

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

WORK SESSION / REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, June 17, 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 Work Session:

Time: _____

Members Absent: _____

2. Discussion:

1. <u>2019-20 Adopted Budget:</u>	Mr. Keller	<u>4</u>
2. <u>LTFM Bonds:</u>	Mr Keller	<u>11</u>
3. <u>SW Metro LTFM and Safe Schools Resolutions:</u>	Mr Keller	<u>17</u>
4. <u>Resolution Relating to the Termination and Non-Renewal of a Teaching Contract:</u>	Dr. Ryan Laager	<u>21</u>
5. <u>Designation of Identified Official with Authority (IOWA) for the MDE External User Access Recertification System:</u>	Mr. Keller	
6. <u>Policy Review:</u>	Dr. Laager	

3. Adjourn Work Session:

4. Call to Order Regular Meeting:

Time: _____

Members Absent: _____

5. Acknowledgment of Visitors and Special Presentations:

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

7. Consensus Items: Chair Kahle

1. Previous Board Meeting Minutes: **22**

2. Approve Monthly Expenditures: **25**

3. Personnel: **53**

4. Donations: **55**

8. Discussion Items:

1. Superintendent Update: Dr. Laager

2. Board Member Reports: Board Members

3. Building Administrator Reports: **57**

9. Action Items:

1. 2019-20 Adopted Budget: Mr. Chuck Keller **60**

2. SW Metro LTFM and Safe Schools Resolutions: Mr. Keller **64**

3. Resolution Relating to the Termination and Non-Renewal of a Teaching Contract: Dr. Ryan Laager **69**

4. Designation of Identified Official with Authority (IOwA) for the MDE External User Access Recertification System:

5. Set-Sale Bond Resolution: Mr. Keller **70**

6. Policy Review: Dr. Laager **73**

10. Upcoming Meetings:

11. Adjourn Regular Meeting:

Board Clerk

Date

SPECIAL SESSION - E12 BUDGET AGREEMENT

Overall, the final agreement appropriates \$20 billion for E12 education for the next biennium, a \$543 million increase over current law. The per-pupil formula is increased by 2% per year and additional funding is provided to help school districts hold down growing cross-subsidy. VPK/SR+ slots are continued for another two years and districts will receive additional one-time safe schools supplemental aid, contingent on FY19 budget levels at the end of the fiscal year. Below is a comparison of the final agreement with that of previous proposals as well as a summary of the major components.

Bill language

Appropriations – change items only

Appropriations – all appropriations

District look table

	<i>Governor</i>	<i>House</i>	<i>Senate</i>	<i>Final</i>
<i>Target</i>	\$718 million	\$900 million	\$206 million	\$543 million
<i>Pupil formula</i>	FY21 - 3% \$189 per pupil FY21 - 2% \$130 per pupil	Same as Gov	.5% per year \$32 per pupil	2% per year \$126 per pupil
<i>Special ed</i>	FY20-21 - \$90 mil FY22-23 - \$142 mil	FY20-21 - \$117 mil FY22-23 - \$173 mil	\$0	FY20-21 - \$25.4 mil FY22-23 - \$65.2 mil
<i>VPK/SR+</i>	Permanently funds	Same as Gov	Converts to scholarships	Funds two more years

Special education/cross subsidy aid:

- Defines the initial special education cross-subsidy in statute. Defines “minimum aid adjustment multiplier” as 1.046 for FY20 and as the greater of 1.02 or the multiplier for the previous year less .002. Defines a metro region and a rural region for purposes of calculating special education regional equity aid.
- Includes cross subsidy aid in the definition of special education aid. Limits a district’s special education aid to the greater of:
 - the sum of: (i) 90 percent for FY20, 85 percent for FY21, and 80 percent for FY22, and 75 percent for FY23 and later, of the districts nonfederal expenditures; (ii) 100 percent of the district’s cost of providing transportation services for children with disabilities; and (iii) the enrollment options adjustments; or
 - the district’s FY16 special education aid amount adjusted for changes in enrollment and by 4.6 percent per year.
- Creates a new minimum aid amount.
- Creates a new category of special education aid called cross-subsidy reduction aid. Sets the aid amount equal to 4.3 percent of the unreimbursed cross-subsidy for FY20 and 8.6 percent of the cross-subsidy for FY21 and later.
- Reduces the portion of unreimbursed special education costs billed back to the district of residence from 90 percent to 80 percent in FY20 and 70 percent for FY21 and later.
- Excludes cross subsidy reduction aid from the calculation of special education aid adjustments to the resident school district.

Prior written notice: Requires the prior written notice to state that a parent who objects to a proposal or refusal in the notice may identify the specific part of the part the parent objects to and request a meeting with the appropriate members of the IEP team.

Conciliation conference: Requires a district to have an IEP team meeting when a parent who objects to a proposal requests a meeting. Districts must hold the conciliation conference with 10 calendar days when the district receives the parent.

Individualized education program; rule amendment: Requires MDE to amend rule to allow but not require an IEP to report a student's performance on general state or districtwide assessments.

School safety supplemental aid: Makes a one-time appropriation up to \$30 million for school safety supplemental aid. This is contingent only if the state budget, at the end of FY19, shows a surplus enough to fund this amount. Aid is based on the ratio of the school district's adjusted average daily membership in FY18 to the state total adjusted average daily membership for FY18. Available October 1, 2019 contingent FY19 state fund balance.

Forecast adjustments: Adjusts forecasted amounts based on the updated budget forecast. Addresses forecasted funding that was vetoed in the 2018 Omnibus Supplemental Budget.

Local optional revenue: Modifies LOR so that revenue no longer needs to be factored into a district's referendum revenue question. Adjusts equity revenue, referendum allowance and equalization aid to reflect these LOR changes.

Teachers of Color: Appropriates \$1.5 mil in FY20-21 and later for Teachers of Color mentoring and retention incentive grants.

P-TECH: Establishes P-TECH schools as a public-private partnership and allows a 9th or 10th grade student to enroll in a concurrent enrollment course if the course is offered as part of a P-TECH school. Allows an eligible district to receive concurrent enrollment aid for a student enrolled in a P-TECH school. Appropriates \$1 mil per year in FY20-21 and \$1.49 million in FY22-23.

MDE IT program and data integration: Appropriates \$880,00 to MDE to upgrade its mainframe system.

High school equivalency test fees: Requires MDE to pay the full fee, rather than 60%, for FY20 and FY21.

Extracurricular Activities: Requires a school board to take charge of and control all extracurricular activities and to reserve revenue raised for extracurricular activities and spend the revenue only for extracurricular activities. Current statute conflicts with GASB necessitating a language change to come into compliance.

VPK/School Readiness Plus: Requires a district to record expenditures attributable to voluntary prekindergarten programs according to department guidelines.

Dyslexia: Requires a school district to screen for characteristics of dyslexia all students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2. Requires a district to screen for characteristics of dyslexia students in grade 3 or higher who demonstrate a reading difficulty, unless a different reason for the reading difficulty has been identified.

Civics requirement: Encourages a school district to offer a civics course for credit to 11th and 12th grade students.

Statewide testing: Requires the MDE to establish a testing period as late as possible each school year for schools to administer the MCAs. States that Minnesota's growth measure compares a student's achievement scores over time and removes references to value-added growth measures.

PSEO: Requires a school district to notify a student of PSEO opportunities by the earlier of at least three weeks before the student must register for district courses or March 1 of each year.

Lead testing: Requires a school district that finds lead in cooking or drinking water to formulate, make publicly available, and implement a plan consistent with established guidelines and recommendations to ensure student exposure to lead is minimized. Requires districts to follow actions in guidance from MDE and Department of Health and to remediate the presence of lead to below a level set in guidance, verified by retest, or directly notify parents of the result. Requires districts to make water source unavailable until the hazard has been minimized.

Energy use reduction and reporting: Requires a school or school district to enter monthly energy use data into the B3 (Buildings, Benchmarks, and Beyond) program for each school building. States that a school or district must not be penalized for failure to do so.

Provisions in Omnibus Tax Bill

Referendum equalization: Increases the second tier equalizing factor of referendum revenue from \$510,000 to \$567,000 beginning in FY21. This lowers the referendum levy by approximately \$10 million per year. Effective for revenue for FY21 and later.

School building bond agricultural credit: Increases the school building bond agricultural credit from 40 percent to 70 percent of the tax on the property attributable to school district bonded debt levies. The credit is increased to 50 percent in 2020, 55 percent in 2021, 60 percent in 2022, and 70 percent in 2023. Effective beginning with property taxes payable in 2020.

BELLE PLAINE PUBLIC SCHOOLS

Adopted Budget 2019-20

Revenues

General Fund	\$	16,364,902
Food Services Fund	\$	709,000
Community Services Fund	\$	792,992
Construction Fund	\$	-
Debt Redemption Fund	\$	3,981,412
Totals All Funds	\$	21,848,306

Expenditures

General Fund	\$	16,546,415
Food Services Fund	\$	707,000
Community Services Fund	\$	792,354
Construction Fund	\$	525,882
Debt Redemption Fund	\$	3,913,355
Totals All Funds	\$	22,485,006

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716
GENERAL FUND REVENUE & EXPENDITURES BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

REVENUE

REVENUE CATEGORIES	Actual YE 2016-17	Actual YE 2017-18	Revised Budget 2018-19	Projected Budget 2019- 20	Change	Percent Change
STATE	14,018,217	14,278,825	14,077,948	14,296,397	218,448	1.55%
FEDERAL	323,123	344,945	422,349	378,325	(44,024)	-10.42%
LEVY	1,646,362	1,804,845	1,354,314	1,226,829	(127,485)	-9.41%
TUITION	14,274	5,082	5,000	3,200	(1,800)	-36.00%
LOCAL (FEES, INTEREST, ETC.)	492,494	699,097	593,475	460,152	(133,323)	-22.46%
TOTALS	16,494,469	17,132,794	16,453,086	16,364,903	(88,183)	-0.53%

EXPENDITURES - BY OBJECT

OBJECT SERIES	Actual YE 2016-17	Actual YE 2017-18	Revised Budget 2018-19	Projected Budget 2019- 20	Change	Percent Change
SALARIES & WAGES	9,034,155	8,663,318	8,866,757	8,957,609	90,852	1.02%
EMPLOYEE BENEFITS	3,029,806	2,966,659	3,168,219	3,171,898	3,679	0.12%
PURCHASED SERVICES	2,423,899	2,536,642	2,616,939	2,763,111	146,172	5.59%
SUPPLIES	750,540	766,628	879,253	890,246	10,993	1.25%
EQUIPMENT EXPENDITURES	590,782	861,642	768,095	745,589	(22,506)	-2.93%
DEBT SERVICE	819	-	-	-	-	0.00%
OTHER EXPENDITURES	535,719	82,236	17,879	17,963	84	0.47%
TOTALS	16,365,720	15,877,124	16,317,142	16,546,415	229,273	1.38%

BELLE PLAINE PUBLIC SCHOOLS - ISD 716
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

Fund	Balance July 1	Revenues	Expenditures	Projected Balance June 30,
2019	2019	2019	2019	2020
General				
Unreserved	2,018,771	15,283,152	15,255,724	2,046,199
Reserved (Committed)				13.41%
Student Activities (Committed)	117,879	0	0	117,879
Severance (Committed)	81,607	0	0	81,607
Learning & Development	0	361,854	361,854	0
Basic Skills	(0)	201,585	201,585	(0)
Operating Capital	638,121	287,588	413,036	512,673
Safe Schools	0	63,817	63,817	(0)
MA Billing	134,348	65,000	37,362	161,986
LTFM	427,253	29,393	133,518	323,128
Gifted & Talented	0	22,513	22,513	0
Staff Development	48,572	50,000	57,007	41,565
Total Reserved	<u>1,447,780</u>	<u>1,081,750</u>	<u>1,290,691</u>	<u>1,238,839</u>
Total General	<u><u>3,466,551</u></u>	<u><u>16,364,903</u></u>	<u><u>16,546,415</u></u>	<u><u>3,285,038</u></u>
Food Service	166,450	709,000	707,000	168,450
Community Services				
Unreserved	2,853	20,000	20,354	2,499
Reserved	0			0
Community Education	175,193	625,000	620,000	180,193
Early Childhood Family Educa	13,967	93,992	98,000	9,959
School Readiness	5,000	54,000	54,000	5,000
Total Reserved	<u>194,160</u>	<u>772,992</u>	<u>772,000</u>	<u>195,152</u>
Total Community Ser	<u>197,013</u>	<u>792,992</u>	<u>792,354</u>	<u>197,651</u>
Construction (LTFM)	525,882	0	525,882	0
Debt Redemption	544,011	3,981,412	3,913,355	612,068
Trust	0	0	0	0
Internal Service Fund	0	0	0	0
Total of All Funds	<u><u>4,899,907</u></u>	<u><u>21,848,306</u></u>	<u><u>22,485,006</u></u>	<u><u>4,263,207</u></u>

Projected Fund Balance

June 30, 2020

<u>General Fund</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>	<u>Revised Budget June 30, 2019</u>	<u>Adopted Budget June 30, 2020</u>	<u>Net Change vs. FY19</u>
Total Nonspendable	\$20,250	\$0	\$20,000	\$20,000	\$0
Unassigned					
Unreserved/Undesignated	\$1,245,388	\$1,761,398	\$1,872,595	\$1,928,793	\$56,198
Ipad Insurance Account	(\$7,268)	\$18,069	\$24,406	\$17,406	(\$7,000)
Chatfield Special Account	\$23,537	\$25,080	\$29,959	\$25,000	(\$4,959)
Oak Crest Special Account	\$20,989	\$64,018	\$71,811	\$55,000	(\$16,811)
Health & Safety	(\$37,842)	(\$37,842)	\$0	\$0	\$0
Total Unassigned	\$1,244,804	\$1,830,723	\$1,998,771	\$2,026,199	\$27,428
Total Unassigned and Nonspendable	\$1,265,054	\$1,830,723	\$2,018,771	\$2,046,199	\$27,428
Committed					
Student Activities	\$159,880	\$117,879	\$117,879	\$117,879	\$0
Severance	\$81,607	\$81,607	\$81,607	\$81,607	\$0
Total Committed	\$241,487	\$199,486	\$199,486	\$199,486	\$0
Reserved					
Staff Development	\$16,616	\$55,328	\$48,572	\$41,565	(\$7,007)
Achievement/Integration	\$0	\$22,527	\$0	\$0	\$0
Safe Schools	\$0	\$25,173	\$0	\$0	\$0
Long-Term Facilities Maintenance	\$67,101	\$402,728	\$427,253	\$323,128	(\$104,125)
Operating Capital (facilities & equipment)	\$456,233	\$688,795	\$638,121	\$512,673	(\$125,448)
Medical Assistance	\$45,652	\$105,848	\$134,348	\$161,986	\$27,638
Total Reserved	\$585,602	\$1,300,398	\$1,248,294	\$1,039,352	(\$208,942)
Total General Fund	\$2,092,143	\$3,330,607	\$3,466,551	\$3,285,037	(\$181,514)
Food Service Fund	\$74,042	\$154,450	\$166,450	\$168,450	\$2,000
Community Education					
Restricted Fund Balance	\$2,645	\$3,207	\$2,853	\$2,499	(\$354)
Community Ed	\$50,000	\$185,193	\$175,193	\$180,193	\$5,000
ECFE	\$3,777	\$12,967	\$13,967	\$9,959	(\$4,008)
School Readiness	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Total Community Education	\$61,422	\$206,368	\$197,013	\$197,651	\$638
Total Construction Fund (LTFM Bonds)	\$0	\$991,454	\$525,882	\$0	(\$525,882)
Debt Service	\$3,619,164	\$3,579,740	\$544,011	\$612,068	\$68,057
Total	\$5,846,771	\$8,262,619	\$4,899,907	\$4,263,206	(\$636,701)

ISD 716, Belle Plaine, Minnesota

Summary of Original LTFM Plan with Borrowing plus Est. Cost of Bundling Next Four Years

Date Prepared: June 10, 2019



Taxes Payable Year	Fiscal Year	Adjusted Pupil Units	Building Age	LTFM \$ per Adj. PU	LTFM Revenue	LTFM Revenue used Solely for 2017A Bond Payment	Series 2017A LTFM Bond Proceeds	Bond Payment	105% Payment	Remaining LTFM Basic Revenue
2017	2018	1,764.60	35.43	292	515,263.20		1,852,429.31			
2018	2019	1,767.80	36.43	380	671,764.00	669,690.00		637,800.00	669,690.00	-
2019	2020	1,759.80	37.43	380	668,724.00	673,050.00		641,000.00	673,050.00	-
2020	2021	1,751.80	38.43	380	665,684.00			97,850.00	102,742.50	562,941.50
2021	2022	1,743.80	39.43	380	662,644.00			96,250.00	101,062.50	561,581.50
2022	2023	1,735.80	40.43	380	659,604.00			94,650.00	99,382.50	560,221.50
2023	2024	1,727.80	41.43	380	656,564.00			93,050.00	97,702.50	558,861.50
2024	2025	1,719.80	42.43	380	653,524.00			95,650.00	100,432.50	553,091.50
2025	2026	1,711.80	43.43	380	650,484.00			93,100.00	97,755.00	552,729.00
2026	2027	1,703.80	44.43	380	647,444.00			95,550.00	100,327.50	547,116.50
2027	2028	1,695.80	45.43	380	644,404.00			97,850.00	102,742.50	541,661.50

Explore Bundling Next Two Years of LTFM Payments to Garner Ag2School Credit at 40%

Est. Borrowing	2,085,000	No Bond Project	2,243,606	4 Yr Inv. Earnings Offset	97,591.96
Project Amount	<u>2,043,415</u>	Bond Project	<u>2,043,415</u>	4 Yr Const. Infl. Savings	<u>84,033.23</u>
Borrowing Expense	41,585	Difference	200,191	Total Enhancements	181,625.19

Required 1st Year Bond Over Levy of 105%

28,023

Net Cost* 46,588.68

* Net Cost equals Project Cost plus 105% Over Levy less Enhancements

ISD 716, Belle Plaine, Minnesota

Date Prepared: June 10, 2019

ESTIMATED TAX IMPACT									
		LTFM Non-Bond Levy	LTFM / Alt Fac Bond Levy	COMBINED LTFM LEVY	LTFM Non-Bond Levy	LTFM / Alt Fac Bond Levy	COMBINED LTFM LEVY	DIFFERENCE	
		ASSUMES 4 YEAR BOND BUNDLING			ASSUMES NO BUNDLING				
	Estimated Annual Levy Amount	-	693,127	693,127	455,282	237,845	693,127	-	
	Pay 2020 NTC (assumes 0% inflation from Pay 2019)	11,072,844	11,072,844		11,072,844	11,072,844			
	Est. Tax Rate	0.0000%	6.2597%		4.1117%	2.1480%			
Types of Property	Estimated Market Value	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	
Residential Homestead	\$100,000	\$0.00	\$44.94	\$44.94	\$29.52	\$15.42	\$44.94	\$0.00	
	125,000	0.00	61.97	61.97	40.71	21.27	61.98	(0.01)	
	150,000	0.00	79.06	79.06	51.93	27.13	79.06	0.00	
	175,000	0.00	96.09	96.09	63.11	32.97	96.08	0.01	
	200,000	0.00	113.18	113.18	74.34	38.84	113.18	0.00	
	225,000	0.00	130.20	130.20	85.52	44.68	130.20	0.00	
	250,000	0.00	147.29	147.29	96.75	50.54	147.29	0.00	
	275,000	0.00	164.32	164.32	107.93	56.38	164.31	0.01	
	300,000	0.00	181.41	181.41	119.16	62.25	181.41	0.00	
	325,000	0.00	198.43	198.43	130.34	68.09	198.43	0.00	
	350,000	0.00	215.52	215.52	141.57	73.96	215.53	(0.01)	
	400,000	0.00	249.64	249.64	163.97	85.66	249.63	0.01	
	450,000	0.00	281.69	281.69	185.03	96.66	281.69	0.00	
	500,000	0.00	312.98	312.98	205.59	107.40	312.99	(0.01)	
	550,000	0.00	352.11	352.11	231.28	120.82	352.10	0.01	
	600,000	0.00	391.23	391.23	256.98	134.25	391.23	0.00	
Commercial / Industrial	\$100,000	\$0.00	\$93.90	\$93.90	\$61.68	\$32.22	\$93.90	\$0.00	
	250,000	0.00	266.04	266.04	174.75	91.29	266.04	0.00	
	500,000	0.00	579.02	579.02	380.33	198.69	579.02	0.00	
	1,000,000	0.00	1,204.99	1,204.99	791.50	413.49	1,204.99	0.00	
TAXES PAYABLE 2020 - Ag2School Credit 50%									
Agricultural Homestead	40 acres	478,500	\$0.00	\$169.87	\$169.87	\$137.64	\$58.29	\$195.93	(\$26.06)
(assume dwelling value is \$225,000 and acreage assessed at \$6,500)	80 acres	738,500	0.00	210.56	210.56	191.09	72.25	263.34	(52.78)
	160 acres	1,258,500	0.00	291.94	291.94	298.00	100.18	398.18	(106.24)
	320 acres	2,298,500	0.00	481.84	481.84	547.47	165.34	712.81	(230.97)
Agricultural Non-Homestead (dollars per acre)	\$5,000	\$0.00	\$1.56	\$1.56	\$2.06	\$0.54	\$2.59	(\$1.03)	
	6,000	0.00	1.88	1.88	2.47	0.64	3.11	(1.23)	
	6,500	0.00	2.03	2.03	2.67	0.70	3.37	(1.34)	
	7,000	0.00	2.19	2.19	2.88	0.75	3.63	(1.44)	
	8,000	0.00	2.50	2.50	3.29	0.86	4.15	(1.64)	

ISD 716, Belle Plaine, Minnesota

Date Prepared: June 10, 2019

ESTIMATED TAX IMPACT									
		LTFM Non-Bond Levy	LTFM / Alt Fac Bond Levy	COMBINED LTFM LEVY	LTFM Non-Bond Levy	LTFM / Alt Fac Bond Levy	COMBINED LTFM LEVY	DIFFERENCE	
		ASSUMES 4 YEAR BOND BUNDLING			ASSUMES NO BUNDLING				
	Estimated Annual Levy Amount	-	693,127	693,127	455,282	237,845	693,127	-	
	Pay 2020 NTC (assumes 0% inflation from Pay 2019)	11,072,844	11,072,844		11,072,844	11,072,844			
	Est. Tax Rate	0.0000%	6.2597%		4.1117%	2.1480%			
Types of Property	Estimated Market Value	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	Annual Est. Impact	
TAXES PAYABLE 2021 - Ag2School Credit 55%									
Agricultural Homestead	40 acres	478,500	\$0.00	\$165.91	\$165.91	\$137.64	\$56.93	\$194.57	(\$28.66)
(assume dwelling value is \$225,000	80 acres	738,500	0.00	202.52	202.52	191.09	69.50	260.59	(\$58.06)
and acreage assessed at \$6,500)	160 acres	1,258,500	0.00	275.76	275.76	298.00	94.63	392.63	(\$116.86)
	320 acres	2,298,500	0.00	446.68	446.68	547.47	153.28	700.75	(\$254.07)
Agricultural Non-Homestead		\$5,000	\$0.00	\$1.41	\$1.41	\$2.06	\$0.48	\$2.54	(\$1.13)
(dollars per acre)		6,000	0.00	1.69	1.69	2.47	0.58	3.05	(\$1.36)
		6,500	0.00	1.83	1.83	2.67	0.63	3.30	(\$1.47)
		7,000	0.00	1.97	1.97	2.88	0.68	3.55	(\$1.58)
		8,000	0.00	2.25	2.25	3.29	0.77	4.06	(\$1.81)
TAXES PAYABLE 2022 - Ag2School Credit 60%									
Agricultural Homestead	40 acres	478,500	\$0.00	\$161.94	\$161.94	\$137.64	\$55.57	\$193.21	(\$31.27)
(assume dwelling value is \$225,000	80 acres	738,500	0.00	194.49	194.49	191.09	66.74	257.83	(\$63.34)
and acreage assessed at \$6,500)	160 acres	1,258,500	0.00	259.59	259.59	298.00	89.08	387.08	(\$127.49)
	320 acres	2,298,500	0.00	411.51	411.51	547.47	141.21	688.68	(\$277.17)
Agricultural Non-Homestead		\$5,000	\$0.00	\$1.25	\$1.25	\$2.06	\$0.43	\$2.49	(\$1.23)
(dollars per acre)		6,000	0.00	1.50	1.50	2.47	0.52	2.98	(\$1.48)
		6,500	0.00	1.63	1.63	2.67	0.56	3.23	(\$1.60)
		7,000	0.00	1.75	1.75	2.88	0.60	3.48	(\$1.73)
		8,000	0.00	2.00	2.00	3.29	0.69	3.98	(\$1.97)
TAXES PAYABLE 2023 - Ag2School Credit 70%									
Agricultural Homestead	40 acres	478,500	\$0.00	\$154.00	\$154.00	\$137.64	\$52.85	\$190.49	(\$36.48)
(assume dwelling value is \$225,000	80 acres	738,500	0.00	178.42	178.42	191.09	61.22	252.31	(\$73.90)
and acreage assessed at \$6,500)	160 acres	1,258,500	0.00	227.24	227.24	298.00	77.98	375.98	(\$148.73)
	320 acres	2,298,500	0.00	341.18	341.18	547.47	117.08	664.55	(\$323.36)
Agricultural Non-Homestead		\$5,000	\$0.00	\$0.94	\$0.94	\$2.06	\$0.32	\$2.38	(\$1.44)
(dollars per acre)		6,000	0.00	1.13	1.13	2.47	0.39	2.85	(\$1.73)
		6,500	0.00	1.22	1.22	2.67	0.42	3.09	(\$1.87)
		7,000	0.00	1.31	1.31	2.88	0.45	3.33	(\$2.01)
		8,000	0.00	1.50	1.50	3.29	0.52	3.80	(\$2.30)

ISD 716, Belle Plaine, Minnesota

Date Prepared: June 10, 2019



Using Pay 2018 taxes payable data from Website Tax calculator

Agricultural Land Only NTC	2,463,378
All Other NTC	<u>7,422,976</u>
Total NTC	9,886,354

Translate this information to Pay 2020 through Pay 2023 Information assuming Ag Land assessed value stayed same

Agricultural Land Only NTC	2,463,378	22.25%
All Other NTC	<u>8,609,466</u>	<u>77.75%</u>
Total NTC	11,072,844	100.00%

Thinking about the Ag2School Credit on a Macro Level

			Ag Levy Portion	Ag2School Credit Portion	Remainder Levy
Assumed Annual LTFM Debt Payment	693,127	Pay 2020	77,100	77,100	538,927
		Pay 2021	69,390	84,810	538,927
		Pay 2022	61,680	92,520	538,927
		Pay 2023	46,260	107,940	538,927
Assumed Annual LTFM Levy	455,282		101,287		353,996
Assumed Annual LTFM Debt Payment	237,845	Pay 2020	26,457	26,457	184,931
		Pay 2021	23,811	29,102	184,931
		Pay 2022	21,165	31,748	184,931
		Pay 2023	<u>15,874</u>	<u>37,039</u>	<u>184,931</u>
Total	693,127		127,743	26,457	538,927
Annual Estimated Ag2School Credit Difference (Year One - Pay 2020)				50,643	
Annual Estimated Ag2School Credit Difference (Year One - Pay 2021)				55,708	
Annual Estimated Ag2School Credit Difference (Year One - Pay 2022)				60,772	
Annual Estimated Ag2School Credit Difference (Year Two - Pay 2023)				<u>70,901</u>	
Estimated Ag2School Credit Total for Four Years				238,024	

In essence, the District is being asked to forgo \$200,191 of LTFM funding (deferred maintenance needs) to provide approximately \$238,024 of tax relief to the agricultural taxpayers of their School District.

Independent School District 716 - Belle Plaine, MN

\$2,085,000.00 Taxable General Obligation Facilities Maintenance Bonds, Series 20

Current TAXABLE Interest Rates as of 06/05/19

Sources & Uses

Dated 10/01/2019 | Delivered 10/01/2019

Sources Of Funds

Par Amount of Bonds	\$2,085,000.00
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Total Sources	\$2,085,000.00
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Uses Of Funds

Total Underwriter's Discount (1.000%)	20,850.00
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Costs of Issuance	20,735.00
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Deposit to Project Fund	2,043,415.00
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Total Uses	\$2,085,000.00
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Independent School District 716 - Belle Plaine, MN

\$2,085,000.00 Taxable General Obligation Facilities Maintenance Bonds, Series 20

Current TAXABLE Interest Rates as of 06/05/19

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
02/01/2020	-	-	-	-
02/01/2021	495,000.00	2.280%	65,457.33	560,457.33
02/01/2022	520,000.00	2.300%	37,807.00	557,807.00
02/01/2023	530,000.00	2.350%	25,847.00	555,847.00
02/01/2024	540,000.00	2.480%	13,392.00	553,392.00
Total	\$2,085,000.00	-	\$142,503.33	\$2,227,503.33

Yield Statistics

Bond Year Dollars	\$5,980.00
Average Life	2.868 Years
Average Coupon	2.3829988%
Net Interest Cost (NIC)	2.7316610%
True Interest Cost (TIC)	2.7457804%
Bond Yield for Arbitrage Purposes	2.3793144%
All Inclusive Cost (AIC)	3.1152026%

IRS Form 8038

Net Interest Cost	2.3829988%
Weighted Average Maturity	2.868 Years

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

Pursuant to due call and notice thereof, School Board meeting of School District No. 716, State of Minnesota, was held on June 17th, 2019, at 5:30 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director _____ introduced the following resolution and moved its adoption:

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

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2020-2021 school year in the amount of \$275,000.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programming its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2021 is hereby approved, subject to approval by the Commissioner of Education.

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

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

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

WITNESS MY HAND officially as such Clerk this 17th day of June, 2019

Clerk

School District No. 716

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

Pursuant to due call and notice thereof, School Board meeting of School District No. 716, State of Minnesota, was held on June 17th, 2019, at 5:30 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's safe schools program budget and authorizing the inclusion of a proportionate share of Intermediate School District's safe schools program in the district's pay 2020 levy.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT
NO. 288'S SAFE SCHOOLS PROGRAM AND AUTHORIZING THE INCLUSION OF
A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S PAY
2020 LEVY.

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe Schools program budget for its programs for the 2020-2021 school year in the amount of \$220,000.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 126C.44, provides that, A school district that is a member of an intermediate school district may include in its authority under this section the costs associated with safe schools activities for intermediate school district programs. This authority must not exceed \$15 times the adjusted pupil units of the member districts. This authority is in addition to any other authority authorized under this section. Revenue raised under this paragraph must be transferred to the intermediate school district.
3. The proportionate share of the cost of the intermediate school district's safe schools program for each member school district shall be determined by multiplying the total cost of the intermediate school district safe schools program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The safe school costs shall be funded through annual levy. The inclusion of this proportionate share in the district's safe school program for the fiscal year 2021 is hereby approved, subject to approval by the Commissioner of Education.

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

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

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

WITNESS MY HAND officially as such Clerk this 17th day of June, 2019

Clerk

School District No.716

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF STACY OLSON, A
PROBATIONARY TEACHER

WHEREAS, Stacy Olson is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Stacy Olson, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2018-2019 school year.

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

NOTICE OF TERMINATION
AND NON-RENEWAL

Ms. Stacy Olson

Dear Ms. Olson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on June 17, 2019, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019 - 2020 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 for insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716

Clerk of the School Board

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

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, May 20, 2019, beginning at 5:30 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Kahle will call the meeting to order.

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, May 20, 2019 at 5:30 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. Visual Arts

2. 2. FFA

2. 3. Adapted Floor Hockey

2. 4. All State Choir

2. 5. Speech

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

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

Motion by O'Brien and second by Lenz to approve the agenda as presented. Motion carried unanimously.

4. Consensus Items:

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

Presenter: Chair Kahle

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the April 22, 2019 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of May were reviewed. Administration recommends approval of the May 2019 disbursements totaling \$1,440,143.79. This includes board payables of \$138,679.31, hand payments of \$410,338.38, electronic payments of \$863,454.12 and student activity payments of \$27,671.98.

4. 3. Personnel:

See the attached Personnel Changes spreadsheet.

4. 4. Donations:

Donations totaling \$1,684.17 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

- *State FFA Convention at U of M, FFA Banquet*
- *HS Principal Contract will be included in the June Board Agenda*
- *Bond for LTFM info/update*

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

- *Negotiations with teachers started*
- *Concerts, plays and other school events*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Community Education and Food Service Revised Budgets:

At the May 13th work session we reviewed the FY 2019 revised budgets for Community Education and Food Service. Approval is recommended.

Presenter: Mr. Keller

Motion by Keup and second by Gregory to approve the revised budgets for Community Education and Food Service. Motion carried unanimously.

6. 2. Capital and Long-Term Facility Maintenance Projects for 2019-20:

At the May 13th work session we reviewed the proposed 2019-20 budgets for Capital and LTFM. Approval is recommended.

Presenter: Mr. Laager/Mr. Keller

Motion by Lenz and second by O'Brien to approve the budgets for the 2019-20 Capital and Long-Term Facility Maintenance Projects. Motion carried unanimously.

6. 3. 2019-20 Lunch Prices:

At the May 13th work session we reviewed the 2019-20 proposed lunch prices indicating no increase. Approval of the 2019-20 lunch prices is recommended.

Presenter: Mr. Keller

Motion by Gregory and second by Lenz to approve the lunch prices for the 2019-2020 school year. Motion carried unanimously.

6. 4. Community Facility Use Policy:

At the May 13th work session we reviewed the changes to the Districts Facility Use Policy. The revised District Facility Use Policy is attached. Approval is recommended.

Presenter: Dr. Laager/Mindy Chevalier

Motion by Morrison and second by Gregory to approve the Community Facility Use Policy. Motion carried unanimously.

6. 5. Policy Review:

Attached are 4 of our current policies with minor changes by MSBA for review:

Policy 533 Wellness

- Several Changes

Policy 703 Annual Audit

- Minor Change

Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

- Remove reference to Minn Stat (Duties of School Board Clerk)

Policy 705 Investments

- Remove Other Post Employment Benefits (OPEB) option language

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

Approval of the revisions is recommended.

Presenter: Dr. Laager

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

7. Upcoming Meetings:

Thursday, May 30, 2019:	Last Day of School
Sunday, June 2, 2019:	Graduation
Monday, June 10, 2019:	6:00 p.m. Board Work Session
Monday, June 24, 2019:	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Keup and second by Lenz to adjourn at 6:27 pm. Motion carried unanimously.

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63255	6483		ACCO BRANDS USA LLC		Check		
				E 01	010 203 000 000 401			service contract on laminater	\$213.79
				E 01	011 203 000 000 430			service contract on laminater	\$213.79
				E 01	030 211 000 000 401			service contract on laminater	\$213.80
				E 04	005 505 035 321 401			service contract on laminater	\$213.80
	PO#: 18144	Voucher #: 67228		Invoice	Invoice No: 549511	6/18/2019		Paid Amt:	\$855.18
								Check Amount:	\$855.18
0716	SBC	63256	5482		ACT FINANCE		Check		
				E 01	020 710 000 000 461			STATE ACT TESTING	\$4,640.00
	PO#:	Voucher #: 67422		Invoice	Invoice No: 133047	6/18/2019		Paid Amt:	\$4,640.00
								Check Amount:	\$4,640.00
0716	SBC	63257	4272		AMY FRANCK		Check		
				E 01	005 110 000 000 366			MILEAGE - A FRANCK	\$77.72
	PO#:	Voucher #: 67414		Invoice	Invoice No: 05232019	6/18/2019		Paid Amt:	\$77.72
								Check Amount:	\$77.72
0716	SBC	63258	7665		ANNA WALTERS		Check		
				E 01	005 640 000 316 366			SD19.56 A WALTERS - MILEAGE	\$66.12
				E 01	005 640 000 316 366			SD19.56 A WALTERS - PARKING	\$38.00
	PO#: 18076	Voucher #: 67246		Invoice	Invoice No: 04302019	6/18/2019		Paid Amt:	\$104.12
								Check Amount:	\$104.12
0716	SBC	63259	1082		APPLE COMPUTER INC		Check		
				E 01	005 108 000 000 465			13-INCH MACBOOK PRO: 2.3GHZ DUAL-COI	\$3,597.00
	PO#: 18176	Voucher #: 67464		Invoice	Invoice No: AA20028403	6/18/2019		Paid Amt:	\$3,597.00
								Check Amount:	\$3,597.00
0716	SBC	63260	4589		BANC OF AMERICA LEASING		Check		
				E 01	010 850 000 302 581			Interest Cap. Lease	\$1,861.11
				E 01	010 850 000 302 580			Elem Op Cap. Principal On Lease	\$6,395.63
	PO#:	Voucher #: 67261		Invoice	Invoice No: 121	6/18/2019		Paid Amt:	\$8,256.74
								Check Amount:	\$8,256.74
0716	SBC	63261	1125		BELLE PLAINE HERALD		Check		
				E 01	005 110 000 000 306			LEGAL NOTICE: MINUTES 422/2019	\$138.00
	PO#:	Voucher #: 67418		Invoice	Invoice No: 27282	6/18/2019		Paid Amt:	\$138.00
								Check Amount:	\$138.00
0716	SBC	63262	4514		BSN Sports		Check		
				E 01	010 203 110 000 401			Field Day Shirts	\$1,920.79
	PO#: 18105	Voucher #: 67226		Invoice	Invoice No: 905282647	6/18/2019		Paid Amt:	\$1,920.79
				E 04	005 505 000 321 401			comm edtshirts	\$158.24
	PO#: 18119	Voucher #: 67420		Invoice	Invoice No: 905321271	6/18/2019		Paid Amt:	\$158.24

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63262	4514		BSN Sports		Check		
				E 04	005 505 000 321 401	Basketball Camp		\$868.71	
		PO#: 17921	Voucher #:	67421	Invoice	Invoice No: 905349343	6/18/2019	Paid Amt:	\$868.71
				E 04	005 505 000 321 401	Tennis Camp		\$308.98	
		PO#: 17919	Voucher #:	67467	Invoice	Invoice No: 905396906	6/18/2019	Paid Amt:	\$308.98
				E 04	005 505 000 321 401	Volleyball Shirts		\$689.17	
		PO#: 17920	Voucher #:	67468	Invoice	Invoice No: 905358447	6/18/2019	Paid Amt:	\$689.17
								Check Amount:	\$3,945.89
0716	SBC	63263	7395		CARLY GERBACHER		Check		
				E 01	011 203 000 000 366	MILEAGE - C GERBACHER		\$14.79	
		PO#:	Voucher #:	67214	Invoice	Invoice No: 05302019	6/18/2019	Paid Amt:	\$14.79
				E 01	011 203 000 000 366	MILEAGE - C GERBACHER		\$15.39	
		PO#:	Voucher #:	67251	Invoice	Invoice No: 04302109	6/18/2019	Paid Amt:	\$15.39
				E 01	005 640 000 316 366	SD19.60 C GERBACHER - MILEAGE		\$57.88	
		PO#:	Voucher #:	67436	Invoice	Invoice No: 05202019	6/18/2019	Paid Amt:	\$57.88
								Check Amount:	\$88.06
0716	SBC	63264	6896		CAROLYN GLEASON		Check		
				E 01	020 259 000 000 305	Accompanist Jr High Concert 4/20/19		\$200.00	
		PO#: 18241	Voucher #:	67425	Invoice	Invoice No: 110	6/18/2019	Paid Amt:	\$200.00
				E 01	020 259 000 000 305	Accompanist Sr High Pops Concert		\$300.00	
		PO#: 18241	Voucher #:	67426	Invoice	Invoice No: 111	6/18/2019	Paid Amt:	\$300.00
								Check Amount:	\$500.00
0716	SBC	63265	4702		CDW-G		Check		
				E 01	005 108 000 302 555	PROLINE CISCO GLC-BX-D TRANSCEIVER		\$310.00	
				E 01	005 108 000 302 555	PROLINE CISCO GLC-BX-U TRANSCEIVER		\$310.00	
				E 01	005 108 000 302 555	PROLINE 3M FIBERT OPTIC PATCH CABLE		\$40.00	
		PO#: 18116	Voucher #:	67437	Invoice	Invoice No: SFT9529	6/18/2019	Paid Amt:	\$660.00
								Check Amount:	\$660.00
0716	SBC	63266	1262		CITY OF BELLE PLAINE		Check		
				E 06	010 865 000 363 305	CHATFIELD - FIRE CALL 4/16/2019		\$300.00	
		PO#:	Voucher #:	67450	Invoice	Invoice No: 00003747	6/18/2019	Paid Amt:	\$300.00
								Check Amount:	\$300.00
0716	SBC	63267	7757		CORY IMMERMANN		Check		
				E 01	005 640 000 316 366	SD19.35 C IMMERMANN - MILEAGE		\$228.52	
		PO#:	Voucher #:	67248	Invoice	Invoice No: 04252019	6/18/2019	Paid Amt:	\$228.52
								Check Amount:	\$228.52

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63268	6567		CPI		Check		
				E 01	005 420 000 419 820	Annual Membership Fee		\$150.00	
	PO#: 18257	Voucher #:	67389	Invoice	Invoice No: IUS0141516	6/18/2019	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0716	SBC	63269	1321		DANIEL SCHMIDT LIGHTING		Check		
				E 01	020 810 000 000 401	4' led lamps		\$337.41	
	PO#: 18206	Voucher #:	67448	Invoice	Invoice No: 7590	6/18/2019	Paid Amt:	\$337.41	
							Check Amount:	\$337.41	
0716	SBC	63270	5579		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 105 000 000 305	403(b) ADMIN & COMPLIANCE - JUNE		\$215.84	
	PO#:	Voucher #:	67424	Invoice	Invoice No: 9796	6/18/2019	Paid Amt:	\$215.84	
							Check Amount:	\$215.84	
0716	SBC	63271	6870		EMILY AUST		Check		
				E 01	010 412 000 740 366	Mileage - March		\$46.17	
				E 01	005 420 000 419 366	Mileage - March		\$66.82	
	PO#: 18199	Voucher #:	67237	Invoice	Invoice No: 03212019	6/18/2019	Paid Amt:	\$112.99	
				E 01	010 412 000 740 366	Mileage - April		\$33.29	
				E 01	005 420 000 419 366	Mileage - April		\$9.05	
	PO#: 18199	Voucher #:	67238	Invoice	Invoice No: 04252019	6/18/2019	Paid Amt:	\$42.34	
				E 01	005 420 000 419 366	SD19.51 E AUST - MILEAGE		\$99.76	
	PO#: 18272	Voucher #:	67387	Invoice	Invoice No: 05212019	6/18/2019	Paid Amt:	\$99.76	
							Check Amount:	\$255.09	
0716	SBC	63272	7549		ERIN SALABA		Check		
				E 01	010 401 000 419 366	Mileage - May		\$3.65	
	PO#: 18265	Voucher #:	67397	Invoice	Invoice No: 05222019	6/18/2019	Paid Amt:	\$3.65	
				E 01	010 401 000 419 366	Mileage - April		\$3.25	
	PO#: 18265	Voucher #:	67398	Invoice	Invoice No: 04242019	6/18/2019	Paid Amt:	\$3.25	
				E 01	010 401 000 419 366	Mileage - December		\$4.58	
	PO#: 18265	Voucher #:	67399	Invoice	Invoice No: 12192018	6/18/2019	Paid Amt:	\$4.58	
							Check Amount:	\$11.48	
0716	SBC	63273	2590		FAME AWARDS		Check		
				E 01	020 211 000 000 403	Climate Committee Awards		\$98.00	
	PO#: 18187	Voucher #:	67241	Invoice	Invoice No: 20190692	6/18/2019	Paid Amt:	\$98.00	
							Check Amount:	\$98.00	
0716	SBC	63274	7668		FITNESS BOOMERS		Check		
				E 04	005 505 000 321 305	FITNESS CLASS		\$114.00	
	PO#:	Voucher #:	67256	Invoice	Invoice No: 1002	6/18/2019	Paid Amt:	\$114.00	
							Check Amount:	\$114.00	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63275	6911		FULL COMPASS SYSTEMS		Check		
				E 01	020 810 000 000 401 P A amp.			\$599.00	
	PO#: 17964	Voucher #:	67459	Invoice	Invoice No: INC00888977	6/18/2019	Paid Amt:	\$599.00	
							Check Amount:	\$599.00	
0716	SBC	63276	1511		GRAINGER		Check		
				E 01	020 810 000 000 401 fan motors, fuses, motor couplers, multi tool			\$1,079.05	
	PO#: 18182	Voucher #:	67224	Invoice	Invoice No: 9178968096	6/18/2019	Paid Amt:	\$1,079.05	
							Check Amount:	\$1,079.05	
0716	SBC	63277	2404		GRAPHIC EDGE		Check		
				R 01	020 211 039 000 618 state tshirts for track			\$257.64	
				R 01	020 211 039 000 618 Freight			\$21.17	
	PO#: 18248	Voucher #:	67462	Invoice	Invoice No: 1333802	6/18/2019	Paid Amt:	\$278.81	
				R 01	020 211 039 000 618 MRC winning T-shirts			\$299.50	
				R 01	020 211 039 000 618 Freight			\$22.94	
	PO#: 18210	Voucher #:	67463	Invoice	Invoice No: 1331575	6/18/2019	Paid Amt:	\$322.44	
							Check Amount:	\$601.25	
0716	SBC	63278	1528		GROTH MUSIC		Check		
				E 01	011 258 000 302 530 Yamaha YX135C Padauk Xylophone with Cover			\$1,528.00	
	PO#: 17342	Voucher #:	67216	Invoice	Invoice No: 2905078	6/18/2019	Paid Amt:	\$1,528.00	
							Check Amount:	\$1,528.00	
0716	SBC	63279	7536		HALEY SCHELDORF		Check		
				E 01	020 211 000 000 430 CANDY FOR TESTING			\$39.67	
	PO#:	Voucher #:	67416	Invoice	Invoice No: 04132019	6/18/2019	Paid Amt:	\$39.67	
							Check Amount:	\$39.67	
0716	SBC	63280	2575		HERMANS		Check		
				E 01	020 810 000 000 401 MULCH			\$196.00	
	PO#:	Voucher #:	67230	Invoice	Invoice No: 33744/1	6/18/2019	Paid Amt:	\$196.00	
							Check Amount:	\$196.00	
0716	SBC	63281	1566		HILLYARD / HUTCHINSON		Check		
				E 01	010 810 000 000 401 TP & towels			\$579.00	
	PO#: 18226	Voucher #:	67223	Invoice	Invoice No: 603450135	6/18/2019	Paid Amt:	\$579.00	
				E 01	011 810 000 000 401 cleaning supplies			\$2,721.88	
	PO#: 17836	Voucher #:	67243	Invoice	Invoice No: 603361093	6/18/2019	Paid Amt:	\$2,721.88	
				E 01	020 810 000 000 401 Cleaning supplies			\$1,483.39	
	PO#: 17824	Voucher #:	67244	Invoice	Invoice No: 603359821	6/18/2019	Paid Amt:	\$1,483.39	
				E 01	010 810 000 000 401 TP & towels			\$4,161.00	
	PO#: 18240	Voucher #:	67435	Invoice	Invoice No: 603451867	6/18/2019	Paid Amt:	\$4,161.00	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63281	1566		HILLYARD / HUTCHINSON		Check		
				E 01 011 810 000 000 401	cleaning supplies			\$13,692.36	
	PO#: 18230	Voucher #:	67451	Invoice	Invoice No: 603465883	6/18/2019		Paid Amt:	\$13,692.36
				E 01 011 810 000 000 401	cleaning supplies			\$142.86	
	PO#: 18230	Voucher #:	67452	Invoice	Invoice No: 603465884	6/18/2019		Paid Amt:	\$142.86
				E 01 011 810 000 000 401	EXPLORER CREDIT			\$1,296.00	
	PO#:	Voucher #:	67477	Credit	Invoice No: 800421643	6/18/2019		Paid Amt:	(\$1,296.00)
								Check Amount:	\$21,484.49
0716	SBC	63282	3278		HUMERATECH		Check		
				E 01 020 810 000 000 350	service call to trouble shoot chiller			\$680.00	
	PO#: 18184	Voucher #:	67215	Invoice	Invoice No: 190466	6/18/2019		Paid Amt:	\$680.00
								Check Amount:	\$680.00
0716	SBC	63283	7760		JACQUELYN MILLER		Check		
				E 01 005 420 000 419 820	ASHA Certification & Membership			\$286.00	
	PO#: 18267	Voucher #:	67400	Invoice	Invoice No: 05242019	6/18/2019		Paid Amt:	\$286.00
				E 01 030 416 000 419 366	Mileage - January			\$6.26	
	PO#: 18267	Voucher #:	67401	Invoice	Invoice No: 01172019	6/18/2019		Paid Amt:	\$6.26
				E 01 030 416 000 419 366	Mileage - February			\$8.35	
	PO#: 18267	Voucher #:	67402	Invoice	Invoice No: 02282019	6/18/2019		Paid Amt:	\$8.35
				E 01 030 416 000 419 366	Mileage - March			\$4.18	
	PO#: 18267	Voucher #:	67403	Invoice	Invoice No: 03072019	6/18/2019		Paid Amt:	\$4.18
				E 01 030 416 000 419 366	Mileage - April			\$16.70	
	PO#: 18267	Voucher #:	67404	Invoice	Invoice No: 04302019	6/18/2019		Paid Amt:	\$16.70
				E 01 030 416 000 419 366	Mileage - May			\$10.44	
	PO#: 18267	Voucher #:	67405	Invoice	Invoice No: 05162019	6/18/2019		Paid Amt:	\$10.44
								Check Amount:	\$331.93
0716	SBC	63284	7626		JAGUAR COMMUNICATIONS		Check		
				E 01 005 810 000 000 331	Telephone			\$304.58	
	PO#:	Voucher #:	67453	Invoice	Invoice No: 93168	6/18/2019		Paid Amt:	\$304.58
				E 04 005 505 000 321 331	CE Telephone			\$50.00	
				E 04 005 570 000 321 331	KIDS CO Telephone			\$50.00	
				E 04 005 580 000 325 331	ECFE Telephone			\$50.00	
				E 04 005 505 035 321 331	PS PALS Telephone			\$50.00	
				E 01 020 810 000 000 331	HS Oper & Maint Telephone			\$698.67	
	PO#:	Voucher #:	67454	Invoice	Invoice No: 106218	6/18/2019		Paid Amt:	\$898.67
				E 01 011 810 000 000 331	Oak Crest Telephone			\$669.19	
	PO#:	Voucher #:	67455	Invoice	Invoice No: 106308	6/18/2019		Paid Amt:	\$669.19

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63284	7626		JAGUAR COMMUNICATIONS		Check		
				E 01	010 810 000 000 331	Elem Oper & Maint Telephone		\$850.20	
PO#:	Voucher #:	67456	Invoice		Invoice No: 106248	6/18/2019	Paid Amt:	\$850.20	
								Check Amount:	\$2,722.64
0716	SBC	63285	7402		JAMIE OLSON		Check		
				E 01	005 420 000 419 366	SD19.54 J OLSON - MEALS		\$44.05	
				E 01	005 420 000 419 366	SD19.54 J OLSON - PARKING		\$10.00	
PO#: 18134	Voucher #:	67259	Invoice		Invoice No: 04292019	6/18/2019	Paid Amt:	\$54.05	
				E 01	005 420 000 419 366	SD19.52 J OLSON - MILEAGE		\$74.24	
PO#: 18258	Voucher #:	67391	Invoice		Invoice No: 05152019	6/18/2019	Paid Amt:	\$74.24	
				E 01	005 420 000 419 366	Mileage - May		\$45.24	
PO#: 18258	Voucher #:	67392	Invoice		Invoice No: 05302019	6/18/2019	Paid Amt:	\$45.24	
								Check Amount:	\$173.53
0716	SBC	63286	1202		JANIS BUESGENS		Check		
				E 01	011 203 000 000 366	MILEAGE - J BUESGENS		\$27.84	
PO#:	Voucher #:	67220	Invoice		Invoice No: 05302019	6/18/2019	Paid Amt:	\$27.84	
				E 01	011 203 000 000 366	MILEAGE - J BUESGENS		\$13.92	
PO#:	Voucher #:	67252	Invoice		Invoice No: 04302019	6/18/2019	Paid Amt:	\$13.92	
								Check Amount:	\$41.76
0716	SBC	63287	2542		JEANINE KRUSCHKE		Check		
				E 01	020 292 034 000 366	MILEAGE - J KRUSCHKE		\$281.88	
PO#:	Voucher #:	67412	Invoice		Invoice No: 05292019	6/18/2019	Paid Amt:	\$281.88	
								Check Amount:	\$281.88
0716	SBC	63288	3968		JOHN BERGS		Check		
				E 01	020 292 000 000 366	MILEAGE - J BERGS		\$284.32	
PO#:	Voucher #:	67476	Invoice		Invoice No: 06082019	6/18/2019	Paid Amt:	\$284.32	
								Check Amount:	\$284.32
0716	SBC	63289	7318		JULIE FELDERMANN		Check		
				E 01	011 203 000 000 366	MILEAGE - J FELDERMANN		\$2.11	
PO#:	Voucher #:	67253	Invoice		Invoice No: 12072017	6/18/2019	Paid Amt:	\$2.11	
				E 01	011 203 000 000 366	MILEAGE - J FELDERMANN		\$4.25	
PO#:	Voucher #:	67254	Invoice		Invoice No: 03222018	6/18/2019	Paid Amt:	\$4.25	
				E 01	011 203 000 000 366	MILEAGE - J FELDERMANN		\$5.67	
PO#:	Voucher #:	67255	Invoice		Invoice No: 12182018	6/18/2019	Paid Amt:	\$5.67	
				E 01	011 203 000 000 366	MILEAGE - J FELDERMANN		\$5.28	
PO#:	Voucher #:	67433	Invoice		Invoice No: 05262019	6/18/2019	Paid Amt:	\$5.28	
								Check Amount:	\$17.31

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63290	7664		KALLEN KNOTT		Check		
				E 01	005 640 000 316 366	SD19.55 K KNOTT - MILEAGE		\$164.95	
	PO#: 18077	Voucher #:	67249	Invoice	Invoice No: 04302019	6/18/2019	Paid Amt:	\$164.95	
				E 01	005 640 000 316 366	SD19.37 K KNOTT - MILEAGE		\$61.83	
	PO#: 18000	Voucher #:	67250	Invoice	Invoice No: 04102019	6/18/2019	Paid Amt:	\$61.83	
							Check Amount:	\$226.78	
0716	SBC	63291	7751		KAYLA WILLS		Check		
				E 01	010 412 000 740 366	Mileage - April		\$6.84	
	PO#: 18114	Voucher #:	67064	Invoice	Invoice No: 04302019	6/18/2019	Paid Amt:	\$6.84	
				E 01	010 412 000 740 366	Mileage - May		\$56.55	
	PO#: 18260	Voucher #:	67390	Invoice	Invoice No: 05302019	6/18/2019	Paid Amt:	\$56.55	
							Check Amount:	\$63.39	
0716	SBC	63292	7410		KELLI QUAST		Check		
				E 01	005 640 000 316 366	SD19.59 K QUAST - MILEAGE		\$54.52	
				E 01	005 640 000 316 366	SD19.59 K QUAST - PARKING		\$12.00	
	PO#:	Voucher #:	67247	Invoice	Invoice No: 04292019	6/18/2019	Paid Amt:	\$66.52	
							Check Amount:	\$66.52	
0716	SBC	63293	6555		KELLY PETRASEK		Check		
				E 01	010 412 000 740 366	Mileage - May		\$95.35	
	PO#: 18263	Voucher #:	67395	Invoice	Invoice No: 05312019	6/18/2019	Paid Amt:	\$95.35	
							Check Amount:	\$95.35	
0716	SBC	63294	2857		KELLY POPPLER		Check		
				E 01	005 400 000 372 366	Mileage		\$22.97	
	PO#: 18261	Voucher #:	67393	Invoice	Invoice No: 05162019	6/18/2019	Paid Amt:	\$22.97	
							Check Amount:	\$22.97	
0716	SBC	63295	7656		KELSEY JANNI		Check		
				E 01	030 416 000 419 366	Mileage - May		\$18.56	
	PO#: 18264	Voucher #:	67396	Invoice	Invoice No: 05162019	6/18/2019	Paid Amt:	\$18.56	
							Check Amount:	\$18.56	
0716	SBC	63296	3777		KENDELL DOORS & HDW INC		Check		
				E 01	020 810 000 000 401	power supplie, potter circuit board		\$1,943.00	
	PO#: 18183	Voucher #:	67449	Invoice	Invoice No: IN003262	6/18/2019	Paid Amt:	\$1,943.00	
							Check Amount:	\$1,943.00	
0716	SBC	63297	6287		LANA HANSON		Check		
				E 01	011 407 000 419 366	Mileage - May		\$20.88	
	PO#: 18262	Voucher #:	67394	Invoice	Invoice No: 05282019	6/18/2019	Paid Amt:	\$20.88	
							Check Amount:	\$20.88	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63298	7149		LAURSEN PIANO SERVICE		Check		
				E 01	010 258 000 000 430	2nd Tuning (hasn't been tuned since 2003)		\$101.00	
		PO#: 17546	Voucher #:	67428	Invoice	Invoice No: 05292019	6/18/2019	Paid Amt:	\$101.00
								Check Amount:	\$101.00
0716	SBC	63299	4535		MATHESON TRI-GAS, INC		Check		
				E 01	020 301 000 830 433	Oxy fuel refills		\$82.31	
				E 01	020 301 000 830 433	CO2 argon refill		\$87.50	
				E 01	020 301 000 830 433	shipping		\$28.00	
		PO#: 18190	Voucher #:	67229	Invoice	Invoice No: 19726158	6/18/2019	Paid Amt:	\$197.81
								Check Amount:	\$197.81
0716	SBC	63300	5091		MINDY CHEVALIER		Check		
				E 04	005 505 000 321 305	NYA LEAGUE FEES		\$350.00	
		PO#:	Voucher #:	67417	Invoice	Invoice No: 05222019	6/18/2019	Paid Amt:	\$350.00
								Check Amount:	\$350.00
0716	SBC	63301	5505		MNIAAAA		Check		
				E 01	020 292 000 000 369	MNIAAAA Membership 2019-20		\$120.00	
		PO#: 18197	Voucher #:	67240	Invoice	Invoice No: 1525	6/18/2019	Paid Amt:	\$120.00
								Check Amount:	\$120.00
0716	SBC	63302	1889		MULTILINGUAL WORD INC		Check		
				E 01	030 407 000 740 394	Spanish Interpreter for IEP		\$122.00	
		PO#: 17802	Voucher #:	67235	Invoice	Invoice No: 2919	6/18/2019	Paid Amt:	\$122.00
				E 01	020 403 000 740 394	Interpreter - Russian		\$130.00	
		PO#: 18200	Voucher #:	67236	Invoice	Invoice No: 2919	6/18/2019	Paid Amt:	\$130.00
								Check Amount:	\$252.00
0716	SBC	63303	1918		NIEMAN ROOFING CO. INC		Check		
				E 01	010 810 000 000 350	roof leak repairs		\$875.00	
		PO#: 18279	Voucher #:	67446	Invoice	Invoice No: 4526	6/18/2019	Paid Amt:	\$875.00
								Check Amount:	\$875.00
0716	SBC	63304	2002		PROTECTION SYSTEMS INC		Check		
				E 01	020 810 000 000 350	replace batt., locate fault, trouble shoot Keri		\$473.69	
		PO#: 18074	Voucher #:	67225	Invoice	Invoice No: 44497	6/18/2019	Paid Amt:	\$473.69
								Check Amount:	\$473.69
0716	SBC	63305	3866		RACHELLE KERKOW		Check		
				E 01	020 720 000 000 366	MILEAGE - R KERKOW		\$37.70	
		PO#:	Voucher #:	67431	Invoice	Invoice No: 05092019	6/18/2019	Paid Amt:	\$37.70
								Check Amount:	\$37.70

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63306	6827		REINHART FOOD SERVICES, LLC		Check		
				E 01 011 203	111 000 401 invoice # 961611	5/22/19		\$87.54	
		PO#: 18222	Voucher #: 67218	Invoice	Invoice No: 961611	6/18/2019		Paid Amt: \$87.54	
				E 01 011 203	111 000 401 Invoice #959486	5/15/19		\$655.23	
		PO#: 18188	Voucher #: 67231	Invoice	Invoice No: 959486	6/18/2019		Paid Amt: \$655.23	
				E 01 011 203	111 000 401 Invoice #954851	5.01/19		\$476.48	
		PO#: 18188	Voucher #: 67232	Invoice	Invoice No: 954851	6/18/2019		Paid Amt: \$476.48	
				E 01 010 203	110 000 401 Snack Cart Inv #960381			\$417.04	
		PO#: 18189	Voucher #: 67242	Invoice	Invoice No: 960381	6/18/2019		Paid Amt: \$417.04	
								Check Amount:	\$1,636.29
0716	SBC	63307	3380		RENEE MALECHA		Check		
				E 01 011 203	000 000 366 MILEAGE - R MALECHA			\$11.31	
		PO#:	Voucher #: 67429	Invoice	Invoice No: 04302019	6/18/2019		Paid Amt: \$11.31	
				E 01 011 203	000 000 366 MILEAGE - R MALECHA			\$14.33	
		PO#:	Voucher #: 67430	Invoice	Invoice No: 05302019	6/18/2019		Paid Amt: \$14.33	
								Check Amount:	\$25.64
0716	SBC	63308	3420		RIDGES AT SAND CREEK		Check		
				E 01 020 292	034 000 305 COURSE RENTAL			\$1,000.00	
				E 01 020 292	034 000 430 GOLF BALLS			\$234.00	
		PO#: 18237	Voucher #: 67239	Invoice	Invoice No: 132	6/18/2019		Paid Amt: \$1,234.00	
								Check Amount:	\$1,234.00
0716	SBC	63309	6223		RIDGEVIEW MEDICAL CENTER		Check		
				E 01 020 292	000 000 305 SUBSECTION TRACK BALANCE			\$55.00	
				E 01 020 292	000 000 305 SPRING COVERAGE & PERF INSTRUCTOR			\$5,500.00	
				E 01 020 292	000 000 305 SUPPLY COST			\$528.55	
		PO#: 18254	Voucher #: 67415	Invoice	Invoice No: 06042019	6/18/2019		Paid Amt: \$6,083.55	
				E 01 005 760	075 720 305 PHYSICAL - J KRUSCHKE			\$9.00	
		PO#:	Voucher #: 67457	Invoice	Invoice No: 13160	6/18/2019		Paid Amt: \$9.00	
								Check Amount:	\$6,092.55
0716	SBC	63310	2871		SCHILLING SUPPLY COMPANY		Check		
				E 01 010 810	000 000 401 body fluid spill kit, lunchroom kit			\$291.55	
		PO#: 18215	Voucher #: 67221	Invoice	Invoice No: 719526-00	6/18/2019		Paid Amt: \$291.55	
								Check Amount:	\$291.55
0716	SBC	63311	2067		SCHMITT MUSIC COMPANY		Check		
				E 01 010 258	000 000 430 Violin String			\$2.80	
		PO#: 17545	Voucher #: 67465	Invoice	Invoice No: 2770544	6/18/2019		Paid Amt: \$2.80	
								Check Amount:	\$2.80

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63312	3336	1	SCHOOL SPECIALTY		Check		
				E 01 011 203 000 000 430	1593611 MIND SPARKS SYNOANTONYMS EI			\$11.24	
	PO#: 18006	Voucher #:	67419	Invoice	Invoice No: 208122924206	6/18/2019	Paid Amt:		\$11.24
				E 01 011 203 000 000 430	237644 PENCILAWARD PENCILS 4TH GRAC			\$7.20	
				E 01 011 203 000 000 430	1570832 ACCENTS POLKA DOTS BUCKETS			\$7.79	
				E 01 011 203 000 000 430	175136 MARKER DRY ERASE LOW ODOR 4-			\$5.96	
				E 01 011 203 000 000 430	1380684 INDEX CARDS 3X5 RULED WHITE (\$2.52	
				E 01 011 203 000 000 430	075480 EXPO PREC POINT REPLACEMENT			\$2.59	
				E 01 011 203 000 000 430	015741 FOLDER FILE LTR 1/3-CUT TAB PACI			\$7.53	
				E 01 011 203 000 000 430	1397813 GAME POP FOR BLENDS SET OF 1			\$11.11	
				E 01 011 203 000 000 430	1397812 GAME POP FOR WORD FAMILIES S			\$11.11	
				E 01 011 203 000 000 430	203529 GAME BUILD A SENTENCE			\$14.81	
				E 01 011 203 000 000 430	1326109 MATH CENTERSOLUTIONS LEARN			\$23.33	
				E 01 011 203 000 000 430	082402 GAME FROG POND FRACTIONS AGI			\$19.49	
				E 01 011 203 000 000 430	1568240 BOARD GAME EMOTION-OES			\$8.44	
				E 01 011 203 000 000 430	090668 RUBBER BAND BALL - SCHOOL SMA			\$2.66	
				E 01 011 203 000 000 430	084465 ERASER DRY ERASE MAGENTIC SC			\$2.28	
				E 01 011 203 000 000 430	1354254 MARKER SCHOOL SMART PERMAN			\$4.87	
				E 01 011 203 000 000 430	2004140 GLITTER-SLIVER 2 OZ SCHOOL SM			\$6.95	
				E 01 011 203 000 000 430	411467 CHALK SIDEWALK SET OF 52 - SCH			\$3.57	
	PO#: 18006	Voucher #:	67434	Invoice	Invoice No: 308103301935	6/18/2019	Paid Amt:		\$142.21
							Check Amount:		\$153.45
0716	SBC	63313	3124		SCHOOLFINANCES.COM		Check		
				E 01 005 110 000 000 401	2019-21 NEGOTIATIONS			\$250.00	
	PO#:	Voucher #:	67258	Invoice	Invoice No: 1576	6/18/2019	Paid Amt:		\$250.00
							Check Amount:		\$250.00
0716	SBC	63314	4423		SCOTT COUNTY TREASURER		Check		
				E 01 005 420 000 740 394	1st Qtr 2019 Non billable therapist time			\$5,973.93	
	PO#: 18274	Voucher #:	67458	Invoice	Invoice No: 1400-5	6/18/2019	Paid Amt:		\$5,973.93
							Check Amount:		\$5,973.93
0716	SBC	63315	3438		SKATEVILLE		Check		
				E 01 011 203 111 000 401	Rollerskating admission			\$630.00	
	PO#: 18228	Voucher #:	67219	Invoice	Invoice No: 689816	6/18/2019	Paid Amt:		\$630.00
							Check Amount:		\$630.00
0716	SBC	63316	2137		SOUTH CENTRAL ECSU		Check		
				E 01 005 108 000 000 405	SOCRATES TELECOM SERVICE - FEBRUAR			\$500.00	
	PO#:	Voucher #:	67427	Invoice	Invoice No: 18678	6/18/2019	Paid Amt:		\$500.00
							Check Amount:		\$500.00

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63317	2144		SPED FORMS INC		Check		
				E 01	005 420 000 419 320	License/Service Agreement		\$5,750.71	
		PO#: 18255	Voucher #:	67388	Invoice	Invoice No: 5463	6/18/2019	Paid Amt:	\$5,750.71
								Check Amount:	\$5,750.71
0716	SBC	63318	6318		STACEY HESS-NORSKOG		Check		
				E 01	010 412 000 740 366	Mileage - December		\$83.39	
				E 01	005 420 000 419 366	Mileage - December		\$71.94	
		PO#: 18268	Voucher #:	67406	Invoice	Invoice No: 12192018	6/18/2019	Paid Amt:	\$155.33
				E 01	010 412 000 740 366	Mileage - January		\$75.40	
				E 01	005 420 000 419 366	Mileage - January		\$35.96	
		PO#: 18268	Voucher #:	67407	Invoice	Invoice No: 01242019	6/18/2019	Paid Amt:	\$111.36
				E 01	010 412 000 740 366	Mileage - February		\$89.90	
				E 01	005 420 000 419 366	Mileage - February		\$33.06	
		PO#: 18268	Voucher #:	67408	Invoice	Invoice No: 02282019	6/18/2019	Paid Amt:	\$122.96
				E 01	010 412 000 740 366	Mileage - March		\$69.60	
				E 01	005 420 000 419 366	Mileage - March		\$12.76	
		PO#: 18268	Voucher #:	67409	Invoice	Invoice No: 03222019	6/18/2019	Paid Amt:	\$82.36
				E 01	010 412 000 740 366	Mileage - April		\$68.44	
				E 01	005 420 000 419 366	Mileage - April		\$17.40	
		PO#: 18268	Voucher #:	67410	Invoice	Invoice No: 04302019	6/18/2019	Paid Amt:	\$85.84
				E 01	010 412 000 740 366	Mileage - May		\$89.90	
				E 01	005 420 000 419 366	Mileage - May		\$46.40	
		PO#: 18268	Voucher #:	67411	Invoice	Invoice No: 05312019	6/18/2019	Paid Amt:	\$136.30
								Check Amount:	\$694.15
0716	SBC	63319	2153		STASNEY ELECTRIC LLC		Check		
				E 01	020 810 000 000 350	electric hook-up for batting cage		\$409.87	
		PO#: 17977	Voucher #:	67447	Invoice	Invoice No: 34884	6/18/2019	Paid Amt:	\$409.87
								Check Amount:	\$409.87
0716	SBC	63320	2188		TAHER INC		Check		
				E 02	005 770 000 701 305	OPERATING EXPENSES - APRIL 2019		\$63,950.27	
		PO#:	Voucher #:	67257	Invoice	Invoice No: 0054991-IN	6/18/2019	Paid Amt:	\$63,950.27
								Check Amount:	\$63,950.27
0716	SBC	63321	7635		THE MUSIC MART		Check		
				R 01	011 258 000 000 619	Pink Recorders		\$22.50	
				R 01	011 258 000 000 619	Blue Recorders		\$22.50	
				R 01	011 258 000 000 619	Green Recorders		\$22.50	
				R 01	011 258 000 000 619	Ivory Recorders		\$9.00	
		PO#: 18224	Voucher #:	67217	Invoice	Invoice No: 1080372	6/18/2019	Paid Amt:	\$76.50
				R 01	011 258 000 000 619	Ivory Recorders		\$117.00	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63321	7635		THE MUSIC MART		Check		
				R 01	011 258 000 000 619	Blue Recorders		\$139.50	
				R 01	011 258 000 000 619	Pink Recorders		\$139.50	
				R 01	011 258 000 000 619	Green Recorders		\$103.50	
	PO#: 17879	Voucher #:	67233	Invoice	Invoice No: 1067506		6/18/2019	Paid Amt:	\$499.50
				R 01	011 258 000 000 619	Blue Recorders		\$171.00	
				R 01	011 258 000 000 619	Pink Recorders		\$22.50	
	PO#: 17879	Voucher #:	67234	Invoice	Invoice No: 1068138		6/18/2019	Paid Amt:	\$193.50
								Check Amount:	\$769.50
0716	SBC	63322	7082		TINA JEURISSEN		Check		
				E 01	005 420 000 419 366	SD19.51 T JEURISSEN - MILEAGE		\$49.88	
	PO#:	Voucher #:	67227	Invoice	Invoice No: 05212019		6/18/2019	Paid Amt:	\$49.88
								Check Amount:	\$49.88
0716	SBC	63323	3931		TRAILBLAZER TRANSIT		Check		
				E 04	005 505 035 321 360	BUS SERVICE		\$52.00	
	PO#:	Voucher #:	67222	Invoice	Invoice No: 2019-04-1D7		6/18/2019	Paid Amt:	\$52.00
								Check Amount:	\$52.00
0716	SBC	63324	3326		TRIARCO ARTS & CRAFTS		Check		
				E 01	020 291 040 000 430	MARBLING KIT		\$13.52	
	PO#:	Voucher #:	67245	Invoice	Invoice No: 371675		6/18/2019	Paid Amt:	\$13.52
								Check Amount:	\$13.52
0716	SBC	63325	7467		UNIQUE SOFTWARE COPORATION		Check		
				E 01	005 605 000 000 351	IPad Repairs/Replacement		\$218.00	
	PO#:	Voucher #:	67260	Invoice	Invoice No: 247055		6/18/2019	Paid Amt:	\$218.00
				E 01	005 605 000 000 351	IPad Repairs/Replacement		\$109.00	
	PO#:	Voucher #:	67413	Invoice	Invoice No: 247218		6/18/2019	Paid Amt:	\$109.00
				E 01	005 605 000 000 351	IPad Repairs/Replacement		\$863.00	
	PO#:	Voucher #:	67466	Invoice	Invoice No: 247160		6/18/2019	Paid Amt:	\$863.00
								Check Amount:	\$1,190.00
0716	SBC	63326	7527		WALTER'S PUBLISHING		Check		
				E 01	010 203 110 000 401	Yearbooks		\$1,975.74	
	PO#: 18245	Voucher #:	67432	Invoice	Invoice No: 1378270		6/18/2019	Paid Amt:	\$1,975.74
								Check Amount:	\$1,975.74
								Report Total:	\$151,144.38

Belle Plaine Public Schools
June 2019 Electronic Payments Summary

May 2019 PCARD	37,091.46
Payroll 5/20/2019	252,721.17
Payroll 6/5/2019	273,615.90
Other Electronic Payments (See attached report)	362,072.01
Total	\$ 925,500.54

Electronic

**Belle Plaine Public Schools
Detail Payment Register By Check**

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	\$44,899.19	
PO#:	Voucher #:	67164	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$44,899.19
							Check Amount: \$44,899.19
0716	SBC	1977			PERA		Wire
			B 01	215 005	PERA	\$13,610.90	
PO#:	Voucher #:	67165	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$13,610.90
							Check Amount: \$13,610.90
0716	SBC	2330			FEDERAL		Wire
			B 01	215 001	FEDERAL	\$23,402.39	
PO#:	Voucher #:	67166	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$23,402.39
			B 01	215 003	FICA	\$10,530.64	
PO#:	Voucher #:	67167	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$10,530.64
			B 01	215 003	FICA	\$45,027.44	
PO#:	Voucher #:	67168	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$45,027.44
							Check Amount: \$78,960.47
0716	SBC	2331			STATE OF MINNESOTA		Wire
			B 01	215 002	STATE TAX	\$12,859.24	
PO#:	Voucher #:	67169	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$12,859.24
							Check Amount: \$12,859.24
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire
			B 01	215 038	MFS SERVICE CENTER INC	\$2,207.25	
PO#:	Voucher #:	67170	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$2,207.25
							Check Amount: \$2,207.25
0716	SBC	3319			DEPARTMENT OF EMPLOYMENT AND		Wire
			E 01	020 211 000 000 280	HS General Reemployment Ins	\$152.38	
PO#:	Voucher #:	67180	Invoice	Invoice No:	4092019	5/20/2019	Paid Amt: \$152.38
							Check Amount: \$152.38
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire
			B 01	215 035	AMERIEXF BRD SHARE ANNUITY	\$701.31	
			B 01	215 065	IDS	\$1,081.31	
PO#:	Voucher #:	67171	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$1,782.62
			B 01	215 061	FIDELITY FDS.	\$473.26	
PO#:	Voucher #:	67172	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$473.26
			B 01	215 053	HORACE MANN INSURANC	\$4,130.75	
PO#:	Voucher #:	67173	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$4,130.75
			B 01	215 008	ING -ANNUITIES	\$34.00	
PO#:	Voucher #:	67174	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$34.00

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01 215 043		ING ANNUITY			\$108.80	
PO#:		Voucher #:	67175	Invoice	Invoice No: S2019220	5/20/2019	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 #:	67176	Invoice	Invoice No: S2019220	5/20/2019	Paid Amt:	\$702.42	
			B 01 215 095		OPPENHEIMER FUNDS			\$6,442.88	
PO#:		Voucher #:	67177	Invoice	Invoice No: S2019220	5/20/2019	Paid Amt:	\$6,442.88	
			B 01 215 059		LUTHERAN BROTHERHOOD			\$1,918.20	
PO#:		Voucher #:	67178	Invoice	Invoice No: S2019220	5/20/2019	Paid Amt:	\$1,918.20	
			B 01 215 034		VALIC BRD SHARE ANNUITY			\$117.55	
			B 01 215 042		VALIC ANNUITY CO			\$342.55	
PO#:		Voucher #:	67179	Invoice	Invoice No: S2019220	5/20/2019	Paid Amt:	\$460.10	
							Check Amount:	\$16,053.03	
0716	SBC	5194			MN REVENUE		Wire		
			E 01 005 110 000 000 401		April 2019 Sales Tax			\$369.00	
PO#:		Voucher #:	67181	Invoice	Invoice No: April 2019	5/20/2019	Paid Amt:	\$369.00	
							Check Amount:	\$369.00	
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
			B 01 215 004		TEACHER RETIREMENT			\$48,237.18	
PO#:		Voucher #:	67334	Invoice	Invoice No: S2019230	6/5/2019	Paid Amt:	\$48,237.18	
							Check Amount:	\$48,237.18	
0716	SBC	1977			PERA		Wire		
			B 01 215 005		PERA			\$14,543.03	
PO#:		Voucher #:	67335	Invoice	Invoice No: S2019230	6/5/2019	Paid Amt:	\$14,543.03	
							Check Amount:	\$14,543.03	
0716	SBC	2330			FEDERAL		Wire		
			B 01 215 001		FEDERAL			\$25,329.93	
PO#:		Voucher #:	67336	Invoice	Invoice No: S2019230	6/5/2019	Paid Amt:	\$25,329.93	
			B 01 215 003		FICA			\$11,332.64	
PO#:		Voucher #:	67337	Invoice	Invoice No: S2019230	6/5/2019	Paid Amt:	\$11,332.64	
			B 01 215 003		FICA			\$48,457.06	
PO#:		Voucher #:	67338	Invoice	Invoice No: S2019230	6/5/2019	Paid Amt:	\$48,457.06	
							Check Amount:	\$85,119.63	
0716	SBC	2331			STATE OF MINNESOTA		Wire		
			B 01 215 002		STATE TAX			\$13,940.92	
PO#:		Voucher #:	67339	Invoice	Invoice No: S2019230	6/5/2019	Paid Amt:	\$13,940.92	
							Check Amount:	\$13,940.92	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire	
			B	01	215 020	VEBA	\$112.50	
			B	01	215 038	MFS SERVICE CENTER INC	\$2,474.67	
PO#:	Voucher #:	67340	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$2,587.17	
							Check Amount:	\$2,587.17
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire	
			B	01	215 035	AMERIEXF BRD SHARE ANNUITY	\$676.31	
			B	01	215 065	IDS	\$1,056.31	
PO#:	Voucher #:	67341	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$1,732.62	
			B	01	215 061	FIDELITY FDS.	\$329.76	
PO#:	Voucher #:	67342	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$329.76	
			B	01	215 053	HORACE MANN INSURANC	\$4,083.25	
PO#:	Voucher #:	67343	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$4,083.25	
			B	01	215 008	ING -ANNUITIES	\$22.00	
PO#:	Voucher #:	67344	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$22.00	
			B	01	215 043	ING ANNUITY	\$108.80	
PO#:	Voucher #:	67345	Invoice	Invoice No:	S2019230	6/5/2019	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 #:	67346	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$702.42	
			B	01	215 095	OPPENHEIMER FUNDS	\$6,570.87	
PO#:	Voucher #:	67347	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$6,570.87	
			B	01	215 059	LUTHERAN BROTHERHOOD	\$1,918.20	
PO#:	Voucher #:	67348	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$1,918.20	
			B	01	215 034	VALIC BRD SHARE ANNUITY	\$117.51	
			B	01	215 042	VALIC ANNUITY CO	\$342.51	
PO#:	Voucher #:	67349	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$460.02	
							Check Amount:	\$15,927.94
0716	SBC	1262			CITY OF BELLE PLAINE		Wire	
			E	01	010 810 000 000 332	Elem Oper & Maint Water/Sewer	\$3.74	
PO#:	Voucher #:	67438	Invoice	Invoice No:	01-00000374-55-7	5/21/2019	Paid Amt: \$3.74	
			E	01	011 810 000 000 332	Oak Crest Water-sewer	\$33.26	
PO#:	Voucher #:	67439	Invoice	Invoice No:	01-00002265-00-6	5/21/2019	Paid Amt: \$33.26	
			E	01	011 810 000 000 332	Oak Crest Water-sewer	\$197.15	
PO#:	Voucher #:	67440	Invoice	Invoice No:	01-00002487-00-8	5/21/2019	Paid Amt: \$197.15	
			E	01	030 810 000 000 332	Jr Hi Oper & Maint Water/Sewer	\$221.13	
PO#:	Voucher #:	67441	Invoice	Invoice No:	01-00000352-00-9	5/21/2019	Paid Amt: \$221.13	
			E	01	011 810 000 000 332	Oak Crest Water-sewer	\$1,077.91	
PO#:	Voucher #:	67442	Invoice	Invoice No:	01-00002232-00-4	5/21/2019	Paid Amt: \$1,077.91	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	1262			CITY OF BELLE PLAINE		Wire		
			E 01 010	810 000 000 332	Elem Oper & Maint Water/Sewer			\$1,969.20	
PO#:	Voucher #:	67443	Invoice	Invoice No:	01-00000374-00-7	5/21/2019	Paid Amt:	\$1,969.20	
			E 01 020	810 000 000 332	HS Oper & Maint Water/Sewer			\$2,364.21	
PO#:	Voucher #:	67444	Invoice	Invoice No:	01-00002187-00-7	5/21/2019	Paid Amt:	\$2,364.21	
								Check Amount:	\$5,866.60
0716	SBC	2800			FURTHER		Wire		
			E 01 010	203 000 000 260	Elem Other Employee Ins			\$141.75	
			E 01 011	203 000 000 260	Oak Crest Other Employee Ins			\$142.90	
			E 01 030	211 000 000 260	Jr High Gen Ed Other Employee Ins			\$23.70	
			E 01 020	211 000 000 260	HS General Flex			\$202.05	
			E 04 005	505 000 321 260	CE Flex Fees			\$15.80	
PO#:	Voucher #:	67445	Invoice	Invoice No:	MAY 2019	5/22/2019	Paid Amt:	\$526.20	
								Check Amount:	\$526.20
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01 030	810 000 000 440	Jr Hi Oper & Maint Fuel-Gas			\$667.05	
PO#:	Voucher #:	67469	Invoice	Invoice No:	6024226-0	6/5/2019	Paid Amt:	\$667.05	
			E 01 020	810 000 000 440	Fuel-Gas			\$235.02	
PO#:	Voucher #:	67470	Invoice	Invoice No:	6124633-6	6/5/2019	Paid Amt:	\$235.02	
			E 01 011	810 000 000 440	Oak Crest Gas			\$146.82	
PO#:	Voucher #:	67471	Invoice	Invoice No:	7216495-7	6/5/2019	Paid Amt:	\$146.82	
			E 01 010	810 000 000 440	Elem Oper & Maint Fuel-Gas			\$96.70	
PO#:	Voucher #:	67472	Invoice	Invoice No:	6024140-3	6/5/2019	Paid Amt:	\$96.70	
								Check Amount:	\$1,145.59
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01 010	810 000 000 440	Elem Oper & Maint Fuel-Gas			\$2,226.91	
PO#:	Voucher #:	67473	Invoice	Invoice No:	6024145-2	6/7/2019	Paid Amt:	\$2,226.91	
			E 01 020	810 000 000 440	Fuel-Gas			\$1,815.15	
PO#:	Voucher #:	67474	Invoice	Invoice No:	6024135-3	6/7/2019	Paid Amt:	\$1,815.15	
			E 01 011	810 000 000 440	Oak Crest Gas			\$1,024.23	
PO#:	Voucher #:	67475	Invoice	Invoice No:	7216089-8	6/7/2019	Paid Amt:	\$1,024.23	
								Check Amount:	\$5,066.29
								Report Total:	\$362,072.01

Hand Payments

Belle Plaine Public Schools
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63220	1123		BELLE PLAINE ED ASSOC		Check
				B 01 215 030	MEA DUES		\$4,928.31
PO#:	Voucher #:	67159	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$4,928.31
							Check Amount: \$4,928.31
0716	SBC	63221	1134		BELLE PLAINE SCHOOL		Check
				B 01 215 027	MED EXP-CAF		\$319.17
				B 01 215 029	DAY CARE-CAF		\$3,961.92
PO#:	Voucher #:	67160	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$4,281.09
							Check Amount: \$4,281.09
0716	SBC	63222	6482		Belle Plaine Schools Health Ins Acct		Check
				B 01 215 019	HEALTH INS. FLEXED EMPL DED		\$33,693.77
				B 01 215 032	HEALTH BD SHARE		\$164.96
				B 01 215 018	Retirees		\$5,752.72
PO#:	Voucher #:	67162	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$39,611.45
							Check Amount: \$39,611.45
0716	SBC	63223	1178		BPESPA		Check
				B 01 215 080	MESP/NEA DUES NON CE		\$957.29
PO#:	Voucher #:	67161	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$957.29
							Check Amount: \$957.29
0716	SBC	63224	7750		HEALTHIEST YOU		Check
				B 01 215 036	Healthiest You		\$960.00
				B 01 215 036	Retirees for May		\$64.00
				B 01 215 036	P Anders J Gernb shldn't be on this		\$16.00
PO#:	Voucher #:	67163	Invoice	Invoice No:	S2019220	5/20/2019	Paid Amt: \$1,040.00
							Check Amount: \$1,040.00
0716	SBC	63225	6403		JEFF BJERKE		Check
				E 01 020 294 024 000 305	BB VS MAYER LUTHERAN		\$160.00
PO#:	Voucher #:	67198	Invoice	Invoice No:	05162019	5/23/2019	Paid Amt: \$160.00
							Check Amount: \$160.00
0716	SBC	63226	1660		JORDAN HIGH SCHOOL		Check
				E 01 020 292 034 000 369	GIRLS GOLF INVITE 5-16-19		\$150.00
PO#: 18194	Voucher #:	67194	Invoice	Invoice No:	05162019	5/23/2019	Paid Amt: \$150.00
				E 01 020 292 034 000 369	BOYS GOLF INVITE 5-16-19		\$150.00
PO#: 18194	Voucher #:	67195	Invoice	Invoice No:	05162019	5/23/2019	Paid Amt: \$150.00
							Check Amount: \$300.00

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63227	7035		KEITH HERD		Check
				E 01	020 294 024 000 305	BB VS MAYER LUTHERAN	\$160.00
PO#:	Voucher #:	67199	Invoice	Invoice No:	05162019	5/23/2019	Paid Amt: \$160.00
							Check Amount: \$160.00
0716	SBC	63228	2857		KELLY POPPLER		Check
				R 02	000 000 000 701 601	REFUND - K POPPLER	\$54.80
PO#:	Voucher #:	67191	Invoice	Invoice No:	05222019	5/23/2019	Paid Amt: \$54.80
							Check Amount: \$54.80
0716	SBC	63229	4172		LAKEVILLE NORTH		Check
				E 01	020 292 027 000 369	JH TRACK MEET 5/24/19	\$100.00
PO#:	Voucher #:	67203	Invoice	Invoice No:	05242019	5/23/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0716	SBC	63230	1787		MASSP		Check
				E 01	030 051 000 000 820	Mindy Dues	\$875.00
PO#: 18078	Voucher #:	67196	Invoice	Invoice No:	05222019	5/23/2019	Paid Amt: \$875.00
				E 01	030 051 000 000 366	MASSP Conference	\$275.00
PO#: 18079	Voucher #:	67197	Invoice	Invoice No:	05222019	5/23/2019	Paid Amt: \$275.00
							Check Amount: \$1,150.00
0716	SBC	63231	4145		MEDICAREBLUE RX		Check
				B 01	215 018	RETIREE INS	\$367.00
PO#:	Voucher #:	67192	Invoice	Invoice No:	191270263559	5/23/2019	Paid Amt: \$367.00
							Check Amount: \$367.00
0716	SBC	63232	1817		MFAC, LLC		Check
				E 01	020 292 027 000 430	SUB SECTION HIP NUMBERS	\$34.95
PO#: 18173	Voucher #:	67193	Invoice	Invoice No:	INV73833	5/23/2019	Paid Amt: \$34.95
							Check Amount: \$34.95
0716	SBC	63233	6111		RAM MUTUAL INSURANCE COMPANY		Check
				E 01	005 930 000 000 270	Workers Compensation	\$2,648.15
PO#:	Voucher #:	67201	Invoice	Invoice No:	162728	5/23/2019	Paid Amt: \$2,648.15
							Check Amount: \$2,648.15
0716	SBC	63234	6223		RIDGEVIEW MEDICAL CENTER		Check
				E 01	005 760 075 720 305	A POTTER PHYSICAL	\$146.00
PO#:	Voucher #:	67204	Invoice	Invoice No:	12390	5/23/2019	Paid Amt: \$146.00
				E 01	005 760 075 720 305	A POTTER - PHYSICAL	\$9.00
PO#:	Voucher #:	67205	Invoice	Invoice No:	12920	5/23/2019	Paid Amt: \$9.00
							Check Amount: \$155.00

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63235	2264		TROY KOESTER		Check
				E 01	020 294 024 000 305	BB VS MAYER LUTHERAN	\$160.00
PO#:	Voucher #:	67200	Invoice	Invoice No:	05162019	5/23/2019	Paid Amt: \$160.00
							Check Amount: \$160.00
0716	SBC	63236	4101		AP EXAMS		Check
				E 01	005 610 000 000 461	AP EXAMS	\$130.00
PO#:	Voucher #:	67208	Invoice	Invoice No:	05172019	5/31/2019	Paid Amt: \$130.00
							Check Amount: \$130.00
0716	SBC	63237	4082		KELLY POWELL		Check
				E 01	020 292 027 000 305	TRACK - 2A SUBSECTION	\$145.00
PO#:	Voucher #:	67206	Invoice	Invoice No:	05232019	5/31/2019	Paid Amt: \$145.00
							Check Amount: \$145.00
0716	SBC	63238	5863		PRICILLA GAUTHIER		Check
				R 02	000 000 000 701 601	REFUND - H GAUTHIER	\$14.15
PO#:	Voucher #:	67212	Invoice	Invoice No:	05292019	5/31/2019	Paid Amt: \$14.15
							Check Amount: \$14.15
0716	SBC	63239	2027		REGION 2A - MSHSL		Check
				R 01	020 292 000 000 060	TOTAL RECEIPTS FROM SUBSECTION TRA	\$2,726.00
PO#: 18217	Voucher #:	67207	Invoice	Invoice No:	05232019	5/31/2019	Paid Amt: \$2,726.00
							Check Amount: \$2,726.00
0716	SBC	63240	1123		BELLE PLAINE ED ASSOC		Check
				B 01	215 030	MEA DUES	\$4,937.60
PO#:	Voucher #:	67327	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$4,937.60
							Check Amount: \$4,937.60
0716	SBC	63241	1134		BELLE PLAINE SCHOOL		Check
				B 01	215 027	MED EXP-CAF	\$319.17
				B 01	215 029	DAY CARE-CAF	\$3,961.92
PO#:	Voucher #:	67328	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$4,281.09
							Check Amount: \$4,281.09
0716	SBC	63242	6451		Belle Plaine Schools Dental Ins Account		Check
				B 01	215 025	DENTAL INSURANCE	\$5,053.47
				B 01	215 031	DENTAL BD SHARE	\$5,974.56
				B 01	215 017	Retirees	\$1,101.54
PO#:	Voucher #:	67331	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$12,129.57
							Check Amount: \$12,129.57
0716	SBC	63243	6482		Belle Plaine Schools Health Ins Acct		Check
				B 01	215 019	HEALTH INS. FLEXED EMPL DED	\$33,564.59

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63243	6482		Belle Plaine Schools Health Ins Acct		Check
				B 01	215 032 HEALTH BD SHARE		\$98,418.18
PO#:	Voucher #:	67332	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$131,982.77
							Check Amount: \$131,982.77
0716	SBC	63244	7052		FIDELITY SECURITY LIFE INS EYE MED		Check
				B 01	215 037 EYEMED-EMPLOYEE W/H		\$551.65
				B 01	215 037 Retiree L Green		\$4.17
				B 01	215 037 J Bues still on bill		\$4.17
PO#:	Voucher #:	67333	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$559.99
							Check Amount: \$559.99
0716	SBC	63245	6122		NATIONAL INSURANCE SERVICE of WI		Check
				B 01	215 016 Life Ret/Cobra Ins		\$23.60
				B 01	215 021 SUPPLEMENTAL LIFE		\$390.00
				B 01	215 022 LONG TERM DISABILITY		\$1,179.36
				B 01	215 023 LIFE INSURANCE		\$1,310.05
				B 01	215 016 COBRA Life GreenKruschSchunSell		\$23.60
				B 01	215 022 LTd Janis B still on bill		\$4.47
				B 01	215 016 Supp Cobra D Kuschke		\$7.50
				B 01	215 023 J Bues life ADD on bill		\$6.65
PO#:	Voucher #:	67330	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$2,945.23
							Check Amount: \$2,945.23
0716	SBC	63246	1836		NCPERS MINNESOTA		Check
				B 01	215 024 PERA LIFE		\$32.00
PO#:	Voucher #:	67329	Invoice	Invoice No:	S2019230	6/5/2019	Paid Amt: \$32.00
							Check Amount: \$32.00
0716	SBC	63247	2329		BLUE CROSS BLUE SHIELD of MN		Check
				B 01	215 018 RETIREE INS		\$386.00
PO#:	Voucher #:	67460	Invoice	Invoice No:	1003120890000	6/12/2019	Paid Amt: \$386.00
							Check Amount: \$386.00
0716	SBC	63248	1177		BOROUGH BOWL		Check
				E 01	011 203 111 000 401 Gr. 3 bowling		\$387.00
PO#: 18238	Voucher #:	67386	Invoice	Invoice No:	05292019	6/12/2019	Paid Amt: \$387.00
							Check Amount: \$387.00
0716	SBC	63249	4991		COBORNS		Check
				E 01	011 203 111 000 401 Cookies for graduation		\$96.00
PO#: 18239	Voucher #:	67385	Invoice	Invoice No:	05292019	6/12/2019	Paid Amt: \$96.00
							Check Amount: \$96.00

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63250	4525		JILL WALLERT		Check
				R 04	000 505 000 321 050 WALLERT REFUND		\$175.00
	PO#:	Voucher #:	67461	Invoice	Invoice No: 06112019	6/12/2019	Paid Amt: \$175.00
							Check Amount: \$175.00
0716	SBC	63251	4000		MARCUS CINEMAS OF WI, LLC		Check
				E 01	011 203 111 000 401 G5 MOVIE TICKETS		\$980.00
	PO#:	Voucher #:	67382	Invoice	Invoice No: 131	6/12/2019	Paid Amt: \$980.00
							Check Amount: \$980.00
0716	SBC	63252	7762		MARY SYBRANT		Check
				R 02	000 000 000 701 601 REFUND - D SYBRANT		\$111.20
	PO#:	Voucher #:	67384	Invoice	Invoice No: 06052019	6/12/2019	Paid Amt: \$111.20
							Check Amount: \$111.20
0716	SBC	63253	7761		REBECCA RUPP		Check
				R 04	000 505 000 321 040 REFUND - RUPP		\$81.00
	PO#:	Voucher #:	67383	Invoice	Invoice No: 06052019	6/12/2019	Paid Amt: \$81.00
							Check Amount: \$81.00
0716	SBC	63254	7763		STRETCH-N-GROW		Check
				E 04	005 505 000 321 305 Stretch N Grow Class		\$1,080.00
	PO#: 18286	Voucher #:	67478	Invoice	Invoice No: 1825	6/12/2019	Paid Amt: \$1,080.00
							Check Amount: \$1,080.00
Report Total:							\$219,287.64

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2127	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 913 000 401	Baeball Jerseys - 2018	\$510.00		
PO#:	18097	Voucher #:	67065	Invoice	Invoice No: 28474	5/9/2019	Paid Amt:	\$510.00	
				E 20	200 298 910 000 401	TIGERIAN - AMAZON	\$167.59		
				E 20	030 298 946 000 401	JH STD CNCL - AMAZON	\$24.12		
				E 20	200 298 924 000 401	DRAMA - AMAZON	\$19.73		
				E 20	200 298 924 000 401	DRAMA - AMAZON	\$57.05		
				E 20	200 298 924 000 401	DRAMA - AMAZON	\$76.74		
				E 20	200 298 924 000 401	DRAMA - AMAZON	\$14.09		
				E 20	200 298 924 000 401	DRAMA - AMAZON	\$146.50		
				E 20	200 298 924 000 401	DRAMA - AMAZON	\$23.47		
				E 20	200 298 918 000 401	CLASS 2020 - AMAZON	\$23.94		
PO#:		Voucher #:	67066	Invoice	Invoice No: 05052019	5/9/2019	Paid Amt:	\$553.23	
				E 20	200 298 929 000 401	GOLF - CREEKS BEND	\$240.00		
PO#:		Voucher #:	67067	Invoice	Invoice No: 05052019	5/9/2019	Paid Amt:	\$240.00	
				E 20	200 298 911 000 401	TRAP - USA HS CLAY TARGET	\$1,505.00		
				E 20	200 298 945 000 401	TRACK - HY-TEK	\$733.00		
				E 20	030 298 946 000 401	JH STD CNCL - PARTY CITY	\$96.85		
				E 20	030 298 946 000 401	JH STD CNCL - DOMINOS	\$150.00		
				E 20	200 298 939 000 401	SPEECH - SAMS CLUB	\$146.11		
				E 20	200 298 924 000 401	DRAMA - CUSTOM INK	\$1,423.75		
				E 20	200 298 924 000 401	DRAMA - CUSTOM INK	(\$345.05)		
				E 20	200 298 945 000 401	TRACK - COBORNS	\$31.45		
				E 20	200 298 924 000 401	DRAMA - DRIVEN COFFEE	\$1,653.00		
				E 20	200 298 910 000 401	TIGERIAN - CANVA	\$23.00		
PO#:		Voucher #:	67068	Invoice	Invoice No: 05052019	5/9/2019	Paid Amt:	\$5,417.11	
							Check Amount:	\$6,720.34	
0716	CSBA	2128	1637		JEROLD STAUFFACHER		Check		
				E 01	020 292 034 000 430	RANGE BALLS	\$30.00		
PO#:	18085	Voucher #:	67069	Invoice	Invoice No: 04292019	5/9/2019	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
0716	CSBA	2129	7309		BELLE PLAINE EVENTS & FESTIVALS		Check		
				E 20	200 298 942 000 401	BBQ DAYS STAND-TENNIS	\$435.00		
PO#:	18186	Voucher #:	67182	Invoice	Invoice No: 05222019	5/23/2019	Paid Amt:	\$435.00	
							Check Amount:	\$435.00	
0716	CSBA	2130	1197		BRUCE MATHIOWETZ		Check		
				E 20	200 298 926 000 401	Pizza @ state convention	\$97.17		
PO#:	18180	Voucher #:	67184	Invoice	Invoice No: 05192019	5/23/2019	Paid Amt:	\$97.17	
							Check Amount:	\$97.17	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2131	7755		JEFF DEFAUW		Check		
				E 20	200 298 911 000 401	REIMBURSEMENT JD- MNYSSF SHOOTING		\$275.00	
		PO#: 18172	Voucher #: 67188	Invoice	Invoice No: 054656	5/23/2019		Paid Amt: \$275.00	
								Check Amount: \$275.00	
0716	CSBA	2132	4882		MN FFA ASSOCIATION		Check		
				E 20	200 298 926 000 401	SLCCL Registration		\$760.00	
				E 20	200 298 926 000 401	LESS CAMP SCHOLARSHIPS		(\$570.00)	
		PO#: 18181	Voucher #: 67187	Invoice	Invoice No: 06262019	5/23/2019		Paid Amt: \$190.00	
								Check Amount: \$190.00	
0716	CSBA	2133	4564		NATIONAL FFA		Check		
				E 20	200 298 926 000 401	banquet awards/supplies		\$803.00	
		PO#: 18041	Voucher #: 67186	Invoice	Invoice No: 1465696	5/23/2019		Paid Amt: \$803.00	
								Check Amount: \$803.00	
0716	CSBA	2134	7300		TROPHIES PLUS, INC		Check		
				E 20	200 298 921 000 401	SENIOR AWARDS-CHOIR		\$105.00	
		PO#: 18157	Voucher #: 67183	Invoice	Invoice No: 05222019	5/23/2019		Paid Amt: \$105.00	
								Check Amount: \$105.00	
0716	CSBA	2135	6398		TWISTWIRE MARKETING		Check		
				E 20	200 298 950 000 401	BOOKMARKS		\$356.66	
				E 20	200 298 950 000 401	SETUP		\$60.00	
				E 20	200 298 950 000 401	FREIGHT		\$17.86	
		PO#: 17784	Voucher #: 67202	Invoice	Invoice No: 5106	5/23/2019		Paid Amt: \$434.52	
								Check Amount: \$434.52	
0716	CSBA	2136	6260		UNIVERSITY OF MN - REGENTS		Check		
				E 20	200 298 926 000 401	FFA state convention registration		\$750.00	
		PO#: 18042	Voucher #: 67185	Invoice	Invoice No: 0230034018	5/23/2019		Paid Amt: \$750.00	
								Check Amount: \$750.00	
0716	CSBA	2137	7752		US ENGRAVERS		Check		
				E 20	200 298 937 000 401	Rotary Engraving- SR AWARDS		\$32.40	
		PO#: 18154	Voucher #: 67189	Invoice	Invoice No: INV-210985	5/23/2019		Paid Amt: \$32.40	
								Check Amount: \$32.40	
0716	CSBA	2138	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 937 000 401	BAND - U OF M MORRIS 4/5/19 (1/2)		\$423.97	
				E 20	200 298 910 000 401	TIGERIAN - MANKATO 4/5/19		\$211.68	
		PO#:	Voucher #: 67209	Invoice	Invoice No: 042019	5/31/2019		Paid Amt: \$635.65	
				E 20	200 298 945 000 401	PAYMENT FOR TRACK TIMING SYSTEM		\$350.00	
		PO#: 18236	Voucher #: 67262	Invoice	Invoice No: 05312019	5/31/2019		Paid Amt: \$350.00	
								Check Amount: \$985.65	

Belle Plaine Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	CSBA	2139	5250		CHEF CRAIG		Check
				E 20	200 298 926 000 401 Caterer for banquet		\$1,650.00
	PO#: 18207	Voucher #:	67211	Invoice	Invoice No: 20190078	5/31/2019	Paid Amt: \$1,650.00
							Check Amount: \$1,650.00
0716	CSBA	2140	2339		J W PEPPER & SON INC		Check
				E 20	200 298 937 000 401 S&H		\$8.99
				E 20	200 298 937 000 401 Cantina Band		\$18.99
				E 20	200 298 937 000 401 Crazy Train		\$30.00
	PO#: 18213	Voucher #:	67210	Invoice	Invoice No: 11E50665	5/31/2019	Paid Amt: \$57.98
							Check Amount: \$57.98
0716	CSBA	2141	5208		MVP FUNDRAISING		Check
				E 20	200 298 945 000 401 GOLD CARD PAYMENT		\$4,880.00
	PO#: 18235	Voucher #:	67263	Invoice	Invoice No: 098-035-19	5/31/2019	Paid Amt: \$4,880.00
							Check Amount: \$4,880.00
Report Total:							\$17,446.06

May 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	5/8/2019	5/27/2019	St Paul Saints Basebal	804.00	JH STD CNCL - 7th Grade Trip
Belle P Activities	5/9/2019	5/27/2019	Domino S 7300	56.52	JH STD CNCL - Pizza
Belle P Activities	5/10/2019	5/27/2019	Coborn S Superstore	32.05	TRACK - Ice Cream
Belle P Activities	5/10/2019	5/27/2019	Valleyfair Group Sales	2,875.00	JH STD CNCL - 8th Grade Trip
Belle P Activities	5/21/2019	5/27/2019	Coborn S Superstore	25.89	GOLF - Breakfast Supplies
Belle P Activities	5/22/2019	5/27/2019	Usa High School Clay T	1,225.00	TRAP - State Registration Fees
Belle P Activities	5/23/2019	5/27/2019	Crestline - Moto Ipt	1,116.87	CLASS 2019 - Duffle Bags
Belle P Activities	5/24/2019	5/27/2019	Pekarna Meat Market	118.26	TRAP - Meat for End of Year Party
Belle P Activities	5/24/2019	5/27/2019	Coborn S Superstore	126.68	TRAP - End of Year Party Supplies
Belle Plaine Act	4/30/2019	5/27/2019	Paypal *actionpacke	1,768.14	CLASS 2019 - Senior Class Trip
Belle Plaine Act	5/2/2019	5/27/2019	Roseville Ffldinandste	2,031.96	FFA - State Convention Lodging
Belle Plaine Act	5/2/2019	5/27/2019	Sams Club #6311	170.79	JH STD CNCL - 8th Grade Movie Day Reward
Belle Plaine Act	5/3/2019	5/27/2019	Samsclub #6311	151.27	TENNIS - Food Stand Supplies
Belle Plaine Act	5/3/2019	5/27/2019	Paypal *actionpacke	(121.44)	CLASS 2019 - Refund Tax
Belle Plaine Act	5/10/2019	5/27/2019	Rucks Meats Llc	212.15	TENNIS - Food Stand Supplies
Belle Plaine Act	5/10/2019	5/27/2019	Coborn S Superstore	20.66	TENNIS - Food Stand Supplies
Belle Plaine Act	5/10/2019	5/27/2019	Coborn S Superstore	105.58	TENNIS - Food Stand Supplies
Belle Plaine Act	5/17/2019	5/27/2019	7300 Dominos Pizza	83.88	MHS - Pizza
Belle Plaine Act	5/17/2019	5/27/2019	Coborn S Superstore	45.17	MHS - Fun Night Supplies
Belle Plaine Comm Ed	5/7/2019	5/27/2019	Mills Fleet Farm 3200	219.99	Food Wast Disposer
Belle Plaine Comm Ed	5/10/2019	5/27/2019	Mn Dept Health Vital R	180.00	Birth Census Information
Belle Plaine Comm Ed	5/14/2019	5/27/2019	Coborn S Superstore	183.83	Backpack Program
Belle Plaine Comm Ed	5/17/2019	5/27/2019	7300 Dominos Pizza	58.65	Pizza for Class Beach Party
Belle Plaine Comm Ed	5/17/2019	5/27/2019	Coborn S Superstore	58.38	Rootbeer Floats
Belle Plaine High School	5/17/2019	5/27/2019	Trophies By Edco Inc	182.52	Retirement Apples
Belle Plaine High School	5/17/2019	5/27/2019	Pop-Up Party Rental	288.39	Chatfield Field Day
Belle Plaine High School	5/17/2019	5/27/2019	Sq *sq *evolution Shir	2,295.74	TRAP - Clothing Order
Belle Plaine High School	5/21/2019	5/27/2019	Coborn S Superstore	138.18	CHOIR - Senior Dinner Supplies
Belle Plaine High School	5/21/2019	5/27/2019	Menards Mankato Mn	2,718.06	Chain Link Fence
Belle Plaine Sd	5/2/2019	5/27/2019	Paypal *ebay Inc	2.58	LEGO Hero Factory Furno (Tax)
Belle Plaine Sd	5/2/2019	5/27/2019	Coborn S Superstore	107.60	SOAR - Groceries
Belle Plaine Sd	5/2/2019	5/27/2019	Paypal *jakechesla	34.99	LEGO Hero Factory Furno
Belle Plaine Sd	5/3/2019	5/27/2019	Ets*parapro Services	110.00	ParaPro Assessments (2)
Belle Plaine Sd	5/7/2019	5/27/2019	Coborn S Superstore	19.79	SOAR - Groceries
Belle Plaine Sd	5/9/2019	5/27/2019	Super Duper Publicatio	298.87	Tongue Depressors, Artic Photos Fun Deck, LPT3 Elementary Kit
Belle Plaine Sd	5/10/2019	5/27/2019	Rucks Meats Llc	49.51	SOAR - Hamburgers, Hotdogs, Brats
Belle Plaine Sd	5/10/2019	5/27/2019	Innovative Office Solu	47.71	Velcro, Laminating Pouches
Belle Plaine Sd	5/14/2019	5/27/2019	Ets*parapro Services	55.00	ParaPro Assessment (1)
Belle Plaine Sd	5/16/2019	5/27/2019	Mn Zoo Tars	110.00	Life Skills - Zoo Admission
Belle Plaine Sd	5/17/2019	5/27/2019	Phonak Hearing Sys	78.19	Hearing Aide Batteries
Belle Plaine Sd	5/17/2019	5/27/2019	Brookes Publishing	666.70	ASQ-3 Starter Kit, ASQ:SE-2 Starter Kit
Belle Plaine Sd	5/21/2019	5/27/2019	Innovative Office Solu	306.96	Folders
Belle Plaine Sd	5/21/2019	5/27/2019	Samsclub #6311	115.61	Life Skills - Groceries
Belle Plaine Sd	5/24/2019	5/27/2019	Rucks Meats Llc	31.70	Life Skills - Pork Burgers
Belle Plaine Sd	5/24/2019	5/27/2019	Usps Po 2607300172	180.00	Stamps
Belle Plaine Sd	5/24/2019	5/27/2019	Wps	544.50	TWF-3 Kit
Belle Plaine Sd	5/24/2019	5/27/2019	Innovative Office Solu	829.64	Batteries, Folders, Labels
Chatfield Elementary	4/29/2019	5/27/2019	Sams Club #6311	107.64	DARE - Water, Gogurt
Chatfield Elementary	5/2/2019	5/27/2019	Bio Corporation	368.71	Science Supplies
Chatfield Elementary	5/2/2019	5/27/2019	Valleyfair Group Sales	375.00	Science Day at Valleyfair
Chatfield Elementary	5/3/2019	5/27/2019	Www Schoolmate Com	457.50	G4 Planners
Chatfield Elementary	5/3/2019	5/27/2019	Menards Burnsville Mn	153.13	MISC Supplies
Chatfield Elementary	5/3/2019	5/27/2019	Coborn S Superstore	24.97	ECFE Groceries
Chatfield Elementary	5/3/2019	5/27/2019	Bio Corporation	(23.71)	Refund Tax
Chatfield Elementary	5/3/2019	5/27/2019	Menards Burnsville Mn	249.88	SHIP Grant - Gardening Supplies

May 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Chatfield Elementary	5/8/2019	5/27/2019	Mn Zoo Tars	721.00	G2 Field Trip - Zoo Entrance
Chatfield Elementary	5/13/2019	5/27/2019	Redstone American Gril	158.20	VISUAL ARTS - State Meal
Chatfield Elementary	5/13/2019	5/27/2019	Draphix/Teacher Direct	50.64	Classroom Supplies - R Simones
Chatfield Elementary	5/24/2019	5/27/2019	Demco Inc	76.51	Label Protector
Chatfield Elementary	5/24/2019	5/27/2019	Coborn S Superstore	65.80	Popsicles
Chuck Keller	4/30/2019	5/27/2019	Best Buy 00003301	21.56	Purchase - M Hansen
Chuck Keller	5/2/2019	5/27/2019	Best Buy 00003301	(21.56)	Return - M Hansen
Chuck Keller	5/7/2019	5/27/2019	Domino S 7300	195.89	SOFTBALL - Pizza
Chuck Keller	5/10/2019	5/27/2019	Breezy Point Resort In	122.41	Ag Conference - Lodging Down Payment
Chuck Keller	5/15/2019	5/27/2019	Sprint *wireless	45.00	Unlimited Tablet Plan
Chuck Keller	5/17/2019	5/27/2019	Samsclub.Com	25.44	Be RED Supplies
Kris Davis	4/29/2019	5/27/2019	Biffs Inc - Online	379.48	Biffs
Kris Davis	4/30/2019	5/27/2019	Amazon.Com*mz8q227k1 A	165.59	Chatfield Library Books
Kris Davis	4/30/2019	5/27/2019	Amzn Mktp Us*mz8fp68d2	134.75	Teacher Appreciation Gifts
Kris Davis	4/30/2019	5/27/2019	Amzn Mktp Us*mz8389ur1	625.00	Teacher Appreciation Gifts
Kris Davis	4/30/2019	5/27/2019	Amazon.Com*mz3b82qo2 A	48.51	Chatfield Library Books
Kris Davis	5/1/2019	5/27/2019	Amzn Mktp Us*mz52e62q0	71.95	Chatfield ID Badges
Kris Davis	5/1/2019	5/27/2019	Amzn Mktp Us*mz2pc12u0	57.94	Healthy Snacks - Wellness
Kris Davis	5/1/2019	5/27/2019	Amazon.Com*mz5nv9612 A	24.95	Chatfield Library Book
Kris Davis	5/1/2019	5/27/2019	Amzn Mktp Us*mz7b27da2	67.59	Toner for K Davis
Kris Davis	5/6/2019	5/27/2019	Amazon.Com*mz17i5if0 A	16.99	Pickle Balls
Kris Davis	5/6/2019	5/27/2019	Waste Mgmt Wm Ezpay	813.56	Garbage Service
Kris Davis	5/6/2019	5/27/2019	Amzn Mktp Us*mz9sx5i20	39.49	Postcards
Kris Davis	5/6/2019	5/27/2019	Waste Mgmt Wm Ezpay	518.70	Garbage Service
Kris Davis	5/6/2019	5/27/2019	Waste Mgmt Wm Ezpay	332.20	Garbage Service
Kris Davis	5/6/2019	5/27/2019	Waste Mgmt Wm Ezpay	579.83	Garbage Service
Kris Davis	5/8/2019	5/27/2019	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	5/8/2019	5/27/2019	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	5/8/2019	5/27/2019	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	5/8/2019	5/27/2019	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	5/8/2019	5/27/2019	Amzn Mktp Us*mn6801z01	89.75	Roadmap to Responsibility Books
Kris Davis	5/8/2019	5/27/2019	Metro Sales Inc.	604.38	Copier Lease / Maintenance
Kris Davis	5/9/2019	5/27/2019	Amzn Mktp Us*mn6fm1o32	34.34	Ratchet Headgear Assembly
Kris Davis	5/9/2019	5/27/2019	Amzn Mktp Us*mn26j3oo2	70.98	Welding Lens Filter
Kris Davis	5/9/2019	5/27/2019	Amazon.Com*mn2nh5ce2	21.80	Ratchet Headgear Assembly
Kris Davis	5/10/2019	5/27/2019	Amazon.Com*mn1si3tn1 A	35.68	Pickleball Court Marker Kit
Kris Davis	5/10/2019	5/27/2019	Amzn Mktp Us*mn5hd5lg0	59.97	PBIS - Portable Speaker (PO 18131)
Kris Davis	5/10/2019	5/27/2019	Amzn Mktp Us*mn5651zg0	46.99	PBIS - Rotary Trimmer Cutter (PO 18131)
Kris Davis	5/10/2019	5/27/2019	Amzn Mktp Us*mn48w8t71	15.90	PBIS - Cutting Cartridge (PO 18131)
Kris Davis	5/13/2019	5/27/2019	Amzn Mktp Us*mn7ir9ns2	149.90	PBIS - Brush Pens, Fidget Set, Echo Dots (PO 18131)
Kris Davis	5/13/2019	5/27/2019	Amzn Mktp Us*mn3a85310	48.74	PBIS - Portable Charger, Airheads (PO 18131)
Kris Davis	5/14/2019	5/27/2019	Amzn Mktp Us*mn8gz1th0	47.97	PBIS - Portable Charger (PO 18131)
Kris Davis	5/15/2019	5/27/2019	Amazon.Com*mn3867t92	39.36	PBIS - Tie Dye Kit (PO 18148)
Kris Davis	5/16/2019	5/27/2019	Amzn Mktp Us*mn9oq7e10	11.84	PBIS - Candy Bars (PO 18168)
Kris Davis	5/16/2019	5/27/2019	Amzn Mktp Us*mn5qi90y0	123.28	PBIS - Fun Night Supplies (PO 18168)
Kris Davis	5/17/2019	5/27/2019	Metro Sales Inc.	3,552.93	
Kris Davis	5/21/2019	5/27/2019	Amzn Mktp Us	(34.34)	Refund (PO 18109)
Kris Davis	5/22/2019	5/27/2019	Amazon.Com*mn8l18hz0 A	50.36	Cardstock
Kris Davis	5/22/2019	5/27/2019	Amzn Mktp Us*mn6qv9dr1	127.57	Audio Cables, HDMI Cables
Kris Davis	5/22/2019	5/27/2019	Usps Po 2607300172	7.35	Postage
Kris Davis	5/23/2019	5/27/2019	Amzn Mktp Us*mn9di42i1	78.60	Projector Lamps
Kris Davis	5/23/2019	5/27/2019	Innovative Office Solu	578.29	Office Supplies
Kris Davis	5/23/2019	5/27/2019	Usps Po 2607300172	21.05	Postage
Kris Davis	5/27/2019	5/27/2019	Biffs Inc - Online	420.00	Biffs
Kris Davis	5/27/2019	5/27/2019	Vzwrlls*apocv Visb	1,909.88	Cell Phone Usage

May 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Oak Crest Elementary	5/1/2019	5/27/2019	4allpromos	505.98	Teacher Appreciation Gifts
Oak Crest Elementary	5/17/2019	5/27/2019	Coborn S Superstore	360.85	Oak Crest Donuts
Total				37,091.46	

PERSONNEL CONSENSUS ITEMS:

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Lisa Treml	Resignation	1.0 FTE School Counselor Oak Crest Elementary	BPEA	August 31, 2019
Kaitlyn Senn	Resignation	1.0 FTE School Psychologist Belle Plaine School District	BPEA	August 31, 2019
Kami Wondra	Resignation	1.0 FTE Elementary Teacher Oak Crest Elementary	BPEA	August 31, 2019
Stacey Hess-Norskog	Resignation	.5 FTE Occupational Therapist Belle Plaine School District	BPEA	August 31, 2019

HIRES/REHIRES/CONTRACT RENEWALS

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Mindy Chevalier	Principal, 1.0 FTE Belle Plaine Jr/Sr High School	2019-2020 \$117,421	Assignment Change	Administration	July 1, 2019
Amy McAulay	Guidance Counselor, 1.0 FTE Belle Plaine Jr/Sr High School	\$42,964.51	Replacement	BPEA	August 19, 2019
Sara Hayes	Administrative Assistant, 1.0 FTE Oak Crest Elementary	\$16.13/hour	Replacement	BPESP	August 19, 2019
Delores Johnson	Long Term Substitute Chatfield Elementary	\$199.02/day	Long Term Substitute		August 19, 2019 - November 26, 2019

ADDITIONAL ASSIGNMENTS

NAME	POSITION	REASON	GROUP	EFFECTIVE DATE
Chelsea Hutchison	Community Education Coverage during Dorothy Koller's Maternity Leave 18 extra duty days in June \$223.35 x 18 days = \$4,020.30	Maternity Leave Coverage	Administration	June 1-30, 2019



PUBLIC SCHOOLS

Ryan Laager, Ed.D, Superintendent

CONTRACT / NOTICE OF ASSIGNMENT

To: Mindy S. Chevalier

Date: July 1, 2019

From: Independent School District No. 716

SUBJECT: Notice of Salary and Assignment for the 2019/2020 School Year.

1. Your basic assignment for the 2019/2020 school year is

PRINCIPAL – Jr/Sr High School

2. Pursuant to the provision of the Principal's Master Agreement, your salary for the 2019/2020 school year basic services is \$117,421.00 Step 6.

3. Your total salary, exclusive of fringe benefits, for basic services and extra assignments is \$117,421.00.

4. All other benefits as stated in the 2018-2020 Principal's Master Agreement.

Employee Signature

Date

Terry Kahle, School Board Chairman

Date

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: June 17, 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
05.02.19	Belle Plaine PTO	Oak Crest – 3 rd Grade Field trip	500.00
05.02.19	Ordway Center	Oak Crest – 6 th Grade Field Trip (Transportation Cost)	540.00
05.03.19	Mary Nesgoda	Food Service – Underfunded Students	50.00
05.07.19	Belle Plaine PTO	Chatfield – Zoo Mobile	380.00
05.08.19	Jump Rope Program	Oak Crest – Backpack Program	449.50
05.09.19	Matt Blomgren	Oak Crest – General Purpose	47.58
05.09.19	Theresa Kuhlmann	General Support	73.00
05.15.19	DARE Walk Run	Oak Crest	4,529.20
05.20.19	Coborns	Chatfield – Field Day T-shirt Sponsor	200.00
05.23.19	Mary Nesgoda	Food Service – Underfunded Students	50.00
05.28.19	Belle Plaine Lions	Oak Crest – Wolf Ridge	1,500.00
05.29.19	MN Historical Society	Oak Crest – 6 th Grade Field Trip (Transportation Cost)	484.00
05.31.19	MN Valley Electric Trust	Oak Crest – 6 th Grade Field Trip (Transportation and Tickets Costs)	1,260.00
05.31.19	YourCause - Anonymous	General Support	42.00
05.20.19	Belle Plaine Lions Club	Robotics Activity Account	100.00

05.29.19	Baseball Service Project	Baseball Activity Account	777.50
05.29.19	Cash	FFA Activity Account – Plasma Cutter	750.00

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

June 2019 Board Report

Student Support Services Update
Jessica Emerson

Appreciation

- Thank you to Kelly Poppler for assisting in the end of year wrap up and ESY preparation.
- Thank you to the Oak Crest team for the collaboration, support and effectiveness as they ended the school.

Acceleration

- Worked with special education staff to wrap up the school year housekeeping information.
- Continued to attend Child Study, PLC meetings, related services and IEP meetings with special education staff through the end of the school year.
- Extended School Year scheduled to begin the week of June 17th
- Continued planning for the 2019-2020 school year.
- Shared MASE Best Practices work with Jr/Sr High team
- Celebrate SOAR students.

Anticipation

- Having students and staff in the buildings for ESY.
- Working on establishing an American Indian Parent Advisory Committee, fall of 2019.
- Working with Jordan to establish an EL consortium. Information will come in June.
- Will be attending ENVoY Keeping Them in the Room training June 12 & 13

Board Report
June 2019
Chatfield Elementary
Kimberly DeWitte

Appreciation:

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

Acceleration:

- Summer school details:
 - Dates are June 18-20; 25-27; July 16-18; 23-25; July 30-August 1
 - Students are in session from 8:30-11:30
 - K-6 ESY will also be housed at Chatfield for the 2019 summer

Anticipation:

- Summer Retreat for school board members and administrators on August 12th.
- Professional Development for administrators Keeping Them In The Classroom on June 12 and 13.
- Families will receive their teacher notification letters the second week in August. We will have parents sign up for conferences using the online system.
- August Back To School Workshops! Some of the highlights are: ENVoy training for all staff, review of safety protocols, mental health updates, Responsive Classroom updates.

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

Youth Rec/Youth Enrichment/Drivers Training

- Pictures for all levels of baseball and softball went off without a hitch! All programs are off and running!
- 80+ students are participating in the Ridgeview Summer strength and conditioning program for our 7th-12th grade athletes this summer
- Tween Paint Party - June 18th - 1:00-3:00pm - Canvas painting!
- The June session of Drivers Training is underway!
- Baseball Camps for our 5th - 8th grade students start on Monday.

Preschool/Kids Co/ECFE

- Kids co is into their summer schedule. Thursday's are field trip days and numbers are great!

Adult Rec/Enrichment

- BPXC Strength and Conditioning: June 3-July 31st - 7:00-8:00pm
- Pickleball at the Belle Plaine Tennis Courts starts May 6th - June 24 on Monday's. 6:30-8:00pm!
- Ring the Bell is going strong and people can join at any time!

Outreach & City Programs & Communication

- Community Conversations Dates Hosted by the Belle Plaine City Council and Staff
 - Wednesday, July 10 - Aquatic Center
 - Tuesday, August 6th - National Night Out at Heritage Park
 - Wednesday, September 4th - Food Truck Night at the Downtown Plaza

BELLE PLAINE PUBLIC SCHOOLS

Adopted Budget 2019-20

Revenues

General Fund	\$	16,364,902
Food Services Fund	\$	709,000
Community Services Fund	\$	792,992
Construction Fund	\$	-
Debt Redemption Fund	\$	3,981,412
Totals All Funds	\$	21,848,306

Expenditures

General Fund	\$	16,546,415
Food Services Fund	\$	707,000
Community Services Fund	\$	792,354
Construction Fund	\$	525,882
Debt Redemption Fund	\$	3,913,355
Totals All Funds	\$	22,485,006

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716
GENERAL FUND REVENUE & EXPENDITURES BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

REVENUE

REVENUE CATEGORIES	Actual YE 2016-17	Actual YE 2017-18	Revised Budget 2018-19	Projected Budget 2019- 20	Change	Percent Change
STATE	14,018,217	14,278,825	14,077,948	14,296,397	218,448	1.55%
FEDERAL	323,123	344,945	422,349	378,325	(44,024)	-10.42%
LEVY	1,646,362	1,804,845	1,354,314	1,226,829	(127,485)	-9.41%
TUITION	14,274	5,082	5,000	3,200	(1,800)	-36.00%
LOCAL (FEES, INTEREST, ETC.)	492,494	699,097	593,475	460,152	(133,323)	-22.46%
TOTALS	16,494,469	17,132,794	16,453,086	16,364,903	(88,183)	-0.53%

EXPENDITURES - BY OBJECT

OBJECT SERIES	Actual YE 2016-17	Actual YE 2017-18	Revised Budget 2018-19	Projected Budget 2019- 20	Change	Percent Change
SALARIES & WAGES	9,034,155	8,663,318	8,866,757	8,957,609	90,852	1.02%
EMPLOYEE BENEFITS	3,029,806	2,966,659	3,168,219	3,171,898	3,679	0.12%
PURCHASED SERVICES	2,423,899	2,536,642	2,616,939	2,763,111	146,172	5.59%
SUPPLIES	750,540	766,628	879,253	890,246	10,993	1.25%
EQUIPMENT EXPENDITURES	590,782	861,642	768,095	745,589	(22,506)	-2.93%
DEBT SERVICE	819	-	-	-	-	0.00%
OTHER EXPENDITURES	535,719	82,236	17,879	17,963	84	0.47%
TOTALS	16,365,720	15,877,124	16,317,142	16,546,415	229,273	1.38%

BELLE PLAINE PUBLIC SCHOOLS - ISD 716
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

Fund	Balance July 1	Revenues	Expenditures	Projected Balance June 30,
2019	2019	2019	2019	2020
General				
Unreserved	2,018,771	15,283,152	15,255,724	2,046,199
Reserved (Committed)				13.41%
Student Activities (Committed)	117,879	0	0	117,879
Severance (Committed)	81,607	0	0	81,607
Learning & Development	0	361,854	361,854	0
Basic Skills	(0)	201,585	201,585	(0)
Operating Capital	638,121	287,588	413,036	512,673
Safe Schools	0	63,817	63,817	(0)
MA Billing	134,348	65,000	37,362	161,986
LTFM	427,253	29,393	133,518	323,128
Gifted & Talented	0	22,513	22,513	0
Staff Development	48,572	50,000	57,007	41,565
Total Reserved	<u>1,447,780</u>	<u>1,081,750</u>	<u>1,290,691</u>	<u>1,238,839</u>
Total General	<u><u>3,466,551</u></u>	<u><u>16,364,903</u></u>	<u><u>16,546,415</u></u>	<u><u>3,285,038</u></u>
Food Service	166,450	709,000	707,000	168,450
Community Services				
Unreserved	2,853	20,000	20,354	2,499
Reserved	0			0
Community Education	175,193	625,000	620,000	180,193
Early Childhood Family Educa	13,967	93,992	98,000	9,959
School Readiness	5,000	54,000	54,000	5,000
Total Reserved	<u>194,160</u>	<u>772,992</u>	<u>772,000</u>	<u>195,152</u>
Total Community Ser	<u>197,013</u>	<u>792,992</u>	<u>792,354</u>	<u>197,651</u>
Construction (LTFM)	525,882	0	525,882	0
Debt Redemption	544,011	3,981,412	3,913,355	612,068
Trust	0	0	0	0
Internal Service Fund	0	0	0	0
Total of All Funds	<u><u>4,899,907</u></u>	<u><u>21,848,306</u></u>	<u><u>22,485,006</u></u>	<u><u>4,263,207</u></u>

Projected Fund Balance

June 30, 2020

<u>General Fund</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>	<u>Revised Budget June 30, 2019</u>	<u>Adopted Budget June 30, 2020</u>	<u>Net Change vs. FY19</u>
Total Nonspendable	\$20,250	\$0	\$20,000	\$20,000	\$0
Unassigned					
Unreserved/Undesignated	\$1,245,388	\$1,761,398	\$1,872,595	\$1,928,793	\$56,198
Ipad Insurance Account	(\$7,268)	\$18,069	\$24,406	\$17,406	(\$7,000)
Chatfield Special Account	\$23,537	\$25,080	\$29,959	\$25,000	(\$4,959)
Oak Crest Special Account	\$20,989	\$64,018	\$71,811	\$55,000	(\$16,811)
Health & Safety	(\$37,842)	(\$37,842)	\$0	\$0	\$0
Total Unassigned	\$1,244,804	\$1,830,723	\$1,998,771	\$2,026,199	\$27,428
Total Unassigned and Nonspendable	\$1,265,054	\$1,830,723	\$2,018,771	\$2,046,199	\$27,428
Committed					
Student Activities	\$159,880	\$117,879	\$117,879	\$117,879	\$0
Severance	\$81,607	\$81,607	\$81,607	\$81,607	\$0
Total Committed	\$241,487	\$199,486	\$199,486	\$199,486	\$0
Reserved					
Staff Development	\$16,616	\$55,328	\$48,572	\$41,565	(\$7,007)
Achievement/Integration	\$0	\$22,527	\$0	\$0	\$0
Safe Schools	\$0	\$25,173	\$0	\$0	\$0
Long-Term Facilities Maintenance	\$67,101	\$402,728	\$427,253	\$323,128	(\$104,125)
Operating Capital (facilities & equipment)	\$456,233	\$688,795	\$638,121	\$512,673	(\$125,448)
Medical Assistance	\$45,652	\$105,848	\$134,348	\$161,986	\$27,638
Total Reserved	\$585,602	\$1,300,398	\$1,248,294	\$1,039,352	(\$208,942)
Total General Fund	\$2,092,143	\$3,330,607	\$3,466,551	\$3,285,037	(\$181,514)
Food Service Fund	\$74,042	\$154,450	\$166,450	\$168,450	\$2,000
Community Education					
Restricted Fund Balance	\$2,645	\$3,207	\$2,853	\$2,499	(\$354)
Community Ed	\$50,000	\$185,193	\$175,193	\$180,193	\$5,000
ECFE	\$3,777	\$12,967	\$13,967	\$9,959	(\$4,008)
School Readiness	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Total Community Education	\$61,422	\$206,368	\$197,013	\$197,651	\$638
Total Construction Fund (LTFM Bonds)	\$0	\$991,454	\$525,882	\$0	(\$525,882)
Debt Service	\$3,619,164	\$3,579,740	\$544,011	\$612,068	\$68,057
Total	\$5,846,771	\$8,262,619	\$4,899,907	\$4,263,206	(\$636,701)

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

Pursuant to due call and notice thereof, School Board meeting of School District No. 716, State of Minnesota, was held on June 17th, 2019, at 6:00 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director Karl Karp introduced the following resolution and moved its adoption:

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

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2020-2021 school year in the amount of \$275,000.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programming its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2021 is hereby approved, subject to approval by the Commissioner of Education.

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

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

*Amanda Gregory, Terry Morrison, Matt Lenz, Terry Kahle,
Tracy O'Brien, Karl Koup*
And the following voted against the same:

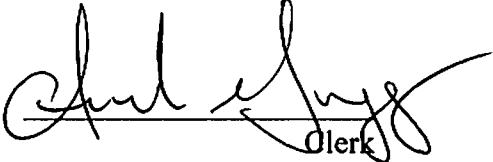
N/A

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

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

WITNESS MY HAND officially as such Clerk this 17th day of June, 2019



Clerk

School District No. 716

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

Pursuant to due call and notice thereof, School Board meeting of School District No. 716, State of Minnesota, was held on June 17th, 2019, at 6:00 pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's safe schools program budget and authorizing the inclusion of a proportionate share of Intermediate School District's safe schools program in the district's pay 2020 levy.

Director Armeda Gregory introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT NO. 288'S SAFE SCHOOLS PROGRAM AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S PAY 2020 LEVY.

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe Schools program budget for its programs for the 2020-2021 school year in the amount of \$220,000.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 126C.44, provides that, A school district that is a member of an intermediate school district may include in its authority under this section the costs associated with safe schools activities for intermediate school district programs. This authority must not exceed \$15 times the adjusted pupil units of the member districts. This authority is in addition to any other authority authorized under this section. Revenue raised under this paragraph must be transferred to the intermediate school district.
3. The proportionate share of the cost of the intermediate school district's safe schools program for each member school district shall be determined by multiplying the total cost of the intermediate school district safe schools program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The safe school costs shall be funded through annual levy. The inclusion of this proportionate share in the district's safe school program for the fiscal year 2021 is hereby approved, subject to approval by the Commissioner of Education.

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

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

Amanda Gregory, Terry Morrison, Matt Lenz, Terry Kahle,
Tracy O'Brien, Karl Keup

And the following voted against the same:

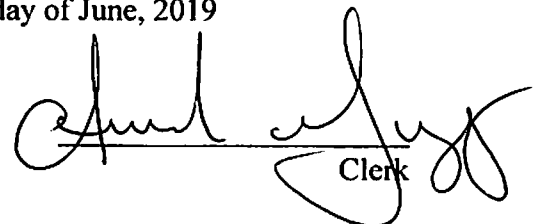
N/A

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

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

WITNESS MY HAND officially as such Clerk this 17th day of June, 2019



Clerk

School District No.716

SWMetro Intermediate District #288
2019 Pay 2020 Levy
(For Fiscal School year 2021)

District	Usage	LTFM Levy	Lease Levy	Safe Schools Levy	Total
Norwood Young	3.47%	9,531.20	9,744.52	7,624.96	26,900.69
Waconia	8.67%	23,851.36	24,385.18	19,081.09	67,317.62
Watertown-May	3.22%	8,866.66	9,065.11	7,093.33	25,025.10
Eastern Carver Co	18.98%	52,181.43	53,349.31	41,745.14	147,275.88
Belle Plaine	5.08%	13,959.45	14,271.88	11,167.56	39,398.88
Jordan	4.13%	11,356.28	11,610.45	9,085.03	32,051.76
Prior Lake-Savage	10.12%	27,837.29	28,460.33	22,269.84	78,567.46
Shakopee	28.30%	77,822.69	79,564.46	62,258.15	219,645.31
New Prague	4.90%	13,474.26	13,775.83	10,779.41	38,029.51
Buffalo-Hanover-	8.73%	23,995.05	24,532.09	19,196.04	67,723.18
Tri City United	4.41%	12,124.32	12,395.68	9,699.46	34,219.47
Total	100.00%	275,000.00	281,154.84	220,000.00	776,154.84

Member Tracy O'Brien introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF STACY OLSON, A
PROBATIONARY TEACHER

WHEREAS, Stacy Olson is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Stacy Olson, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2018-2019 school year.

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

NOTICE OF TERMINATION
AND NON-RENEWAL

Ms. Stacy Olson

Dear Ms. Olson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on June 17, 2019, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019 - 2020 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5 for insufficient financial resources.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716



Clerk of the School Board

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

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING TO
\$2,085,000 TAXABLE GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS,
SERIES 2019A

Issuer: Independent School District No. 716 (Belle Plaine), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on June 17, 2019 at 5:30 p.m. at the School District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$2,085,000 TAXABLE GENERAL OBLIGATION
FACILITIES MAINTENANCE BONDS, SERIES 2019A; STATING OFFICIAL
INTENT TO PROCEED WITH AND AUTHORIZING THE ISSUANCE;
AUTHORIZING THE SUPERINTENDENT OR BUSINESS DIRECTOR AND ANY
SCHOOL BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE
SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO
ACCOMPLISH SAID AWARD AND SALE

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on this ____ day of June, 2019.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO \$2,085,000 TAXABLE GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2019A; STATING OFFICIAL INTENT TO PROCEED WITH AND AUTHORIZING THE ISSUANCE; AUTHORIZING THE SUPERINTENDENT OR BUSINESS DIRECTOR AND ANY SCHOOL BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 716 (Belle Plaine), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION AND DISTRICT INDEBTEDNESS. This Board hereby authorizes the issuance and sale of its Taxable General Obligation Facilities Maintenance Bonds, Series 2019A in an aggregate principal amount not to exceed \$2,085,000 (the Bonds). The proceeds of the Bonds will be used to bond for LTFM Revenue to be received in fiscal years 2021-2024 (the Projects), pursuant to Minnesota Statutes, Chapter 475 and Section 123B.595. The Projects are part of the District's approved ten-year facility plan (the Facility Plan). The District will publish a notice in its official newspaper describing the Projects, the amount of the Bonds, and the total amount of District indebtedness.

SECTION 2. APPROVAL BY COMMISSIONER OF EDUCATION OF THE STATE OF MINNESOTA. The Facility Plan has been submitted to the Commissioner of Education of the State of Minnesota (the Commissioner) as required by Minnesota Statutes, Section 123B.595, subdivision 5. The submission of the Facility Plan and request for approval are hereby authorized, ratified and approved in all respects. The sale and issuance of the Bonds is contingent upon the Commissioner's approval of the Facility Plan.

SECTION 3. NOTICE PUBLICATION. The Clerk is authorized and directed to cause notice of the intended projects, the amount of the bonds to be issued, and the total amount of the District's indebtedness to be published in the District's official newspaper. Pursuant to the provisions of Minnesota Statutes, Sections 123B.595, subdivision 5 it is hereby determined that the total amount of District indebtedness as of June 2, 2019 is \$24,640,000.

SECTION 4. APPROVAL OF SALE OF THE BONDS. The Board desires to proceed with the sale of Bonds by direct negotiation to Robert W. Baird & Co. Incorporated, in Milwaukee, Wisconsin (Baird). The Superintendent or Business Director and any School Board officer are hereby authorized to approve the sale of Bonds in an aggregate principal amount of not to exceed \$2,085,000 and to execute a bond purchase agreement for the purchase of the Bonds with Baird, provided that the true interest cost does not exceed 3.00%.

SECTION 5. ADOPTION OF APPROVING RESOLUTIONS. Upon approval of the sale of the Bonds by the Superintendent or Business Director and any School Board officer, the School Board will take action at a regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the District's bond counsel.

SECTION 6. STATE CREDIT ENHANCEMENT PROGRAM. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The Chair, Vice Chair, Clerk, Superintendent and Business Director is authorized to execute any applicable Minnesota Department of Education forms.

SECTION 7. OFFICIAL STATEMENT. Baird is authorized to prepare and distribute an Official Statement related to the sale of the Bonds.

SECTION 8. EXPIRATION OF AUTHORITY. If the Superintendent or Business Director and any School Board officer have not approved the sale of the Bonds to Baird and executed the related bond purchase agreement by December 31, 2019, this resolution shall expire.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

1st Reading: 5/27/2008
2nd Reading: 6/23/2008
Approved: 7/28/2008
Reviewed: 12/23/2013

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district to provide for the transportation of students in a manner that will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless

student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living on any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the

student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be

applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a disabled student or student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at the day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

Before the placement of a pupil for care and treatment, the district of residence must be notified and provided an opportunity to participate in the placement decision. (See Minn. Stat. § 125A.51 (c)). It is reasonable for the school district to refuse or delay transportation to a care and treatment program if school district administration has been denied the opportunity to participate in the placement decision.

The school district will transport a student determined to need placement in a day treatment program to the therapeutic day program offered collaboratively by Carver and/or Scott County and a cooperative of which the school district is a member district to the extent placement is deemed appropriate by school district and therapeutic program staff and openings exist.

Only if placement in this program is not possible will the school district transport to the next closest day treatment program as approved by the district's Director of Special Services.

- F. When a nonresident student with a disability or a student with a short-term or

temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the

school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a. must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3 (c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely

because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Sta. § 190.05. (Minn. Stat. § 123B.36, Subd. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132 (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. ~~2015~~ 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §

120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/
STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders

otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district.~~ (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school~~

~~of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district~~, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)

Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
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Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
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Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

1st Reading: May 27, 2008
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Approved: July 28, 2008

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services, if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating thereto shall be within the sole discretion, control and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/DISABLED STUDENTS

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health

care information as required by law. (Minn. Rules Part 7470.1700)

- D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
- Cross References:** MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2017

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such

transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. ~~SPECIAL EDUCATION/DISABLED~~ STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. ~~Disabled students whose handicapped conditions~~ When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students on the basis of the handicapping condition~~ students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules

Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a **disabled** student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.84 (Policy)
 - Minn. Stat. § 123B.86 (Equal Treatment)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. Ch. 125A (Children With a Disability)
 - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
 - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
 - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
 - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
 - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
 - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

- Cross References:**
- MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

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709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not

received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. A representative from Stier Transportation Service Co. and/or the building principal shall be responsible to determine consequences for misbehaving including suspension or termination of riding privileges.
- b. The first report of an incident involving a student's misbehavior on or near a bus will be sent to the parent (and a phone call) and principal stating the violation and the consequence, deemed as a warning.
- c. The second report of a student's misbehavior on or near the bus may require a meeting with the parents, principal & bus operator. Consequence will be a loss of riding privilege up to a period of five days.
- d. Any future reports on a particular student during one school year will lead to the denial of riding privilege for longer periods of time, up to and including the balance of the school year.
- e. In the event of a grossly flagrant violation, (i.e. physical abuse, sexual abuse, bringing of flammable material on the bus, etc.) it may become necessary to deny riding privileges at the time of the first violation. Any acts which may be construed as criminal shall be referred to the local police or sheriff's department.
- f. For incidents involving damage to a bus, such as broken windows, damage to seats, writing on seats, etc., the student and parents involved will pay for the cost of such damage.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota

Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers

transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle

or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning “pot type” flares are not allowed.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also,

parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to student's with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the

nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

- (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
- (d) placing the type III vehicle in “park” during loading and unloading;
- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, Or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.

- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

- a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes

procedures in the event of a crash (accident).

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to

law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 709

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Revised: _____

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709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus ~~or type III vehicle~~, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment

and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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711 VIDEOTAPING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students on the bus is a significant factor in the safety and efficiency of school bus transportation. Student misbehavior increases the potential risks of injury. Therefore, the school district believes that videotaping student passengers on the school bus may encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus videotaping system.

II. GENERAL STATEMENT OF POLICY

In the event that the administration and school board deem that it is necessary to utilize a school bus videotaping system, the following procedures shall be followed:

A. Placement

1. Each and every school bus owned, leased, contracted and/or operated by the school district shall be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Videotape

1. A videotape of the actions of student passengers may be used by the school district as evidence in any disciplinary action brought against any student, arising out of the student's conduct on the bus.
2. A videotape will be released to the public only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the

rules and/or regulations promulgated thereunder.

3. Videotapes will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A videotape will be retained by the school district for a period of six (6) weeks, or until the conclusion of disciplinary proceedings in which the videotape is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Rules Parts 1205.0100-1205.2000
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. Secs. 99.1-99.67

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASAModel Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

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711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: [MSBA/MASA Model Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)
[MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)
[MSBA/MASA Model Policy 502 \(Search of Student Lockers, Desks, Personal Possessions, and Student's Person\)](#)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASAModel Policy 709 (Student Transportation Safety Policy)
[MSBA/MASA Model Policy 712 \(Video Surveillance Other Than on Buses\)](#)
MSBA Service Manual, Chapter 2, Transportation

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or

death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to

persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel or a group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by

this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Activities Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the

individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's

IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline,

patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
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Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
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MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 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 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
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MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 525 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. ~~2015~~ 2017

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE’s policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

[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.]

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other

school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with

an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment

or educational status; or

- f. unwelcome behavior or words directed at an individual because of gender sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school

district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

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- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
[Minn. Stat. § 120B.234 \(Child Sexual Abuse Prevention Education\)](#)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
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MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 716
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 716 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

INDEPENDENT SCHOOL DISTRICT NO. _____
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. ____ maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)