breakfast	Oct-18
Band	Butter Braids	10/4/18-10/25/18
Wrestling	Clothing Sale	10/17-11/2 2018
Class of 2020	Scrip Gift Cards	10/15-11/15 2018
FFA	Fall Fruit Sales	11/1/18--11/18/18
Baseball	Softner Salt	11/21-11/27 2018
Social Studies Club	Heggies Pizza Sales	Dec. 2018
Choir	Kwik Trip Cards	12/1/18-12/30/18
Band	Mattress Sale	1/13/2019
FFA	Plant Sales	2/15/18--3/1/-19
Track	Gold Card	3/1/19--4/7/19
Golf	Gold Card	3/1/19--4/7/19
Tennis	Heggies Pizza Sales	March 2-8 2019
Baseball	Service Project-Financial Sponser	Apr-19
Softball	100 inning Marathon	4/15/2019
FFA	Fruit Sales	5/8/18-5/26/19

1st Reading 7/24/06

2nd Reading 8/28/06

Approved 9/24/06

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist school board members in recognizing the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my district.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.
7. Work through the administration employees of the school board – not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body – not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect,

conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school district.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school district be on an ethical, open, and above board basis.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the school district.

2. Give the superintendent authority commensurate with the responsibility.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in school board meetings on educational policies.
8. Give the superintendent counsel and advice.
9. Recognize the status of the superintendent as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Adopted: _____

MSBA/MASA Model Policy 209

Orig. 1995

Revised: _____

Rev. 2003 2009

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board members in recognizing understanding the his or her role of individual as part of a school board members and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
- ~~3. Appreciate the merit of their work.~~
7. Be primarily motivated only by a desire to serve provide the best possible education for the pupils students of my school district.
8. ~~Attempt to inform~~ Inform myself on about the proper duties and functions of a school board member.
- ~~6. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.~~

~~7. Work through the administration employees of the school board – not over or around them.~~

~~8. Recognize that school business may be legally transacted only in an open meeting of the school board.~~

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

~~1. Perform under Focus on education policies unless necessity requires otherwise policy as much as possible.~~

~~2. Function in meeting the legal responsibility that is mine as part of a policy forming body – not as an administrative officer.~~

2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.

6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.

3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.

~~4. Recognize that to promise in advance of a meeting~~ Keep an open mind about how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting until the board has met and fully discussed the issue.

5. Make decisions by voting in school board meetings only after all sides of

debatable questions have been presented.

6. ~~Delegate details of school board action to administrative employees.~~

7 6. Insist that ~~special~~ committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.

2. Attempt to obtain adequate financial support for the school district's programs.

3. ~~Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.~~

4. ~~Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.~~

5 3. Insist that business transactions of the school district be on an ethical, and open, and above board basis.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.

2. Give the superintendent authority commensurate with the responsibility his or her responsibilities.

3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the superintendent in the appointment of hiring all employees.

5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.

6. ~~Expect~~ Insist the superintendent to keep the school board adequately informed at all times through both oral and written reports.

~~7. Spend adequate time in school board meetings on educational policies.~~

~~8~~ 7. ~~Give~~ Offer the superintendent counsel and advice.

~~9~~ 8. Recognize the status of the superintendent as ~~an~~ the chief executive officer and a non-voting, ex officio member of the school board.

~~10~~ 9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.

~~11~~ 10. Present any personal criticisms of employees to the superintendent.

~~12~~ 11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my ~~function~~ work as a school board member.

2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal ~~and state~~ agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.

5. Avoid conflicts of interest and refrain from using my school board position for personal gain.

6. Take no private action that will compromise the school board or administration.

7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

1st Reading 7/24/06

2nd Reading 8/28/06

Approved 9/24/06

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)

Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, and 13 (Exceptions)

Minn. Stat. § 471.89 (Contract, When Void)

Op. Atty. Gen. 437-A-4, March 15, 1935

Op. Atty. Gen. 90-C-5, July 30, 1940

Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 2004 2008

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only

newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate

commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, ~~and~~ 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

1st Reading: 7/24/2006

2nd Reading: 8/28/2006

Approved: 9/24/2006

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

Adopted: _____

MSBA/MASA Model Policy 212

Orig. 1995

Revised: _____

Rev. 2005

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

1st Reading: 7/24/2006

2nd Reading: 8/28/2006

Approved: 9/24/2006

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance.
 - 2. Policy.

3. Building and Grounds.
 4. Negotiations Committee(s) for various employee groups.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 213

Orig. 1996

Revised: _____

Rev. 2004 2007

213 SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:

1. Finance ~~Audit~~.
2. Policy.
3. Building and Grounds.
4. Negotiations Committee(s) for various employee groups.

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)