

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
5:30 PM Monday, February 25, 2019

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. Staff Technology Presentations:

1. Nikki Golio:

2. Don Fraser:

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: **6**

3. Personnel: **30**

4. Donations: **31**

5. Discussion Items:

1. Superintendent Update: Dr. Laager

2. Board Member Reports:

Board Members

3. Building Administrator Reports: 32

6. Action Items:

1. Approve Move This World:

2. Baseball Out-of -State Trip: 38

3. Resolution Directing Administration to Review Programs:

4. 2018-19 Teacher Seniority List: 44

5. 5-Year Projection Assumptions: 47

6. MOU For Driving District Vehicles: 48

7. Policy Review: 52

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, January 28, 2019, 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, January 28, 2019 at 6:00 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory, Morrison and Supt. Laager.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Staff Technology Presentations: ***Postponed until the next meeting***

2. 1. 1. Nikki Golio:

Ms. Golio will present 3rd grade literacy lesson planning, instruction, and student activities.

2. 1. 2. Don Fraser:

Mr. Fraser will present 3rd-6th grade STEM activities.

2. 2. Student Presentation:

Girl Scout Award- Vivian Hermann (High School Student, Sophomore) will present information on her Girl Scout Gold Award in which she is working with Liann Hanson, Lisa Treml, and the OC student council to make improvements to their playground.

2. 3. SPED Transportation:

Review of SPED transportation and requirements.

Presenter: Jessica Emerson

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the December 17, 2018 Regular Board Meeting minutes and the January 7, 2019 Organizational Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of January were reviewed. Administration recommends approval of the January 2019 disbursements totaling \$5,552,129.99. This includes board payables of \$286,061.65, hand payments of \$3,935,501.68, electronic payments of \$1,311,037.90 and student activity payments of \$19,528.76.

4. 3. Personnel:

See the attached Personnel Changes spreadsheet.

4. 4. Donations:

Donations totaling \$8,484.00 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

5. Discussion Items:

5. 1. Superintendent Update:

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

5. 1. 1. Facility Requests and Improvements:

Discussion of facility improvements.

Performing Arts Center, Fieldhouse, CTE spaces:

PAC=\$12,168,652, 19,000 sq. ft., 550 seats

Fieldhouse 4 courts=\$18,729,900, 60,000 sq. ft.

Fieldhouse 3 courts = \$15,948,450, 50,000 sq. ft.

CTE Space= \$3,737,192, 6662 sq. ft.

5. 1. 2. Transportation- Regular Ed/CE Vans:

Review of Driver's Ed/Regular Ed costs.

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month.

Presenter: Board Members

- *Wellness – afternoon snack option going good, garden bed needs*
- *Comm Ed – program update*
- *FFA Alumni – Pancake Breakfast coming up*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. 2019 Board Committee List:

Approve the board member committee list for 2019.

Presenter: Chairman Kahle

Motion by Morrison and second by Keup to approve the 2019 Board Committee list. Motion carried unanimously.

6. 2. Pay Equity Report:

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. Attached is the 2019 Pay Equity Report for approval.

Statistical Analysis / Underpayment ratio is 108.57 and passes the predicted pay guidelines, passing is 0% or 80% or above.

Salary Range Test is 67.91 and does not pass, passing is 0% or 80% or above. Our male classes of jobs (Lead Custodian and Secondary Principal) only require average of 14 years to max salary, while our female classes require an average of 20.62 years to max salary. The change from our last report is that our Custodian group (not lead custodians) are no longer considered a Male Class, they are now a balanced class because 2 of them are male and one is female. Therefore the 22 years to max salary for custodians can no longer be used in the calculation.

Exceptional Service Pay Test passes at 147.37, passing is 0% or 80% or above. This is % of male classes receiving exceptional service pay 33.33, vs female classes receiving exceptional service pay 42.11

Motion by Lenz and second by Gregory to approve the 2019 Pay Equity Report. Motion carried unanimously.

6. 3. SPED Van Quote:

Approve the quote for a Ford Transit 150, medium roof van from Nelson Auto Center in the amount of \$30,963.96. This van will be purchased with Federal Special Education money and used in the SPED department.

Presenter: Mr. Keller

Motion by Gregory to approve the purchase of a Ford Transit van for the SPED department.

Motion by Morrison to postpone the decision to purchase a van until a MOU is in place with the para union group. Failed for lack of second.

Second by O'Brien to approve the purchase of a Ford Transit van for the SPED department. Motion carried 5-1 with Morrison opposing.

6. 4. Policy Review:

Review of our current policies:

Policy 301 - School District Administration

Policy 302 - Superintendent

Policy 303 - Superintendent Selection

Policy 306 - Administrator Code of Ethics

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

Presenter: Dr. Laager/Mr. Kreft

Motion by Lenz and second by Gregory to approve the revisions on all of the above policies. Motion carried unanimously.

7. Upcoming Meetings:

January 30:	3:30 p.m.	Insurance Committee- Insurance Bid Opening- DO (Postponed to February 5 due to school being closed)
February 18:	6:00 p.m.	Board Work Session
February 25:	5:30 p.m.	Finance Committee
	6:00 p.m.	Regular Board Meeting
March 20:	3:30 p.m.	Wellness Committee- Board Room
April 1, 2019:	6:00 p.m.	Curriculum Advisory- Board Room

8. Adjourn:

Motion by Morrison and second by Lenz to adjourn at 7:53 pm. Motion carried unanimously.

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62841	4641		ALICIA POTTER		Check		
				E 01	005 420 000 419 366	Mileage to 14th Annual Winning Strategies		\$41.76	
		PO#: 17642	Voucher #: 66121	Invoice	Invoice No: 01262019	2/26/2019		Paid Amt: \$41.76	
								Check Amount: \$41.76	
0716	SBC	62842	4589		BANC OF AMERICA LEASING		Check		
				E 01	010 850 000 302 581	Interest Cap. Lease		\$1,959.35	
				E 01	010 850 000 302 580	Elem Op Cap. Principal On Lease		\$6,297.39	
		PO#:	Voucher #: 66123	Invoice	Invoice No: 117	2/26/2019		Paid Amt: \$8,256.74	
								Check Amount: \$8,256.74	
0716	SBC	62843	1125		BELLE PLAINE HERALD		Check		
				E 01	005 110 000 000 306	1/7/19 MEETING SUMMARY		\$129.38	
				E 01	005 110 000 000 306	12/17/18 MEETING SUMMARY		\$92.00	
		PO#:	Voucher #: 66081	Invoice	Invoice No: 26498	2/26/2019		Paid Amt: \$221.38	
								Check Amount: \$221.38	
0716	SBC	62844	5550		BLUE 84 SPIRIT		Check		
				E 01	011 203 111 000 401	I Love to Read T-Shirts for Staff		\$426.70	
		PO#: 17646	Voucher #: 66093	Invoice	Invoice No: 1206768	2/26/2019		Paid Amt: \$426.70	
								Check Amount: \$426.70	
0716	SBC	62845	1197		BRUCE MATHIOWETZ		Check		
				E 01	020 255 000 000 430	NAPA Belt for Drill press /Lubricant		\$36.63	
				E 01	020 255 000 000 430	Tools Online set screw		\$9.62	
				E 01	020 301 000 830 433	HarborFreight -tip ties		\$7.77	
				E 01	020 255 000 000 430	HarborFreight Hex tools and screws		\$29.96	
				E 01	020 255 000 000 430	Rockler-Shelf pin Jig/driver bits		\$33.62	
				E 01	020 255 000 000 430	Ace-parts for Pneumatics lines		\$18.36	
				R 01	020 255 000 000 619	Ace finish for woods projects		\$35.06	
				R 01	020 255 000 000 619	Home Depot-4x4s for 8th grade projects		\$129.33	
				E 01	020 301 000 830 433	Northern Tool -Pneumatic connections/wire brus		\$44.96	
		PO#: 17654	Voucher #: 66084	Invoice	Invoice No: 02182019	2/26/2019		Paid Amt: \$345.31	
				E 01	020 399 000 628 366	Hotel for Ag Tech Conference Kelly Inn-St Cloud		\$104.74	
		PO#: 17273	Voucher #: 66104	Invoice	Invoice No: 698055	2/26/2019		Paid Amt: \$104.74	
								Check Amount: \$450.05	
0716	SBC	62846	4514		BSN Sports		Check		
				E 01	020 296 025 000 430	Score Book		\$32.45	
				E 01	020 296 025 000 430	Bball Board		\$29.99	
				E 01	020 296 025 000 430	Coach's Board		\$14.99	
				E 01	020 296 025 000 430	Slipp-Nott		\$144.99	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62846	4514		BSN Sports		Check		
				E 01 020 296 025 000 430	Freight			\$9.27	
		PO#: 17226	Voucher #:	66067	Invoice	Invoice No: 903750978	2/26/2019	Paid Amt:	\$231.69
				E 01 020 294 025 000 430	SCORE BOOK			\$32.45	
				E 01 020 294 025 000 430	BASKETBALL BOARD			\$89.97	
				E 01 020 294 025 000 430	SLIPP KNOT SHEETS			\$59.99	
				E 01 020 294 025 000 430	FREIGHT			\$9.31	
		PO#: 17227	Voucher #:	66068	Invoice	Invoice No: 903750977	2/26/2019	Paid Amt:	\$191.72
				E 04 005 505 000 321 530	Weight Room Bars			\$248.46	
		PO#: 17630	Voucher #:	66069	Invoice	Invoice No: 903798059	2/26/2019	Paid Amt:	\$248.46
				R 01 020 292 000 000 619	COACHES POLOS			\$352.30	
		PO#: 17606	Voucher #:	66070	Invoice	Invoice No: 903553982	2/26/2019	Paid Amt:	\$352.30
				R 01 020 292 000 000 619	COACHES GEAR			\$221.67	
		PO#: 17491	Voucher #:	66071	Invoice	Invoice No: 904267837	2/26/2019	Paid Amt:	\$221.67
				R 01 020 292 000 000 619	COACHING APPAREL			\$124.33	
		PO#: 17223	Voucher #:	66072	Invoice	Invoice No: 904088953	2/26/2019	Paid Amt:	\$124.33
								Check Amount:	\$1,370.17
0716	SBC	62847	1331		DAVE EDBERG		Check		
				E 01 020 291 020 000 430	CONSTRUCTION SET			\$375.00	
		PO#: 17611	Voucher #:	66108	Invoice	Invoice No: 01212019	2/26/2019	Paid Amt:	\$375.00
								Check Amount:	\$375.00
0716	SBC	62848	2730		DAVE KREFT		Check		
				E 01 020 052 000 000 366	MASSP - D KREFT - MILEAGE			\$103.24	
				E 01 020 052 000 000 366	MASSP - D KREFT - PARKING			\$6.00	
		PO#:	Voucher #:	66094	Invoice	Invoice No: 01302019	2/26/2019	Paid Amt:	\$109.24
				E 01 020 052 000 000 366	MARRIOTT - MASSP WINTER CONFERENCI			\$263.62	
		PO#: 17603	Voucher #:	66127	Invoice	Invoice No: 3024	2/26/2019	Paid Amt:	\$263.62
								Check Amount:	\$372.86
0716	SBC	62849	7722		DOORWAY TO COLLEGE FOUNDATION INC		Check		
				E 04 005 505 000 321 305	ZAPS ACT Prep			\$1,360.00	
		PO#: 17698	Voucher #:	66056	Invoice	Invoice No: 6371	2/26/2019	Paid Amt:	\$1,360.00
								Check Amount:	\$1,360.00
0716	SBC	62850	7502		DRIESSEN WATER INC		Check		
				E 01 011 810 000 000 350	service iron filter system			\$457.37	
		PO#: 16734	Voucher #:	66088	Invoice	Invoice No: 295899	2/26/2019	Paid Amt:	\$457.37
								Check Amount:	\$457.37

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62851	5579		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 105 000 000 305	403(b) ADMIN & COMPLIANCE - FEBRUARY		\$215.84	
PO#:	Voucher #:	66105	Invoice		Invoice No: 7913	2/26/2019	Paid Amt:	\$215.84	
							Check Amount:	\$215.84	
0716	SBC	62852	6870		EMILY AUST		Check		
				E 01	010 412 000 740 366	Mileage B-2 - December		\$79.57	
				E 01	005 420 000 419 366	Mileage 3-21 - December		\$4.58	
PO#: 17629	Voucher #:	66116	Invoice		Invoice No: 12212018	2/26/2019	Paid Amt:	\$84.15	
				E 01	010 412 000 740 366	Mileage B-2 - November		\$72.27	
				E 01	005 420 000 419 366	Mileage 3-21 - November		\$9.48	
PO#: 17629	Voucher #:	66117	Invoice		Invoice No: 11292018	2/26/2019	Paid Amt:	\$81.75	
				E 01	010 412 000 740 366	Mileage B-2 - January		\$116.88	
				E 01	005 420 000 419 366	Mileage 3-21 - January		\$43.76	
PO#: 17629	Voucher #:	66118	Invoice		Invoice No: 01242019	2/26/2019	Paid Amt:	\$160.64	
							Check Amount:	\$326.54	
0716	SBC	62853	6811		FRONTLINE TECHNOLOGIES GROUP LLC		Check		
				E 01	005 108 000 000 405	ABSENCE & SUBSTITUTE MANAGEMENT		\$9,771.05	
				E 01	005 108 000 000 405	APPLICANT TRACKING		\$2,100.00	
PO#:	Voucher #:	66099	Invoice		Invoice No: INVUS93739	2/26/2019	Paid Amt:	\$11,871.05	
							Check Amount:	\$11,871.05	
0716	SBC	62854	1511		GRAINGER		Check		
				E 01	020 810 000 000 401	V belts and sheeves		\$349.18	
PO#: 17635	Voucher #:	66061	Invoice		Invoice No: 9077100735	2/26/2019	Paid Amt:	\$349.18	
							Check Amount:	\$349.18	
0716	SBC	62855	1566		HILLYARD / HUTCHINSON		Check		
				E 01	020 810 000 000 401	Nytrel gloves L, & XL		\$120.00	
				E 01	020 810 000 000 401	Facial tissue		\$90.92	
				E 01	020 810 000 000 401	Freight		\$31.00	
PO#: 17658	Voucher #:	66064	Invoice		Invoice No: 603319604	2/26/2019	Paid Amt:	\$241.92	
				E 01	020 810 000 000 401	sidewalk salt		\$657.00	
PO#: 17634	Voucher #:	66065	Invoice		Invoice No: 603316206	2/26/2019	Paid Amt:	\$657.00	
				E 01	020 810 000 000 401	squeegee kit /advance		\$33.00	
				E 01	010 810 000 000 401	squeegee kit/ windsor		\$81.50	
				E 01	010 810 000 000 401	Freight		\$4.38	
				E 01	020 810 000 000 401	Freight		\$1.78	
PO#: 17599	Voucher #:	66066	Invoice		Invoice No: 700365670	2/26/2019	Paid Amt:	\$120.66	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62855	1566		HILLYARD / HUTCHINSON		Check		
				E 01 020 810 000 000 401	compact papaer towel disp.& towels			\$76.27	
	PO#: 17688	Voucher #:	66124	Invoice	Invoice No: 603324393	2/26/2019	Paid Amt:	\$76.27	
								Check Amount:	\$1,095.85
0716	SBC	62856	3278		HUMERATECH		Check		
				E 01 020 810 000 000 350	service call			\$340.00	
	PO#: 17583	Voucher #:	66062	Invoice	Invoice No: 190072	2/26/2019	Paid Amt:	\$340.00	
				E 01 020 810 000 000 350	2 replacement valves & sencer			\$1,542.46	
	PO#: 17583	Voucher #:	66063	Invoice	Invoice No: 190066	2/26/2019	Paid Amt:	\$1,542.46	
								Check Amount:	\$1,882.46
0716	SBC	62857	1607		ISD 287		Check		
				E 01 020 211 000 000 390	FY18 ALC BILLING			\$79.68	
	PO#:	Voucher #:	66060	Invoice	Invoice No: 76218	2/26/2019	Paid Amt:	\$79.68	
								Check Amount:	\$79.68
0716	SBC	62858	7546		JACKI BRICKMAN, INC		Check		
				E 01 005 640 000 316 366	SD19.32 J EMERSON - REGISTRATION			\$350.00	
	PO#: 17505	Voucher #:	66102	Invoice	Invoice No: 02052019	2/26/2019	Paid Amt:	\$350.00	
								Check Amount:	\$350.00
0716	SBC	62859	7626		JAGUAR COMMUNICATIONS		Check		
				E 04 005 505 000 321 331	CE Telephone			\$50.00	
				E 04 005 570 000 321 331	KIDS CO Telephone			\$50.00	
				E 04 005 505 035 321 331	PS PALS Telephone			\$50.00	
				E 04 005 580 000 325 331	ECFE Telephone			\$50.00	
				E 01 020 810 000 000 331	HS Oper & Maint Telephone			\$707.54	
	PO#:	Voucher #:	66089	Invoice	Invoice No: 106218	2/26/2019	Paid Amt:	\$907.54	
				E 01 011 810 000 000 331	Oak Crest Telephone			\$669.52	
	PO#:	Voucher #:	66090	Invoice	Invoice No: 106308	2/26/2019	Paid Amt:	\$669.52	
				E 01 005 810 000 000 331	Telephone			\$303.41	
	PO#:	Voucher #:	66091	Invoice	Invoice No: 93168	2/26/2019	Paid Amt:	\$303.41	
				E 01 010 810 000 000 331	Elem Oper & Maint Telephone			\$850.92	
	PO#:	Voucher #:	66092	Invoice	Invoice No: 106248	2/26/2019	Paid Amt:	\$850.92	
								Check Amount:	\$2,731.39
0716	SBC	62860	7402		JAMIE OLSON		Check		
				E 01 005 420 000 419 366	Mileage - January			\$38.05	
	PO#: 17686	Voucher #:	66086	Invoice	Invoice No: 01252019	2/26/2019	Paid Amt:	\$38.05	
								Check Amount:	\$38.05

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62861	7403		KAITLIN SENN		Check		
				E 01	005 420 000 419 366	SD19.30 K SENN - MILEAE		\$22.97	
		PO#: 17643	Voucher #:	66120	Invoice	Invoice No: 01252019	2/26/2019	Paid Amt:	\$22.97
								Check Amount:	\$22.97
0716	SBC	62862	6555		KELLY PETRASEK		Check		
				E 01	010 412 000 740 366	Mileage - January		\$72.91	
		PO#: 17662	Voucher #:	66098	Invoice	Invoice No: 01152019	2/26/2019	Paid Amt:	\$72.91
								Check Amount:	\$72.91
0716	SBC	62863	7656		KELSEY JANNI		Check		
				E 01	030 416 000 419 366	Mileage - Homeward bound		\$11.14	
		PO#: 17637	Voucher #:	66119	Invoice	Invoice No: 01212019	2/26/2019	Paid Amt:	\$11.14
								Check Amount:	\$11.14
0716	SBC	62864	3753		KIBBLE EQUIPMENT LLC		Check		
				E 01	020 810 000 000 401	LOCK NUT, SCREWS, OIL FILTER, SHOES		\$257.75	
		PO#:	Voucher #:	66057	Invoice	Invoice No: 1735296	2/26/2019	Paid Amt:	\$257.75
				E 01	020 810 000 000 401	EDGER BLADE		\$21.06	
		PO#:	Voucher #:	66058	Invoice	Invoice No: 1730681	2/26/2019	Paid Amt:	\$21.06
								Check Amount:	\$278.81
0716	SBC	62865	5789		KIM DEWITTE		Check		
				E 01	010 050 000 000 366	Double Tree MESPA K. DeWitte		\$318.38	
		PO#: 17672	Voucher #:	66051	Invoice	Invoice No: 02132018	2/26/2019	Paid Amt:	\$318.38
				E 01	010 050 000 000 366	MILEAGE - K DEWITTE		\$37.12	
		PO#:	Voucher #:	66177	Invoice	Invoice No: 02082019	2/26/2019	Paid Amt:	\$37.12
								Check Amount:	\$355.50
0716	SBC	62866	6693		LANA BECK		Check		
				E 04	005 505 000 321 305	PAINTING CLASS		\$150.00	
		PO#:	Voucher #:	66126	Invoice	Invoice No: 02182019	2/26/2019	Paid Amt:	\$150.00
								Check Amount:	\$150.00
0716	SBC	62867	6496		MEGAN DOEBBELING		Check		
				E 01	005 640 000 316 366	SD19.31 M DOEBBELING - MILEAGE		\$55.91	
		PO#:	Voucher #:	66053	Invoice	Invoice No: 02042019	2/26/2019	Paid Amt:	\$55.91
								Check Amount:	\$55.91
0716	SBC	62868	3223		METRO ECSU		Check		
				E 01	005 640 000 316 366	SD19.37 D KREFT - REGISTRATION		\$15.00	
		PO#: 17538	Voucher #:	66059	Invoice	Invoice No: 04102019	2/26/2019	Paid Amt:	\$15.00
				E 01	005 420 640 419 366	SD19.4 K NAGEL - REGISTRATION		\$25.00	
		PO#: 17610	Voucher #:	66113	Invoice	Invoice No: 01262019	2/26/2019	Paid Amt:	\$25.00
								Check Amount:	\$40.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62869	1827		MIDWEST VOLLEYBALL WAREHOUSE		Check
				E 01	020 296 031 000 430 SOLO SPIKE BALL		\$95.00
				E 01	020 296 031 000 430 Freight		\$10.95
	PO#: 17498	Voucher #:	66096	Invoice	Invoice No: 21904001	2/26/2019	Paid Amt: \$105.95
							Check Amount: \$105.95
0716	SBC	62870	1885		MSBA		Check
				E 01	005 010 000 000 366 OFFICERS WORKSHOP - T KAHLE		\$190.00
	PO#:	Voucher #:	66179	Invoice	Invoice No: 21992L4W1W4	2/26/2019	Paid Amt: \$190.00
							Check Amount: \$190.00
0716	SBC	62871	6275		NORTH AMERICAN SAFETY INC		Check
				E 01	010 203 110 000 401 I Love to Read Shirts (Staff Reimburse)		\$777.00
	PO#: 17544	Voucher #:	66095	Invoice	Invoice No: 40249	2/26/2019	Paid Amt: \$777.00
							Check Amount: \$777.00
0716	SBC	62872	5364		OAK GLENN		Check
				R 01	020 292 000 000 619 Sweatshirts for Fruit sales top sales		\$250.00
	PO#: 17631	Voucher #:	66052	Invoice	Invoice No: 68377	2/26/2019	Paid Amt: \$250.00
							Check Amount: \$250.00
0716	SBC	62873	1951		PAM KOEPP		Check
				E 01	005 420 000 419 366 SD19.40 P KEOPEE - MILEAGE		\$35.96
	PO#: 17685	Voucher #:	66087	Invoice	Invoice No: 01262019	2/26/2019	Paid Amt: \$35.96
							Check Amount: \$35.96
0716	SBC	62874	2854		PLAYSCRIPTS INC		Check
				E 01	020 291 020 000 430 PLAYRIGHTS FOR SECTIONS		\$80.00
	PO#: 17627	Voucher #:	66106	Invoice	Invoice No: 2174045	2/26/2019	Paid Amt: \$80.00
				E 01	020 291 020 000 430 PLAYRIGHTS FOR STATE		\$80.00
	PO#: 17627	Voucher #:	66107	Invoice	Invoice No: 2174177	2/26/2019	Paid Amt: \$80.00
							Check Amount: \$160.00
0716	SBC	62875	6111		RAM MUTUAL INSURANCE COMPANY		Check
				E 01	005 930 000 000 270 Workers Compensation		\$2,648.15
	PO#:	Voucher #:	66178	Invoice	Invoice No: 162728	2/26/2019	Paid Amt: \$2,648.15
							Check Amount: \$2,648.15
0716	SBC	62876	6827		REINHART FOOD SERVICES, LLC		Check
				E 01	010 203 110 000 401 Snack Cart Inv #925944		\$562.81
	PO#: 17597	Voucher #:	66073	Invoice	Invoice No: 925944	2/26/2019	Paid Amt: \$562.81
				E 01	010 203 110 000 401 Snack Cart Inv #927783		\$405.03
	PO#: 17621	Voucher #:	66074	Invoice	Invoice No: 927783	2/26/2019	Paid Amt: \$405.03
				E 01	011 203 111 000 401 Invoice 927002 Date 1-23-19		\$411.57
	PO#: 17647	Voucher #:	66075	Invoice	Invoice No: 927002	2/26/2019	Paid Amt: \$411.57

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62876	6827		REINHART FOOD SERVICES, LLC		Check		
				E 01 011 203 111 000 401	Invoice 911440 11/28/18 OC Snack Cart			\$66.38	
	PO#: 17343	Voucher #:	66076	Invoice	Invoice No: 911440	2/26/2019	Paid Amt:		\$66.38
				E 01 011 203 111 000 401	Invoice #909927 11/21/18			\$328.77	
	PO#: 17286	Voucher #:	66077	Invoice	Invoice No: 909927	2/26/2019	Paid Amt:		\$328.77
				E 01 010 203 110 000 401	Snack Cart Inv #931230			\$290.93	
	PO#: 17671	Voucher #:	66078	Invoice	Invoice No: 931230	2/26/2019	Paid Amt:		\$290.93
								Check Amount:	\$2,065.49
0716	SBC	62877	6325		REPTILE & AMPHIBIAN DISCOVERY ZOO		Check		
				E 04 005 580 000 325 430	ECFE Presentation			\$240.00	
	PO#: 17128	Voucher #:	66083	Invoice	Invoice No: 6032	2/26/2019	Paid Amt:		\$240.00
								Check Amount:	\$240.00
0716	SBC	62878	6223		RIDGEVIEW MEDICAL CENTER		Check		
				E 01 020 292 000 000 305	2018 WINTER SPORTS COVERAGE			\$3,213.66	
				E 01 020 292 000 000 305	3/6/18 SECTION BB COVERAGE			\$120.00	
				E 01 020 292 000 000 305	5/7/18 CONFERENCE TRACK			\$240.00	
				E 01 020 292 000 000 305	5/22/18 SECTION SOFTBALL			\$90.00	
				E 01 020 292 000 000 305	5/24/28 SUBSECTION TRACK			\$275.00	
				E 01 020 292 000 000 305	5/24/18 SECTION BASEBALL			\$130.00	
				E 01 020 292 000 000 305	5/31/18 SECTION BASEBALL			\$70.00	
				E 01 020 292 000 000 305	5/30/18 SECTION BASEBALL			\$140.00	
				E 01 020 292 000 000 305	10/25/18 SECTION VOLLEYBALL			\$50.00	
	PO#: 17667	Voucher #:	66082	Invoice	Invoice No: 01302019	2/26/2019	Paid Amt:		\$4,328.66
								Check Amount:	\$4,328.66
0716	SBC	62879	7670		RING THE BELL FITNESS, LLC		Check		
				E 04 005 505 000 321 305	RING THE BELL FITNESS - SESSION 1			\$230.63	
	PO#:	Voucher #:	66114	Invoice	Invoice No: 03012019	2/26/2019	Paid Amt:		\$230.63
								Check Amount:	\$230.63
0716	SBC	62880	7292		RIVER BEND BUSINESS PRODUCTS		Check		
				E 01 005 108 000 000 465	PRINTER REPAIR			\$452.01	
	PO#:	Voucher #:	66101	Invoice	Invoice No: 229893-0	2/26/2019	Paid Amt:		\$452.01
								Check Amount:	\$452.01
0716	SBC	62881	7710		SCHOLASTIC LITERACY INITIATIVES		Check		
				E 01 011 203 111 000 401	Book Rewards for "I Love to Read Month"			\$200.80	
	PO#: 17580	Voucher #:	66085	Invoice	Invoice No: 48605034	2/26/2019	Paid Amt:		\$200.80
								Check Amount:	\$200.80
0716	SBC	62882	3336	1	SCHOOL SPECIALTY		Check		
				E 04 005 580 000 325 430	1568572 DO-A-DOT FRUIT SCENTED MARKI			\$14.81	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62882	3336	1	SCHOOL SPECIALTY		Check		
				E 04	005 580 000 325 430	410954 RIBBON REMNANTS 25 YARDS SET		\$4.41	
				E 04	005 580 000 325 430	1597452 GLUE STICK 0.27IN MINI PACK OF		\$6.62	
				E 04	005 580 000 325 430	Freight		\$9.95	
		PO#: 17574	Voucher #:	66111	Invoice	Invoice No: 208122309449	2/26/2019	Paid Amt:	\$35.79
								Check Amount:	\$35.79
0716	SBC	62883	7652		SFGF II, LLC.		Check		
				E 01	005 810 112 000 330	DECEMBER		\$6,424.59	
		PO#:	Voucher #:	66049	Invoice	Invoice No: 0000009130	2/26/2019	Paid Amt:	\$6,424.59
				E 01	005 810 112 000 330	NOVEMBER		\$7,721.68	
		PO#:	Voucher #:	66050	Invoice	Invoice No: 0000008883	2/26/2019	Paid Amt:	\$7,721.68
								Check Amount:	\$14,146.27
0716	SBC	62884	6138		SOUTHWEST METRO - ISD 288		Check		
				E 01	005 020 000 000 366	MENTAL HEALTH SUMMIT - RYAN LAAGER		\$20.00	
		PO#:	Voucher #:	66048	Invoice	Invoice No: 1011045	2/26/2019	Paid Amt:	\$20.00
				E 01	005 640 000 316 366	SD19.39 J OLSON - REGISTRATION		\$10.00	
		PO#: 17537	Voucher #:	66097	Invoice	Invoice No: 120203	2/26/2019	Paid Amt:	\$10.00
								Check Amount:	\$30.00
0716	SBC	62885	7711		SUNBELT STAFFING		Check		
				E 01	005 401 000 740 394	Speech Servcies		\$2,843.23	
		PO#: 17709	Voucher #:	66054	Invoice	Invoice No: 10289032	2/26/2019	Paid Amt:	\$2,843.23
				E 01	005 401 000 740 394	Speech Services		\$627.73	
		PO#: 17709	Voucher #:	66055	Invoice	Invoice No: 10272469	2/26/2019	Paid Amt:	\$627.73
				E 01	005 401 000 740 394	Speech Services		\$2,981.70	
		PO#: 17638	Voucher #:	66079	Invoice	Invoice No: 10252860	2/26/2019	Paid Amt:	\$2,981.70
				E 01	005 401 000 740 394	Speech Services		\$2,954.00	
		PO#: 17612	Voucher #:	66080	Invoice	Invoice No: 10237291	2/26/2019	Paid Amt:	\$2,954.00
								Check Amount:	\$9,406.66
0716	SBC	62886	2188		TAHER INC		Check		
				E 02	005 770 000 701 305	OPERATING EXPENSES - JANUARY 2019		\$60,755.57	
		PO#:	Voucher #:	66125	Invoice	Invoice No: 0054267-IN	2/26/2019	Paid Amt:	\$60,755.57
								Check Amount:	\$60,755.57
0716	SBC	62887	7635		THE MUSIC MART		Check		
				E 01	020 258 000 000 430	T SAX KEY GUARD		\$18.50	
		PO#: 17707	Voucher #:	66128	Invoice	Invoice No: 1047117	2/26/2019	Paid Amt:	\$18.50
				E 01	020 258 000 000 430	T SAX REPAIRS		\$62.45	
		PO#: 17707	Voucher #:	66129	Invoice	Invoice No: 1045365	2/26/2019	Paid Amt:	\$62.45

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62887	7635		THE MUSIC MART		Check		
				E 01 020 258 000 000 430	TROMBONE WATER KEY			\$23.00	
	PO#: 17707	Voucher #:	66130	Invoice	Invoice No: 1052008	2/26/2019	Paid Amt:		\$23.00
				E 01 020 258 000 000 430	MELODIUS STUDIES -FLUTE			\$11.19	
				E 01 020 258 000 000 430	SUITE IN MINOR - FLUTE			\$11.47	
				E 01 020 258 000 000 430	SELECTED STUDIES - FLUTE			\$6.39	
				E 01 020 258 000 000 430	RUBANK STUDIES BARITONE			\$6.39	
				E 01 020 258 000 000 430	CONCERTINO OP 26			\$5.56	
				E 01 020 258 000 000 430	40 STUDIES FOR TRUMPET			\$12.82	
	PO#: 17707	Voucher #:	66131	Invoice	Invoice No: 1054729	2/26/2019	Paid Amt:		\$53.82
				E 01 020 258 000 000 430	ADAGIO/ALLEGRO ALTO SAX			\$7.16	
	PO#: 17707	Voucher #:	66132	Invoice	Invoice No: 1056365	2/26/2019	Paid Amt:		\$7.16
				E 01 020 258 000 000 430	CLASH - SCORE ONLY			\$30.00	
	PO#: 17707	Voucher #:	66133	Invoice	Invoice No: 1056309	2/26/2019	Paid Amt:		\$30.00
				E 01 020 258 000 000 430	MORCEAU SYMPHONIQUE			\$6.39	
	PO#: 17707	Voucher #:	66134	Invoice	Invoice No: 1056577	2/26/2019	Paid Amt:		\$6.39
				E 01 020 258 000 000 430	32 ROSE ETUDES FOR CLARINET			\$11.19	
	PO#: 17707	Voucher #:	66135	Invoice	Invoice No: 1057117	2/26/2019	Paid Amt:		\$11.19
				E 01 020 258 000 000 430	ANDANTE / ALLEGRO BARI-SAX			\$5.59	
				E 01 020 258 000 000 430	KENTUCKY 1800 SCORE ONLY			\$25.50	
	PO#: 17707	Voucher #:	66136	Invoice	Invoice No: 1057661	2/26/2019	Paid Amt:		\$31.09
								Check Amount:	\$243.60
0716	SBC	62888	3931		TRAILBLAZER TRANSIT		Check		
				E 04 005 505 035 321 360	BUS SERVICE			\$18.00	
	PO#:	Voucher #:	66100	Invoice	Invoice No: 2018-12-1C7	2/26/2019	Paid Amt:		\$18.00
								Check Amount:	\$18.00
0716	SBC	62889	6335		TRUSTED EMPLOYEES		Check		
				E 01 005 760 075 720 305	A POTTER - ACTIVITY BUS			\$15.00	
	PO#:	Voucher #:	66115	Invoice	Invoice No: 0120199775S	2/26/2019	Paid Amt:		\$15.00
								Check Amount:	\$15.00
0716	SBC	62890	7467		UNIQUE SOFTWARE COPORATION		Check		
				E 01 005 605 000 000 351	IPad Repairs/Replacement			\$763.00	
	PO#:	Voucher #:	66122	Invoice	Invoice No: 246409-A	2/26/2019	Paid Amt:		\$763.00
								Check Amount:	\$763.00
0716	SBC	62891	7690		VON BANK BROS LLC		Check		
				R 01 020 211 039 000 619	PRETZELS & BEEF STICKS			\$113.48	
	PO#: 17628	Voucher #:	66109	Invoice	Invoice No: 12312018	2/26/2019	Paid Amt:		\$113.48
								Check Amount:	\$113.48

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62892	3062		WILLIAM V MACGILL & CO		Check
				E 01 030 211 000 000 430	HEALTH OFFICE SUPPLIES	\$79.08	
				E 01 020 211 000 000 430	HEALTH OFFICE SUPPLIES	\$79.08	
				E 01 011 203 000 000 430	HEALTH OFFICE SUPPLIES	\$153.50	
				E 01 010 203 000 000 430	HEALTH OFFICE SUPPLIES	\$153.50	
PO#: 17582	Voucher #:	66103	Invoice	Invoice No:	IN0663483	2/26/2019	Paid Amt: \$465.16
							Check Amount: \$465.16
0716	SBC	62893	2326		YOUTH FRONTIERS INC		Check
				E 01 011 203 111 000 401	Gr. 4 Kindness Retreat	\$1,845.00	
PO#: 17598	Voucher #:	66110	Invoice	Invoice No:	14894	2/26/2019	Paid Amt: \$1,845.00
							Check Amount: \$1,845.00
							Report Total: \$132,781.49

Belle Plaine Public Schools
February 2019 Electronic Payments Summary

January PCARD	25,781.04
Payroll 2/05/2019	247,619.01
Other Electronic Payments (See attached report)	293,443.80
Total	\$ 566,843.85

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire
				B 01 215 004	TEACHER RETIREMENT	\$44,302.73	
PO#:	Voucher #:	65884	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$44,302.73
							Check Amount: \$44,302.73
0716	SBC	1977			PERA		Wire
				B 01 215 005	PERA	\$14,081.47	
PO#:	Voucher #:	65885	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$14,081.47
							Check Amount: \$14,081.47
0716	SBC	2330			FEDERAL		Wire
				B 01 215 001	FEDERAL	\$19.88	
PO#:	Voucher #:	65871	Credit	Invoice No:	Z201912B0	2/5/2019	Paid Amt: (\$19.88)
				B 01 215 003	FICA	\$19.72	
PO#:	Voucher #:	65872	Credit	Invoice No:	Z201912B0	2/5/2019	Paid Amt: (\$19.72)
				B 01 215 003	FICA	\$84.32	
PO#:	Voucher #:	65873	Credit	Invoice No:	Z201912B0	2/5/2019	Paid Amt: (\$84.32)
				B 01 215 001	FEDERAL	\$22,525.48	
PO#:	Voucher #:	65886	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$22,525.48
				B 01 215 003	FICA	\$10,283.44	
PO#:	Voucher #:	65887	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$10,283.44
				B 01 215 003	FICA	\$43,970.74	
PO#:	Voucher #:	65888	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$43,970.74
							Check Amount: \$76,655.74
0716	SBC	2331			STATE OF MINNESOTA		Wire
				B 01 215 002	STATE TAX	\$16.65	
PO#:	Voucher #:	65874	Credit	Invoice No:	Z201912B0	2/5/2019	Paid Amt: (\$16.65)
				B 01 215 002	STATE TAX	\$12,416.13	
PO#:	Voucher #:	65889	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$12,416.13
							Check Amount: \$12,399.48
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire
				B 01 215 020	VEBA	\$96,491.55	
				B 01 215 038	MFS SERVICE CENTER INC	\$2,207.25	
PO#:	Voucher #:	65890	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$98,698.80
							Check Amount: \$98,698.80
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire
				B 01 215 035	AMERIEXF BRD SHARE ANNUITY	\$921.31	
				B 01 215 065	IDS	\$1,031.31	
PO#:	Voucher #:	65891	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt: \$1,952.62

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 061	FIDELITY FDS.		\$574.26		
PO#:	Voucher #:	65892	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$574.26	
				B 01 215 053	HORACE MANN INSURANC		\$4,928.71		
PO#:	Voucher #:	65893	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$4,928.71	
				B 01 215 008	ING -ANNUITIES		\$34.00		
PO#:	Voucher #:	65894	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$34.00	
				B 01 215 043	ING ANNUITY		\$108.80		
PO#:	Voucher #:	65895	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$108.80	
				B 01 215 033	MEA ESI BRD SHARE ANNUITY		\$238.71		
				B 01 215 076	MEA-ESI		\$463.71		
PO#:	Voucher #:	65896	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$702.42	
				B 01 215 095	OPPENHEIMER FUNDS		\$7,260.88		
PO#:	Voucher #:	65897	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$7,260.88	
				B 01 215 059	LUTHERAN BROTHERHOOD		\$1,918.20		
PO#:	Voucher #:	65898	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$1,918.20	
				B 01 215 034	VALIC BRD SHARE ANNUITY		\$267.55		
				B 01 215 042	VALIC ANNUITY CO		\$342.55		
PO#:	Voucher #:	65899	Invoice	Invoice No:	S2019150	2/5/2019	Paid Amt:	\$610.10	
							Check Amount:	\$18,089.99	
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	reverses neg/chk recd		\$16.65		
PO#:	Voucher #:	65900	Invoice	Invoice No:	02052019	2/5/2019	Paid Amt:	\$16.65	
							Check Amount:	\$16.65	
0716	SBC	5194			MN REVENUE		Wire		
				E 01 005 110 000 000 401	January 2019 Sales Tax		\$1,761.00		
PO#:	Voucher #:	66112	Invoice	Invoice No:	Jan 2019 Sls Tax	2/18/2019	Paid Amt:	\$1,761.00	
							Check Amount:	\$1,761.00	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
				E 01 030 810 000 000 440	Jr Hi Oper & Maint Fuel-Gas		\$3,086.76		
PO#:	Voucher #:	66144	Invoice	Invoice No:	6024226-0	2/6/2019	Paid Amt:	\$3,086.76	
				E 01 020 810 000 000 440	Fuel-Gas		\$248.67		
PO#:	Voucher #:	66145	Invoice	Invoice No:	6124633-6	2/6/2019	Paid Amt:	\$248.67	
				E 01 011 810 000 000 440	Oak Crest Gas		\$181.08		
PO#:	Voucher #:	66146	Invoice	Invoice No:	7216495-7	2/6/2019	Paid Amt:	\$181.08	
				E 01 010 810 000 000 440	Elem Oper & Maint Fuel-Gas		\$113.82		
PO#:	Voucher #:	66147	Invoice	Invoice No:	6024140-3	2/6/2019	Paid Amt:	\$113.82	
							Check Amount:	\$3,630.33	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	2336			XCEL ENERGY		Wire		
			E 01 011 810 000 000 330		Oak Crest Electricity			\$5,059.79	
PO#:	Voucher #:	66150	Invoice		Invoice No: 623362076	2/7/2019	Paid Amt:	\$5,059.79	
			E 01 010 810 000 000 330		HS Oper & Maint Electricity			\$2,724.32	
			E 01 010 810 000 000 330		Elem Oper & Maint Electricity			\$10.03	
PO#:	Voucher #:	66152	Invoice		Invoice No: 623329297	2/7/2019	Paid Amt:	\$2,734.35	
								Check Amount:	\$7,794.14
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01 010 810 000 000 440		Elem Oper & Maint Fuel-Gas			\$6,035.72	
PO#:	Voucher #:	66148	Invoice		Invoice No: 6024145-2	2/7/2019	Paid Amt:	\$6,035.72	
			E 01 020 810 000 000 440		Fuel-Gas			\$5,638.78	
PO#:	Voucher #:	66149	Invoice		Invoice No: 6024135-3	2/7/2019	Paid Amt:	\$5,638.78	
			E 01 011 810 000 000 440		Oak Crest Gas			\$4,338.97	
PO#:	Voucher #:	66151	Invoice		Invoice No: 7216089-8	2/7/2019	Paid Amt:	\$4,338.97	
								Check Amount:	\$16,013.47
								Report Total:	\$293,443.80

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62798	7129		ANCOM COMMUNICATIONS		Check		
				E 01	010 810 000 000 350	repair radio		\$388.00	
		PO#: 17328	Voucher #:	65918	Invoice	Invoice No: 83639	2/7/2019	Paid Amt:	\$388.00
								Check Amount:	\$388.00
0716	SBC	62799	1245		BELLE PLAINE CHAMBER OF COMMERCE		Check		
				E 01	005 020 000 000 366	FROSTED FLANNEL APPRECIATION EVENT		\$15.00	
		PO#:	Voucher #:	65923	Invoice	Invoice No: 02132019	2/7/2019	Paid Amt:	\$15.00
								Check Amount:	\$15.00
0716	SBC	62800	1126		BELLE PLAINE HS ACT FND		Check		
				E 01	020 399 000 628 368	BP Advisory Committee Grant for natls		\$500.00	
				E 01	020 399 000 628 430	Supplies for meetings/food		\$20.00	
		PO#: 17525	Voucher #:	65812	Invoice	Invoice No: 01212019	2/7/2019	Paid Amt:	\$520.00
								Check Amount:	\$520.00
0716	SBC	62801	5925		BRIAN SPANOVICH		Check		
				E 01	020 294 025 000 305	BBB VS TCU		\$112.00	
		PO#:	Voucher #:	65914	Invoice	Invoice No: 01222019	2/7/2019	Paid Amt:	\$112.00
								Check Amount:	\$112.00
0716	SBC	62802	3219		CASH		Check		
				E 01	010 203 110 000 401	START UP MONEY FOR BOOK FAIR - CHATF		\$200.00	
		PO#:	Voucher #:	65902	Invoice	Invoice No: 02072019	2/7/2019	Paid Amt:	\$200.00
								Check Amount:	\$200.00
0716	SBC	62803	7714		DASSEL-COKATO HIGH SCHOOL		Check		
				E 01	020 294 028 000 369	JH WRESTLING MEET 12-7-18		\$70.00	
		PO#: 17622	Voucher #:	65910	Invoice	Invoice No: 12072018	2/7/2019	Paid Amt:	\$70.00
								Check Amount:	\$70.00
0716	SBC	62804	7236		DAVID THOM		Check		
				E 01	020 296 025 000 305	GBB VS MAYER LUTHERAN		\$112.00	
		PO#:	Voucher #:	65908	Invoice	Invoice No: 02012019	2/7/2019	Paid Amt:	\$112.00
								Check Amount:	\$112.00
0716	SBC	62805	6686		DENNY MISENER		Check		
				E 01	020 294 025 000 305	BBB VS TCU		\$112.00	
		PO#:	Voucher #:	65915	Invoice	Invoice No: 01222019	2/7/2019	Paid Amt:	\$112.00
								Check Amount:	\$112.00
0716	SBC	62806	6965		DOMINIC HOWARD		Check		
				E 01	020 296 025 000 305	GBB VS MAYER LUTHERAN		\$112.00	
		PO#:	Voucher #:	65907	Invoice	Invoice No: 02012019	2/7/2019	Paid Amt:	\$112.00
								Check Amount:	\$112.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62807	6885		DON DESLAURIERS		Check		
				E 01	020 294 028 000 430	SCALE CALIBRATION		\$154.50	
	PO#: 17446	Voucher #:	65912	Invoice	Invoice No: 0000001	2/7/2019	Paid Amt:	\$154.50	
							Check Amount:	\$154.50	
0716	SBC	62808	2528		DWIGHT KRUEGER		Check		
				E 01	020 296 025 000 305	GBB VS NEW ULM		\$112.00	
	PO#:	Voucher #:	65904	Invoice	Invoice No: 02042019	2/7/2019	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
0716	SBC	62809	1613		JACK SHAWN		Check		
				E 01	020 294 025 000 305	BBB VS TCU		\$112.00	
	PO#:	Voucher #:	65913	Invoice	Invoice No: 01222019	2/7/2019	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
0716	SBC	62810	1618		JANESVILLE WALDORF SCHOOL		Check		
				E 01	020 294 028 000 369	JV WRESTLING INVITE 2/9/19		\$225.00	
	PO#: 17641	Voucher #:	65906	Invoice	Invoice No: 02092019	2/7/2019	Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
0716	SBC	62811	1660		JORDAN HIGH SCHOOL		Check		
				E 01	020 291 032 000 369	SPEECH MEET 2/9/19		\$84.00	
	PO#: 17652	Voucher #:	65901	Invoice	Invoice No: 02072019	2/7/2019	Paid Amt:	\$84.00	
							Check Amount:	\$84.00	
0716	SBC	62812	1647		JOSEPH WITTERSCHEIN		Check		
				E 01	020 294 025 000 305	BBB VS LSH		\$112.00	
	PO#:	Voucher #:	65921	Invoice	Invoice No: 01252019	2/7/2019	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
0716	SBC	62813	4574		JOSHUA SCHOAF		Check		
				E 01	020 296 025 000 305	GBB VS NEW ULM		\$112.00	
	PO#:	Voucher #:	65903	Invoice	Invoice No: 02042019	2/7/2019	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
0716	SBC	62814	4911		KEVIN SAYERS		Check		
				E 01	020 296 025 000 305	GBB VS NEW ULM		\$112.00	
	PO#:	Voucher #:	65905	Invoice	Invoice No: 02042019	2/7/2019	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	
0716	SBC	62815	7715		MARK BINGHAM		Check		
				E 01	020 296 025 000 305	GBB VS MAYER LUTHERAN		\$112.00	
	PO#:	Voucher #:	65909	Invoice	Invoice No: 02012019	2/7/2019	Paid Amt:	\$112.00	
							Check Amount:	\$112.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62816	4145		MEDICAREBLUE RX		Check		
				B 01	215 018	RETIREE INS		\$550.50	
	PO#:	Voucher #:	65919	Invoice	Invoice No:	190080270621	2/7/2019	Paid Amt:	\$550.50
								Check Amount:	\$550.50
0716	SBC	62817	5943		NICHOLAS HOVICK		Check		
				E 01	020 294 025 000 305	BBB VS LSH		\$112.00	
	PO#:	Voucher #:	65920	Invoice	Invoice No:	01252019	2/7/2019	Paid Amt:	\$112.00
								Check Amount:	\$112.00
0716	SBC	62818	6503		RIVER BOTTOM PRODUCTIONS		Check		
				E 01	020 291 020 000 430	LED LIGHT RENTAL		\$100.00	
	PO#: 17620	Voucher #:	65911	Invoice	Invoice No:	01-30-19: ONE ACT PL	2/7/2019	Paid Amt:	\$100.00
								Check Amount:	\$100.00
0716	SBC	62819	2097		SCOTT SCHOAF		Check		
				E 01	020 294 025 000 305	BBB VS LSH		\$112.00	
	PO#:	Voucher #:	65922	Invoice	Invoice No:	01252019	2/7/2019	Paid Amt:	\$112.00
								Check Amount:	\$112.00
0716	SBC	62820	7716		STEPHANIE PAULSON		Check		
				R 02	000 000 000 701 601	REFUND - OLIVIA PAULSON		\$4.40	
	PO#:	Voucher #:	65917	Invoice	Invoice No:	02052019	2/7/2019	Paid Amt:	\$4.40
								Check Amount:	\$4.40
0716	SBC	62821	5801		TRI-CITY UNITED PUBLIC SCHOOL		Check		
				E 01	020 294 025 000 369	7TH GR TOURNEY 2/9/19		\$75.00	
	PO#: 17600	Voucher #:	65916	Invoice	Invoice No:	02092019	2/7/2019	Paid Amt:	\$75.00
								Check Amount:	\$75.00
0716	SBC	62822	2329		BLUE CROSS BLUE SHIELD of MN		Check		
				B 01	215 018	RETIREE INS		\$579.00	
	PO#:	Voucher #:	66045	Invoice	Invoice No:	1003120890000	2/15/2019	Paid Amt:	\$579.00
								Check Amount:	\$579.00
0716	SBC	62823	4172		LAKEVILLE NORTH		Check		
				E 01	020 292 027 000 369	MEET FEE 4/28/19		\$225.00	
	PO#: 17670	Voucher #:	66044	Invoice	Invoice No:	04282019	2/15/2019	Paid Amt:	\$225.00
								Check Amount:	\$225.00
0716	SBC	62824	7724		MN SOFTBALL		Check		
				E 01	020 296 029 000 430	SOFTBALLS/DOZEN		\$672.00	
	PO#: 17506	Voucher #:	66046	Invoice	Invoice No:	1889	2/15/2019	Paid Amt:	\$672.00
								Check Amount:	\$672.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	62825	1914		NEW PRAGUE AREA SCHOOLS		Check	
				E 01	020 291 032 000 369 MEET 2/14/19		\$31.50	
	PO#: 17702	Voucher #:	66043	Invoice	Invoice No: 02142019	2/15/2019		
							Paid Amt:	\$31.50
							Check Amount:	\$31.50
0716	SBC	62826	2119		SIBLEY EAST		Check	
				E 01	020 294 025 000 369 8TH GR BOYS BASKETBALL MRC		\$75.00	
	PO#: 17695	Voucher #:	66042	Invoice	Invoice No: 02022019	2/15/2019		
							Paid Amt:	\$75.00
							Check Amount:	\$75.00
0716	SBC	62832	7723		ANDREW CLAUSEN		Check	
				E 01	020 296 025 000 430 REFUND FOR JHBB UNIFORM		\$25.00	
	PO#: 17712	Voucher #:	66140	Invoice	Invoice No: 02192019	2/19/2019		
							Paid Amt:	\$25.00
							Check Amount:	\$25.00
0716	SBC	62833	5532		ANDREW DEMORETT		Check	
				E 01	020 294 025 000 305 BBB VS ST PETER		\$112.00	
	PO#:	Voucher #:	66137	Invoice	Invoice No: 02182019	2/19/2019		
							Paid Amt:	\$112.00
							Check Amount:	\$112.00
0716	SBC	62834	2329		BLUE CROSS BLUE SHIELD of MN		Check	
				B 01	215 018 RETIREE INS		\$579.00	
	PO#:	Voucher #:	66176	Invoice	Invoice No: 1003120890000	2/19/2019		
							Paid Amt:	\$579.00
							Check Amount:	\$579.00
0716	SBC	62835	6696		ISD 108 - CENTRAL SPEECH TEAM		Check	
				E 01	020 291 032 000 369 SPEECH MEET 2/16/19		\$132.00	
	PO#: 17722	Voucher #:	66141	Invoice	Invoice No: 02152019	2/19/2019		
							Paid Amt:	\$132.00
							Check Amount:	\$132.00
0716	SBC	62836	5538		MARK JOHNSON		Check	
				E 01	020 294 025 000 305 BBB VS ST PETER		\$112.00	
	PO#:	Voucher #:	66139	Invoice	Invoice No: 02182019	2/19/2019		
							Paid Amt:	\$112.00
							Check Amount:	\$112.00
0716	SBC	62837	1992		PRAIRIE TRUCKING INC		Check	
				E 01	005 760 000 720 361 Regular Transportation		\$37,337.00	
	PO#:	Voucher #:	66143	Invoice	Invoice No: JANUARY 2019	2/19/2019		
							Paid Amt:	\$37,337.00
							Check Amount:	\$37,337.00
0716	SBC	62838	2049		RONALD HAMANN		Check	
				E 01	020 294 025 000 305 BBB VS ST PETER		\$112.00	
	PO#:	Voucher #:	66138	Invoice	Invoice No: 02182019	2/19/2019		
							Paid Amt:	\$112.00
							Check Amount:	\$112.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62839	2164		STIER TRANSPORTATION SERVICES		Check
				E 01 005 760 000 720 361	Regular Transportation	\$76,829.68	
	PO#:	Voucher #:	66142	Invoice	Invoice No: JANUARY 2019	2/19/2019	Paid Amt: \$76,829.68
							Check Amount: \$76,829.68
0716	SBC	62840	4802		USPS		Check
				E 04 005 505 000 321 329	SPRING BROCHURE POSTAGE	\$348.07	
	PO#:	Voucher #:	66153	Invoice	Invoice No: 02192019	2/19/2019	Paid Amt: \$348.07
							Check Amount: \$348.07
							Report Total: \$120,899.65

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2065	1122		AG PARTNERS COOP		Check		
				E 20	200 298 913 000 401	BASEBALL - SALT SALE FUNDRAISER		\$18,511.74	
		PO#: 17449	Voucher #:	65515	Invoice	Invoice No: 5222534	1/4/2019	Paid Amt:	\$18,511.74
								Check Amount:	\$18,511.74
0716	CSBA	2066	7109		REGENTS OF THE U OF M		Check		
				E 20	200 298 926 000 401	FFA - U of MN Invite competition		\$90.00	
		PO#: 17447	Voucher #:	65516	Invoice	Invoice No: 0230032523	1/4/2019	Paid Amt:	\$90.00
								Check Amount:	\$90.00
0716	CSBA	2067	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 937 000 401	MUSIC POLOS		\$131.94	
				E 20	200 298 937 000 401	FREIGHT		\$10.19	
		PO#: 17425	Voucher #:	65556	Invoice	Invoice No: 904144225	1/11/2019	Paid Amt:	\$142.13
				E 20	200 298 922 000 401	CONCESSIONS - DEC		\$3,409.99	
				E 20	200 298 915 000 401	SH CLUB - COBORNS		\$29.17	
				E 20	200 298 926 000 401	FFA - BONGARDS		\$347.22	
				E 20	200 298 926 000 401	FFA - COBORNS		\$200.00	
				E 20	030 298 946 000 401	JH STD CNCL - SAMS CLUB		\$250.83	
				E 20	200 298 934 000 401	OUTDOOR CLUB - AFTON ALPS		\$2,301.00	
		PO#:	Voucher #:	65691	Invoice	Invoice No: 01052019	1/11/2019	Paid Amt:	\$6,538.21
				E 20	200 298 912 000 401	VISUAL ARTS - GALACTIC PIZZA		\$218.10	
				E 20	200 298 912 000 401	VISUAL ARTS - GALACTIC PIZZA		\$115.50	
		PO#:	Voucher #:	65692	Invoice	Invoice No: 01052019	1/11/2019	Paid Amt:	\$333.60
				E 20	200 298 914 000 401	BBB - SCHEELS		\$96.87	
		PO#:	Voucher #:	65693	Invoice	Invoice No: 01052019	1/11/2019	Paid Amt:	\$96.87
								Check Amount:	\$7,110.81
0716	CSBA	2068	4514		BSN Sports		Check		
				E 20	200 298 913 000 401	L SHAPED SCREEN		\$150.00	
				E 20	200 298 913 000 401	FREIGHT		\$16.37	
		PO#: 17428	Voucher #:	65696	Invoice	Invoice No: 904113513	1/11/2019	Paid Amt:	\$166.37
								Check Amount:	\$166.37
0716	CSBA	2069	4130		J.O. VOLLEYBALL		Check		
				E 20	200 298 914 000 401	TRANSFER OF FUNDS/IMPACT NUTRITION		\$390.00	
		PO#: 17495	Voucher #:	65697	Invoice	Invoice No: 01092019	1/11/2019	Paid Amt:	\$390.00
								Check Amount:	\$390.00
0716	CSBA	2070	1741		LUTHER COLLEGE		Check		
				E 20	200 298 921 000 401	DORIAN REGISTRATION FEES		\$143.00	
		PO#: 17513	Voucher #:	65694	Invoice	Invoice No: 01112019	1/11/2019	Paid Amt:	\$143.00
								Check Amount:	\$143.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2071	4848		PEPSI-COLA		Check		
				E 20	200 298 922 000 401	CONCESSIONS - POP DELIVERY		\$1,648.89	
		PO#: 16714	Voucher #: 65695	Invoice	Invoice No: 08769204	1/11/2019	Paid Amt:	\$1,648.89	
							Check Amount:	\$1,648.89	
0716	CSBA	2072	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 921 000 401	RECORDING OF FALL PLAY		\$225.00	
		PO#: 17554	Voucher #: 65814	Invoice	Invoice No: 01162019	1/24/2019	Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
0716	CSBA	2073	1197		BRUCE MATHIOWETZ		Check		
				E 20	200 298 926 000 401	coborns-FFA jacket Dry cleaning		\$35.96	
				E 20	200 298 926 000 401	USPS shipping boxes		\$10.47	
				E 20	200 298 926 000 401	USPS shipping charges		\$24.95	
				E 20	200 298 926 000 401	Cobrons care package supplies		\$45.51	
				E 20	200 298 926 000 401	Kwiptrip donuts for U of MN CDEs		\$8.97	
				E 20	200 298 926 000 401	Laus bakery onuts for Region CDEs		\$28.20	
		PO#: 17441	Voucher #: 65854	Invoice	Invoice No: 01222019	1/24/2019	Paid Amt:	\$154.06	
							Check Amount:	\$154.06	
0716	CSBA	2074	5094		DVS RENEWAL		Check		
				E 20	200 298 926 000 401	TABS FOR ABC TRAILER		\$20.00	
		PO#: 17521	Voucher #: 65810	Invoice	Invoice No: F0710U092	1/24/2019	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	
0716	CSBA	2075	7239		EHS FIRST ROBOTICS BOOSTER CLUB		Check		
				E 20	200 298 950 000 401	WEEK ZERO INTERNATIONAL		\$225.00	
		PO#: 17562	Voucher #: 65808	Invoice	Invoice No: 01182019	1/24/2019	Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
0716	CSBA	2076	6907		JEFFERSON THEATER COMPANY		Check		
				E 20	200 298 924 000 401	COSTUME RENTAL-LIT MERMAID		\$800.00	
		PO#: 17553	Voucher #: 65813	Invoice	Invoice No: 597	1/24/2019	Paid Amt:	\$800.00	
							Check Amount:	\$800.00	
0716	CSBA	2077	4882		MN FFA ASSOCIATION		Check		
				E 20	200 298 926 000 401	APEX REgistration		\$95.00	
		PO#: 17522	Voucher #: 65809	Invoice	Invoice No: 01112019	1/24/2019	Paid Amt:	\$95.00	
							Check Amount:	\$95.00	
0716	CSBA	2078	4564		NATIONAL FFA		Check		
				E 20	200 298 926 000 401	FFA Jackets		\$148.80	
		PO#: 17523	Voucher #: 65811	Invoice	Invoice No: MDS-157075	1/24/2019	Paid Amt:	\$148.80	
							Check Amount:	\$148.80	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	CSBA	2079	6387		TRAVEL LEADERS		Check
				E 20	200 298 913 000 401	PAYMENT FOR FLORIDA	\$12,701.27
		PO#: 17532	Voucher #:	65815	Invoice	Invoice No: KJLTGX	1/24/2019
							Paid Amt: \$12,701.27
							Check Amount: \$12,701.27
0716	CSBA	2080	2310		WEST MUSIC		Check
				E 20	200 298 921 000 401	CHOIR - DORIAN MUSIC	\$99.76
		PO#: 17380	Voucher #:	65870	Invoice	Invoice No: SI1691323	1/24/2019
							Paid Amt: \$99.76
							Check Amount: \$99.76
							Report Total: \$42,529.70

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	12/28/2018	1/27/2019	Blick Art 800-447-1892	302.41	Acrylic Paints and Mediums
Belle P Activities	1/11/2019	1/27/2019	Blick Art 800-447-1892	144.70	VISUAL ARTS - Art Supplies
Belle P Activities	1/11/2019	1/27/2019	The Home Depot #2812	13.55	VISUAL ARTS - Floaterol
Belle P Activities	1/16/2019	1/27/2019	Mabes Pizza & Restaura	66.00	CHOIR - Pizza
Belle P Activities	1/16/2019	1/27/2019	Hotel Winneshiek	133.28	CHOIR - Dorian Festival Lodging
Belle P Activities	1/22/2019	1/27/2019	Chanhassen Dinner Thea	3,557.99	CHOIR - "Holiday Inn" Tickets
Belle Plaine Act	1/8/2019	1/27/2019	Pizza Plus	50.99	CONCESSIONS - Pizza
Belle Plaine Act	1/9/2019	1/27/2019	Pizza Plus	69.00	CONCESSIONS - Pizza
Belle Plaine Act	1/9/2019	1/27/2019	The Webstaurant Store	197.07	CONCESSIONS - Pizza Warmer
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	47.50	TRACK - J Nowak Membership
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	105.75	Coaches Clinic - B Pederson
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	105.75	Coaches Clinic - R Foust
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	105.75	Coaches Clinic - L Jamison
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	105.75	Coaches Clinic - A Fahey
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	105.75	Coaches Clinic - J Nowak
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	105.75	Coaches Clinic - S Schroeder
Belle Plaine Act	1/10/2019	1/27/2019	Register.Cordonco.Com	10.00	TRACK - A Fahey Membership
Belle Plaine Act	1/11/2019	1/27/2019	Pizza Plus	53.00	CONCESSIONS - Pizza
Belle Plaine Act	1/14/2019	1/27/2019	Pizza Plus	69.00	CONCESSIONS - Pizza
Belle Plaine Act	1/15/2019	1/27/2019	Pizza Plus	37.00	CONCESSIONS - Pizza
Belle Plaine Act	1/16/2019	1/27/2019	Pizza Plus	53.00	CONCESSIONS - Pizza
Belle Plaine Act	1/17/2019	1/27/2019	A. H. Hermel Company	636.79	CONCESSIONS - Candy, Gatorade, Water
Belle Plaine Act	1/18/2019	1/27/2019	Sams Club #6311	245.84	CONCESSIONS - Snacks, Buns, Paper Products
Belle Plaine Act	1/18/2019	1/27/2019	The Webstaurant Store	(13.54)	CONCESSIONS - Refund Tax
Belle Plaine Act	1/18/2019	1/27/2019	Rucks Meats Llc	313.55	CONCESSIONS - Wieners, Jerky
Belle Plaine Act	1/21/2019	1/27/2019	Pizza Plus	69.00	CONCESSIONS - Pizza
Belle Plaine Act	1/24/2019	1/27/2019	Pizza Plus	69.00	CONCESSIONS - Pizza
Belle Plaine Act	1/24/2019	1/27/2019	The Webstaurant Store	150.28	CONCESSIONS - Pretzels
Belle Plaine Act	1/24/2019	1/27/2019	A. H. Hermel Company	630.32	CONCESSIONS - Candy, Gatorade
Belle Plaine Act	1/25/2019	1/27/2019	Rucks Meats Llc	171.48	CONCESSIONS - Wieners, Jerky
Belle Plaine Act	1/25/2019	1/27/2019	Coborn S Superstore	28.93	CONCESSIONS - Buns, Pickles
Belle Plaine High School	1/3/2019	1/27/2019	Bsn Sports Llc	(509.47)	School Store Backpacks - Order Cancelled
Belle Plaine High School	1/4/2019	1/27/2019	Int*in *chicago Dropcl	71.75	One Act Play - Muslin
Belle Plaine High School	1/8/2019	1/27/2019	Heuer Publish	13.75	Speech Script
Belle Plaine High School	1/8/2019	1/27/2019	Paypal *jddramapubl	6.50	Speech Script
Belle Plaine High School	1/9/2019	1/27/2019	Samuel French Inc.	13.45	Speech Poetry Book
Belle Plaine High School	1/11/2019	1/27/2019	Bureau Of Education An	259.00	SD19.34 A Endres - Registration (Powerful Strategies to Boost the Success of your Struggling Readers
Belle Plaine High School	1/11/2019	1/27/2019	Paypal *4n6fanatics	150.00	Speech - Annual Subscription
Belle Plaine High School	1/11/2019	1/27/2019	Bureau Of Education An	259.00	SD19.34 A Kalal - Registration (Powerful Strategies to Boost the Success of your Struggling Readers)
Belle Plaine High School	1/11/2019	1/27/2019	Paypal *mctm	225.00	SD19.35 C Immerman - Registration (2019 Spring MCTM Conference)
Belle Plaine High School	1/11/2019	1/27/2019	Scholastic Reading Clu	100.00	All American Boys - Paperback Books
Belle Plaine High School	1/11/2019	1/27/2019	Brooklyn Publ	36.00	Speech Script
Belle Plaine High School	1/14/2019	1/27/2019	Shell Oil 57444115208	43.53	Activity Bus Fuel
Belle Plaine High School	1/14/2019	1/27/2019	Bp#6524425amish Marqps	47.98	Activity Bus Fuel
Belle Plaine Sd	12/28/2018	1/27/2019	Innovative Office Solu	1,097.60	Folders
Belle Plaine Sd	1/3/2019	1/27/2019	Coborn S Superstore	105.95	SOAR - Groceries
Belle Plaine Sd	1/8/2019	1/27/2019	Coborn S Superstore	44.16	LIFESKILLS - Groceries
Belle Plaine Sd	1/10/2019	1/27/2019	Modularhose.Com	56.00	Tablet Holder
Belle Plaine Sd	1/11/2019	1/27/2019	Ncs Pearson	67.50	GFTA-3 Forms
Belle Plaine Sd	1/11/2019	1/27/2019	Stuttering Therapy Res	74.93	EC Stuttering Therapy: A Practical Guide
Belle Plaine Sd	1/16/2019	1/27/2019	Crayolaexperience Com	(17.98)	SOAR - Refund two admissions
Belle Plaine Sd	1/17/2019	1/27/2019	Meg*sea Life Minnesota	60.50	LIFESKILLS - Admissions
Belle Plaine Sd	1/24/2019	1/27/2019	Super Duper Publicatio	79.49	TOLD-I:4 Examiner Record Forms
Chuck Keller	1/7/2019	1/27/2019	Mills Fleet Farm 3200	260.93	Microwaves, Batteries
Chuck Keller	1/9/2019	1/27/2019	Basketball Products In	514.00	Gymnasium Safety Strap
Chuck Keller	1/9/2019	1/27/2019	Paypal *mfca Clinic	500.00	Football Coaches Clinic
Chuck Keller	1/11/2019	1/27/2019	Paypal *jddramapubl	13.00	Speech Scripts
Chuck Keller	1/14/2019	1/27/2019	Sprint *wireless	45.00	Unlimited Tablets
Chuck Keller	1/18/2019	1/27/2019	Menards Burnsville Mn	114.53	Batteries, Glue, Fasteners, Files, Drill Bits, etc.

January 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Chuck Keller	1/23/2019	1/27/2019	J W Pepper And Son Inc	1,656.03	Jr/Sr High Choir Music
Chuck Keller	1/25/2019	1/27/2019	Equipment & Engine Tra	(19.20)	Refund for Master Parts Catalog
Chuck Keller	1/25/2019	1/27/2019	Lenzen Chevrolet Buick	53.66	Extra Keys made for Activity Bus
Kris Davis	1/2/2019	1/27/2019	Plunketts	218.25	Pest Control
Kris Davis	1/2/2019	1/27/2019	Amzn Mktp Us*m28uh7yo0	44.98	One Act Play Costumes/Props
Kris Davis	1/2/2019	1/27/2019	Plunketts	158.06	Pest Control
Kris Davis	1/2/2019	1/27/2019	Plunketts	242.96	Pest Control
Kris Davis	1/2/2019	1/27/2019	Plunketts	189.56	Pest Control
Kris Davis	1/3/2019	1/27/2019	Amzn Mktp Us*m28tk6y81	127.92	External CD Drive
Kris Davis	1/4/2019	1/27/2019	Amzn Mktp Us*mb61k6c31	178.40	One Act Play Costumes/Props
Kris Davis	1/7/2019	1/27/2019	Amzn Mktp Us*mb8md84k1	50.00	Cash Box
Kris Davis	1/9/2019	1/27/2019	Metro Sales Inc.	708.44	Copier Lease/Maintenance
Kris Davis	1/10/2019	1/27/2019	Amzn Mktp Us*mb5c94jn0	35.90	Comm Ed - Referee Jersey
Kris Davis	1/11/2019	1/27/2019	Amzn Mktp Us*mb8hu8j40	10.39	Frontiersmen Video
Kris Davis	1/11/2019	1/27/2019	Amzn Mktp Us*mb1po9t71	139.00	Studio Boom Kit
Kris Davis	1/11/2019	1/27/2019	Amzn Mktp Us*mb3727t80	446.87	Stylus, Photography Backdrop
Kris Davis	1/11/2019	1/27/2019	Amzn Mktp Us*mb6v78oj2	372.03	Far from the Tree, Lapel Microphone, Tripod, Headset
Kris Davis	1/11/2019	1/27/2019	Amzn Mktp Us*mb4295jr1	60.81	Comm Ed - Floor Tape, Pickleballs
Kris Davis	1/15/2019	1/27/2019	Amzn Mktp Us*mb4ee0pe0	214.92	One Act Play Costumes
Kris Davis	1/21/2019	1/27/2019	Waste Mgmt Wm Ezpay	269.21	DO Garbage Service
Kris Davis	1/21/2019	1/27/2019	Waste Mgmt Wm Ezpay	949.46	Chatfield Garbage Service
Kris Davis	1/21/2019	1/27/2019	Innovative Office Solu	102.35	Toner, Tool Kit, Batteries, Tissue
Kris Davis	1/21/2019	1/27/2019	Waste Mgmt Wm Ezpay	539.54	Oak Crest Garbage Service
Kris Davis	1/21/2019	1/27/2019	Metro Sales Inc.	3,193.83	Copier Lease/Maintenance/PAPER/CUT
Kris Davis	1/21/2019	1/27/2019	Waste Mgmt Wm Ezpay	480.70	High School Garbage Service
Kris Davis	1/22/2019	1/27/2019	Amzn Mktp Us*mb74n2ef2	71.72	ELL Games
Kris Davis	1/23/2019	1/27/2019	Amzn Mktp Us*mb50a90x2	12.95	Roller Kit for HP Color Laserjet
Kris Davis	1/23/2019	1/27/2019	Amazon.Com*mb5lj41m2	296.20	Memory for Macs
Kris Davis	1/23/2019	1/27/2019	Amazon.Com*mb8bk48l1	14.98	Books: Lindsey Vonn, Who Were the Wright Brothers?
Kris Davis	1/23/2019	1/27/2019	Amzn Mktp Us*mb24v20c2	8.41	Book: Bonnie Blair: Speed Skater
Kris Davis	1/23/2019	1/27/2019	Amzn Mktp Us*mb45x11s2	4.95	Book: Remembering Herbie
Kris Davis	1/24/2019	1/27/2019	Amzn Mktp Us*mb24d6pz2	7.96	Book: Nancy Kerrigan
Kris Davis	1/24/2019	1/27/2019	Innovative Office Solu	38.02	Const Paper, Admit Tickets
Kris Davis	1/24/2019	1/27/2019	Amzn Mktp Us*mb3y32qk0	5.48	Book: Nancy Kerrigan
Kris Davis	1/24/2019	1/27/2019	Amazon.Com*mb7oo7qy1	106.20	Books
Kris Davis	1/24/2019	1/27/2019	Amzn Mktp Us*mb8mv3q51	5.99	Book: Mary Lou Retton
Kris Davis	1/24/2019	1/27/2019	Amzn Mktp Us*mb8bl0q61	9.92	Book: Kristi Yamaguchi
Kris Davis	1/25/2019	1/27/2019	Vzwrlls*apocc Visb	1,302.64	Cell Phone Usage
Oak Crest Elementary	12/28/2018	1/27/2019	Caseys Gen Store 3369	56.05	Fuel - Wrestling Fargo
Oak Crest Elementary	12/31/2018	1/27/2019	Holiday Stations 0177	30.14	Fuel - Wrestling Fargo
Oak Crest Elementary	1/11/2019	1/27/2019	Eb Jan 25-Classwide I	450.00	SD19.42 D Allen and J Vanthournout - Registration (Press Classwide Interventions)
Oak Crest Elementary	1/11/2019	1/27/2019	Bureau Of Education An	249.00	SD19.31 A Burtness - Registration (Grit, Perseverance and Mindset)
Oak Crest Elementary	1/11/2019	1/27/2019	Bureau Of Education An	249.00	SD19.31 K Tye - Registration (Grit, Perseverance and Mindset)
Oak Crest Elementary	1/11/2019	1/27/2019	Bureau Of Education An	249.00	SD19.31 M Doebbeling - Registration (Grit, Perseverance and Mindset)
Oak Crest Elementary	1/14/2019	1/27/2019	Samsclub #6510	88.22	Comm Ed - Laffy Taffy, Plates, Cups, Wipes
Oak Crest Elementary	1/18/2019	1/27/2019	Youcanbook.Me	360.00	Calendar Scheduler
Oak Crest Elementary	1/21/2019	1/27/2019	Joann Stores #2283	75.37	Craft Masters Supplies
Oak Crest Elementary	1/23/2019	1/27/2019	Coborn S Superstore	32.73	ECFE Groceries
Oak Crest Elementary	1/25/2019	1/27/2019	Sams Club #6311	159.30	Oak Crest - Napkins, Pop, Water, Candy

Total	25,781.04
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PERSONNEL CONSENSUS ITEMS:

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Jack Gernbacher	Resignation	1.0 FTE Information Technology Specialist District Wide	Administration	March 1, 2019

LANE CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Tricia Wagner	MA 15/10, \$58,075	MA 30/20, \$59,485	Lane Change	BPEA	February 1, 2019
Kristy Konopacki	BA, \$37,650	BA 10, \$38,624	Lane Change	BPEA	February 1, 2019
Jarod Werner	BA, \$49,501	BA 10, \$53,295	Lane Change	BPEA	February 1, 2019

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: February 25, 2019
 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
01.31.2019	State Bank of Belle Plaine	Robotics	50.00
01.31.2019	Jabs Dentistry	Robotics	10.00
01.31.2019	Lions Club	Robotics	400.00
01.31.2019	Cornerstone State Bank	Robotics	25.00
01.31.2019	Belle Plaine Rotary	Robotics	200.00
01.04.2019	Theresa Kuhlmann	General Support	48.00
01.16.2019	BBQ Days Beer Garden	Oak Crest – Wolf Ridge 2018	340.00
01.16.2019	BBQ Days Beer Garden	Oak Crest – Wolf Ridge 2019	340.00
01.25.2019	Mary Nesgoda	Food Service – Underfunded Students	50.00
01.25.2019	Theresa Kuhlmann	General Support	48.00

**Community Education
City Council Report
Mindy Chevalier
February 2019**

Youth Rec/Youth Enrichment/Drivers Training -

- **Family Open Gym! Sunday's in February from 5:00-6:30pm in the South gym at BPHS.**
- **Body Control Class, taught by Jerold Stauffacher! Grades 1-4, this classes teaches young boys and girls how to do exercises at home using their own body weight.**
- **Spring Break Softball Camp, March 27th, 8:30am-11am.**
- **Home Alone Class for kids grades 2nd-7th grade. March 9th 8:00am-11:00am.**

Preschool/Kids Co

- **PreSchool Pals Open House, March 5th @ 4:00pm-6:00pm**

ECFE / Trips

- **The next big event in ECFE is: March 14th - Amphibians and Reptile Zoo**
- **Disney on Ice Trip: Friday, March 15th**

Adult Rec/Enrichment

- **Ring The Bell Fitness! We build happy and healthy humans!**
- **Mosaic Art Workshop, February 21st from 6:30pm-9:00pm**
- **AARP Driving Class: Session 1, March 12th; Session 2, March 19th.**

Outreach & City Programs & Communication

- **The Ice Rink has been a huge success this winter and our employees are great: Joey Gorman, Noah Meyerann, Cole Brown, Jaron Funk, Jacob Dubois**
- **The Hockey Association hosted their Annual Pond Hockey Tournament January 18th. It was a record day with a record teams!**
- **Tatiana Fields is hosting a Cricket Charity Event on Sunday, March 10th at BPHS from 1:00-5:00pm. All proceeds go to Cancer Research. Thanks to the Police Department for already assembling a team! All are welcome!!**
- **The brochure is going to print! It should be in the homes of our community members in the next few weeks!**

Board Report
February 20, 2019
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to our guest readers who came to read thus far this month. (Dr.Laager, Dr. Hanson and Officer Stolee)
- Chatfield is celebrating *I love To Read* Month! Our goal is 100,000 minutes. We have QR codes that link to books that staff have been reading. It is so fun to walk down the hall and see the kids using their ipads to scan the QR code and listen to the staff member read the book.
- Thank you to all the families that came out for Conferences. This is a wonderful opportunity to connect with families about students strengths and areas that can be strengthened before the end of the school year.
- Thank you to everyone that supported the book fair and purchased pencil grams this school year. Every student at Chatfield received a pencil gram and a special positive note throughout the week.

Acceleration:

- We are continuing to move forward with our work and learning around ENVoY
- We have applied to attend training for the 19-20 school year with PBIS. We will find out if we are accepted by the middle of March.
- The early learning team is currently researching new assessment tools to align with our Parent Aware rating.

Anticipation:

- Beginndergarten Information Night is February 25th from 4:30-5:30 pm at Chatfield.
- Kindergarten Information Night is on March 5th from 4:00-6:00 pm. We have switched up information night to a passport system. Kids and families will go to 6 stations to learn important more about "Get Ready For Kindergarten" topics! Thank you in advance to all the staff that are helping to make this night a huge success for our kids and families.
- Preschool open house is March 5th from 4:00-6:00 pm. Registration for current families opens on March 8 and for new families it opens on April 1st.
- Bring Someone Special to Breakfast dates have been set: Beginndergarten and Kindergarten-March 5th; First grade-April 2nd; Second Grade-May 7th.

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

February 2019 Board Report

Student Support Services Update
Jessica Emerson

Appreciation

- Thank you to the Student Support Team, Dave Kreft and Mindy Chevalier for bringing in the Duck Cup speaker.
- Thank you to Kelly Poppler for her work on SEAC, and Due Process Night.

Acceleration

- Attended Southwest Metro Special Education Directors Meeting via Webex. Topics included; PODD training (SLP training opportunity), SW Metro Updates, College Cohort (Special Education licensure), Legislation Updates, Assistive Technology and Document Translation.
- Attended ENVoY 7 Gems training. Great learning. I am looking forward to furthering our learning around ENVoY and implementation particularly around implementation in small group settings.
- Continued to attend Child Study, PLC meetings and IEP meetings with special education staff.
- Continued work with the Student Support Team to develop a plan to support Social Emotional Learning (SEL).
- Held our second Special Education Advisory Council Meeting. Attendance was low however discussion was impactful and strong.
- Held our second Due Process Learning Night for special education staff.
- Toured a 1st Step program (A mastery designed work based program for secondary and transition students). Consideration of implementation.
- Completed student file monitoring (MDE), released from individual corrections.

Anticipation

- Looking forward to my first MASE board meeting as a representative for the Olmstead Act. This meeting will take place on March 6th.

**Belle Plaine High School
School Board Report
Submitted by Dave Kreft and Mindy Chevalier
February 2019**

Appreciation:

- We have had staff that have been very receptive to ENVoY coaching. With our administrative team highly trained from our experiences, some staff members have received the “Green Chair Coaching” that symbolizes ENVoY. We have paired up administratively to conduct these sessions, with elementary principals and secondary principals visiting buildings where they are not the principals. Some of the hallmarks of ENVoY visits include:
 - The green chair - the coach sits in a green chair (resembling a camping chair) during the visit
 - Shorter than a formal observation - the visit lasts about 15 minutes
 - Feedback around the 7 Gems on ENVoY
 - The feedback is recorded on sheets of paper and left with the teacher
 - The feedback is provided to the teacher, with the teacher provided with the opportunity in real-time (during the class period) to reflect on the feedback
- We have had to demonstrate extreme flexibility with our weather related closures. Staff members have fairly seamlessly implemented e-Learning days. Because our students staff have the technology (iPads), the platform (Schoology), and the experience, the execution of content related lessons has been possible. I have heard very little feedback from staff about difficulties executing electronic lessons or from students on the relevancy of the activities. I am so pleased we were able to engage in a practice round in November to work out some of the kinks in the process.

Acceleration:

- Our PLC teams analyzed our first semester failure lists and brainstormed causes and solutions. The numbers indicated a correlation between the success rate in some science classes and some math classes. Our science and math PLCs worked together to analyze the skills that are connected in grade level-alike classes (i.e. Science 7 and Math 7, Physical Science and Quadratic Algebra).
- We were pleased to host the Duck Cup Memorial. Andrew Onimus shared a message that students can easily relate to. He talked about his struggles with anxiety and depression, which peaked during his college years. Andrew was a solid student, with strong family support, and was involved in track and football. Andrew reached out for support and received it from family and professionals. His message was one of hope as he shared the coping strategies that have assisted him, including eating Frosted Mini Wheats and doing frog hops before speaking. Andrew strongly encouraged our students to talk to people about what they are feeling and experiencing. All students and staff received a Duck Cup bracelet as a reminder that we should talk to someone, with the hashtag #talktome on one side and the suicide prevention hotline number on the inside. We look forward to partnering with the Duck Cup for years to come!

Anticipation:

- The ACT and Accuplacer was scheduled for February 20th, but is rescheduled for March 12th with the school closure on that day. We have approximately 80% of our students taking the ACT. I'm pleased that we are able to provide student choice for these tests.

Board Report
February 25th, 2019
Oak Crest Elementary
Liann Hanson

Appreciation:

- **I LOVE to Read** Thanks goes out to our PTO making February a wonderful I LOVE to Read month! PTO purchased books for every student in the building!
- **TIME** Thanks to Ms. Amundson for running Time I Move Everyday during January! It got both our kids and staff moving!
- **5th Grade Dance** Thanks to Ms. Amundson and Ms. Krushcke for a great job organizing our 5th Grade Formal dance on Thursday, February 14th. Students did a great job dancing with their parents and other students!

Acceleration:

- **Candy Sales** Our annual candy bar sales just wrapped up! Students who chose to sell candy bars did so during a few weeks in February. Money goes towards the Wolf Ridge ELC trip and to other field trips in other grades.
- **FFA Week** Students had a great time learning from high school FFA students during the week of February 18th. We enjoy our time with the high school FFA students and learn a lot!

Anticipation

- **All School Meeting** We have our March All School Meeting on Friday, March 1st. The 5th graders will be presenting their dancing skills and we will be celebrating our Be Red Tiger Ticket Winners!
- **March Writer's Round Table** Our March Writer's Round Table is on Friday, March 8th.
- **MCA/Pizza Night** We are having an MCA/Pizza night on Tuesday, March 12th at 6:00 PM for 3rd grade parents and their families to come enjoy pizza and learn about the MCA test!

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



Ryan Laager, Ed.D., Superintendent

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

February 18, 2019

To Whom It May Concern,

We hope that you will accept and approve the request for out-state travel by the Belle Plaine Baseball Team. They are hoping to travel to Florida and have completed the four-step process laid out by the MSHSL Handbook.

2019- Belle Plaine Baseball Trip to Florida:

1. Complete Itinerary of the trip is attached and has been reviewed.
2. All costs of the trip are the responsibility of the students, parents and coaches.
3. Each organization that would like to travel follows the same process. Trips must be approved by the administration and/or School Board when necessary. All costs are the responsibility of the students and parents. The district does not provide any funding.
4. Travel was approved by district 716 School Board.

Please let me know if you need any additional information. Thank you.

Respectfully,

John D. Bergs
Activities Director
Belle Plaine Schools

Terry Kahle
School Board Chair
Belle Plaine School

Florida Trip 2019 (Coach Copy)

Flight Info

Sunday, March 24

Sun Country Airlines Flight - SY 339

Depart Minneapolis - 6:15 am

Arrive Orlando - 10:26 am

Thursday, March 28

Sun Country Airlines Flight - SY 346

Depart Orlando - 7:55 pm

Arrive Minneapolis - 10:25 pm

The kids will need to bring their IDs or Passports along to present when boarding. They are allowed 2 bags plus a carry on. Most kids will have a suitcase or clothes bag and their baseball bag. We may need to store some team equipment in each individual's equipment bag if they have room.

Shannon Bergs. 952-440-0517 travelshannon@frontier.com www.DestinationsByShannon.com

HOTEL - We are staying at the International Palms Resort in Cocoa Beach.

<http://www.internationalpalmscocoabeach.com/>

1300 North Atlantic Avenue Cocoa Beach, FL 32931

800-206-2747

BASEBALL - The company organizing our baseball games and practices is Cocoa Beach Spring Training.

<http://cocoabeachbaseballspringtraining.com/>

- Terri Joseph [855-386-3836 ext.1 phone](tel:855-386-3836)
- Conni [855-386-3836 ext.1 phone](tel:855-386-3836)

Students going on trip:

Jamie O'Brien	Kolten Janni	Mikkel Schmidt	Jackson Kruger
Joey Gorman	Andrew Gliszinski	Matt Fink	Luke Luskey
Cole Brown	Dylan Kahle	Trevor Gruhn	
Coltin Kerkow	Noah Schumacher	Garrett Boblitt	
Zach Olson	Derrick Grengs	Cade Morrison	
Keaton Nordby	Derek Hoffman	Joey Burgemeister	

Coaches going to Florida-

Pat Schultz - 651-307-0465

pschultz@belleplaine.k12.mn.us

Matt Schultz - 651-497-7869

Eric Burgemeister

Important Florida Items

Please make plans to be there at 4:45 sharp. Multiple alarms

You must have your license/ID or passport for the flight.

We are going to practice before checking in the hotel. Have practice stuff in baseball bag or easily accessible to change into.

Insurance Forms need to be turned in!

We can stop at a Target for room snacks in Florida if interested.

Be prepared for all weather. Sunscreen and long sleeves.

2 checked bags - Clothes bag and baseball bag.

1 Carry On - Back pack, Drawstring bags, etc.

Uniform - Game Pants, Black Shirts, Practice Pants, T Shirt? Hat - **LABEL!!!**

Ride Lined Up for Thursday Night

Spending Money - The players will only be responsible for 2 meals. There will be fast food options available or nicer sit down options for those meals. The rest of the meals will be included. They may want souvenirs, snacks or other extra things that they might want spending money for but are not necessary. Stand up paddle boarding, mini golf and tickets to the college baseball game are included in the cost of the trip

Florida Checklist

- Drivers License or ID's

- Baseball Pants - White Pants ***Label
- Black Under Armour Game T-Shirt ***Label
- Gray or White BP Baseball T - Shirt ***Label
- BP Baseball Hat ***Label
- Jock/Cup
- Glove
- Cleats
- Bat Bag
- Practice Pants - Sweatpants or baseball pants
- Workout Shorts
- Practice T-Shirts - Multiple
- Tennis Shoes
- Trunks
- Sandals
- Clothing For non baseball Activities (Mini golf, beach, eating out, hanging out, etc...)
- Light Jacket or Coat AND Long Sleeve Shirt or Sweatshirt
- Toiletries – Toothbrush, Toothpaste, deodorant, contacts, glasses, etc...
- Things to do during free time, on plane or in hotel room
- Spending Money (1-3 Meals, souvenirs, snacks, etc...)
- Sunglasses
- Sunscreen!**

@BPHS_Baseball - Follow us on Twitter for Florida pictures, updates and information!

Monday, March 27

4:45 am - Meet and load bus - **Be there at 4:45!**

4:55 am - Leave school

8:00 am - Depart - Sun Country Airlines Flight - SY 341

12:08 pm - Arrive in Orlando, get bags, rental cars and go to practice

1:00 pm - Lunch -Fast Food (***\$)

2:00 pm - 4:00 pm Practice at **McKnight Park**

4:30 pm - Check in

6:00 pm - Supper at Hotel

Evening free to get settled in, explore hotel, etc

Tuesday, March 28

8:00 am - Breakfast at Hotel

8:45 am - Leave for paddle boarding

9:00 am - Paddle Boarding

11:00 am - Practice at **McKnight Park**

12:45 pm - Lunch at Practice

1:15 pm - Continue Practice

3:00 pm - Return to hotel

5:00 pm - Supper at Hotel

6:30 pm - UCF Baseball Game - **Jay Bergman Field UCF**

Wednesday, March 29

8:00 am - Breakfast at Hotel

8:30 am - Leave for Scrimmage

10:30 am - Scrimmage vs Maret(DC) - **Mitchell Ellington**

1 pm - Lunch at field between games

3:30 pm - Scrimmage vs Apple Valley(MN) - **Mitchell Ellington**

6:00pm - Supper at Hotel

7:00 pm - Card Tourney

Thursday, March 30

6:30am - Breakfast at Hotel-dressed for scrimmage!

6:55am - Leave for Scrimmage

8:00 am - Scrimmage vs Perrysburg(Ohio) - **Mitchell Ellington**

10:30 am - Scrimmage vs Walnut Hill(Ohio) - **Mitchell Ellington**

Afternoon - Beach

6:00 pm - Supper at Hotel

7:00 pm - Mini Golf

Friday, March 31

8:00 am - Breakfast at Hotel

8:30 am - Leave for Practice

9:00 am - Practice at **McKnight Park**

Noon - Check out of Hotel

12:30 pm - Lunch at hotel

1:00 pm - Cocoa Beach Pier/Ron Jon Surf Shop

- Supper at Pier or Fast Food or Airport(\$)

4:30 pm - Leave for Airport

8:00 pm - Depart - Sun Country Airlines Flight - SY 346

10:30 pm - Arrive in Minneapolis

Midnight? - Arrive in Belle Plaine

Mitchell Ellington Fields

575 West Hall Rd, Merritt Island, FL 32953

McKnight Park

960 Cogswell St, Rockledge, FL 32955

Jay Bergman Field (UCF Campus)

4000 Central Florida Blvd, Orlando

**Belle Plaine School District
2018-19 Licensed Teacher Seniority List**

	Last Name, First Name	Date of Hire/ (bd approved)	Area of Licensure	Expiration Date	File Folder Number	District Area of Service	Probation Year **
1	Hannon-Orr, Carol	August 24, 1981	K-12 Visual Arts	2019	271441	Secondary Art	
2	Eischens, Janel	August 5, 1985	1-6 Elementary Education	2021	285751	Elementary Education - Title I	
3	Foust, Richard	August 27, 1990	7-12 Life Science 7-12 Coaching	2019 2019	321797	Secondary Science	
4	Bremseth, Jan	August 12, 1992	1-6 Elementary Education	2019	269425	Elementary Education	
5	Murphy, Cerisse	September 7, 1993	1-6 Elementary Education	2019	334582	Gifted/Talented Teacher	
6	Fraser, Donald	July 18, 1994	1-6 Elementary Education 7-12 Drivers Education	2020 2020	335758	STEM Teacher	
7	Simones, Rose	July 28, 1995	1-6 Elementary Education	2022	351430	Elementary Education	
8	Miner, Julie	December 3, 1996	Pre K-6 Elementary Education	2019	327325	Preschool Teacher	
9	Schmidt, Gloria	July 28, 1997	Pre K Family Ed/Early Childhood Educator Pre K-6 Elementary Education	2019 2019	298653	Elementary Education	
10	Amundson, E. Michelle	July 28, 1997	7-12 Mathematics K-12 Physical Education 7-12 Coaching Pre K-12 Devoepmental/Adapted Physical Ed.	2019 2019 2019 2019	331047	Elementary Physical Education Adapted Physical Education	
11	Hartmann, Martha	July 27, 1998	1-6 Elementary Education 7-12 Coaching	2019 2019	252213	2013-2019 Long-Term Medical Leave	
12	Luskey, Becky	November 18, 1998	Pre K Education Parent and Family Education	2023 2023	354772	Preschool Teacher	
13	Bergs, John	May 24, 1999	K-12 Physical Education 7-12 Coaching 9-12 Drivers Education	2019 2019 2019	365331	Athletic Director	
14	Stolee, Amy	June 28, 1999	Pre K-6 Elementary Education	2023	340825	Elementary Education	
15	McDonald, Melanie	June 28, 1999	K-12 Instr (Band/Orch) and Classroom Music	2022	377742	Elementary Music (Choir and Band)	
16	Fogarty, Melanie	June 28, 1999	K-6 Elementary Education	2023	356178	Elementary Education	
17	Hartmann, Anthony	July 26, 1999	1-6 Elementary Education 9-12 Drivers Education	2021 2021	375490	Elementary Education	
18	Gwozdziwicz, Kimberly	July 26, 1999	Pre K-6 Elementary Education	2020	366124	Elementary Education	
19	Stauffacher, Jerold	May 8, 2000	7-12 Business Education-All	2020	361585	Secondary Business Education	
20	Schroeder, Steven	May 8, 2000	7-12 Life Sciences	2020	297649	Secondary Science	
21	Mathiowetz, Bruce	July 24, 2000	High School Vocational Agriculture High School Teacher-Coord Ag Co-op Prog/NonFarm 5-12 Technology	2021 2021 2021	347678	Secondary Agriculture	
22	Fahey, Amy	August 28, 2000	K-6 Elementary Education	2021	390672	Elementary Education	
23	Gerres, Megan	June 25, 2001	K-6 Elementary Education	2020	368024	Elementary Education	
24	Schmidt, Courtney	August 27, 2001	1-6 Elementary Education K-12 Mild to Moderate Mentally HDCP	2019 2019	344534	Elementary Education	
25	Banks, Lori Robin	August 27, 2001	1-6 Elementary Education K-12 Visual Arts	2022 2022	396642	2017-2023 Leave of Absence	
26	Trem, Lisa D.	January 27, 2003	K-12 School Counselor	2023	406900	Elementary Counselor	
27	Kruschke, Jeanine	June 16, 2003	K-12 Instr (Band/Orch) and Classroom Music	2023	385907	Elementary Music	
28	Jacobson, Allison	May 24, 2004	7-12 English/Language Arts	2021	371646	2015-2020 Leave of Absence	
29	Geller, Sara	June 14, 2004	K-12 Physical Education Pre K-12 Developmental/Adapted Phy Ed	2019 2019	408377	Secondary Physical Education	
30	Jacobson, Peter	June 14, 2004	7-12 English/Language Arts K-12 Library Media Specialist	2021 2021	371460	2015-2020 Leave of Absence	
31	Greisen, Marci	August 26, 2004	1-6 Elementary Education	2022	394370	Elementary Education	
32	Stoterau, Jenae	May 2, 2005	K-6 Elementary Education K-12 English as a Second Language K-12 Learning Disabilities K-12 Emotional Behavior Disorders B-Age 6 Early Childhood Special Education	2021 2021 2021 2021 2021	421645	Special Education	
33	Voigt, Megan	May 2, 2005	K-6 Elementary Education 5-8 Communication Arts/Literature 5-8 Mathematics	2020 2020 2020	419366	Response to Intervention (RtI) Elementary Education	
34	Werner, Jarod	May 2, 2005	K-6 Elementary Education 5-8 Science	2021 2021	421141	Elementary Education	
35	Pederson, Bradley	May 23, 2005	9-12 Chemistry 9-12 Physics	2021 2021	423191	Secondary Science	
36	Kalal, Angela	June 27, 2005	K-6 Elementary Education 5-8 Mathematics	2021 2021	422918	Elementary Education	
37	Miller, Mitch	August 28, 2006	7-12 Spanish 7-12 Mathematics	2022 2022	350236	Secondary Math	
38	Endres, Amy	August 28, 2006	1-6 Elementary Education	2022	396197	Elementary Education	
39	Rauh, Mary	August 28, 2006	K-6 Elementary Education 5-8 Mathematics	2020 2020	415711	Elementary Education	
40	Benson, Rachel	April 23, 2007	K-12 Learning Disabilities K-12 Developmental Disabilities 9-12 Teacher/Coordinator Work Based Learning	2023 2023 2023	436209	Special Education - Transitions	
41	Nelson, Ross	June 25, 2007	5-12 Social Studies-All	2022	430264	Secondary Social Studies	
42	Kerkow, Rachelle	July 23, 2007	Pre K-12 Public School Nurse	2023	438350	School Nurse	
43	Schultz, Pat	August 27, 2007	K-12 Physical Education 5-12 Health Education	2022 2022	428162	Secondary Health & Pysical Education	
44	Vourlos, Kelly	August 27, 2007	Pre K-12 School Social Worker	2017	437206	2015-16 Placed on URL 2016-17 Placed on URL 2017-18 Placed on URL	

**Belle Plaine School District
2018-19 Licensed Teacher Seniority List**

	Last Name, First Name	Date of Hire/ (bd approved)	Area of Licensure	Expiration Date	File Folder Number	District Area of Service	Probation Year **
45	Smith, Adam	May 1, 2008	7-12 Mathematics	2021	389440	Secondary Mathematics	
46	Volek, Abigail	May 27, 2008	B-Age 6 Early Childhood Special Education B-Grade 3 Early Childhood Education	2022 2022	430024	Elementary Education	
47	Miller, Kami	July 28, 2008	K-6 Elementary Education 5-8 Communication Arts/Literature	2019 2019	440906	Elementary Education	
48	Hennen, Matt	July 28, 2008	5-12 Communication Arts/Literature	2020	414301	Secondary Language Arts	
49	Witt, Tracy	September 1, 2008	Pre K Education 1-6 Elementary Education	2020 2020	351205	Preschool Teacher	
50	Lynn, Carey	December 22, 2008	K-6 Elementary Education K-12 Learning Disabilities K-12 Autism Spectrum Disorders	2020 2020 2020	443886	Special Education	
51	Andert, Andrea	April 23, 2009	K-12 Developmental Disabilities	2020	447924	Special Education	
52	Hanson, Melissa	May 26, 2009	5-12 Mathematics K-12 Principal	2022 2020	429357	Secondary Mathematics	
53	Williamson, Kerri	December 23, 2009	K-6 Elementary Education B-Grade 3 Early Childhood Education	2019 2019	434138	Kindergarten	
54	Chevalier, Mindy	March 22, 2010	PreK-Adult Community Education Director K-12 Health Education K-12 Physical Education K-12 Principal	2021 2021 2021 2021	371697	Community Ed Director Assistant JH-SH Principal	
55	Young, Chelsey	June 28, 2010	K-12 Physical Education 5-12 Health Education Pre K-12 Developmental/Adapted Physical Ed	2021 2021 2021	455359	Elementary Physical Education	
56	Berg, Emily	October 25, 2010	K-6 Elementary Education	2021	443302	Response to Intervention (RtI)	
57	Provancha, Jill	October 25, 2010	K-6 Elementary Education	2020	439736	Elementary Education	
58	Hanson, Liann	May 23, 2011	K-12 Principal District Superintendent	2019 2019	454880	Oak Crest Principal	
59	Schlattman, Nicole	June 27, 2011	K-6 Elementary Education	2021	450914	Elementary Education	
60	Gaikowski, Brandon	June 27, 2011	K-6 Elementary Education Age 3-K Pre-Primary	2022 2022	461651	Elementary Education	
61	Bungarden, Sara	June 27, 2011	K-6 Elementary Education 5-8 Social Studies - All	2022 2022	428608	Grade 6	
62	Goodloe, Alicia	August 22, 2011	K-6 Elementary Education Age 3-K Pre-Primary	2021 2021	453090	Elementary Education	
63	Cantrell, Lori	November 28, 2011	K-12 Emotional Behavior Disorders K-12 Learning Disabilities	2023 2023	435723	Special Education	
64	Kreft, David	April 23, 2012	K-12 Principal 5-12 Social Studies - All	2021 2021	390177	JH-SH Principal	
65	DeWitte, Kimberly	May 14, 2012	K-12 Principal K-6 Elementary Education K-12 English as a Second Language Age 3-K Pre-Primary	2020 2020 2020 2020	415270	Chatfield Principal	
66	Graff, Katie	May 29, 2012	K-12 Physical Education 5-12 Health Education	2021 2021	451853	Elementary Physical Education	
67	Zwick, Nicholas	June 25, 2012	K-6 Elementary Education	2022	462003	Elementary Education	
68	Loegering, Bernadette	April 22, 2013	1-6 Elementary Education	2021	330434	Elementary Education	
69	Velzke, Brianna	April 22, 2013	K-12 Vocal and Classroom Music	2019	475330	K-12 Music	
70	Hess-Norskog, Stacey	April 22, 2013	Occupational Therapist			Special Education/OT	
71	Schroers, Samantha	May 28, 2013	K-6 Elementary Education	2023	468710	Elementary Education	
72	Hohenstein, Amie	June 24, 2013	Licensed Alcohol and Drug Counselor			Chemical Health Specialist	
73	Ploetz, Joe	July 22, 2013	1-6 Elementary Education K-12 Emotional Behavioral Disorders	2022 2022	396397	Special Education	
74	Sammons, Sabrina	July 22, 2013	K-6 Elementary Education K-12 Emotional Behavior Disorders K-12 Learning Disabilities 5-8 Communication Arts/Literature	2019 2019 2019 2019	443321	Special Education	
75	Hanson, Lana	August 26, 2013	1-6 Elementary Education K-12 Learning Disabilities	2019 2019	368018	Special Education	
76	Vycital, Sarah	August 26, 2013	K-6 Elementary Education	2023	431669	Elementary Education	
77	Jeurissen, Tina	May 27, 2014	K-12 Learning Disabilities 5-12 Mathematics	2019 2019	412792	Special Education	
78	Emerson, Jessica	May 27, 2014	K-12 Principal K-12 Emotional Behavior Disorders	2019 2023	431575	SPED Director	
79	Petrsek, Kelly	May 27, 2014	B-Age 6 Early Childhood Special Education K-12 Autism Spectrum Disorders K-12 Developmental Disabilities	2020 2020 2020	448494	Early Childhood Special Education	
80	Doebbeling, Megan	June 23, 2014	K-6 Elementary Education	2023	467966	Elementary Education	
81	Werner, Carly	July 28, 2014	K-6 Elementary Education	2020	479885	Elementary Education	
82	Tye, Karissa	August 25, 2014	K-6 Elementary Education Age 3-K Pre-Primary K-12 Reading	2022 2022 2022	463526	Elementary Education	
83	Kirk, Matthew	August 25, 2014	K-6 Elementary Education	2019	468663	Elementary Education	
84	Hansen, Margot	August 25, 2014	K-12 Principal 1-6 Elementary Education	2022 2022	388832	Curriculum & Assessment TOSA	
85	Aust, Emily	April 27, 2015	Pre K-12 Speech-Language Pathologist	2021	432669	Speech Pathologist	
86	Janni, Kelsey	May 26, 2015	K-12 Developmental Disabilities	2020	475959	Special Education	
87	Braun, Jackie	June 22, 2015	K-12 Developmental Disabilities	2023	435853	Special Education	

**Belle Plaine School District
2018-19 Licensed Teacher Seniority List**

	Last Name, First Name	Date of Hire/ (bd approved)	Area of Licensure	Expiration Date	File Folder Number	District Area of Service	Probation Year **
88	Fadden, Maria	July 27, 2015	K-6 Elementary Education K-12 Reading 5-8 Communication Arts/Literature	2020 2020 2020	447754	Elementary Education	
89	Konopacki, Kristy	August 28, 2015	Age 3-K Pre Primary K-6 Elementary Education 5-8 Mathematics	2019 2019 2019	410624	Preschool Teacher WrapAround Program	
90	Beggs, Allison	May 16, 2016	5-12 Social Studies-All	2021	452203	Secondary Social Studies	
91	Wagner, Tricia	May 16, 2016	K-12 Reading 5-12 Communication Arts/Literature	2020 2020	443039	Secondary Language Arts	
92	Olson, Kim	June 27, 2016	7-12 Spanish Middle School Spanish	2022 2022	393178	Secondary Spanish	
93	Tostenson, Sara	July 25, 2016	5-12 Social Studies-All	2020	482130	Secondary Social Studies	3/3
94	Maier, Katie	August 22, 2016	K-6 Elementary Education 5-8 Mathematics	2023 2023	405235	TOSA Instructor	
95	Quast, Kelli	August 22, 2016	K-12 School Counselor	2019	474192	Elementary Counselor	
96	Olson (McMahon), Jamie	May 22, 2017	Pre K-12 School Social Worker Director of Special Education K-12 Principal	2021 2019 2019	459232	Social Worker	
97	Salaba, Erin	May 22, 2017	Pre K-12 Speech-Language Pathologist	2022	496228	Speech Pathologist	2/3
98	Senn, Kaitlin	May 22, 2017	Pre K-12 School Psychologist	2019	502911	School Psychologist	2/3
99	Gernbacher, Carly	June 26, 2017	K-12 Visual Arts Variance - K-12 English as a Second Language	20022 2019	466547	Art ESL - Variance	2/3
100	Joyce, Joseph	June 26, 2017	5-12 Social Studies-All	2021	452200	Secondary Social Studies	
101	McNamara, Phillip	June 26, 2017	5-8 Science 9-12 Life Sciences 9-12 Chemistry	2020 2020 2020	454735	Secondary Science	
102	Scheldorf, Haley	June 26, 2017	5-12 Mathematics	2023	495847	Secondary Math	2/3
103	Valencour, Victoria	June 26, 2017	5-12 Communication Arts/Literature	2021	463765	Secondary English	2/3
104	Burr, Courtney	July 24, 2017	B - Grade 3 Early Childhood Education	2022	498496	Early Childhood Teacher/Coordinator	2/3
105	Mommens, Victoria	July 24, 2017	K-6 Elementary Education	2023	501230	2nd Grade	2/3
106	Alto (Gross), Dawn	May 21, 2018	K-12 Visual Arts	2022	364053	Art	1/1
107	Allen, Dani	May 21, 2018	1-6 Elementary Education K-12 Learning Disabilities	2019	506663	Elementary Education	1/3
108	Miller, Jacquelyn	May 21, 2018			509835	Speech Pathologist	1/3
109	Olson, Sara	June 18, 2018	5-12 Communication Arts/Literature	2023	466363	Secondary English	1/1
110	Immerman, Cory	June 18, 2018	5-12 Mathematics	2019	472792	Secondary Math	1/1
111	Knott, Kallen	June 18, 2018	K-12 School Counselor	2023	505127	Guidance Counselor	1/3
112	Walters, Anna	June 18, 2018	K-12 School Counselor 5-8 Science 9-12 Life Sciences	2020 2020 2020	448945	School Counselor	1/1
113	Kotila, Brian	June 18, 2018	K-12 Instr (Band/Orch) and Classroom Music	2020	447714	5-12 Band Instructor	1/3
114	Lemmons, McCall	June 18, 2018	K-6 Elementary Education K-12 Academic and Behavioral Strategist	2023 2023	500888	Special Education	1/3
115	Olson, Brittany	July 23, 2018	5-12 Communication Arts/Literature	2019	467456	Secondary English	1/3
116	Menke, Cayla	July 23, 2018	B-Grade 3 Early Childhood Education	2023	436682	ECFE Instructor	1/3
117	Olson, Stacy	August 27, 2018	Pre K-12 School Social Worker	2022	379046	Behavioral Interventionist	1/3
118	Stewart, Heather	August 27, 2018	5-8 Science 9-12 Life Sciences	2019 2019	502796	Secondary Science	1/3
119	Vanthourmout, Jana	August 27, 2018	K-6 Elementary Education 5-8 Social Studies - All	2022 2022	428447	Elementary Education	1/3
120	Golio, Nicole	August 27, 2018	K-6 Elementary Education	2021	489144	Elementary Education	1/3
121	Carlson, Kristin	August 27, 2018	K-6 Elementary Education 5-8 Science 9-12 Earth and Space Science	2019 2019 2019	430651	Elementary Education	1/3
122	Johnson, Maija	August 27, 2018	5-12 Social Studies-All	2021	482718	Secondary Social Studies	1/3
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**Belle Plaine Public Schools
Independent School District #716**

5 Year Financial Projection Basic Assumptions

Proposed: February 18, 2019

Revised:

Approved:

1. Enrollment:
Kindergarten = **120** for '19-20 and **120** each year thereafter
Total enrollment for next year pre-K through grade 12 = 1,580
2. School District fund balance reserve minimum is 10%.
3. General Education Revenue increase will be 2% for FY20 to \$6,438 and increase 2% each year for the next 4 years. (There is discussion in the legislature of increasing to 3%)
4. Literacy Aid approximate allocation of \$86,000
5. Location Equity Revenue @ \$424/ppu = \$740,000.
Board Approved Referendum at \$300/ppu = \$525,000.
Total Revenue = \$1,265,000
6. State Special Education aid will increase by 1% for each of the next 5 years.
7. All federal SPED and Title funds will be held constant.
8. All other revenue will be based on the MDE's Whatif revenue projection system.
9. District will allocate \$50,000 toward staff development and seek approval by BPEA for acceptance of this amount for each of the next five years.
10. Salary/ benefits for all employees will increase 3% next year and beyond.
11. All health insurance district costs will increase at 6.0% for next year and into the future.
12. Special Education tuition costs will increase 5% for each of the next 5 years.
13. Technology expenses will be \$180,000 & will remain the same moving forward.
14. 403(b) expenses will increase at 5% per year for each of the next 5 years.
15. All other expenses will increase at 2% per year for each of the next 5 years.
16. New teachers added will cost the district an average of \$54,000.
17. Equipment Lease annual expense for iPad program will remain at \$267,000 with any unused funds put in a restricted reserve.

**MEMORANDUM OF UNDERSTANDING
DRIVING DISTRICT VEHICLES**

This Memorandum of Understanding is entered into between Independent School District No. 716, Belle Plaine, Minnesota (hereinafter referred to as the “District”) and the Belle Plaine Education Association (hereinafter referred to as the “BPEA”).

WHEREAS, the District and the BPEA are parties to a collective bargaining agreement (“Master Contract”) governing terms and conditions of employment for all “teachers,” including all non-supervisory employees in positions that require a license from the state; and

WHEREAS, as of September 1st, 2017, the 2017-19 Master Contract has been ratified; and

WHEREAS, the District and the BPEA wish to add language to provide parameters to staff using and driving newly purchased District vehicles;

NOW THEREFORE, the District and the BPEA mutually agree as follows:

1. The District and the BPEA, agree that when District vehicles are available and can provide service to the number of students attending the event they will use the District vehicles.
2. The District provides insurance for the vehicles.
3. The District and the BPEA agrees that all members with the potential to use the District vehicles will be trained with the cost of training, physicals, etc. to be covered by the District.
4. Teachers who drive the vehicle outside of the school District within 30 miles of the District Office building will receive \$10 per trip (\$20 round trip).

5. Teachers who drive the vehicle outside of the school District after outside of 30 miles of the District Office building will receive \$25 per trip (\$50 round trip).

6. Teachers who do an overnight trip will receive a \$100 stipend for each morning they are at the event.

7. Any disagreement regarding the terms or application of this MOU shall be resolved through the grievance procedure in the CBA.

8. This MOU will remain in effect until the end of the 2017-2019 contract.

By signing below, each party specifically acknowledges that it has read, understands, and agrees to be bound by all of the terms of this Agreement.

For the Union:

Dated: _____

President

For Independent School District No. 716:

Dated: _____

Superintendent

**MEMORANDUM OF UNDERSTANDING
DRIVING DISTRICT VEHICLES**

This Memorandum of Understanding is entered into between Independent School District No. 716, Belle Plaine, Minnesota (hereinafter referred to as the “District”) and the Belle Plaine Educational Support Professionals (hereinafter referred to as the “BPESP”).

WHEREAS, the District and the BPESP are parties to a collective bargaining agreement (“Master Contract”) governing terms and conditions of employment for all “Support Staff,” including all non-supervisory employees in positions the District; and

WHEREAS, as of September 1st, 2017, the 2017-19 Master Contract has been ratified; and

WHEREAS, the District and the BPESP wish to add language to provide parameters to staff using and driving newly purchased District vehicles;

NOW THEREFORE, the District and the BPESP mutually agree as follows:

1. The District and the BPESP, agree that when District vehicles are available and can provide service to the number of students attending the event they will use the District vehicles.
2. The District provides insurance for the vehicles.
3. The District and the BPESP agrees that all members with the potential to use the District vehicles will be trained with the cost of training, physicals, etc. to covered by the District.
4. Support Staff who drive the vehicle outside of the school District within 30 miles of the District Office building will receive \$10 per trip (\$20 round trip).
5. Support Staff who drives the vehicle outside of the school District outside of 30 miles of the District Office building will receive \$25 per trip (\$50 round trip).

6. Support Staff who do an overnight trip will receive a \$100 stipend for each morning they are at the event.

7. Members of the BPESP driving a District vehicle will do so within their normal contracted hours. Anything that would require overtime pay would need to be approved by a District supervisor.

8. Any disagreement regarding the terms or application of this MOU shall be resolved through the grievance procedure in the CBA.

9. This MOU will remain in effect until the end of the 2017-2019 contract.

By signing below, each party specifically acknowledges that it has read, understands, and agrees to be bound by all of the terms of this Agreement.

For the Union:

Dated: _____

President

For Independent School District No. 716:

Dated: _____

Superintendent

1st Reading: 1/30/2006
2nd Reading: 2/27/2006
Approved: 3/27/2006
Revised: 9/24/2012, 5/16/2016

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the School Superintendent.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Adopted: _____

MSBA/MASA Model Policy 401

Orig. 1995

Revised: _____

Rev. ~~2015~~ 2017

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of
Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with
Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

1st Reading: 2/27/2006

2nd Reading: 3/27/2006

Approved: 4/24/2006

Reviewed: 9/24/2012, 3/28/2016

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota Parenting Leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member’s child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken

for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation,

or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; or
 - (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely

contributions may result in termination of coverage. An employee who does not return to work after the leave may be required to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the

case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. ~~2014~~ 2015

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address parental care needs; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed

Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who

does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. **SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education

assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

1st Reading: 2/27/2006

2nd Reading: 3/27/2006

Approved: 4/24/2006

Reviewed: 10/22/2012, 3/28/2016

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine,

lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. ~~2014~~ 2017

419 TOBACCO-FREE ENVIRONMENT

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The*

school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance intended for human consumption, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.

- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

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- A. This policy shall appear in the student handbook.
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Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITION

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Adopted: _____

MSBA/MASA Model Policy 421

Orig. 1995

Revised: _____

Rev. ~~2014~~ 2017

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

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- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

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Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

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Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

1st Reading 11/27/2006

2nd Reading: 12/18/2006

Approved: 03/22/2007

Reviewed: 08/26/2013, 09/26/2016

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

Adopted: _____

MSBA/MASA Model Policy 423

Orig. 1999

Revised: _____

Rev. 2009

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the ~~Board of Teaching~~ [Minnesota Professional Educator Licensing and Standards Board](#) or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School

Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to ~~Minnesota Board of Teaching Professional Educator Licensing and Standards Board or Board of School Administrators~~)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Department of Education website that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency

and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. 2003

424 LICENSE STATUS

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

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Cross References:

1st Reading: 5/26/2015
2nd Reading: 6/22/2015
Approved: 9/28/2015
Reviewed: 6/26/2017

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the

appropriate special education administrator, in consultation with the building principal and the superintendent.

- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Adopted: _____

MSBA/MASA Model Policy 427
Orig. 2015

Revised: _____

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

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