

Regular Board of Education Meeting

Monday, June 23, 2014 5:30 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

1. Meeting Called to Order

2. Approval of Agenda

2.1. Additions

2.1.1. *Letter of Resignation from Doreen Taubert, Paraprofessional (4.2)*

2.1.2. *Letter of Resignation from Alicia Tongen, Kindergarten Teacher (4.3)*

2.1.3. *Jerry Brockberg, Kozlowski Insurance (5.1)*

2.2. Deletions

3. Consent Agenda

3.1. Approve Minutes from the Regular Board Meeting of May 19, 2014

3.2. Approve Payment of Regular Bills

3.3. Approve Treasurer's Report for May

3.4. Approval of FY15 Budget

3.5. Review of Budget Year-to-Date

3.6. Other

4. Correspondence

4.1. Letter of Resignation from Cynthia Gillen, Paraprofessional

4.2. *Letter of Resignation from Doreen Taubert, Paraprofessional (ADDITION)*

4.3. *Letter of Resignation from Alicia Tongen, Kindergarten Teacher (ADDITION)*

4.4. Other

5. Visitors

5.1. *Jerry Brockberg, Kozlowski Insurance (ADDITION)*

5.2. Christina Alderson (3 Minute Limit)

5.3. Community Concerns (3 Minute Limit)

6. New Business

6.1. Approval of Gifts to the School

6.1.1. First Farmers & Merchants National Bank, Donation of \$50.00 Towards Transportation for

Sharon Wolff's Class Trip

6.1.2. Pipestone Building Materials, Inc.,
Donation of \$100.00 Towards Transportation for
Sharon Wolff's Class Trip

6.1.3. Titan Machinery, Donation of \$150.00
Towards Transportation for Sharon Wolff's Class
Trip

6.1.4. Pipestone County Corn and Soybean Growers
Association, Donation of \$250.00 Towards
Transportation for Sharon Wolff's Class Trip

6.1.5. Farm Credit Services of America, Donation
of \$75.00 Towards Transportation for Sharon
Wolff's Class Trip

6.1.6. Pipestone Livestock Auction Market, Inc.,
Donation of \$100.00 Towards Transportation for
Sharon Wolff's Class Trip

6.2. Approval of Contracts and/or Work Agreements

6.2.1. Scott Boomgaarden, 9th Grade Boys
Basketball Coach

6.2.2. Karla Nelson, Garden Maintenance Program

6.2.3. Matti Boomgaarden, Garden Maintenance
Program

6.2.4. Tia Muller, Garden Maintenance Program

6.2.5. Heather Heidebrink, Paraprofessional

6.2.6. Amanda Hoss, Fall & Winter Cheerleading
Advisor

6.2.7. Ed Gustafson, Girls Tennis Head Coach

6.2.8. Todd Texley, Assistant Volleyball Coach

6.2.9. Lowell Lorenzen, Assistant Girls
Basketball Coach

6.2.10. Erin Brockberg, 7th Grade Girls
Basketball Coach

6.2.11. Gary Hauptert, Assistant Wrestling Coach

6.2.12. Stacie Wallace, Gymnastics Head Coach

6.2.13. Robert Petersen, Assistant Softball Coach

6.2.14. Todd Texley, Assistant Track Coach

6.2.15. Ed Gustafson, Boys Tennis Head Coach

6.2.16. Erin Gordon, Assistant Track Coach

6.2.17. Creighton Schroyer, Junior High Track
Coach

6.3. Approval of Sixth Assignments

6.3.1. Jeff Schelhaas, Dean of Students

6.3.2. JoAnn Alverson, Anatomy

6.3.3. Dave Dulas, Physics

6.3.4. Amy Lorang, French

6.4. Acceptance of Garbage and Recycling Bid for FY
2014-2015

6.5. Acceptance of Milk Bid for FY 2015-2015

6.6. Acceptance of Bread Bid for FY 2014-2015

6.7. Approval of Literacy Plan

6.8. Readopt Policy 807, Health & Safety Policy

6.9. Approve Membership to Minnesota Rural Education
Association for 2014-2015

7. Old Business

7.1. Second Reading of Elementary Handbooks

7.2. Second Reading of MS Handbooks

7.3. Second Reading of HS Handbooks

7.4. Other

8. Administrative Reports and Information

8.1. Administration

8.2. School Board Members

8.3. Superintendent

9. Adjournment

Minutes of Regular Board of Education Meeting

The Board of Trustees Pipestone Area Schools

A Regular Board of Education Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, May 19, 2014, beginning at 5:30 PM in the Conference Room 1148, MS/HS.

Members Present: Chairman Lance Oye; Directors, Nils Nelson, Dennis Tinklenberg, Dawn Schneider, Marcy Pals, Wendy Schoolmeester, James Skyberg; Ex-Officio, Jim Lentz; Business Manager, Jacque Oye; Recording Secretary, Deb Bierstedt.

Visitors Present: Dave Dulas, Craig Boeddeker, Kyle Kuphal, Kris Ploeger, Bob Nangle, Cory Strasser, Don Plahn

Meeting Called to Order

Chairman Oye called the meeting to order at 5:30 p.m.

Approval of Agenda

Additions:

Letter of Resignation from Teresa Zeinstra, ECFE (4.4):

Letter of Resignation from Karen Kerkaert, ECFE and School Readiness (4.5):

Joe Kahl, Head Boys Basketball Coach (6.2.28):

Kelli Miller, Food Service (6.2.29):

Approval of Teacher Contracts for 2014-2015 (6.2.30):

Approval of Master Agreement Changes for July 1, 2013 to June 30, 2015 (7.1):

Approval of Memorandum of Understanding to Master Agreement (7.2):

Deletions:

A motion by James Skyberg and seconded by Dennis Tinklenberg approved the agenda as presented. Motion carried.

Consent Agenda

Approve Minutes from the Regular Board Meeting of April 28, 2014: A motion by Dawn Schneider and seconded by Marcy Pals approved the minutes as presented. Motion carried.

Approve Payment of Regular Bills: The regular monthly bills paid to May 15, 2014 totaled \$256,625.41. No questions were asked regarding the bills. A motion by Dennis Tinklenberg and seconded by Marcy Pals approved payment of the bills. Motion carried.

Approve Treasurer's Report for May: The treasurer's report for the month ended April 30, 2014 has a cash balance of \$5,565,672.90. A motion by Dennis Tinklenberg and seconded by Dawn Schneider approved the treasurer's report. Motion carried.

Review of Budget Year-to-Date: The budget year-to-date has a cash balance of \$9,670,839.60 or 70%. This was a non-action item.

Other: None

Correspondence

Letter of Resignation from Kris Ploeger, ECSE: Deb Bierstedt read a letter of resignation

from Kris Ploeger. She stated she is resigning her position as the ECSE teacher effective at the end of the extended school year (summer) program. A motion by Dawn Schneider and seconded by Dennis Tinklenberg approved the resignation. Motion carried.

Letter of Resignation from Jody Brockberg, Paraprofessional: Deb Bierstedt read a letter of resignation from Jody Brockberg. The letter stated she will be resigning at the end of the school year. A motion by James Skyberg and seconded by Marcy Pals approved the resignation. Motion carried.

Letter of Resignation from June Deters, Food Service: Deb Bierstedt read a letter of resignation from June Deters. The letter stated she will be resigning at the end of the current month (May). A motion by Dawn Schneider and seconded by Dennis Tinklenberg approved the resignation. Motion carried.

Letter of Resignation from Teresa Zeinstra, ECFE (ADDITION): Deb Bierstedt read a letter of resignation from Teresa Zeinstra. The letter stated she is resigning to look into other interests and career opportunities. A motion by Marcy Pals and seconded by Dawn Schneider approved the resignation. Motion carried.

Letter of Resignation from Karen Kerkaert, ECFE and School Readiness (ADDITION): Deb Bierstedt read a letter of resignation from Karen Kerkaert. The letter stated she is resigning and looking forward to other opportunities. She thanked the school board for the opportunity of being part of the Pipestone Area Schools for the last 18 years. A motion by Dennis Tinklenberg and seconded by Dawn Schneider approved the resignation. Motion carried.

Other: None

Visitors

Madisen Melby and Jamie Theel, Discussion on Graduation Honor Cords (3 Minute Limit):

Cory Strasser spoke on behalf of Madisen Melby and Jamie Theel as they were unable to attend the meeting. Strasser stated the issue is the recommendation that was made for the student handbook last year to tighten up the honor cord GPA top level 3.75-4.0 and the next level 3.25 -3.74 to 3.5-3.74 was approved by the board last year, however this information is in two different places in the student handbook and it didn't get changed in both places, so they felt it should remain 3.25-3.74 for this year's graduating class. Strasser was going to make the recommendation to leave the GPA as was 3.25-3.74 and make the move to 3.5-3.74 effective with the class of 2017, this year's freshman, when he spoke about the student handbook later in the meeting. He stated he needed it approved to be effective for the current graduating class. A motion by Dawn Schneider to have the white cord GPA remain at 3.25-3.7499 effective for the class of 2014, 2015, 2016 and starting with the class of 2017 and forward, the white honor cord GPA to be 3.5-3.7499 and 3.75-4.0 for the yellow honor cord. Marcy Pals seconded the motion and the motion carried.

Community Concerns (3 Minute Limit): None

New Business

Approval of Gifts to the School:

Eastern Farmers Coop, Brandon, SD, Donation of \$50.00 for Transportation for Sharon Wolff Class Field Trip:

Pipestone Vet Clinic, Donation of \$100.00 for Transportation for Sharon Wolff Class Field Trip:

A motion by James Skyberg and seconded by Wendy Schoolmeester approved the above two gifts. Motion carried. Chairman Oye thanked the above businesses for

their gift.

Approval of Work Agreements and/or Contracts:

Brittney Homandberg, Summer Food Service:

Clorinda Johnson, Summer Food Service:

Connie Crow, Summer Food Service:

Connie Przybys, Summer Food Service:

Connie Freese, Summer Food Service:

Kelli Miller, Summer Food Service:

The above six work agreements were approved under one motion. A motion by Marcy Pals and seconded by Dawn Schneider approved the work agreements. Motion carried.

Taylor Popma, Summer Technology Technician:

McKenzie Sommers, Summer Technology Technician:

Megan Popma, Summer Technology Technician:

Dan Larson, Summer Technology Technician:

Emily Mabon, Summer Technology Technician:

Natayla Sysavath, Summer Technology Technician:

Lexi Carstensen, Summer Technology Technician:

Micheal Friese, Summer Technology Technician:

The above eight work agreements were approved under one motion. A motion by Wendy Schoolmeester and seconded by James Skyberg approved the work agreements. Motion carried.

Noah Maschino, Summer Custodian:

Chelsea Olsen, Summer Custodian:

Glenda Sanow, Summer Custodian:

Katie Schelhaas, Summer Custodian:

Elizabeth Schneider, Summer Custodian:

Harold Westra, Summer Custodian:

Ruth Erdman, Summer Custodian:

Laura Rudie, Summer Custodian:

Sandra Rothmeier, Summer Custodian:

Corrine Brooke, Summer Custodian:

The above ten work agreements were approved under one motion. A motion by James Skyberg and seconded by Marcy Pals approved the work agreements. Motion carried. Dawn Schneider abstained.

Stephanie Stensland, 6th Grade Teacher: A motion by Wendy Schoolmeester and seconded by James Skyberg approved the contract. Motion carried.

Amy Konradi, Ag Teacher: A motion by Dawn Schneider and seconded by Dennis Tinklenberg approved the contract. Motion carried.

Tanya Schroyer, Counselor: A motion by Wendy Schoolmeester and seconded by James Skyberg approved the contract. Motion carried.

Joe Kahl, Head Boys Basketball Coach (ADDITION): A motion by Dawn Schneider and seconded by Dennis Tinklenberg approved the assignment. Motion carried.

Kelli Miller, Food Service (ADDITION): A motion by James Skyberg and seconded by Marcy Pals approved the work agreement. Motion carried.

Approval of Teacher Contracts for 2014-2015 (ADDITION): A motion by Dawn Schneider and seconded by Dennis Tinklenberg approved the contract assignments for 2014-2015. Motion carried.

Approve Resolution Relating to the Termination and Non-Renewal of the Teaching Contract of a Probationary Teacher:

Member Dennis Tinklenberg introduced the following Resolution and moved its adoption:

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

WHEREAS, Abby York is a probationary teacher in Independent School District No. 2689;

THEREFORE BE IT RESOLVED, by the School Board of Independent School District No. 2689, Pipestone that pursuant to Minnesota Statutes section 122A.40, subdivision 5, the teaching contract of Abby York, a probationary teacher in Independent School District No. 2689, is hereby terminated at the close of the current 2013-2014 school year and is not renewed.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of her contract as provided by law. The Board has reviewed and hereby approves the letter to be sent to the teacher. The motion for the adoption of the foregoing Resolution was duly seconded by Marcy Pals and upon a vote being taken thereon, the follow voted in favor of the motion: James Skyberg, Wendy Schoolmeester, Marcy Pals, Dawn Schneider, Dennis Tinklenberg, Lance Oye and the following voted against the motion: Nils Nelson
Where upon said resolution was declared duly passed and adopted 6-1

First Reading of Elementary Handbooks: Don Plahn reported the elementary handbook has several changes as a committee has been assigned to construct it. This was a non-action item as it's the first reading.

First Reading of Middle School Handbooks: One small revision was made to the MS handbook regarding alcohol, tobacco and chemical misuse. This was a non-action item as it's the first reading.

First Reading of High School Handbooks: Alcohol, tobacco and chemical misuse revision, graduation requirements concerning credits per semester, honor cord GPA and honor roll requirements revisions were made to the HS handbook. This was a non-action item as it's the first reading.

Discussion on Tennis Courts: Jim Lentz reported he spoke with Springsted and they developed a proposal as instructed by the board from the April meeting, which was to pay \$170,000.00 and bond for \$210,000.00. Wendy Schoolmeester had spoken with Patty Heminover from Springsted so she was sure she understood it all correctly. Schoolmeester stated she is in favor of the tennis courts, roads and parking lot work, but said Heminover recommended we wait until next year and to do the two projects together as there is more interest in bidding a bigger project and could possibly get lower interest rates with a larger dollar amount. This would also give the district some time to communicate and get the information to the public. Tinklenberg stated he could see the point of that as if there is a bigger project more people would be interested to bid it all and it would eliminate doubling up of overhead doing them together. Lentz stated the board could still bond for the full amount of money now, do the tennis courts and not do the roads right away, and the

money would be there for next year for that project. He stated right now we are running too late, as this should have been started last month to get the work going. Lentz then asked the board if they would like him to bring Patty Heminover from Springsted to the June meeting and they stated they would.

Monthly Enrollment: Jim Lentz reported the monthly enrollment for May is 1141. This was a non-action item.

Other: None

Old Business

Approval of Master Agreement Changes for July 1,2013 to June 30, 2015 (ADDITION): Jim Lentz went over the changes made per negotiations with the board. A motion by Nils Nelson and seconded by James Skyberg approved the Master Agreement changes. Motion carried.

Approval of Memorandum of Understanding to Master Agreement (ADDITION): A motion by Nils Nelson and seconded by Dawn Schneider approved the MOU. Motion carried.

Administrative Reports and Information

Administration: Don Plahn reported on NWEA testing. He also discussed Connecting Home and School and try to do some sessions over the noon hour. Plahn also stated a Title 1 audit is taking place starting tomorrow. Cory Strasser stated there are three graduates from Heartland and that is being held on May 29. He also stated there are students in different placements that have met the graduation requirements and he was able to attend one last week and said it was really neat. May 28 is the last day for seniors and May 30 is senior recognition. The high school summer school program is the same as in the past. The middle school will be a little different and will be called "Keys to Success". This is more targeted services and the high school program is more credit recovery. Lindsay Sells and Todd Tinklenberg will be teaching the 21st Century classroom for 5th and 6th grade. There were 43 applicants for 6th grade (new program) with 27 spots available. Strasser also stated the 5th graders will be taking the NWEA test so there is a baseline when they come in as 6th graders next year. Don Plahn asked the board if they had any thoughts on the last day of school and if it should be a full day or half day. A motion by Wendy Schoolmeester and seconded by James Skyberg approved dismissal time on the last day of school to be 12:15 at the elementary schools and 12:30 at the MS/HS. Motion carried.

School Board Members: Dennis Tinklenberg discussed an email he received asking why sports physicals are required by the school district every year and not every three years as required by the Minnesota State High School League. Bob Nangle stated the school board recommended this years ago along with the local doctors recommendation. Tinklenberg asked for thoughts on the issue and some members felt every year is necessary while others thought every other year. Nangle stated health issues have been found in students from one year to the next. Tinklenberg was going to email a reply to the question.

Superintendent: Jim Lentz stated targeted services for the elementary is being looked at as well. He didn't know if it would get done this year as it will require extra services from the coop.

Adjournment

There being no further business to discuss, Chairman Oye adjourned the meeting at 7:05 p.m.

Lance Oye, Chairman

Dawn Schneider, Clerk

Submitted, Deb Bierstedt

Approved and dated by the board June 23, 2014

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	47995	8506		BILLY QUIST		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, 5/10/2014		\$360.00	
		Voucher #:	66873	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$360.00
								Check Amount:	\$360.00
2689	FIN	47996	7819		GARY STAEFFLER		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, 5/9/2014		\$290.00	
		Voucher #:	66872	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$290.00
								Check Amount:	\$290.00
2689	FIN	47997	4408		JEFFREY MOBERG		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, 5/10/2014		\$300.00	
		Voucher #:	66874	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$300.00
								Check Amount:	\$300.00
2689	FIN	47998	7713		JOE SCHELHAAS		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees 05/13/2014		\$40.00	
		Voucher #:	66876	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$40.00
								Check Amount:	\$40.00
2689	FIN	47999	00320		RONALD R SMIDT		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, 5/10/2014		\$570.00	
		Voucher #:	66871	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$570.00
								Check Amount:	\$570.00
2689	FIN	48000	6716		TOM PLOEGER		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, 4/24/2014 & 4/25/2014		\$100.00	
		Voucher #:	66875	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$100.00
								Check Amount:	\$100.00
2689	FIN	48001	00561		ARGUS LEADER		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees		\$903.20	
		Voucher #:	66895	Invoice	Invoice No:	0003065614		5/13/2014	
								Paid Amt:	\$903.20
								Check Amount:	\$903.20
2689	FIN	48003	00821		DEAN FOODS NORTH CENTRAL INC		Check		
				E 02	005 770 000 701 495	Milk		\$3,863.24	
				E 02	005 770 705 705 495	Breakfast Milk		\$3,172.48	
				E 02	005 770 000 703 495	Spec Milk Prog		\$20.77	
				E 02	005 770 142 707 495	Malt Shoppe Milk		\$364.58	
				E 02	005 770 701 707 495	Milk Ala Carte		\$428.99	
				E 02	005 770 707 701 495	Kind Connection Milk		\$299.64	
				E 02	005 770 708 701 495	Milk Elem milk break		\$789.60	
		Voucher #:	66878	Invoice	Invoice No:	05/13/2014		5/13/2014	
								Paid Amt:	\$8,939.30
								Check Amount:	\$8,939.30

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
2689	FIN	48004	4950		EARTHGRAINS COMPANY		Check			
				E 02	005 770 000 701 490	Food		\$902.36		
		Voucher #:	66881	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$902.36
									Check Amount:	\$902.36
2689	FIN	48005	5961		GENERAL PARTS, INC.		Check			
				E 02	005 770 000 701 401	General Supplies		\$839.72		
		Voucher #:	66891	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$839.72
									Check Amount:	\$839.72
2689	FIN	48006	5081		HANK'S FOODS		Check			
				E 02	005 770 000 701 490	Food		\$406.01		
		Voucher #:	66879	Invoice	Invoice No: 132				Paid Amt:	\$406.01
									Check Amount:	\$406.01
2689	FIN	48008	4951		HORIZON SNACK FOODS		Check			
				E 02	005 770 000 701 401	General Supplies		\$3,195.00		
		Voucher #:	66877	Invoice	Invoice No: 66419				Paid Amt:	\$3,195.00
									Check Amount:	\$3,195.00
2689	FIN	48009	6458		HUBERT COMPANY LLC		Check			
				E 02	005 770 000 701 401	General Supplies		\$52.82		
		Voucher #:	66887	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$52.82
									Check Amount:	\$52.82
2689	FIN	48010	5976		INSTITUTIONS SERVICES, INC.		Check			
				E 02	005 770 000 701 401	General Supplies		\$1,199.66		
		Voucher #:	66886	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$1,199.66
									Check Amount:	\$1,199.66
2689	FIN	48011	5833		JB'S FOOD MART, INC.		Check			
				E 02	005 770 000 701 401	General Supplies		\$170.00		
		Voucher #:	66885	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$170.00
									Check Amount:	\$170.00
2689	FIN	48012	7938		LISA SMITH		Check			
				E 02	005 770 000 701 490	Food		\$25.50		
		Voucher #:	66883	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$25.50
									Check Amount:	\$25.50
2689	FIN	48013	5147		NORTHLAND CHEMICAL CORP.		Check			
				E 02	005 770 000 701 401	General Supplies		\$202.65		
		Voucher #:	66890	Invoice	Invoice No: 05/13/2014				Paid Amt:	\$202.65
									Check Amount:	\$202.65
2689	FIN	48014	01151		SOUTHWEST WHOLESALE CO INC		Check			
				E 02	005 770 000 701 401	General Supplies		\$262.57		

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48014	01151		SOUTHWEST WHOLESALE CO INC		Check
				E 02	005 770 000 705 490	Food	\$621.65
				E 02	005 770 142 707 490	Food	\$230.76
				E 02	005 770 000 701 490	Food	\$1,914.80
	Voucher #:	66893	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$3,029.78
							Check Amount: \$3,029.78
2689	FIN	48015	00890		STOUT & EVINK		Check
				E 02	005 770 000 701 401	General Supplies	\$84.11
	Voucher #:	66888	Invoice		Invoice No: 05/14/2014	5/13/2014	Paid Amt: \$84.11
							Check Amount: \$84.11
2689	FIN	48016	8221		THREE ACRE FARM		Check
				E 02	005 770 000 701 490	Food	\$500.00
	Voucher #:	66884	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$500.00
							Check Amount: \$500.00
2689	FIN	48017	7664		US FOOD INC		Check
				E 02	005 770 000 701 490	Food	\$297.16
	Voucher #:	66880	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$297.16
				E 02	005 770 000 701 401	General Supplies	\$424.02
				E 02	005 770 000 705 490	Food	\$2,690.69
				E 02	005 770 000 701 490	Food	\$10,220.20
				E 02	005 770 142 707 490	Food	\$338.90
	Voucher #:	66882	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$13,673.81
							Check Amount: \$13,970.97
2689	FIN	48018	7736		VARIETY FOODS		Check
				E 02	005 770 000 701 401	General Supplies	\$1,303.66
				E 02	005 770 000 705 490	Food	\$5,122.88
				E 02	005 770 142 707 490	Food	\$444.19
				E 02	005 770 000 701 490	Food	\$16,155.55
	Voucher #:	66894	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$23,026.28
							Check Amount: \$23,026.28
2689	FIN	48019	8694		VER-TEC SOLUTIONS & SERVICES		Check
				E 02	005 770 000 701 401	General Supplies	\$130.00
	Voucher #:	66892	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$130.00
							Check Amount: \$130.00
2689	FIN	48020	7753		WORKPLACE PRO		Check
				E 02	005 770 000 701 401	General Supplies	\$130.35
	Voucher #:	66889	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$130.35
							Check Amount: \$130.35

**Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48021	5594		PIPESTONE AREA SCHOOLS		Check		
				B 01	206 516	In and Out		\$196.36	
		Voucher #:	66898	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$196.36	
							Check Amount:	\$196.36	
2689	FIN	48022	6639		COBORN'S INC.		Check		
				E 01	300 291 220 000 430	Instructional Supply, Speech		\$97.73	
		Voucher #:	66832	Invoice	Invoice No:	05/07/2014		5/13/2014	
						PEER HELPER	Paid Amt:	\$97.73	
							Check Amount:	\$97.73	
2689	FIN	48023	03333		HAAN CRAFTS CORP.		Check		
				E 01	300 250 000 000 430	Pillow Kits		\$170.50	
		Voucher #:	66757	Invoice	Invoice No:	0201784		5/13/2014	
							Paid Amt:	\$170.50	
							Check Amount:	\$170.50	
2689	FIN	48024	8113		DAMIAN DAVID DAGEL		Check		
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$600.00	
		Voucher #:	66900	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
2689	FIN	48025	8528		KIMBERLY JEAN SCHWERIN		Check		
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$225.00	
		Voucher #:	66899	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
2689	FIN	48026	7899		PAULA KAY HERRIG		Check		
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$75.00	
		Voucher #:	66902	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
2689	FIN	48027	8530		TANYA J EIDHAMMER		Check		
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$300.00	
		Voucher #:	66901	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
2689	FIN	48028	8721		THE INSTRUMENTALIST CO.		Check		
				E 01	300 258 234 000 430	Instructional Supply		\$207.00	
		Voucher #:	66912	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$207.00	
							Check Amount:	\$207.00	
2689	FIN	48029	3720		LOIS WENTZEL		Check		
				E 01	300 294 200 000 430	Instructional Supply		\$24.50	
		Voucher #:	66910	Invoice	Invoice No:	05/13/2014		5/13/2014	
							Paid Amt:	\$24.50	
							Check Amount:	\$24.50	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48030	8720		PRAIRE VIEW GOLF CLUB		Check
				E 01	300 292 204 000 430	Instructional Supply	\$20.00
	Voucher #:	66909	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$20.00
							Check Amount: \$20.00
2689	FIN	48031	00017		WARREN BAILEY		Check
				E 01	300 292 208 000 305	Consult & Serv.fees	\$450.00
	Voucher #:	66911	Invoice		Invoice No: 05/13/2014	5/13/2014	Paid Amt: \$450.00
							Check Amount: \$450.00
2689	FIN	48032	00224		LUDOLPH BUS INCORPORATED		Check
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap	\$40,671.68
				E 03	005 760 000 713 360	Transp Cntrt W/Public, Lake Benton	\$3,006.60
				E 01	006 203 000 733 360	Transp Cntrt W/Public, Colony	\$222.12
				E 01	300 294 200 733 360	Transp Cntrt W/Public, BB	\$432.85
				E 01	300 292 204 733 360	Transp Cntrt W/Public, Golf	\$502.44
				E 01	300 296 206 733 360	Transp Cntrt W/Public, SB	\$1,365.72
				E 01	300 291 220 733 360	Transp Cntrt W/Public, Speech	\$324.78
				E 03	005 760 000 720 360	Transp Cntrt W/Public, TN	\$1,839.56
				E 01	300 292 208 733 360	Transp Cntrt W/Public, Track	\$912.29
				E 01	300 258 233 733 360	Transp Cntrt W/Public, Band	\$724.38
				E 01	300 258 234 733 360	Transp Cntrt W/Public Choir	\$418.89
				E 01	102 203 000 733 360	Transp Cntrt W/Public, Brown	\$160.68
				E 01	103 203 000 733 360	Transp Cntrt W/Public, HILL	\$749.49
				E 01	300 211 000 733 360	Transp Cntrt W/Public, HS	\$53.56
				E 01	300 230 000 733 360	Transp Cntrt W/PUBLIC, FRENCH	\$203.69
				E 01	300 250 000 733 360	Family Living Science	\$278.71
				E 03	005 760 000 720 360	Transp Cntrt W/Public, TN	(\$1,839.56)
				E 01	300 294 207 733 360	Transp Cntrt W/Public, TN	\$1,839.56
	Voucher #:	66914	Invoice		Invoice No: 1717	5/14/2014	Paid Amt: \$51,867.44
							Check Amount: \$51,867.44
2689	FIN	48033	4626		PIPESTONE CO. TRANSIT		Check
				E 01	300 402 000 723 360	Transp Cntrt W/Public	\$175.50
	Voucher #:	66915	Invoice		Invoice No: 05/15/2014	5/14/2014	Paid Amt: \$175.50
							Check Amount: \$175.50
2689	FIN	48034	00080		DAKOTA SPORTS INC		Check
				E 01	300 292 208 000 430	Instructional Supply	\$30.00
	Voucher #:	66916	Invoice		Invoice No: 274583	5/14/2014	Paid Amt: \$30.00
							Check Amount: \$30.00

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Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48035	8409		MIDSTATES SPORTSWEAR		Check		
				E 02	005 770 000 701 401	General Supplies		\$211.84	
		Voucher #: 66918	Invoice		Invoice No: 05/14/2014				
						5/14/2014	Paid Amt:	\$211.84	
							Check Amount:	\$211.84	
2689	FIN	48036	5138		PIPESTONE BUILDING MATERIALS		Check		
				E 01	005 810 000 302 530	Equipment Purchased		\$2,097.19	
				E 01	102 810 119 302 530	Equipment Purchased		\$1,366.35	
				E 01	102 810 119 302 530	Equipment Purchased		\$412.80	
		Voucher #: 66919	Invoice		Invoice No: 137616 & 137794	SHEDS			
						5/15/2014	Paid Amt:	\$3,876.34	
							Check Amount:	\$3,876.34	
2689	FIN	48037	7354		WOW!		Check		
				E 01	300 810 000 000 320	Communications/Phone, April 2014		\$1,698.73	
		Voucher #: 66920	Invoice		Invoice No: 1480557				
						5/15/2014	Paid Amt:	\$1,698.73	
							Check Amount:	\$1,698.73	
2689	FIN	48038	4409		AL BALOUN		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 5/15/2014		\$180.00	
		Voucher #: 66921	Invoice		Invoice No: 05/15/2014				
						5/15/2014	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
2689	FIN	48039	8506		BILLY QUIST		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees		\$200.00	
		Voucher #: 66924	Invoice		Invoice No: 05/15/2014				
						5/15/2014	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
2689	FIN	48040	8713		JOHN SPIEGELHOFF		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, BB 5/15/2014		\$230.00	
		Voucher #: 66925	Invoice		Invoice No: 05/15/2014				
						5/15/2014	Paid Amt:	\$230.00	
							Check Amount:	\$230.00	
2689	FIN	48041	03390		RON MAUER		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 5/15/2014		\$320.00	
		Voucher #: 66922	Invoice		Invoice No: 05/15/2014				
						5/15/2014	Paid Amt:	\$320.00	
							Check Amount:	\$320.00	
2689	FIN	48042	00320		RONALD R SMIDT		Check		
				E 01	300 294 200 000 305	Consult & Serv.fees, BB 5/15/2014		\$170.00	
		Voucher #: 66923	Invoice		Invoice No: 05/15/2014				
						5/15/2014	Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
2689	FIN	48043	7819		GARY STAEFFLER		Check		
				E 01	300 296 206 000 305	Consult & Serv.fees, SB 5/9/2014		\$200.00	
		Voucher #: 66926	Invoice		Invoice No: 05/16/2014				
						5/16/2014	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48044	7920		AMAZON . COM		Check
				E 04	005 591 000 000 470	Library Books	\$211.97
				E 01	005 110 000 000 401	General Supplies	\$169.04
				E 01	005 640 000 316 401	General Supplies	\$92.96
				E 01	005 620 000 000 401	General Supplies	\$109.00
		Voucher #:	66927	Invoice	Invoice No: 6045787810217568	5/16/2014	Paid Amt: \$582.97
							Check Amount: \$582.97
2689	FIN	48045	8714		NORM'S GREENHOUSE & NURSERY LLC		Check
				E 01	300 301 504 000 430	Instructional Supply	\$525.00
		Voucher #:	66955	Invoice	Invoice No: 140150	5/16/2014	Paid Amt: \$525.00
							Check Amount: \$525.00
2689	FIN	48046	8725		SWMRC		Check
				E 01	300 640 000 316 366	Travel, STAFF	\$70.00
		Voucher #:	66957	Invoice	Invoice No: 05/19/2014	5/16/2014	Paid Amt: \$70.00
							Check Amount: \$70.00
2689	FIN	48047	8470		BRIAN DANKS		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, 5/19/2014 BB	\$130.00
		Voucher #:	66966	Invoice	Invoice No: 05/19/2014	5/19/2014	Paid Amt: \$130.00
							Check Amount: \$130.00
2689	FIN	48048	00320		RONALD R SMIDT		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, 5/19/2014 BB	\$130.00
		Voucher #:	66967	Invoice	Invoice No: 05/19/2014	5/19/2014	Paid Amt: \$130.00
							Check Amount: \$130.00
2689	FIN	48049	00910		A & B BUSINESS EQUIPMENT INC		Check
				E 01	300 211 000 000 461	HP C 66021 R ink cartridge for scantron	\$38.00
		Voucher #:	66958	Invoice	Invoice No: 0238775-001	5/19/2014	Paid Amt: \$38.00
							Check Amount: \$38.00
2689	FIN	48050	6960		BILL VANHOECKE		Check
				E 01	300 294 200 000 305	Consult & Serv.fees, 5/15/2014 BB	\$200.00
		Voucher #:	66953	Invoice	Invoice No: 05/12/2014	5/19/2014	Paid Amt: \$200.00
							Check Amount: \$200.00
2689	FIN	48051	6715		DISTRIBUTED WEBSITE CORPORATION		Check
				E 01	300 292 000 000 401	General Supplies	\$254.75
		Voucher #:	66960	Invoice	Invoice No: 18316	5/19/2014	Paid Amt: \$254.75
							Check Amount: \$254.75

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Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48052	7933		EDMENTUM		Check		
				E 01	005 219 000 317 430	Instructional Supply		\$360.00	
		Voucher #:	66963	Invoice	Invoice No: 017300	5/19/2014	Paid Amt:	\$360.00	
							Check Amount:	\$360.00	
2689	FIN	48053	8719		HAUFF MID-AMERICA		Check		
				E 01	300 296 205 000 401	General Supplies		\$8.00	
				E 01	300 294 210 000 430	General Supplies		\$10.50	
		Voucher #:	66954	Invoice	Invoice No: 273513	5/19/2014	Paid Amt:	\$18.50	
							Check Amount:	\$18.50	
2689	FIN	48054	7637		NEFF COMPANY		Check		
				E 01	300 294 000 000 401	General Supplies		\$173.05	
				E 01	300 296 000 000 401	General Supplies		\$173.05	
		Voucher #:	66959	Invoice	Invoice No: 002230512	5/19/2014	Paid Amt:	\$346.10	
							Check Amount:	\$346.10	
2689	FIN	48055	3892		PIPESTONE CO. AUDITOR		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees, Truth & Taxation		\$1,019.84	
		Voucher #:	66962	Invoice	Invoice No: 05/19/2014	5/19/2014	Paid Amt:	\$1,019.84	
							Check Amount:	\$1,019.84	
2689	FIN	48056	01940		SCHOOL SPECIALTY		Check		
				E 01	300 404 000 740 433	6-013428-131 Upholstered Mat table		\$719.80	
				E 01	300 404 000 740 433	9-012648-131 Small tilting & folding bench		\$170.66	
				E 01	300 404 000 740 433	9-012295-131 Tumble Forms Rolls		\$289.27	
		Voucher #:	66964	Invoice	Invoice No: 416772	5/19/2014	Paid Amt:	\$1,179.73	
							Check Amount:	\$1,179.73	
2689	FIN	48057	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	005 605 000 000 305	Consult & Serv.fees, Tech Support		\$6,153.79	
				E 01	005 640 000 316 305	Consult & Serv.fees, Tech Days		\$2,700.00	
		Voucher #:	66961	Invoice	Invoice No: 43146	5/19/2014	Paid Amt:	\$8,853.79	
							Check Amount:	\$8,853.79	
2689	FIN	48058	7068		AMERITAS LIFE INSURANCE CORP.		Check		
				B 01	215 045	Vision Insurance		\$799.24	
		Voucher #:	66934	Invoice	Invoice No: M2014110	5/20/2014	Paid Amt:	\$799.24	
							Check Amount:	\$799.24	
2689	FIN	48059	7067		DELTA DENTAL		Check		
				B 01	215 044	Dental Insurance		\$1,861.66	
		Voucher #:	66933	Invoice	Invoice No: M2014110	5/20/2014	Paid Amt:	\$1,861.66	
							Check Amount:	\$1,861.66	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48060	6528		EDUCATORS BENEFIT CONSULTANTS		Check		
				B 01	215 085	Medical Flex		\$3,183.11	
				B 01	215 086	Flex Dependent Care		\$2,353.33	
				B 01	215 088	Flex - Outside Health Ins		\$19.72	
		Voucher #:	66931	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$5,556.16
								Check Amount:	\$5,556.16
2689	FIN	48061	8402		LEGALSHIELD		Check		
				B 01	215 037	LGL-ID		\$407.76	
				B 01	215 038	LGL-Sheild		\$95.24	
				B 01	215 039	LGL-IDONLY		\$15.95	
		Voucher #:	66936	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$518.95
								Check Amount:	\$518.95
2689	FIN	48062	7348		Madison National Life		Check		
				B 01	215 031	Disability Insurance		\$966.07	
				B 01	215 032	Employer Paid Life Insurance		\$379.65	
				B 01	215 033	Supplemental Life Insurance		\$105.60	
		Voucher #:	66935	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$1,451.32
								Check Amount:	\$1,451.32
2689	FIN	48063	01252		NCPERS MINNESOTA		Check		
				B 01	215 034	PERA-Life Insurance		\$144.00	
		Voucher #:	66928	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$144.00
								Check Amount:	\$144.00
2689	FIN	48064	6424		PAESP		Check		
				B 01	215 043	PAE Supp Prof Dues		\$1,509.10	
		Voucher #:	66930	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$1,509.10
								Check Amount:	\$1,509.10
2689	FIN	48065	01253		PJE		Check		
				B 01	215 040	Pipestone Ed. Assoc. Dues		\$6,350.69	
		Voucher #:	66929	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$6,350.69
								Check Amount:	\$6,350.69
2689	FIN	48066	6911		SELECT ACCOUNT FINANCE/BCBSMN		Check		
				B 01	215 099	Health Savings Account		\$4,111.65	
		Voucher #:	66932	Invoice	Invoice No:	M2014110	5/20/2014	Paid Amt:	\$4,111.65
								Check Amount:	\$4,111.65
2689	FIN	48067	6715		DISTRIBUTED WEBSITE CORPORATION		Check		
				E 01	300 292 000 000 401	General Supplies		\$254.75	
		Voucher #:	66969	Invoice	Invoice No:	18316	5/20/2014	Paid Amt:	\$254.75
								Check Amount:	\$254.75

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48068	00080		DAKOTA SPORTS INC		Check		
				E 01	300 292 208 000 430	Relay Champion trophies		\$288.00	
		Voucher #:	66330	Invoice	Invoice No: 274584	5/20/2014	Paid Amt:		\$288.00
				E 01	300 292 208 000 430	Relay Champion trophies		\$144.00	
				E 01	300 292 208 000 430	Team Champion trophies		\$30.00	
		Voucher #:	66331	Invoice	Invoice No: 274585 & 274583	5/20/2014	Paid Amt:		\$174.00
				E 01	300 292 000 000 430	Trophies for Winter Awards		\$162.50	
		Voucher #:	66332	Invoice	Invoice No: 274582	5/20/2014	Paid Amt:		\$162.50
							Check Amount:		\$624.50
2689	FIN	48069	00884		HILL ELEMENTARY		Check		
				E 01	103 203 000 000 430	Instructional Supply		\$76.97	
		Voucher #:	66970	Invoice	Invoice No: 05/20/2014	5/20/2014	Paid Amt:		\$76.97
							Check Amount:		\$76.97
2689	FIN	48070	8726		HARVEY SHAW		Check		
				E 01	300 294 207 000 305	Consult & Serv.fees, SITE MGR		\$140.00	
		Voucher #:	66971	Invoice	Invoice No: 05/21/2014	5/21/2014	Paid Amt:		\$140.00
							Check Amount:		\$140.00
2689	FIN	48071	5249		VISA		Check		
				E 01	300 640 000 316 366	Travel		\$965.40	
				E 01	300 301 501 000 369	Entry Fees/Student Travel		\$81.77	
				E 01	300 294 207 000 369	Entry Fees/Student Travel		\$82.07	
				E 01	300 292 204 000 369	Entry Fees/Student Travel		\$48.74	
				E 01	300 291 224 000 369	Entry Fees/Student Travel		\$30.91	
		Voucher #:	66972	Invoice	Invoice No: 6393	5/21/2014	Paid Amt:		\$1,208.89
							Check Amount:		\$1,208.89
2689	FIN	48072	5249		VISA		Check		
				E 04	005 249 000 321 366	Travel, DR.ED		\$32.57	
		Voucher #:	66974	Invoice	Invoice No: 1634	5/21/2014	Paid Amt:		\$32.57
							Check Amount:		\$32.57
2689	FIN	48073	5872		SECTION/REGION EXEC. SEC.		Check		
				B 01	206 516	In and Out, Section SB		\$800.00	
		Voucher #:	66975	Invoice	Invoice No: 05/21/2014	5/21/2014	Paid Amt:		\$800.00
							Check Amount:		\$800.00
2689	FIN	48074	3763		AUTOMATIC BUILDING CONTROLS		Check		
				E 05	300 860 000 363 305	Consult & Serv.fees		\$240.00	
				E 05	103 860 000 363 305	Consult & Serv.fees		\$240.00	
				E 05	102 860 000 363 305	Consult & Serv.fees		\$240.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
2689	FIN	48074	3763		AUTOMATIC BUILDING CONTROLS		Check			
				E 05	300 860 000 347 305	Consult & Serv.fees		\$360.00		
		Voucher #:	66980	Invoice	Invoice No: 172588				Paid Amt:	\$1,080.00
						5/21/2014			Check Amount:	\$1,080.00
2689	FIN	48075	8722		KASSANDRA VANDERPLAATS		Check			
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$300.00		
		Voucher #:	66982	Invoice	Invoice No: 05/21/2014				Paid Amt:	\$300.00
						5/21/2014			Check Amount:	\$300.00
2689	FIN	48076	8724		EMILY SYNDER		Check			
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$75.00		
		Voucher #:	66983	Invoice	Invoice No: 05/21/2014				Paid Amt:	\$75.00
						5/21/2014			Check Amount:	\$75.00
2689	FIN	48077	8723		HANNAH KRUGER		Check			
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$300.00		
		Voucher #:	66981	Invoice	Invoice No: 05/21/2014				Paid Amt:	\$300.00
						5/21/2014			Check Amount:	\$300.00
2689	FIN	48078	01032		HEARTLAND PAPER COMPANY		Check			
				E 01	005 810 000 000 401	General Supplies		\$15.00		
		Voucher #:	66978	Invoice	Invoice No: 18751-0				Paid Amt:	\$15.00
						5/21/2014			Check Amount:	\$15.00
2689	FIN	48079	5833		JB'S FOOD MART, INC.		Check			
				E 01	005 810 190 000 366	Travel Custodial		\$157.40		
		Voucher #:	66977	Invoice	Invoice No: 05/21/2014				Paid Amt:	\$157.40
						5/21/2014			Check Amount:	\$157.40
2689	FIN	48080	5637		OLE'S LOCK & KEY		Check			
				E 01	300 810 000 000 350	Repair&maint Service		\$32.00		
		Voucher #:	66976	Invoice	Invoice No: 002868 & 0028623				Paid Amt:	\$32.00
						5/21/2014			Check Amount:	\$32.00
2689	FIN	48081	4086		SIGLER FIRE EQUIP CO		Check			
				E 05	300 860 000 347 350	Repair&maint Service		\$279.00		
		Voucher #:	66979	Invoice	Invoice No: 12108				Paid Amt:	\$279.00
						5/21/2014			Check Amount:	\$279.00
2689	FIN	48082	4322		AP EXAMINATIONS		Check			
				E 01	300 211 293 000 461	Standarized Tests-AP Exams		\$2,087.00		
		Voucher #:	66984	Invoice	Invoice No: 05/22/2014				Paid Amt:	\$2,087.00
						5/22/2014			Check Amount:	\$2,087.00

**Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48083	01179		RATWIK ROSZAK & MALONEY PA		Check		
				E 01	005 010 113 000 305	Consult & Serv.fees		\$901.98	
		Voucher #:	66985	Invoice	Invoice No:	05/22/2014		5/22/2014	
							Paid Amt:	\$901.98	
							Check Amount:	\$901.98	
2689	FIN	48084	6828		Van Dyke Sanitation, Inc		Check		
				E 01	102 810 182 000 330	Utility Services, April 2014		\$200.00	
				E 01	103 810 182 000 330	Utility Services, April 2014		\$200.00	
				E 01	300 810 182 000 330	Utility Services, April 2014		\$400.00	
		Voucher #:	66986	Invoice	Invoice No:	138		5/22/2014	
							Paid Amt:	\$800.00	
							Check Amount:	\$800.00	
2689	FIN	48085	5816		BAKER & TAYLOR		Check		
				E 04	005 591 000 000 470	Library Books		\$191.69	
		Voucher #:	66999	Invoice	Invoice No:	2029360111		5/22/2014	
							Paid Amt:	\$191.69	
							Check Amount:	\$191.69	
2689	FIN	48086	7403		BOMGAARS SUPPLY INC		Check		
				E 01	300 810 193 000 350	Repair&maint Service		\$1.49	
		Voucher #:	66987	Invoice	Invoice No:	46-847-2		5/22/2014	
							Paid Amt:	\$1.49	
							Check Amount:	\$1.49	
2689	FIN	48087	7429		BROAD REACH BOOKS		Check		
				E 01	103 620 591 302 470	Library Books		\$402.45	
		Voucher #:	66994	Invoice	Invoice No:	180958		5/22/2014	
							Paid Amt:	\$402.45	
							Check Amount:	\$402.45	
2689	FIN	48088	3920		CENTER POINT INC.		Check		
				E 04	005 591 000 000 470	Library Books		\$126.42	
		Voucher #:	66997	Invoice	Invoice No:	1169579		5/22/2014	
							Paid Amt:	\$126.42	
							Check Amount:	\$126.42	
2689	FIN	48089	00063		CITY OF PIPESTONE		Check		
				E 01	102 810 183 000 330	Utilities-Water/Sewer, May 2014		\$398.57	
				E 01	300 810 183 000 330	Utilities-Water/Sewer, May 2014		\$1,666.05	
				E 02	005 770 000 701 330	Utilities-Water/Sewer, May 2014		\$25.18	
				E 01	102 810 183 000 330	Utilities-Water/Sewer, May 2014		\$280.95	
				E 01	005 810 183 000 330	Utilities-Water/Sewer, May 2014		\$926.36	
				E 01	005 810 183 000 330	Utilities-Water/Sewer, May 2014		\$183.34	
				E 01	300 810 183 000 330	Utilities-Water/Sewer, May 2014		\$41.84	
		Voucher #:	66988	Invoice	Invoice No:	05/22/2014		5/22/2014	
							Paid Amt:	\$3,522.29	
							Check Amount:	\$3,522.29	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48090	00084		DEMCO INC		Check		
				E 04	005 591 000 000 401	General Supplies		\$88.52	
		Voucher #:	66998	Invoice	Invoice No: 5292181			5/22/2014	
							Paid Amt:	\$88.52	
							Check Amount:	\$88.52	
2689	FIN	48091	8719		HAUFF MID-AMERICA		Check		
				E 01	300 294 200 000 401	General Supplies		\$130.10	
		Voucher #:	66989	Invoice	Invoice No: 273976			5/22/2014	
							Paid Amt:	\$130.10	
							Check Amount:	\$130.10	
2689	FIN	48092	8144		MAILFINANCE		Check		
				E 01	005 110 000 000 370	Rentals & Leases, JUNE-SEPT 2014		\$1,017.00	
		Voucher #:	66990	Invoice	Invoice No: H4688298			5/22/2014	
							Paid Amt:	\$1,017.00	
							Check Amount:	\$1,017.00	
2689	FIN	48093	6652		MID-AMERICA BOOKS		Check		
				E 01	103 620 591 302 470	Library Books		\$452.85	
		Voucher #:	66993	Invoice	Invoice No: 310389			5/22/2014	
							Paid Amt:	\$452.85	
							Check Amount:	\$452.85	
2689	FIN	48094	01828		ORIENTAL TRADING COMPANY INC		Check		
				E 01	207 258 233 000 430	IN-25/865 Golden Crown Jewel Tiara		\$3.50	
				E 01	207 258 233 000 430	IN-3/1095 Chef Hats (pack of 12)		\$6.00	
				E 01	207 258 233 000 430	IN-25/2561 Neon Gangster Hats (pack of 12)		\$9.00	
				E 01	207 258 233 000 430	IN-26/2620 Chicken Hat		\$6.50	
				E 01	207 258 233 000 430	IN-MC2204LG Statue of Liberty Costume - size		\$21.00	
				E 01	207 258 233 000 430	IN-13638081 Uncle Sam Child Costume - size		\$18.00	
		Voucher #:	67000	Invoice	Invoice No: 662236890-02 & 01			5/22/2014	
							Paid Amt:	\$64.00	
							Check Amount:	\$64.00	
2689	FIN	48095	8018		OUTLAW CUSTOMS		Check		
				E 01	300 810 000 000 350	Repair&maint Service, April, 2014		\$337.50	
				E 01	102 810 000 000 350	Repair&maint Service, April, 2014		\$145.00	
				E 01	103 810 000 000 350	Repair&maint Service, April, 2014		\$130.00	
		Voucher #:	66995	Invoice	Invoice No: 1500			5/22/2014	
							Paid Amt:	\$612.50	
							Check Amount:	\$612.50	
2689	FIN	48096	01812	01812	Penworthy Company		Check		
				E 01	103 620 591 302 470	Library Books		\$70.84	
		Voucher #:	66992	Invoice	Invoice No: 562138			5/22/2014	
							Paid Amt:	\$70.84	
							Check Amount:	\$70.84	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48097	01047		S & S WORLDWIDE INC.		Check		
				E 04	005 591 000 000 401	General Supplies		\$28.52	
		Voucher #:	66996	Invoice	Invoice No:	81000666		5/22/2014	
							Paid Amt:	\$28.52	
							Check Amount:	\$28.52	
2689	FIN	48098	8133		ZACHARY SCOTT PLOEGER		Check		
				E 01	300 291 220 000 305	Consult & Serv.fees Speech		\$150.00	
		Voucher #:	66991	Invoice	Invoice No:	05/22/2014		5/22/2014	
							Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2689	FIN	48099	6885		Pipestone Area School, HS Actv		Check		
				E 01	005 740 187 000 401	General Supplies		\$56.00	
		Voucher #:	67001	Invoice	Invoice No:	05/23/2014		5/22/2014	
							Paid Amt:	\$56.00	
							Check Amount:	\$56.00	
2689	FIN	48100	5218		ISD 0177, WINDOM		Check		
				E 01	300 296 206 000 369	Entry Fees/Student Travel, 5/17/2014		\$75.00	
		Voucher #:	67003	Invoice	Invoice No:	05/23/2014		5/22/2014	
							Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
2689	FIN	48101	4801		MN ASSN OF AG EDUCATORS		Check		
				E 01	300 640 000 316 366	Travel		\$524.00	
		Voucher #:	67002	Invoice	Invoice No:	05/23/2014		5/22/2014	
							Paid Amt:	\$524.00	
							Check Amount:	\$524.00	
2689	FIN	48102	5917		ST. JAMES HIGH SCHOOL		Check		
				E 01	300 296 207 000 369	Entry Fees/Student Travel-Tennis		\$30.00	
		Voucher #:	67004	Invoice	Invoice No:	05/23/2014		5/22/2014	
							Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
2689	FIN	48104	8728		OAKDALE GOLF CLUB		Check		
				E 01	300 292 204 000 369	Entry Fees/Student Travel, GOLF 5/23/2014		\$56.00	
		Voucher #:	67005	Invoice	Invoice No:	05/23/2014		5/22/2014	
							Paid Amt:	\$56.00	
							Check Amount:	\$56.00	
2689	FIN	48105	7656		BWT&F ENTERPRIZES, LLP		Check		
				E 01	300 292 208 302 530	Finish Lynx Package		\$14,500.00	
		Voucher #:	67006	Invoice	Invoice No:	3472		5/22/2014	
							Paid Amt:	\$14,500.00	
							Check Amount:	\$14,500.00	
2689	FIN	48106	5782		CENTERPOINT ENERGY		Check		
				E 01	102 810 000 000 440	Fuel For Buildings, April 2014		\$2,027.96	
				E 01	103 810 000 000 440	Fuel For Buildings, April 2014		\$1,259.33	
				E 01	300 810 000 000 440	Fuel For Buildings, April 2014		\$7,456.63	
		Voucher #:	67010	Invoice	Invoice No:	8000015159-9		5/27/2014	
							Paid Amt:	\$10,743.92	
							Check Amount:	\$10,743.92	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48107	00063		CITY OF PIPESTONE		Check		
				E 01	005 810 191 000 350	Sanding Parking Lots March/April 2014		\$940.00	
		Voucher #:	67011	Invoice	Invoice No: 23859	5/27/2014		Paid Amt:	\$940.00
				E 01	005 810 191 000 350	Sweep Parking Lots April 2014		\$405.00	
		Voucher #:	67012	Invoice	Invoice No: 23880	5/27/2014		Paid Amt:	\$405.00
								Check Amount:	\$1,345.00
2689	FIN	48108	8650		INTERNATIONAL WOLF CENTER		Check		
				E 01	207 203 000 000 369	Entry Fees/Student Travel		\$120.00	
		Voucher #:	67007	Invoice	Invoice No: 700	5/27/2014		Paid Amt:	\$120.00
								Check Amount:	\$120.00
2689	FIN	48110	5983		SIOUX VALLEY ENERGY		Check		
				E 01	300 810 185 000 330	Utility Services, Flashing Light April 2014		\$76.00	
		Voucher #:	67008	Invoice	Invoice No: 7058684200	5/27/2014		Paid Amt:	\$76.00
				E 01	300 810 184 000 330	Utilities - Electricity, April 2014		\$6,764.00	
		Voucher #:	67009	Invoice	Invoice No: 705868400	5/27/2014		Paid Amt:	\$6,764.00
								Check Amount:	\$6,840.00
2689	FIN	48111	6947		HORIZON SOFTWARE INT'L, LLC		Check		
				E 02	005 770 000 701 401	General Supplies		\$3,195.00	
		Voucher #:	67013	Invoice	Invoice No: 66419	5/27/2014		Paid Amt:	\$3,195.00
								Check Amount:	\$3,195.00
2689	FIN	48112	4045		MASTERCARD		Check		
				E 01	300 640 000 316 366	Travel		\$584.80	
				E 01	300 640 000 316 366	Travel,		\$279.55	
				E 01	300 294 200 000 430	Instructional Supply		\$800.52	
				E 01	207 203 000 000 430	Instructional Supply		\$52.80	
				E 01	005 020 000 000 401	Instructional Supply		\$50.00	
				E 01	300 640 000 316 366	Travel		\$36.76	
				E 01	300 301 501 000 369	Entry Fees/Student Travel		\$1,906.80	
				E 01	103 203 000 000 430	Instructional Supply		\$124.00	
				E 01	300 250 000 000 430	Instructional Supply		\$112.50	
				E 04	005 580 000 325 430	Instructional Supply		\$567.16	
				E 01	300 240 000 000 430	Instructional Supply		\$5.00	
				E 01	205 258 233 000 430	Instructional Supply		\$15.49	
				E 01	005 640 000 316 305	ICU		\$140.00	
				E 01	300 301 501 830 430	Instructional Supply		\$111.44	
				E 01	300 258 234 000 401	General Supplies		\$159.97	
				E 01	300 258 234 000 401	General Supplies		\$0.00	
		Voucher #:	67016	Invoice	Invoice No: 7804	5/28/2014		Paid Amt:	\$4,946.79
								Check Amount:	\$4,946.79

Pipestone Area Schools ISD #2689
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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48113	4045		MASTERCARD		Check		
				E 01	300 240 000 000 430	Instructional Supply		\$71.52	
		Voucher #:	67017	Invoice	Invoice No: 4455				
						5/28/2014		Paid Amt:	\$71.52
								Check Amount:	\$71.52
2689	FIN	48114	00910		A & B BUSINESS EQUIPMENT INC		Check		
				E 01	005 620 000 000 401	DEF-63101 Wall File		\$18.93	
		Voucher #:	67028	Invoice	Invoice No: 0238672-001				
						5/30/2014		Paid Amt:	\$18.93
								Check Amount:	\$18.93
2689	FIN	48115	8457		BAETE-FORSETH LLC		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$366.25	
		Voucher #:	67043	Invoice	Invoice No: 243844				
						5/30/2014		Paid Amt:	\$366.25
								Check Amount:	\$366.25
2689	FIN	48116	6855		Baker & Taylor Books		Check		
				E 04	005 591 000 000 470	Library Books		\$158.99	
		Voucher #:	67029	Invoice	Invoice No: 2029394762				
						5/30/2014		Paid Amt:	\$158.99
								Check Amount:	\$158.99
2689	FIN	48117	5347		CONTINENTAL CLAY CO.		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$73.50	
		Voucher #:	67034	Invoice	Invoice No: INV000088161				
						5/30/2014		Paid Amt:	\$73.50
								Check Amount:	\$73.50
2689	FIN	48118	6984		ETS		Check		
				E 01	300 640 000 316 401	ParaPro Test		\$50.00	
		Voucher #:	67027	Invoice	Invoice No: OM20185733				
						5/30/2014		Paid Amt:	\$50.00
								Check Amount:	\$50.00
2689	FIN	48119	7088		FREMONT INDUSTRIES		Check		
				E 01	005 810 000 000 401	General Supplies		\$185.00	
		Voucher #:	67041	Invoice	Invoice No: 827682				
						5/30/2014		Paid Amt:	\$185.00
								Check Amount:	\$185.00
2689	FIN	48120	03213		HUBERS TOWING AND REPAIR		Check		
				E 01	005 605 190 000 350	Repair&maint Service Vehicles		\$203.00	
		Voucher #:	67042	Invoice	Invoice No: 31319				
						5/30/2014		Paid Amt:	\$203.00
								Check Amount:	\$203.00
2689	FIN	48121	8612		ILLINOIS LIBRARY ASSOCIATION		Check		
				E 04	005 591 000 000 470	Library Books		\$396.88	
		Voucher #:	67031	Invoice	Invoice No: 1871130				
						5/30/2014		Paid Amt:	\$396.88
								Check Amount:	\$396.88

Pipestone Area Schools ISD #2689
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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48122	8073		INTERSTATE BATTERY CENTER		Check		
				E 01	300 810 000 000 401	General Supplies		\$67.15	
		Voucher #:	67037	Invoice	Invoice No:	1907201009412		5/30/2014	
							Paid Amt:	\$67.15	
							Check Amount:	\$67.15	
2689	FIN	48123	01140		JERS ELECTRIC INC		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$52.92	
		Voucher #:	67033	Invoice	Invoice No:	27267		5/30/2014	
							Paid Amt:	\$52.92	
							Check Amount:	\$52.92	
2689	FIN	48124	7377		LIBERTY SEPTIC, INC		Check		
				E 01	300 292 000 000 401	PORTABLE RESTROOMS		\$1,000.00	
		Voucher #:	67045	Invoice	Invoice No:	661854		5/30/2014	
						TRACK/SB/BB	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
2689	FIN	48125	8731		LISA PISTAHIO		Check		
				R 01	102 620 591 000 099	Brown School Library Fines		\$15.00	
		Voucher #:	67036	Invoice	Invoice No:	05/30/2014		5/30/2014	
							Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
2689	FIN	48126	5505		MARK'S GENERAL MACHINE		Check		
				E 01	300 810 000 000 401	General Supplies		\$8.75	
		Voucher #:	67035	Invoice	Invoice No:	60070		5/30/2014	
							Paid Amt:	\$8.75	
							Check Amount:	\$8.75	
2689	FIN	48127	7723		MIRACLE RECREATION EQUIPMENT		Check		
				E 01	103 810 000 000 350	112726P 6'6" Mogul Slide Bedway		\$810.00	
				E 01	102 810 000 000 350	983469P Deck Enclosure for Typhoon		\$112.00	
				E 01	102 810 000 000 350	Freight		\$23.57	
				E 01	103 810 000 000 350	Freight		\$157.71	
		Voucher #:	67044	Invoice	Invoice No:	747240		5/30/2014	
							Paid Amt:	\$1,103.28	
							Check Amount:	\$1,103.28	
2689	FIN	48128	8730		OMAHA'S HENRY DOORLY ZOO AND AQUARIUM		Check		
				E 01	300 258 234 000 369	Entry Fees/Student Travel		\$319.00	
		Voucher #:	67030	Invoice	Invoice No:	7989		5/30/2014	
							Paid Amt:	\$319.00	
							Check Amount:	\$319.00	
2689	FIN	48129	4366		PRAIRIE ECOLOGY BUS CENTER		Check		
				E 01	207 203 000 000 305	Consult & Serv.fees		\$1,125.00	
		Voucher #:	67046	Invoice	Invoice No:	05/30/2014		5/30/2014	
							Paid Amt:	\$1,125.00	
							Check Amount:	\$1,125.00	
2689	FIN	48130	00890		STOUT & EVINK		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$107.85	
		Voucher #:	67038	Invoice	Invoice No:	71132		5/30/2014	
							Paid Amt:	\$107.85	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48130	00890		STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$63.61	
		Voucher #:	67039	Invoice	Invoice No: 71075	5/30/2014	Paid Amt:	\$63.61	
				E 01	300 810 000 000 401	General Supplies		\$6.77	
		Voucher #:	67040	Invoice	Invoice No: 71055	5/30/2014	Paid Amt:	\$6.77	
							Check Amount:	\$178.23	
2689	FIN	48131	8584		TeachersPayTeachers		Check		
				E 01	103 203 000 000 430	Gift Certificate for Lisa Evans		\$150.00	
		Voucher #:	67032	Invoice	Invoice No: 05/30/2014	5/30/2014	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2689	FIN	48132	6110		PRAIRIE VILLAGE		Check		
				E 01	103 203 000 000 369	Entry Fees/Student Travel		\$270.00	
		Voucher #:	67047	Invoice	Invoice No: 06/02/2014	6/2/2014	Paid Amt:	\$270.00	
							Check Amount:	\$270.00	
2689	FIN	48133	01356		SCHOLASTIC BOOK FAIRS -8		Check		
				B 01	206 516	In and Out, Boof Fair		\$4,130.34	
		Voucher #:	67048	Invoice	Invoice No: 33449	6/2/2014	Paid Amt:	\$4,130.34	
							Check Amount:	\$4,130.34	
2689	FIN	48134	8426		BENNET OFFICE TECHNOLOGIES		Check		
				E 04	005 591 000 000 401	General Supplies, May 2014		\$167.27	
		Voucher #:	67050	Invoice	Invoice No: 204112	6/3/2014	Paid Amt:	\$167.27	
				E 01	005 110 000 000 370	Rentals & Leases, May 2014		\$6,283.98	
		Voucher #:	67051	Invoice	Invoice No: 204123	6/3/2014	Paid Amt:	\$6,283.98	
							Check Amount:	\$6,451.25	
2689	FIN	48135	6870		COMPVIEW		Check		
				E 01	005 605 000 000 401	Projector Bulbs		\$395.00	
				E 01	005 605 000 000 401	Shipping		\$9.00	
		Voucher #:	67054	Invoice	Invoice No: 0220257-IN	6/3/2014	Paid Amt:	\$404.00	
							Check Amount:	\$404.00	
2689	FIN	48136	6880		ITC		Check		
				E 01	006 810 000 000 320	Communications/Phone, April 2014		\$177.11	
		Voucher #:	67055	Invoice	Invoice No: 10209721	6/3/2014	Paid Amt:	\$177.11	
				E 01	006 810 000 000 320	Communications/Phone, April 2014		\$26.62	
		Voucher #:	67056	Invoice	Invoice No: 10201412	6/3/2014	Paid Amt:	\$26.62	
							Check Amount:	\$203.73	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48137	7830		MIDWEST SPECIAL INSTRUMENTS		Check		
				E 01	005 720 000 000 350	Repair&maint Service		\$81.00	
		Voucher #:	67058	Invoice	Invoice No:	1405476-IN		6/3/2014	
							Paid Amt:	\$81.00	
							Check Amount:	\$81.00	
2689	FIN	48138	8578		MINNESOTA ZOO		Check		
				E 01	103 203 000 000 305	Science Video Conferencing 3rd Grade		\$170.00	
				E 01	103 203 000 000 305	Science Video Conferencing 4th Grade		\$85.00	
		Voucher #:	67057	Invoice	Invoice No:	00000209029		6/3/2014	
							Paid Amt:	\$255.00	
							Check Amount:	\$255.00	
2689	FIN	48139	01797		NICKLASSON ATHLETIC CO.		Check		
				E 01	300 292 208 000 401	General Supplies		\$305.80	
		Voucher #:	67052	Invoice	Invoice No:	19632		6/3/2014	
							Paid Amt:	\$305.80	
							Check Amount:	\$305.80	
2689	FIN	48140	5904		RIDDELL/ALL AMERICAN		Check		
				E 01	300 294 203 000 430	Football Jerseys See Attached		\$2,070.80	
		Voucher #:	67053	Invoice	Invoice No:	96630369		6/3/2014	
							Paid Amt:	\$2,070.80	
							Check Amount:	\$2,070.80	
2689	FIN	48141	8729		ROBERT LEE SWAN		Check		
				E 04	005 591 000 000 401	General Supplies		\$250.00	
		Voucher #:	67049	Invoice	Invoice No:	06/03/2014		6/3/2014	
							Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
2689	FIN	48142	8375		DANIEL JOHN CARLSON		Check		
				E 01	300 258 233 000 305	Consult & Serv.fees Band		\$350.00	
		Voucher #:	67062	Invoice	Invoice No:	06/03/2014		6/3/2014	
							Paid Amt:	\$350.00	
							Check Amount:	\$350.00	
2689	FIN	48143	8734		GREENWOOD NURSERY		Check		
				E 01	300 301 119 000 430	Instructional Supply SHIPS		\$300.00	
				E 01	300 301 245 000 401	General Supplies		\$138.31	
		Voucher #:	67074	Invoice	Invoice No:	6504 & 6487		6/3/2014	
							Paid Amt:	\$438.31	
							Check Amount:	\$438.31	
2689	FIN	48144	5081		HANK'S FOODS		Check		
				E 01	300 301 504 000 430	Instructional Supply		\$40.00	
		Voucher #:	67065	Invoice	Invoice No:	275		6/3/2014	
							Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
2689	FIN	48145	01379		HART'S MUSIC CENTER		Check		
				E 01	207 258 233 000 430	Instructional Supply		\$76.45	
		Voucher #:	67064	Invoice	Invoice No:	06/03/2014		6/3/2014	
							Paid Amt:	\$76.45	
							Check Amount:	\$76.45	

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
2689	FIN	48146	01206		JASPER JOURNAL		Check			
				E 01	005 010 000 000 305	Consult & Serv.fees		\$149.50		
		Voucher #:	67061	Invoice	Invoice No: 06/03/2014		6/3/2014		Paid Amt:	\$149.50
									Check Amount:	\$149.50
2689	FIN	48148	7637		NEFF COMPANY		Check			
				E 01	300 291 220 000 401	General Supplies		\$425.80		
		Voucher #:	67070	Invoice	Invoice No: 002236524		6/3/2014		Paid Amt:	\$425.80
									Check Amount:	\$425.80
2689	FIN	48149	8697		NORTH COUNTRY REGION		Check			
				E 04	005 505 905 321 401	General Supplies-JO Volleyball		\$610.00		
		Voucher #:	67075	Invoice	Invoice No: 06/03/2014		6/3/2014		Paid Amt:	\$610.00
									Check Amount:	\$610.00
2689	FIN	48150	5594		PIPESTONE AREA SCHOOLS		Check			
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg		\$6.00		
				E 01	103 203 000 000 430	Instructional Supply		\$75.91		
		Voucher #:	67071	Invoice	Invoice No: 06/03/2014		6/3/2014		Paid Amt:	\$81.91
									Check Amount:	\$81.91
2689	FIN	48151	7331		PROJECT LEAD THE WAY, INC.		Check			
				E 01	300 361 360 000 430	Instructional Supply, FY 2014		\$3,000.00		
		Voucher #:	67067	Invoice	Invoice No: PF033330		6/3/2014		Paid Amt:	\$3,000.00
									Check Amount:	\$3,000.00
2689	FIN	48152	7111		SCHOLASTIC		Check			
				E 01	102 201 000 000 430	Instructional Supply		\$97.00		
		Voucher #:	67068	Invoice	Invoice No: 1669866616		6/3/2014		Paid Amt:	\$97.00
									Check Amount:	\$97.00
2689	FIN	48153	00425		SOJO'S SPORTSWEAR		Check			
				E 04	005 505 905 321 401	General Supplies-JO Volleyball		\$2,853.00		
		Voucher #:	67072	Invoice	Invoice No: 32264 & 336568		6/3/2014		Paid Amt:	\$2,853.00
									Check Amount:	\$2,853.00
2689	FIN	48154	8379		STAR TRIBUNE		Check			
				E 04	005 591 000 000 475	Periodicals		\$65.60		
		Voucher #:	67076	Invoice	Invoice No: 10096718		6/3/2014		Paid Amt:	\$65.60
									Check Amount:	\$65.60
2689	FIN	48155	7974		UNIVERSITY OF MINNESOTA		Check			
				E 01	300 260 298 000 394	to Non-Ed Agency		\$290.00		
		Voucher #:	67063	Invoice	Invoice No: 4567027		6/3/2014		Paid Amt:	\$290.00
									Check Amount:	\$290.00

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
2689	FIN	48156	5300		US BANK		Check			
				E 01	005 110 000 000 305			Consult & Serv.fees,	\$425.00	
		Voucher #:	67069	Invoice	Invoice No:	3691532	6/3/2014		Paid Amt:	\$425.00
									Check Amount:	\$425.00
2689	FIN	48157	3750		YOUTH FRONTIERS		Check			
				B 01	131 000			Prepaid Expenses & Deposits	\$750.00	
		Voucher #:	67066	Invoice	Invoice No:	62331	6/3/2014		Paid Amt:	\$750.00
									Check Amount:	\$750.00
2689	FIN	48158	8079		ADVOCATE TRIBUNE		Check			
				E 01	300 292 201 000 401			SUPPLIES	\$70.00	
		Voucher #:	67086	Invoice	Invoice No:	06/04/2014	6/4/2014		Paid Amt:	\$70.00
									Check Amount:	\$70.00
2689	FIN	48159	8735		AL CLAUSSEN		Check			
				E 01	300 292 208 000 300				\$195.00	
		Voucher #:	67077	Invoice			6/4/2014		Paid Amt:	\$195.00
						TRACK			Check Amount:	\$195.00
2689	FIN	48160	8737		ALBERTY JUDD		Check			
				E 01	300 292 208 000 305			General Supplies	\$125.00	
		Voucher #:	67088	Invoice	Invoice No:	06/04/2014	6/4/2014		Paid Amt:	\$125.00
									Check Amount:	\$125.00
2689	FIN	48161	8346		ALYSSA TINKLENBERG		Check			
				E 01	300 292 208 000 305			Consult & Serv.fees, TRACK 2014	\$60.00	
		Voucher #:	67081	Invoice	Invoice No:	06/04/2014	6/4/2014		Paid Amt:	\$60.00
									Check Amount:	\$60.00
2689	FIN	48162	7792		CHRISTINE COLEMER		Check			
				E 01	300 292 208 000 305			Consult & Serv.fees, TRACK 2014	\$225.00	
		Voucher #:	67078	Invoice	Invoice No:	06/04/2014	6/4/2014		Paid Amt:	\$225.00
									Check Amount:	\$225.00
2689	FIN	48163	8736		DAN NESVOLD		Check			
				E 01	300 292 208 000 305			Consult & Serv.fees, TRACK 2014	\$45.00	
		Voucher #:	67080	Invoice	Invoice No:	06/04/2014	6/4/2014		Paid Amt:	\$45.00
									Check Amount:	\$45.00
2689	FIN	48164	7578		JENNINGS WALLACE		Check			
				E 01	300 292 208 000 305			Consult & Serv.fees, TRACK 2014	\$150.00	
		Voucher #:	67083	Invoice	Invoice No:	06/04/2014	6/4/2014		Paid Amt:	\$150.00
									Check Amount:	\$150.00

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48165	5350		MARK ZINNEL		Check
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK 2014	\$150.00
		Voucher #:	67084	Invoice	Invoice No: 06/04/2014	6/4/2014	Paid Amt: \$150.00
							Check Amount: \$150.00
2689	FIN	48166	7637		NEFF COMPANY		Check
				E 01	300 292 000 000 401	General Supplies	\$101.02
		Voucher #:	67087	Invoice	Invoice No: 002236523	6/4/2014	Paid Amt: \$101.02
							Check Amount: \$101.02
2689	FIN	48167	00398		SHERI TINKLENBERG		Check
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK 2014	\$105.00
		Voucher #:	67082	Invoice	Invoice No: 06/04/2014	6/4/2014	Paid Amt: \$105.00
							Check Amount: \$105.00
2689	FIN	48168	00425		SOJO'S SPORTSWEAR		Check
				E 01	300 292 000 000 401	General Supplies	\$15.00
		Voucher #:	67085	Invoice	Invoice No: 060114	6/4/2014	Paid Amt: \$15.00
							Check Amount: \$15.00
2689	FIN	48169	00779		THOMAS W HOUSELOG		Check
				E 01	300 292 208 000 305	Consult & Serv.fees, TRACK 2014	\$105.00
		Voucher #:	67079	Invoice	Invoice No: 06/04/2014	6/4/2014	Paid Amt: \$105.00
							Check Amount: \$105.00
2689	FIN	48172	4408		JEFFREY MOBERG		Check
				E 01	005 640 000 316 305	CPR Instruction 6/6/2014	\$595.00
		Voucher #:	67089	Invoice	Invoice No: 06/06/2014	6/6/2014	Paid Amt: \$595.00
							Check Amount: \$595.00
2689	FIN	48173	6304		REBECCA JOHNSON		Check
				E 01	005 640 000 316 305	CPR Instruction 6/6/2014	\$595.00
		Voucher #:	67090	Invoice	Invoice No: 06/06/2014	6/6/2014	Paid Amt: \$595.00
							Check Amount: \$595.00
2689	FIN	48174	00776		ALAN TAYLOR		Check
				E 01	300 258 233 000 305	Consult & Serv.fees Band	\$100.00
		Voucher #:	67091	Invoice	Invoice No: 06/09/2014	6/9/2014	Paid Amt: \$100.00
							Check Amount: \$100.00
2689	FIN	48175	3763		AUTOMATIC BUILDING CONTROLS		Check
				E 01	300 810 000 000 401	General Supplies	\$132.00
		Voucher #:	67105	Invoice	Invoice No: 207360	6/9/2014	Paid Amt: \$132.00
							Check Amount: \$132.00

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48176	00064		CARROW'S TRUE VALUE		Check		
				E 01	300 810 000 000 401	General Supplies		\$12.99	
		Voucher #:	67109	Invoice	Invoice No: 16239			6/9/2014	Paid Amt: \$12.99
				E 01	300 810 000 000 401	General Supplies		\$4.59	
		Voucher #:	67110	Invoice	Invoice No: 16238			6/9/2014	Paid Amt: \$4.59
									Check Amount: \$17.58
2689	FIN	48178	01032		HEARTLAND PAPER COMPANY		Check		
				E 01	005 810 000 000 401	General Supplies		\$2,002.46	
		Voucher #:	67106	Invoice	Invoice No: 32393-0			6/9/2014	Paid Amt: \$2,002.46
									Check Amount: \$2,002.46
2689	FIN	48179	5833		JB'S FOOD MART, INC.		Check		
				E 01	005 810 190 000 366	Travel Custodial		\$62.82	
		Voucher #:	67107	Invoice	Invoice No: 06/09/2014			6/9/2014	Paid Amt: \$62.82
									Check Amount: \$62.82
2689	FIN	48180	8617		JEFFERS PETROGLYPHS		Check		
				E 01	207 203 000 000 369	Entry Fees/Student Travel		\$275.00	
		Voucher #:	67094	Invoice	Invoice No: 8844			6/9/2014	Paid Amt: \$275.00
									Check Amount: \$275.00
2689	FIN	48181	7718		K & A AUTO & GLASS		Check		
				E 04	005 249 000 321 350	Repair&maint Service		\$160.95	
		Voucher #:	67100	Invoice	Invoice No: 3048			6/9/2014	Paid Amt: \$160.95
									Check Amount: \$160.95
2689	FIN	48182	5088		KENDELL DOORS & HARDWARE INC		Check		
				E 01	300 810 000 000 350	351-P10-EN		\$2,820.72	
		Voucher #:	67104	Invoice	Invoice No: S1010160			6/9/2014	Paid Amt: \$2,820.72
									Check Amount: \$2,820.72
2689	FIN	48183	4626		PIPESTONE CO. TRANSIT		Check		
				E 01	300 402 000 723 360	Transp Cntrt W/Publc		\$280.00	
		Voucher #:	67108	Invoice	Invoice No: 06/09/2014			6/9/2014	Paid Amt: \$280.00
									Check Amount: \$280.00
2689	FIN	48184	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees		\$1,022.98	
				E 01	300 291 291 000 430	Consult & Serv.fees		\$400.00	
		Voucher #:	67092	Invoice	Invoice No: 06/09/2014			6/9/2014	Paid Amt: \$1,422.98
				E 04	005 505 000 321 305	Consult & Serv.fees, Com Ed		\$244.80	
		Voucher #:	67097	Invoice	Invoice No: 06/09/2014			6/9/2014	Paid Amt: \$244.80
									Check Amount: \$1,667.78

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48185	3906		RAPID RIBBONS		Check
				E 01	207 240 000 000 430	460 Ribbons for track & field day	\$234.09
				E 01	207 240 000 000 430	Shipping	\$20.00
		Voucher #:	67093	Invoice	Invoice No: Order 243834A	6/9/2014	Paid Amt: \$254.09
							Check Amount: \$254.09
2689	FIN	48186	00890		STOUT & EVINK		Check
				E 01	300 810 000 000 350	Repair&maint Service	\$50.00
		Voucher #:	67111	Invoice	Invoice No: 71249	6/9/2014	Paid Amt: \$50.00
				E 01	103 810 000 000 350	Repair&maint Service	\$63.41
		Voucher #:	67112	Invoice	Invoice No: 71160	6/9/2014	Paid Amt: \$63.41
							Check Amount: \$113.41
2689	FIN	48187	3697		SW/WC SERVICE COOPERATIVE		Check
				E 01	005 605 000 000 305	Consult & Serv.fees, Tech Support	\$7,953.79
		Voucher #:	67095	Invoice	Invoice No: 43362	6/9/2014	Paid Amt: \$7,953.79
				E 01	207 203 000 000 369	Entry Fees/Student Travel, Author Program	\$800.00
		Voucher #:	67098	Invoice	Invoice No: 43404	6/9/2014	Paid Amt: \$800.00
				E 01	300 640 000 316 366	Travel	\$10.00
		Voucher #:	67103	Invoice	Invoice No: 43272	6/9/2014	Paid Amt: \$10.00
							Check Amount: \$8,763.79
2689	FIN	48188	5081		HANK'S FOODS		Check
				E 01	205 250 000 000 430	Instructional Supply	\$1,771.65
		Voucher #:	67096	Invoice	Invoice No: 137	6/9/2014	Paid Amt: \$1,771.65
				E 04	005 582 000 344 430	Instructional Supply	\$43.69
		Voucher #:	67099	Invoice	Invoice No: 144	6/9/2014	Paid Amt: \$43.69
				E 01	005 010 000 000 401	General Supplies	\$53.25
		Voucher #:	67101	Invoice	Invoice No: 131	6/9/2014	Paid Amt: \$53.25
				E 01	300 402 000 740 433		\$70.79
		Voucher #:	67102	Invoice	Invoice No: 143	6/9/2014	Paid Amt: \$70.79
							Check Amount: \$1,939.38
2689	FIN	48189	8741		AAPT PROGRAMS AND CONFERENCES		Check
				E 01	300 640 000 316 366	Travel	\$213.00
		Voucher #:	67122	Invoice	Invoice No: 06/10/2014	6/10/2014	Paid Amt: \$213.00
							Check Amount: \$213.00
2689	FIN	48190	3512		CHILDRENS CARE HOSP & SCHOOL		Check
				E 01	103 403 000 740 393	Sp Ed Contr Svcs Pup, April 2014	\$5,539.00
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, April 2014	\$7,009.00
				E 01	103 411 000 740 393	Sp Ed Contr Svcs Pup, April 2014	\$5,434.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48190	3512		CHILDRENS CARE HOSP & SCHOOL		Check		
				E 01	103 410 000 740 393	Sp Ed Contr Svcs Pup, April 2014		\$7,499.00	
		Voucher #:	67125	Invoice	Invoice No:	30000944	6/10/2014	Paid Amt:	\$25,481.00
								Check Amount:	\$25,481.00
2689	FIN	48191	3620		EAST DAKOTA EDUCATIONAL COOP		Check		
				E 01	300 211 000 000 393	Sp Ed Contr Svcs Pup, May 2014		\$667.00	
		Voucher #:	67126	Invoice	Invoice No:	M-14	6/10/2014	Paid Amt:	\$667.00
				E 01	300 211 000 000 393	Sp Ed Contr Svcs Pup, April 2014		\$1,334.00	
		Voucher #:	67130	Invoice	Invoice No:	A-14	6/10/2014	Paid Amt:	\$1,334.00
								Check Amount:	\$2,001.00
2689	FIN	48192	8572		FARGO PUBLIC SCHOOLS		Check		
				E 01	300 211 000 000 392	to Out-of-State Dist		\$411.42	
		Voucher #:	67124	Invoice	Invoice No:	32967	6/10/2014	Paid Amt:	\$411.42
								Check Amount:	\$411.42
2689	FIN	48193	3551		HOUGHTON MIFFLIN COMPANY		Check		
				E 01	005 400 000 000 461	Standarized Tests		\$89.75	
		Voucher #:	67123	Invoice	Invoice No:	950327433	6/10/2014	Paid Amt:	\$89.75
								Check Amount:	\$89.75
2689	FIN	48194	7945		NOAH'S ARK PRESCHOOL		Check		
				E 01	102 412 000 740 393	Sp Ed Contr Svcs Pup, May 2014		\$150.00	
		Voucher #:	67127	Invoice	Invoice No:	06/10/2014	6/10/2014	Paid Amt:	\$150.00
				E 01	102 412 000 740 393	Sp Ed Contr Svcs Pup, May 2014		\$110.00	
		Voucher #:	67128	Invoice	Invoice No:	06/10/2014	6/10/2014	Paid Amt:	\$110.00
								Check Amount:	\$260.00
2689	FIN	48195	01300		PIPESTONE CO. MEDICAL CENTER		Check		
				E 01	103 403 000 740 394	Sp Ed Contr Svcs Pup, April 2014		\$2,748.02	
		Voucher #:	67129	Invoice	Invoice No:	06/10/2014	6/10/2014	Paid Amt:	\$2,748.02
								Check Amount:	\$2,748.02
2689	FIN	48196	3697		SW/WC SERVICE COOPERATIVE		Check		
				E 01	103 203 000 000 369	Entry Fees/Student Travel		\$120.00	
		Voucher #:	67121	Invoice	Invoice No:	06/10/2014	6/10/2014	Paid Amt:	\$120.00
								Check Amount:	\$120.00
2689	FIN	48197	00276		XCEL ENERGY		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field, May 2014		\$579.78	
		Voucher #:	67120	Invoice	Invoice No:	51-6709448-8	6/10/2014	Paid Amt:	\$579.78
								Check Amount:	\$579.78

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48198	8742		KIRSTEN BROCKBERG		Check		
				E 01	300 292 208 000 305	Consult & Serv.fees		\$60.00	
		Voucher #:	67131	Invoice	Invoice No:	06/11/2014		6/11/2014	
								Paid Amt:	\$60.00
								Check Amount:	\$60.00
2689	FIN	48199	00910		A & B BUSINESS EQUIPMENT INC		Check		
				E 01	005 110 000 000 401	AVE-5160 Mailing labels 1" X 2 5/8"		\$26.99	
		Voucher #:	67140	Invoice	Invoice No:	0240040-001		6/11/2014	
								Paid Amt:	\$26.99
								Check Amount:	\$26.99
2689	FIN	48200	00064		CARROW'S TRUE VALUE		Check		
				E 01	300 258 234 000 401	General Supplies		\$95.70	
		Voucher #:	67133	Invoice	Invoice No:	16237		6/11/2014	
								Paid Amt:	\$95.70
								Check Amount:	\$95.70
2689	FIN	48201	6780		DENNYS NAPA OF PIPESTONE		Check		
				E 01	300 810 000 000 401	General Supplies		\$8.99	
		Voucher #:	67135	Invoice	Invoice No:	101795		6/11/2014	
								Paid Amt:	\$8.99
								Check Amount:	\$8.99
2689	FIN	48202	00096		EDGERTON CHRISTIAN ELEM		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg, May 2014		\$2,246.40	
		Voucher #:	67134	Invoice	Invoice No:	06/11/2014		6/11/2014	
								Paid Amt:	\$2,246.40
								Check Amount:	\$2,246.40
2689	FIN	48203	00743		GREG'S WELDING,INC.		Check		
				E 01	300 301 501 830 430	Instructional Supply		\$70.40	
		Voucher #:	67132	Invoice	Invoice No:	77907		6/11/2014	
								Paid Amt:	\$70.40
								Check Amount:	\$70.40
2689	FIN	48204	5473		INDEPENDENT		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees		\$386.22	
		Voucher #:	67138	Invoice	Invoice No:	C17965		6/11/2014	
								Paid Amt:	\$386.22
								Check Amount:	\$386.22
2689	FIN	48205	00200		K & M MUSIC INCORPORATED		Check		
				E 01	300 258 233 000 430	Instructional Supply		\$9.68	
		Voucher #:	67136	Invoice	Invoice No:	10742		6/11/2014	
								Paid Amt:	\$9.68
								Check Amount:	\$9.68
2689	FIN	48206	5138		PIPESTONE BUILDING MATERIALS		Check		
				E 01	005 810 000 000 401	General Supplies		\$19.38	
		Voucher #:	67139	Invoice	Invoice No:	06/11/2014		6/11/2014	
								Paid Amt:	\$19.38
								Check Amount:	\$19.38

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48207	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees		\$1,456.00	
		Voucher #: 67137	Invoice		Invoice No: CP3149	6/11/2014	Paid Amt:	\$1,456.00	
							Check Amount:	\$1,456.00	
2689	FIN	48208	6885		Pipestone Area School, HS Actv		Check		
				E 01	300 291 229 000 430	Instructional Supply-One Act Play		\$79.87	
		Voucher #: 67143	Invoice		Invoice No: 06/11/2014	6/11/2014	Paid Amt:	\$79.87	
							Check Amount:	\$79.87	
2689	FIN	48209	00224		LUDOLPH BUS INCORPORATED		Check		
				E 01	006 203 000 733 360	Transp Cntrt W/Public, Colony		\$294.15	
				E 01	300 294 200 733 360	Transp Cntrt W/Public BB		\$2,197.41	
				E 01	300 292 204 733 360	Transp Cntrt W/Public Golf		\$1,475.18	
				E 01	300 296 206 733 360	Transp Cntrt W/Public SB		\$2,307.40	
				E 01	300 294 207 733 360	Transp Cntrt W/Public Tennis		\$594.50	
				E 01	103 203 000 733 360	Transp Cntrt W/Public Hill		\$1,276.39	
				E 01	300 292 240 733 360	Transp Cntrt W/Public F24U		\$207.21	
				E 01	205 258 233 733 360	Transp Cntrt W/Public Band		\$82.94	
				E 01	205 258 233 733 360	Transp Cntrt W/Public Jr Band		\$48.82	
				E 04	005 580 000 733 360	Transp Cntrt W/Public ECFE		\$819.65	
				E 01	102 203 000 733 360	Transp Cntrt W/Public Brown		\$1,344.77	
				E 01	300 211 000 733 360	Transp Cntrt W/Public HS		\$669.87	
				E 01	201 203 301 733 360	Transp Cntrt W/Public 5th Grade		\$1,447.80	
				E 03	005 760 000 713 360	Transp Cntrt W/Public LB		\$3,758.25	
				E 03	005 760 000 720 360	Transp Cntrt W/Public Sped		\$53,051.34	
				E 01	300 292 208 733 360	Transp Cntrt W/Public Track		\$2,220.23	
				E 03	005 760 000 720 360	Transp Cntrt W/Public Sped		(\$53,051.34)	
				E 03	005 760 000 723 360	Transp Cntrt W/Public Sped		\$53,051.34	
				E 01	205 258 233 733 360	Transp Cntrt W/Public Band		(\$82.94)	
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band		\$82.94	
				E 01	205 258 233 733 360	Transp Cntrt W/Public Jr Band		(\$48.82)	
				E 01	205 258 233 733 360	Transp Cntrt W/Public Jr Band		\$48.82	
		Voucher #: 67144	Invoice		Invoice No: 1718	6/13/2014	Paid Amt:	\$71,795.91	
							Check Amount:	\$71,795.91	
2689	FIN	48210	00224		LUDOLPH BUS INCORPORATED		Check		
				E 01	300 294 200 733 360	Transp Cntrt W/Baseball		\$747.16	
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band		\$2,400.30	
				E 01	300 292 204 733 360	Transp Cntrt W/Public Golf		\$802.57	
				E 01	300 258 234 733 360	Transp Cntrt W/Public Reg		\$1,414.25	

Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48210	00224		LUDOLPH BUS INCORPORATED		Check
				E 01	201 203 301 733 360	Transp Cntrt W/Public, 6th	\$2,492.90
		Voucher #: 67145	Invoice		Invoice No: 3682	6/13/2014	Paid Amt: \$7,857.18
							Check Amount: \$7,857.18
2689	FIN	48211	00910		A & B BUSINESS EQUIPMENT INC		Check
				E 01	005 110 000 000 401	BIC-VCGF11BK FINE PEN PAGE 1237	\$14.76
				E 01	005 110 000 000 401	BIC-VCGF11BE FINE PENS PAGE 1237	\$14.76
				E 01	005 110 000 000 401	ZEB-46720 FINE PENS	\$19.68
				E 01	005 110 000 000 401	UNV-75605 WHITE OUT PGE 764	\$13.99
				E 01	005 110 000 000 401	ACM-12975 RULER, 2 BLUE, 1 GREEN, 2 PU	\$7.00
				E 01	005 110 000 000 401	FSK-153582 SCISSORS PAGE 1413	\$9.99
				E 01	005 110 000 000 401	UNV-43148 STAPLER PAGE 1479	\$8.31
				E 01	005 110 000 000 401	SAN-65940 PENS	\$48.96
		Voucher #: 67146	Invoice		Invoice No: 0240221-001	6/13/2014	Paid Amt: \$137.45
							Check Amount: \$137.45
2689	FIN	48212	6855		Baker & Taylor Books		Check
				E 04	005 591 000 000 470	Library Books	\$333.39
		Voucher #: 67147	Invoice		Invoice No: 2029436320	6/13/2014	Paid Amt: \$333.39
				E 04	005 591 000 000 470	Library Books	\$64.20
		Voucher #: 67148	Invoice		Invoice No: 2029431394	6/13/2014	Paid Amt: \$64.20
							Check Amount: \$397.59
2689	FIN	48213	6087		COLE PAPERS, INC.		Check
				E 02	005 770 000 701 401	General Supplies	\$145.50
		Voucher #: 67159	Invoice		Invoice No: 8976316	6/13/2014	Paid Amt: \$145.50
							Check Amount: \$145.50
2689	FIN	48214	4950		EARTHGRAINS COMPANY		Check
				E 02	005 770 000 701 490	Food	\$765.90
		Voucher #: 67156	Invoice		Invoice No: 06/13/2014	6/13/2014	Paid Amt: \$765.90
							Check Amount: \$765.90
2689	FIN	48215	5081		HANK'S FOODS		Check
				E 02	005 770 000 701 490	Food	\$425.20
		Voucher #: 67157	Invoice		Invoice No: 132	6/13/2014	Paid Amt: \$425.20
							Check Amount: \$425.20
2689	FIN	48216	01191		ING & GREG'S REFRIGERATION		Check
				E 02	005 770 000 701 401	General Supplies	\$120.00
		Voucher #: 67161	Invoice		Invoice No: 3829	6/13/2014	Paid Amt: \$120.00
							Check Amount: \$120.00

Pipestone Area Schools ISD #2689 Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	48217	5833		JB'S FOOD MART, INC.		Check		
				E 02	005 770 000 709 401	General Supplies		\$183.68	
		Voucher #:	67149	Invoice	Invoice No: 38961 & 30060			6/13/2014	
								Paid Amt:	\$183.68
								Check Amount:	\$183.68
2689	FIN	48218	7286		MN DEPARTMENT OF HEALTH		Check		
				E 02	005 770 000 701 401	General Supplies		\$105.00	
		Voucher #:	67160	Invoice	Invoice No: 06/13/2014			6/13/2014	
								Paid Amt:	\$105.00
								Check Amount:	\$105.00
2689	FIN	48219	7865		MUSIC STREET		Check		
				E 01	300 258 233 000 350	Repair&maint Service		\$105.00	
		Voucher #:	67151	Invoice	Invoice No: 33665			6/13/2014	
				E 01	300 258 233 000 401	General Supplies		\$8.64	
		Voucher #:	67152	Invoice	Invoice No: 33825			6/13/2014	
				E 01	300 258 233 000 401	General Supplies		\$163.19	
		Voucher #:	67153	Invoice	Invoice No: 33830			6/13/2014	
				E 01	300 258 233 000 350	Repair&maint Service		\$36.00	
		Voucher #:	67154	Invoice	Invoice No: 33832			6/13/2014	
				E 01	300 258 233 000 401	General Supplies		\$264.00	
		Voucher #:	67155	Invoice	Invoice No: 34206			6/13/2014	
								Paid Amt:	\$264.00
								Check Amount:	\$576.83
2689	FIN	48220	8221		THREE ACRE FARM		Check		
				E 02	005 770 000 701 490	Food		\$397.00	
		Voucher #:	67158	Invoice	Invoice No: 06/13/2014			6/13/2014	
								Paid Amt:	\$397.00
								Check Amount:	\$397.00
2689	FIN	48221	7664		US FOOD INC		Check		
				E 02	005 770 000 701 401	General Supplies		\$147.51	
				E 02	005 770 000 705 490	Food		\$1,698.64	
				E 02	005 770 142 707 490	Food		\$74.54	
				E 02	005 770 000 701 490	Food		\$7,346.49	
		Voucher #:	67162	Invoice	Invoice No: 06/13/2014			6/13/2014	
								Paid Amt:	\$9,267.18
								Check Amount:	\$9,267.18
2689	FIN	48222	7736		VARIETY FOODS		Check		
				E 02	005 770 000 701 401	General Supplies		\$1,462.65	
				E 02	005 770 000 705 490	Food		\$4,732.99	
				E 02	005 770 142 707 490	Food		\$858.85	
				E 02	005 770 000 701 490	Food		\$19,148.74	
		Voucher #:	67150	Invoice	Invoice No: 06/13/2014			6/13/2014	
								Paid Amt:	\$26,203.23
								Check Amount:	\$26,203.23

**Pipestone Area Schools ISD #2689
Detail Payment Register By Check No.**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	48223	00821		DEAN FOODS NORTH CENTRAL INC		Check
				E 02 005 770 000 701 495	Milk		\$3,566.61
				E 02 005 770 705 705 495	Milk		\$3,331.59
				E 02 005 770 000 703 495	Spec Milk Prog		\$23.17
				E 02 005 770 142 707 495	Spec Milk Prog		\$296.97
				E 02 005 770 701 707 495	Milk Ala Carte		\$388.94
				E 02 005 770 707 701 495	Kind Connection Milk		\$305.62
				E 02 005 770 708 701 495	Milk Elem milk break		\$564.82
	Voucher #:	67163	Invoice		Invoice No: 06/16/2014	6/16/2014	Paid Amt: \$8,477.72
							Check Amount: \$8,477.72
							Report Total: \$429,323.40

INDEPENDENT SCHOOL DISTRICT NO. 2689									
PIPESTONE AREA SCHOOLS									
TREASURER'S REPORT TO SCHOOL BOARD									
FOR THE MONTH ENDED MAY 31, 2014									
		CASH BALANCE			CASH BALANCE			CASH BALANCE	
	FUND	BEGINNING			END OF		END OF	END OF	
FUNDS	NUMBER	OF MONTH	NET CASH ACTIVITY		MONTH	ADJUSTMENTS		MONTH FY14	MONTH FY13
GENERAL FUND	01,03,05	\$5,076,135.53	\$688,374.54		\$5,764,510.07			\$5,764,510.07	\$5,120,211.50
FOOD SERVICE FUND	02	\$70,124.42	(\$19,286.06)		\$50,838.36			\$50,838.36	\$119,889.29
COMMUNITY SERVICE FUND	04	\$76,658.22	\$14,030.41		\$90,688.63			\$90,688.63	\$131,131.77
TOTAL OPERATING FUNDS		\$5,222,918.17	\$683,118.89		\$5,906,037.06			\$5,906,037.06	\$5,371,232.56
BUILDING FUND	06	\$0.00	\$0.00		\$0.00			\$0.00	\$0.00
DEBT SERVICE FUND	07	\$342,754.73	\$762,250.46		\$1,105,005.19			\$1,105,005.19	\$675,354.57
CERTIFICATES OF DEPOSIT								\$0.00	\$0.00
TOTAL		\$5,565,672.90	\$1,445,369.35		\$7,011,042.25	\$0.00		\$7,011,042.25	\$6,046,587.13
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS									
	ACCOUNT	CURRENT	BALANCE	OUTSTANDING	OUTSTANDING	OTHER	BALANCE PER	BALANCE PER	
DESCRIPTION	NUMBER	RATE OF	PER BANK	CHECKS	DEPOSITS	RECONCILING	TREASURER'S	TREASURER'S	
		INTEREST	STATEMENT			ITEMS	BOOKS	BOOKS FY13	
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$33,313.49	(\$34.19)	\$0.00	\$0.00	\$33,279.30	\$27,569.89	
FIRST NATIONAL BANK-MM	808263	0.45%	\$3,144,139.51	\$0.00	\$0.00	\$0.00	\$3,144,139.51	\$2,812,975.27	
FIRST F&M-MM	4534150062	0.25%	\$968,832.09	(\$56,656.80)	\$66,351.50	\$0.00	\$978,526.79	\$465,531.64	
MSDLAF	600496	0.02%	\$103,996.83	\$0.00	\$0.00	\$0.00	\$103,996.83	\$103,974.75	
MSDMAX	600496	0.04%	\$2,751,099.82	\$0.00	\$0.00	\$0.00	\$2,751,099.82	\$2,327,792.28	
MSDLAF-BONDS OF 2000	601287		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
MSDMAX-BONDS OF 2000	601287		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL			\$7,001,381.74	(\$56,690.99)	\$66,351.50	\$0.00	\$7,011,042.25	\$5,737,843.83	
							Dollar	Dollar	
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Da	Maturity Period	Interest Rate		Amount	Amount FY13	
Total							\$0.00	\$0.00	
Grand Total							\$7,011,042.25	\$5,737,843.83	
						Signed	Jacque Kennedy		

Independent School District #2689
FY15 Original General Fund Revenue and Expenditures

FY15 Projected Original Revenue	\$12,389,356.00
FY15 Projected Original Expenditures	<u>(\$13,730,841.55)</u>
FY15 Projected Deficit	<u><u>(\$1,341,485.55)</u></u>

Conservative Estimate.

Dropped the student count by 11.35

There is a capital outlay contingency of \$100,000.00 and an overall contingency of \$100,000.00.

The Special Education estimate is very soft.

Transportation, Salaries and Special Education Placements comprise 78% of the General Fund Expenditure Budget.

Independent School District #2689				
FY15 Original General Fund Revenue				
June 16th, 2013				
General Education Aid		15 Original Budget	14 RVSD Budget	Difference
Basic Skills		\$795,868.00	\$707,807.00	\$88,061.00
Gifted and Talented		\$15,741.00	\$15,288.00	\$453.00
Learning and Development		\$265,608.00	\$266,994.00	(\$1,386.00)
Staff Development		\$141,207.00	\$135,094.00	\$6,113.00
Operating Capital		\$35,793.00	\$2,684.00	\$33,109.00
Miscellaneous Local Taxes		\$9,200.00	\$7,700.00	\$1,500.00
County Apportionment		\$25,000.00	\$24,000.00	\$1,000.00
Endowment		\$31,203.00	\$31,299.00	(\$96.00)
Literacy Incentive Aid		\$50,000.00	\$50,000.00	\$0.00
Unrestricted General Ed Revenue		\$7,606,355.00	\$7,175,457.00	\$430,898.00
Total General Education Aid		\$8,975,975.00	\$8,416,323.00	\$559,652.00
Levies				
Operating Capital Levy		\$221,045.00	\$234,350.00	(\$13,305.00)
Safe Schools Levy		\$40,314.00	\$35,534.00	\$4,780.00
Career and Technical Levy		\$8,292.00	\$10,009.00	(\$1,717.00)
H&S Levy		\$71,665.00	\$21,950.00	\$49,715.00
Deferred Maintenance Levy		\$43,649.00	\$41,430.00	\$2,219.00
General Fund Levy		\$929,211.00	\$887,575.00	\$41,636.00
OPEB Levy		\$16,264.00	\$14,900.00	\$1,364.00
Disparity		\$10,000.00	\$10,000.00	\$0.00
Homestead Ag Mkt Value Credit		\$7,000.00	\$25,000.00	(\$18,000.00)
Other Property Tax Credit		\$20.00	\$20.00	\$0.00
Abatement		\$0.00	\$0.00	\$0.00
Total Levies		\$1,347,460.00	\$1,280,768.00	\$66,692.00
Other Aid				
Special Education Aid		\$1,345,000.00	\$1,330,000.00	\$15,000.00
Third Party Pay		\$50,000.00	\$52,500.00	(\$2,500.00)
Non-Public Transportation Aid		\$87,753.00	\$79,140.00	\$8,613.00
Sale of Materials		\$3,300.00	\$1,500.00	\$1,800.00
Misc Rev through MDE		\$1,810.00	\$3,000.00	(\$1,190.00)
Total Miscellaneous		\$1,487,863.00	\$1,466,140.00	\$21,723.00
Local and Federal Revenue				
Reimbursement Revenue Special Ed		\$17,000.00	\$17,640.00	(\$640.00)
Tuition from Patrons		\$0.00	\$0.00	\$0.00
Participation Fees		\$34,700.00	\$32,870.00	\$1,830.00
Gate Receipts		\$57,400.00	\$60,050.00	(\$2,650.00)
Interest Income		\$6,637.00	\$7,200.00	(\$563.00)
Rent School Facilities		\$21,100.00	\$17,000.00	\$4,100.00
Gifts/Donations		\$10,100.00	\$10,000.00	\$100.00
Miscellaneous Revenue		\$92,970.00	\$89,970.00	\$3,000.00
Federal Title Programs		\$238,000.00	\$240,034.00	(\$2,034.00)
Federal Aid Thru Other Agencies		\$100,151.00	\$122,932.00	(\$22,781.00)
ITV Host Revenue		\$0.00	\$0.00	\$0.00
		\$578,058.00	\$597,696.00	(\$19,638.00)
Grand Total				
		\$12,389,356.00	\$11,760,927.00	\$628,429.00

Independent School District #2689
FY15 Original Overall Budget
Food Service Fund

FY15 Projected Revenue	\$828,853.00
FY15 Projected Expenditures	<u>(\$908,288.00)</u>
FY15 Projected Deficit	<u><u>(\$79,435.00)</u></u>

Preliminary Budget	
06.30.13 Fund Balance	\$74,916.00
Projected FY14 Deficit	<u>(\$15,274.00)</u>
06.30.14 Projected Fund Balance	<u>\$59,642.00</u>
FY15 Projected Deficit	<u>(\$79,435.00)</u>
06.30.15 Projected Fund Balance	<u><u>(\$19,793.00)</u></u>

Independent School District #2689				
FY15 Original Food Service Revenue				
Food Service Fund				
Classification	Code	FY15 ORIG Budget	FY14 RVS Budget	Change
Interest Income	092	\$737.00	\$800.00	(\$63.00)
Gift/Bequest	096	\$0.00	\$1,500.00	(\$1,500.00)
Miscellaneous Local Revenue	099	\$560.00	\$3,000.00	(\$2,440.00)
State Aids and Grants	300	\$116,406.00	\$49,947.00	\$66,459.00
School Lunch Federal	471	\$44,200.00	\$44,200.00	\$0.00
Free-Reduced Lunch	472	\$200,000.00	\$196,000.00	\$4,000.00
Commodity Cash Program	473	\$0.00	\$0.00	\$0.00
Commodity Distribution	474	\$41,000.00	\$35,000.00	\$6,000.00
Special Milk Program	475	\$150.00	\$250.00	(\$100.00)
Breakfast	476	\$106,000.00	\$106,000.00	\$0.00
Summer Food Program	479	\$32,000.00	\$35,000.00	(\$3,000.00)
Sales to Pupils	601	\$277,800.00	\$342,750.00	(\$64,950.00)
Special Function Food Sales	608	\$10,000.00	\$10,000.00	\$0.00
Total		\$828,853.00	\$824,447.00	\$4,406.00

Independent School District #2689					
FY15 Original Food Service Expenditures					
Food Service Fund					
Classification		Code	FY15ORIG Budget	FY14 RVS Budget	Change
Salaries		170	\$267,488.00	\$247,595.00	\$19,893.00
FICA		210	\$20,463.00	\$18,941.00	\$1,522.00
PERA		214	\$19,393.00	\$17,951.00	\$1,442.00
Health Insurance		220	\$18,839.00	\$18,282.00	\$557.00
Life Insurance		230	\$24.00	\$24.00	\$0.00
Workmens Comp		270	\$9,790.00	\$9,062.00	\$728.00
Advertising		305	\$450.00	\$0.00	\$450.00
Postage and Express		329	\$3,100.00	\$3,100.00	\$0.00
Utility Services		330	\$100.00	\$0.00	\$100.00
Repairs and Maintenance		350	\$100.00	\$7,100.00	(\$7,000.00)
Travel		366	\$1,000.00	\$750.00	\$250.00
General Supplies		401	\$66,750.00	\$66,750.00	\$0.00
Food		490	\$383,340.00	\$339,000.00	\$44,340.00
Commodities		491	\$41,000.00	\$35,000.00	\$6,000.00
Milk		495	\$76,366.00	\$76,166.00	\$200.00
Technology Equipment		555	\$0.00	\$0.00	\$0.00
Dues and Memberships		820	\$85.00	\$0.00	\$85.00
Miscellaneous Other Expense		899	\$0.00	\$0.00	\$0.00
Total			\$908,288.00	\$839,721.00	\$68,567.00

FY15 Community Education Fund Balance

06/30/2013 Actual Fund Balance	\$70,226.00
FY14 Estimated Revenue Over Expenditures	<u>\$23,932.00</u>
06/30/2014 Estimated Fund Balance	<u>\$94,158.00</u>
FY15 Estimated Expenditures Over Revenue	<u>(\$14,365.00)</u>
06/30/2015 Estimated Fund Balance	<u>\$79,793.00</u>

FY 15 Original Budget					
Community Education					
Projected Revenue					
Interest Income					\$1,034.00
Community Education Levy					\$37,030.00
Disparity					\$2,800.00
Ag Market Value Credit					\$2,000.00
Non-Public Aid					\$400.00
Lamaze Class					\$1,100.00
Drivers Education Fees					\$20,000.00
Computer Classes					\$695.00
Summer Science Class					\$764.00
Johnson Girls BB Camp					\$1,920.00
Youth Traveling Basketball					\$3,500.00
JO Volleyball					\$2,000.00
Youth Football					\$1,500.00
Gun Safety Fees					\$180.00
Little Arrow Wrestling					\$700.00
Home-Visiting Levy					\$581.00
Pre-School Screening					\$5,000.00
After School Enrichment Levy					\$14,278.00
Youth Service Levy					\$7,718.00
Public Library					\$120,600.00
Total Projected Revenue					\$223,800.00
Projected Expenditures					
Drivers Education					\$21,942.00
Active Living Contribution City of Pipestone					\$25,000.00
Peer Helper and Summer Band Salaries and Benefits					\$14,695.00
Advertisement and Postage					\$3,030.00
Lamaze Class Carrie Caskey					\$1,100.00
Portable Restrooms					\$1,000.00
Directors Professional Dues					\$240.00
Computer Classes					\$695.00
Acceleration Camp					\$2,000.00
Weight Room Supervision					\$2,495.00
Summer Science Class					\$764.00
Gun Safety					\$180.00
Little Arrow Wrestling					\$700.00
Traveling Youth Basketball					\$3,500.00
JO Volleyball					\$2,000.00
Youth Football					\$1,720.00
Johnson Girls Basketball Camp					\$1,920.00
Home Visit Travel					\$1,000.00
Preschool Screening					\$4,633.00
After School Program					\$5,000.00
Summer Recreation Programs					\$12,000.00
Public Library					\$115,551.00
PAS Contribution to Public Library					\$17,000.00
					\$238,165.00
FY15 Projected Original Revenue					\$223,800.00
FY15 Projected Original Expenditures					(\$238,165.00)
Total Projected Expenditures over Revenue					(\$14,365.00)

FY 15 Original Budget					
Early Childhood Family Education					
Levy					\$43,560.00
Aid					\$0.00
Tuition					\$1,750.00
Other					\$0.00
Total Projected Revenue					\$45,310.00
Salaries and Benefits					\$54,656.51
Consulting and Serv Fees					\$0.00
Postage					\$300.00
Travel					\$0.00
General Supplies					\$350.00
Instructional Supplies					\$1,000.00
Total Projected Expenditures					\$56,306.51
Projected Expenditures Over Revenue					\$10,996.51
06.30.2013 Negative Fund Balance					(\$4,429.00)
FY14 Projected Expenses over Revenue					(\$6,837.00)
Projected 06.30.2014 Negative Fund Balance					(\$11,266.00)
FY14 Projected Expenditures over Revenue					(\$10,996.51)
06.30.2014 Projected Negative Fund Balance					(\$22,262.51)

FY 15 Original Budget					
Learning Readiness/Preschool					
Aid					\$15,000.00
Tuition					\$84,600.00
Total Projected Revenue					\$99,600.00
Salaries and Benefits					\$103,393.75
Instructional Supplies					\$4,000.00
Total Projected Expenditures					\$107,393.75
Projected Expenditures over Revenue					- \$7,793.75
06.30.2013 Fund Balance					\$5,396.00
FY14 Projected Expenditures over Revenue					\$0.00
Projected 06.30.2014 Fund Balance					\$5,396.00
FY15 Projected Revenue over Expenditures					(\$7,793.75)
06.30.2015 Projected Fund Balance					(\$2,397.75)

Independent School District #2689
FY15 Debt Service Fund Revenue and Expenditures

FY15 Debt Service Revenue	\$1,576,058.90
FY15 Debt Service Expenditures	<u>(\$1,532,608.00)</u>
Difference	<u><u>\$43,450.90</u></u>

Independent School District #2689						
FY15 Debt Service Revenue						
			15 Orig Budget	14 RVSD Budget		Difference
Levy			\$1,505,616.90	\$1,503,561.00		\$2,055.90
Interest Income			\$6,342.00	\$6,880.00		(\$538.00)
Disparity Reduction			\$44,000.00	\$43,000.00		\$1,000.00
Homestead/Ag Mkt Value Credit			\$20,000.00	\$110,000.00		(\$90,000.00)
Other Property Tax Credit			\$100.00	\$100.00		\$0.00
Total Debt Service Fund Revenue			\$1,576,058.90	\$1,663,541.00		(\$87,482.10)

Independent School District #2689
FY15 Original Debt Service Fund Expenditures

	Code	15 Original Budget	14 Revised Budget	Difference
Bond Redemption	710	\$1,430,000.00	\$1,260,000.00	\$170,000.00
Bond Interest	720	\$102,608.00	\$418,495.00	(\$315,887.00)
Total Expenditures		<u>\$1,532,608.00</u>	<u>\$1,678,495.00</u>	<u>(\$145,887.00)</u>

Fund Balance Percentage									
FY15									
				Food					
		General	Service	Community					
		Fund	Fund	Ed Fund	Total				
Fund Balance June 30, 2013		\$5,327,370.00	\$74,916.00	\$94,123.00	\$5,496,409.00				
Fund Balance Estimate June 30, 2014		\$3,369,148.00	\$59,642.00	\$99,012.00	\$3,527,802.00				
FY15 Expenditures Estimate		(\$13,730,842.00)	(\$908,288.00)	(\$401,865.26)	(\$15,040,995.26)				
FY15 Revenue Estimate		\$12,389,356.00	\$828,853.00	\$368,710.00	\$13,586,919.00				
Fund Balance Estimate June 30, 2015		\$2,027,662.00	(\$19,793.00)	\$65,856.74	\$2,073,725.74				
Percentage		\$2,073,725.74/\$15,040,995.26=13.78%							
In order for the 25% Fund Balance to be maintained the \$2,073,725.74 would have to be \$3,700,000. This represents a difference of \$1,626,274.26.									
The FY14 Budget that was approved projected a loss of \$1,993,899.45.									
The FY 15 Budget projects a loss of \$1,341,485.									

Budget Presentation to the Board						
Expenditures as of 06/20/2014						
General Fund				6/20/2014	Year to	6/20/2013
Classification	Code	14RVSD	Year to Date	Date %	Year to Date	
Administrative Salaries	110	\$359,199.40	\$358,665.89	100%	\$350,409.42	
Teacher Salaries	140	\$4,361,721.89	\$4,163,878.88	95%	\$3,673,664.22	
Non-Licensed Classroom Personnel	141	\$211,712.88	\$183,767.48	87%	\$209,724.80	
Licensed Instructional Support Personnel	143	\$0.00	\$0.00	0%	\$0.00	
Non-License Instructional Support Personnel	144	\$27,335.49	\$27,324.39	100%	\$19,093.80	
Substitute Salaries	145	\$125,000.00	\$125,099.20	100%	\$110,409.97	
Substitute Non-Licensed Classroom Salaries	146	\$22,000.00	\$4,050.59	18%	\$19,792.73	
Language Pathologist	152	\$110,604.00	\$107,004.00	97%	\$89,083.48	
School Nurse	154	\$46,985.00	\$44,985.00	96%	\$37,487.50	
Certified Paraprofessional	161	\$323,591.04	\$323,335.12	100%	\$157,245.14	
Certified One-to-One Paraprofessional	162	\$226,533.80	\$226,284.25	100%	\$224,795.58	
School Counselor	165	\$52,744.80	\$50,744.80	96%	\$42,730.10	
Non-Instructional Support	170	\$739,651.80	\$664,588.54	90%	\$675,346.38	
DAPE Specialist	174	\$76,315.00	\$0.00	0%	\$0.00	
Other Salary Payment	185	\$327,980.00	\$308,572.77	94%	\$301,869.71	
Severance	191	\$66,000.00	\$33,552.50	51%	\$10,307.00	
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		\$0.00	
FICA	210	\$543,086.00	\$477,965.92	88%	\$423,922.32	
PERA	214	\$116,584.00	\$106,432.04	91%	\$97,170.86	
TRA	218	\$366,898.15	\$350,758.85	96%	\$287,981.86	
Health Insurance	220	\$482,272.00	\$476,054.11	99%	\$438,280.56	
Life Insurance	230	\$4,497.60	\$4,004.11	89%	\$4,150.88	
Long Term Disability	240	\$0.00	\$0.00		\$0.00	
TSA Match	250	\$91,140.00	\$69,639.52	76%	\$65,030.66	
Employer Sponsored HSA's	251	\$65,658.00	\$65,505.58	100%	\$60,356.00	
Workmens Comp	270	\$63,900.00	\$63,899.91	100%	\$49,833.64	
Unemployment Compensation	280	\$7,000.00	\$2,583.39	37%	\$4,928.76	
Other Post-Employment Benefits	291	\$23,444.00	\$23,444.00	100%	\$16,264.00	
Third Party Pay Benefits	295	\$0.00	\$0.00		\$0.00	
Total Salaries and Fringe		\$8,841,854.85	\$8,262,140.84	93%	\$7,369,879.37	
Other Employee Benefits	299	\$0.00	\$0.00		\$0.00	
Fed Sub Awards Under \$25,000	303	\$19,470.00	\$19,470.00	100%	\$19,520.00	
Consulting and Servicing Fees	305	\$219,614.00	\$194,521.80	89%	\$221,237.95	
Communications/Phone	320	\$46,800.00	\$14,406.32	31%	\$24,977.09	
Postage and Express	329	\$11,590.00	\$8,794.45	76%	\$7,835.01	
Utility Services	330	\$295,386.00	\$242,583.66	82%	\$231,563.93	
Property Insurance	340	\$72,400.00	\$72,285.97	100%	\$63,452.33	
Repairs and Maintenance	350	\$237,205.00	\$180,648.47	76%	\$140,924.16	
Transportation	360	\$1,398,074.00	\$1,280,352.70	92%	\$1,249,251.44	
Travel	366	\$141,334.00	\$38,965.76	28%	\$57,601.65	
Entry Fees/Student Travel	369	\$31,515.00	\$29,223.55	93%	\$14,428.24	
Rentals and Leases	370	\$92,700.00	\$87,137.66	94%	\$58,325.44	
Third Party Reimbursement Services	385	\$0.00	\$0.00	0%	\$0.00	
To Other MN School Districts	390	\$51,240.00	\$51,124.34	100%	\$105,839.01	
To Out of State Districts	392	\$0.00	\$411.42		\$1,142.06	
Special Ed Contracted Services	393	\$383,176.00	\$284,387.53	74%	\$297,876.64	
To Non-Ed Agency	394	\$183,595.00	\$182,608.20	99%	\$26,475.98	
Spec Ed Salary Purchased from Co-op	396	\$229,296.00	\$228,998.79	100%	\$202,919.79	
Spec Ed Benefits Purchased from Co-op	397	\$53,884.00	\$53,877.74	100%	\$46,911.38	
Charge Back	398	\$0.00	\$0.00		\$0.00	
General Supplies	401	\$261,720.10	\$253,799.20	97%	\$319,440.65	
Instructional Supplies	430	\$215,171.15	\$205,946.15	96%	\$152,836.10	
Individualized Materials	433	\$14,958.49	\$13,932.20	93%	\$16,567.52	
Fuel for Buildings	440	\$137,000.00	\$133,401.36	97%	\$71,391.48	
Textbooks/Workbooks	460	\$79,487.89	\$71,886.98	90%	\$54,504.59	
Standardized tests	461	\$7,820.00	\$4,329.25	55%	\$6,979.73	
Library Books	470	\$20,000.00	\$18,675.57	93%	\$16,802.17	
Audio Visual Aids	480	\$0.00	\$0.00		\$0.00	
Electronic Format	485	\$4,500.00	\$0.00	0%	\$3,450.00	
Site or Grounds Acquisition	510	\$11,795.00	\$5,595.00	47%	\$19,205.19	
Building Acquisition and Construction	520	\$75,250.00	\$43,836.48	58%	\$194,010.46	
Equipment Purchased	530	\$122,313.38	\$68,465.09	56%	\$79,642.81	
Special Education Equipment	533	\$2,475.00	\$2,381.42	96%	\$0.00	
Eligible Pupil Transportation	548	\$0.00	\$0.00		\$0.00	
Vehicles Purchased	550	\$40,000.00	\$19,908.00	50%	\$39,418.87	
Technology Equipment	555	\$328,662.30	\$160,973.24	49%	\$225,289.16	
Dues and Memberships	820	\$47,661.40	\$47,625.43	100%	\$48,198.40	
Taxes and Special Assessments	896	\$1,200.00	\$891.00	74%	\$891.00	
Scholarships	898	\$0.00	\$0.00		\$0.00	
Miscellaneous Other Expenses	899	\$3,000.00	\$534.19	18%	\$480.02	
Contingency		\$37,000.00	\$0.00		\$0.00	
Total		\$13,719,148.56	\$12,284,119.76	90%	\$11,389,269.62	
The prior year to date percentage is not comparable because the prior year did not include the Teacher and Para summer payoffs.						

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER, A VOID PANTOGRAPH AND MICROPRINTING

First Farmers & Merchants
303 East Main - P.O. Box 989
Luverne, MN 56156

EXPENSE CHECK

75 ¹⁸⁰⁰/₉₁₂ **37506**

REFERENCE: V0000006285
CHECK DATE: 04/17/14

*****50.00

PAY TO THE ORDER OF

MEMO: AG FIELD TRIP FOR 1ST GRADE CLASS

LUDOLPH BUS SERVICE
302 8TH AVE NW
PIPESTONE, MN 56164

Clyde Boon
AUTHORIZED SIGNATURE

⑈037506⑈ ⑆091216007⑆ 4584300006⑈

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 6-4-14 No 21794

Received of First Farmers + Merchants Amount \$ 50 -
For Wiff Class trip donation for transp.

Code							Amount	Description
							50 -	check

Signed *DB*

Security features. Details on back

12173

PIPESTONE BUILDING MATERIALS, INC.

P.O. BOX 424
PIPESTONE, MN 56164
(507) 825-6358



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

75-181-912

4/16/2014

PAY TO THE ORDER OF Ludolph Bus Service

\$ **100.00

One Hundred and 00/100*****

DOLLARS

Ludolph Bus Service
302 8th Ave NW
Pipestone MN 56164

[Handwritten Signature]

AUTHORIZED SIGNATURE

MEMO

First Grade Pen Pal

⑈012173⑈ ⑆091201818⑆ 125 014⑈

Security features. Details on back.

Independent School District No. 2689
Pipestone, Minnesota 56164

Received of Pst Building Materials, Inc Date 6-4-14 No 21791
For Donation for trans for Wuff Class trip Amount \$ 100.00

Code	Amount	Description
	100-	check

Signed [Signature]

THE BACK OF THIS DOCUMENT INCLUDES MICROPRINTED ENDORSEMENT LINES

**TITAN
MACHINERY**

TITAN MACHINERY-PIPESTONE
1402 HWY 75 S
PIPESTONE MN 56164-3213

WELLS FARGO BANK, N.A.
115 HOSPITAL DRIVE
VAN WERT, OH 45891

36903793

56-382

412

9600140982

DATE 04/30/2014 ONE HUNDRED FIFTY AND 00/100*****

\$*****150.00*

US FUNDS

PAY
TO THE
ORDER
OF

LUDOLPH BUS SERVICE
302 8TH AVE NW
PIPESTONE MN 56164-1316

Mark Zborde

VOID OVER \$*****150.00



⑈0036903793⑈ ⑆041203824⑆ 9600140982⑈

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 6-4-14 No 21790

Received of Titan Machinery Amount \$ 150-

For Donation for trans. for Sharon Wolff Class Trip


Code							Amount	Description
							150-	check

75-610
912 ³ 966

PIPESTONE COUNTY CORN AND SOYBEAN GROWERS ASSOCIATION
PIPESTONE, MN 56164

DATE 4-16-14

PAY TO THE ORDER OF Woodford Bus Service \$ 250

June Hummel & Family & Co DOLLARS  Security Features Included. Details on Back.

FIRST STATE BANK PIPESTONE
Pipestone Office
202 8th Ave., SE
P.O. Box 69
Pipestone, MN 56164
(507) 825-0055

MEMO 1st grade Bus Trip Camp Hennepin MP

⑆091206101⑆200100911⑆0966

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 6-4-14 No 21789
Received of Pst. Co. Corn + Soybean Growers Assoc. Amount \$ 250
For Donation for transportation to Sharon Wolff

Code						Amount	Description
						250 -	check

Signed DPB



Farm Credit Services of America
AGRICULTURE WORKS HERE...

1-800-884-FARM

Disbursement: 324-018410278

Memo: Donation for the Dairy Field Trip

PAY Seventy-Five & 00/100 Dollars *****

To The
Order
Of

Ludolph Bus Service
 Brown Elementary School / Sharon Wolff
 701 7th St SE
 PIPESTONE, MN 56164

Sarah Emmerson
 Authorized Signature

⑈ 1019996 ⑈ ⑆ 104900048 ⑆ 32 00911 8 ⑈

WARNING Original document has LineMark™ lines in the paper that change from light to dark in reflected to transmitted light.

Payable at
 1st National Bank of Omaha
 Omaha NE 68102
 (402) 633-3200
 Fremont Nat'l Bank & Trust Co
 Fremont NE 68025

1019996
 76-4/1049

Date: April 02, 2014

\$75.00

VOID AFTER 90 DAYS

Independent School District No. 2689
 Pipestone, Minnesota 56164

Date 6-4-14 No 21792

Received of Farm Credit Services of Am Amount \$ 75.00
 For Donation for transp for Sharon Wolff class trip

Code	Amount	Description
	75.00	check

RB

083829

PIPESTONE LIVESTOCK AUCTION MARKET, INC.

P.O. BOX 185 PH. 507-825-3306
PIPESTONE, MN 56164

FIRST NATIONAL BANK AND TRUST
PIPESTONE, MN 56164
75-181/912

4/16/2014

PAY TO THE ORDER OF LUDOLPH BUS SERVICE

\$**100.00

One Hundred and 00/100***** DOLLARS

LUDOLPH BUS SERVICE

GENERAL ACCOUNT

Heaven Lewis

AUTHORIZED SIGNATURE

MEMO



⑈083829⑈ ⑆091201818⑆ 116 505⑈

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 6-4-14 No 21793

Received of Pst Livestock Auction Mkt Amount \$ 100-
For Wolff class trip donation (trans)

Code	Amount	Description
	100-	check

VAN DYKE SANITATION INC

PO Box 150 • Edgerton, MN 56128 • (507) 442-7241

June 16, 2014

Attn: Cal Jans
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164

Cal:

Our garbage and recyclable materials removal proposal includes daily removal year round for the MS/HS. Elementary buildings will be picked up daily throughout the school year and twice a week during the summer. Recycling pick-up will be twice a week. Our proposed rate is \$ 1700⁰⁰ per month (includes MN solid waste management tax). This figure includes 2 yd dumpsters at Hill & Brown Schools, an 8 yd garbage & 4 yd cardboard dumpster at the High School, 1.5 yd dumpster at maintenance building. The rate also includes all dumpsters & totes for all buildings and athletic events at no extra charge & no additional fees.

This bid is for fiscal year July 1, 2014 to June 30, 2015. Or if you wish, we would extend it for an additional two years at the same rate.

If you have any questions, please call 507-442-7241.

Thank you,

Van Dyke Sanitation Inc

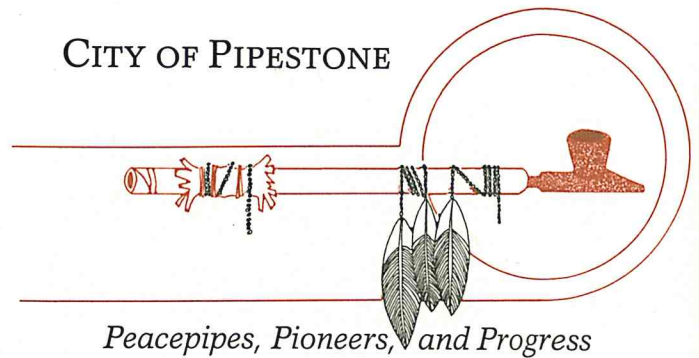


Norm Van Dyke, President

VDS:jlf

City Office Building
119 2nd Ave. S. W.
Pipestone, MN 56164
[507] 825-3324
(VOICE & TDD)
FAX [507] 825-5353

CITY OF PIPESTONE



June 11, 2014

Cal Jans, Maintenance Supervisor
Pipestone Area Schools
1401 7th Ave SW
Pipestone MN 56164

**RE: Pipestone Area Schools
Garbage and Cardboard Removal**

Dear Cal:

The City of Pipestone will remove garbage daily year round at the middle/high school and daily at the grade schools while school is in session and twice a week during summer months at a rate of \$871.65 per month. This includes the Minnesota Solid Waste Management Tax. The services the school will receive are inclusive to the advertisement.

The City of Pipestone would like to thank you for the opportunity to assist Pipestone Area Schools with all your refuse needs.

If you have any questions, feel free to contact me at 507-820-2518.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Swanson".

Scott Swanson
Public Works Director

SS:dn



June 6, 2014

Superintendent's Office
Attn: Deb Bierstedt
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164

Dear School Board,

We regret that we will not be submitting a milk bid for the 2014-2015 school year due to distribution costs. Please keep us on the bidders list as circumstances may change in the future.

Sincerely,

A handwritten signature in black ink that reads "Dick Jensen".

Dick Jensen
Kemps, LLC
Regional Manager
1-800-322-9566 ext 6578
dick.jensen@kemps.com

KEMPS LLC
1270 Energy Lane
St. Paul, MN 55108
(800) 322-9566
www.kemps.com



It's the Cows

Dean Foods/Land O Lakes
1200 West Russell
Sioux Falls, SD 57104

Dean Foods/Land O Lakes would like the opportunity to serve as your schools dairy provider for the upcoming school year. We have enclosed an escalator/de-escalator price clause which will help explain how changes in these factors will affect pricing throughout the school year. Thank you for the opportunity to bid your schools dairy products. Please let us know, in writing, which company you have chosen to provide your school with dairy by completing this form.

BID MONTH/ SCHOOL YEAR: **Jun-14**

8 FL OZ- HALF PINT MILK	Material	Item Number	ESCALATOR PRICE	
HALF PINT WHOLE	PAPER	10990	\$	0.2892
HALF PINT 2%	PAPER	11044	\$	0.2799
HALF PINT 1%	PAPER	11035	\$	0.2670
HALF PINT SKIM	PAPER	11043	\$	0.2584
HALF PINT FF CHOC - TRUMOO	PAPER	45837	\$	0.2847
MILK				
GALLON 2%	PLASTIC	11004	\$	3.9977
GALLON 1%	PLASTIC	11008	\$	3.8276
GALLON SKIM	PLASTIC	11006	\$	4.1150
HALF GALLON DAIRY EASE 2%	PAPER	34316	\$	3.7300
HALF GALLON DAIRY EASE FF	PAPER	34315	\$	3.7300
JUICE				
6 FL OZ ORANGE JUICE	PAPER	11189	\$	0.2730
HALF PINT ORANGE JUICE	PAPER	11188	\$	0.3520
100% 12 OZ ORANGE JUICE	PLASTIC	29134	\$	0.9290
100% 12 OZ APPLE JUICE	PLASTIC	29135	\$	0.9720
GALLON ORANGE JUICE	PLASTIC	11181	\$	4.2537
HALF GALLON ORANGE JUICE	PLASTIC	11214	\$	2.2556
CULTURE				
5# COTTAGE CHEESE 4%	PLASTIC TUB	11653	\$	9.3884
5# COTTAGE CHEESE 2%	PLASTIC TUB	11654	\$	9.1896
5# SOUR CREAM	PLASTIC TUB	11573	\$	8.0965
5# LITE SOUR CREAM	PLASTIC TUB	54017	\$	7.0498
100 CT SOUR CREAM POUCHES	PLASTIC	54152	\$	12.4319
24 OZ. YOGURT	PLASTIC CUP	All	\$	1.7298
6 OZ. YOGURT-LIGHT AND FAT FREE	PLASTIC CUP	All	\$	0.4632
GRIP N GO/TRUMOO				
TRUMOO/ GRIP N GO	PLASTIC	All	\$	1.0800
HALF & HALF AND CREAM				
LOL H & H UHT QUART ESL	PAPER	11061	\$	2.7025
LOL H & H QUART FRESH	PAPER	18619	\$	3.1067
LOL WHIP HVY QUART FRESH	PAPER	46302	\$	3.8207
LOL WHIP UHT PINT ESL	PAPER	11124	\$	2.7612
SOFT SERVE				
VANILLA 5% SOFT SERVE	PLASTIC	37968	\$	3.2493
CHOCOLATE 5% SOFT SERVE	PLASTIC	37969	\$	3.3043
NEW RICH'S ICE CREAM-MEETS USDA NUTIONALS FOR 2014-15!				
RICH'S POP PUSH UP RNBOW 2.75FZ		38975	\$	9.0900
RICH'S IC CONE CRMBL CKIE 3FZ		42196	\$	10.0600
RICH'S IC BAR FDG FRNZY 3FZ		42207	\$	6.0000
RICH'S IC SAND VAN 3FZ		TBD	\$	8.0600
RICH'S IC BAR SR CRY 2.5FZ		53392	\$	5.6000
RICH'S IC BAR COTTON CANDY		55630	\$	5.6000



<input type="checkbox"/> WE ACCEPT		<input type="checkbox"/> WE DECLINE
The item prices listed on this price sheet are for the upcoming school year from <i>Dean Foods-Land O Lakes</i> .		
Please fill in the information below regarding your school, sign and return this sheet via mail, email or fax along with a school calendar.		
<p align="center">Email: cynthia_knudsen@deanfoods.com Fax: 605-336-7206</p>		
Schools Start Date:		
Name & Phone # of Head Cook or Food Service Director:		
REQUIRED: Email address (Monthly pricing will be sent to this email address.)		
Signature and Title:		

School Name:
 Jim Lentz, Superintendent of Schools
 Pipestone Area Schools Dist No. 2689
 1401 7th St. SW
 Pipestone, MN 56164

Ship to:
 109782
 109783
 109784
 109785
 840974

Delivery days and times to be determined once all bids are received. Bids include use and refrigeration maintenance of a Dean Foods milk cooler.
Dean's refrigeration coolers are to be used to store Land O Lakes supplied dairy items only. No meats or other perishable items shall be stored in coolers.
 If you have any questions concerning your school milk bid please call Cynthia Knudsen at 605-444-3008

cc: Cole Heying

Date 6-6-14



Distributed By Dean Foods



1200 W. Russell ST
Sioux Falls, SD 57104

Fluid Milk Escalator /De-escalator Clause
2014-2015 School Year

1.) The attached bid is based on the cost of skim milk and butterfat to include premiums in Federal Order Market 32 for the month of June 2014.

Future price adjustments will be predicated on the following escalator/de-escalator formula for fluid milk taking into consideration monthly changes in the cost of skim milk, butterfat, ingredients, over order premiums. Expenses including fuel, energy, packaging and ingredients will also be included in monthly changes and will be communicated as to what these expenses include.

SKIM MILK: **Price : \$15.58 CWT**

- For each \$.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	-	.043 per 5 Gallon
Gallon	-	.0086 per Gallon
8 Oz.	-	.00054 per 8 Oz.

BUTTERFAT: **Price : \$2.2356 per pound**

- For each \$.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Oz	.0017/8 Oz	.0011/8 Oz	.0005/8 Oz	.0001/8 Oz

- **Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses.**

This escalator/de-escalator formula applies to all fluid milk items.

2.) **Non Fluid Milk Items**

- Prices bid on products other than fluid milk are for one month only, and will automatically renew at the quoted price, unless Dean Foods advises you of our intent to change the price as a result of a significant supplier price change. Deans will provide a 30 day notice of such changes.



Southern Minnesota Zone Pricing

Bimbo Bakeries USA - formally Sara Lee - Earthgrains
 12965 Eagle Creek Parkway
 Savage, MN 55378

June 13, 2014

Pipestone Area Schools ISD#2689
 Attn: Jim Lentz - Superintendent of Schools
 1401 7th Street SW
 Pipestone, MN 56164

Dear Valued Customer,

Per your bid request below please find the pricing from Earthgrains distributors of Sara Lee Products. This pricing will be for the 2014- 2015 School year.

Product #	Product Description	Size of Pkg	Price Per Pkg
2773	Sara Lee Classic 100% Whole Wheat	20 oz	\$ 1.15
5999	Old Home Wheat Sandwich	24 oz	\$ 1.20
4441	Delightful Wheat Hamburger Buns	8 ct	\$ 0.99
4442	Delightful Wheat Coney Buns	8 ct	\$ 0.99
6077	Mothers Wheat Sandwich	24 oz	\$ 1.20

Sincerely,

Gary Danielson
 Regional Sales Manager
 Southern Minnesota Zone
 Savage, MN



June 13, 2014

Addendum to All Bids

This addendum needs to be considered and should be clearly understood prior to awarding any bids to Bimbo Bakeries USA distributors of Sara Lee Products in Roseville, Minnesota.

- A) We will do our best to accommodate delivery time requests, but we reserve the right to:
1. Deliver product on a day-ahead schedule to meet these needs.
 2. Set the number of deliveries made per week, based on actual product ordered.
 3. Product ordered that is unable to be delivered due to a snow storm or other event outside of our control will be delivered to the school on the next available delivery day, and orders for future days adjusted accordingly.
 4. The bids submitted by Bimbo Bakeries USA are price controlled through the product code number. **Only the specific product codes will receive the *bid pricing*.** Any other products can be purchased at anytime but will be at our published wholesale pricing.
 5. All orders need to be available on Tuesday for the following week. The preferred method of receiving these is for our route sales people to pick them up.

If there are any questions, please contact me directly.

Gary Danielson
Regional Sales Manager
South Minnesota Zone
Bimbo Bakeries USA
Rochester, MN

Issued: 02/23/2010 03:41:52 PM

Sara Lee Label Copy

200 CORP 000 7

NB/PL WHEAT BREAD RT/ST/SW 24 OZ (1 LB 8 OZ) 680g/ 24 SL

Nutrition Facts	Amount/serving	% Daily Value*	Amount/serving	% Daily Value*	*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:																												
Serving Size 1 Slice (28g) Servings Per Container 24 Calories 80 Calories from Fat 5	Total Fat 1g	1%	Sodium 160mg	6%	<table border="1"> <thead> <tr> <th></th> <th>Calories:</th> <th>2,000</th> <th>2,500</th> </tr> </thead> <tbody> <tr> <td>Total Fat</td> <td>Less than</td> <td>86g</td> <td>80g</td> </tr> <tr> <td>Sat Fat</td> <td>Less than</td> <td>20g</td> <td>25g</td> </tr> <tr> <td>Cholesterol</td> <td>Less than</td> <td>300mg</td> <td>300mg</td> </tr> <tr> <td>Sodium</td> <td>Less than</td> <td>2,400mg</td> <td>2,400mg</td> </tr> <tr> <td>Total Carbohydrate</td> <td></td> <td>300g</td> <td>375g</td> </tr> <tr> <td>Dietary Fiber</td> <td></td> <td>25g</td> <td>30g</td> </tr> </tbody> </table>		Calories:	2,000	2,500	Total Fat	Less than	86g	80g	Sat Fat	Less than	20g	25g	Cholesterol	Less than	300mg	300mg	Sodium	Less than	2,400mg	2,400mg	Total Carbohydrate		300g	375g	Dietary Fiber		25g	30g
		Calories:	2,000	2,500																													
	Total Fat	Less than	86g	80g																													
	Sat Fat	Less than	20g	25g																													
	Cholesterol	Less than	300mg	300mg																													
	Sodium	Less than	2,400mg	2,400mg																													
	Total Carbohydrate		300g	375g																													
	Dietary Fiber		25g	30g																													
	Saturated Fat 0g	0%	Total Carbohydrate 15g	8%	Calories per gram: Fat 9 • Carbohydrate 4 • Protein 4																												
	Trans Fat 0g		Dietary Fiber Less than 1 gram	3%																													
Polyunsaturated Fat 0g		Sugars 1g																															
Monounsaturated Fat 0g		Protein 2g																															
Cholesterol 0mg	0%																																
Vitamin A 0%	Vitamin C 0%	Calcium 4%	Iron 6%																														
Thiamin 10%	Riboflavin 8%	Niacin 6%	Folic Acid 8%																														

SPECIFICATION USE:

STAGE GATE PROJECT #: 08-0688E
 LABEL COPY NUMBER: 8750-0200-0210
 PRODUCT CODE: NA
 PRODUCT IDENTITY: WHEAT BREAD

PRODUCT WEIGHT:
 NET CONTENTS/COUNT: NET WT 24 OZ (1 LB 8 OZ) 680g / 24 SL
 CASE NET WEIGHT/COUNT: NA

NUTRITION FACTS: (see above)

INGREDIENT STATEMENT:

INGREDIENTS: ENRICHED BLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, IRON, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID), WATER, WHOLE WHEAT FLOUR, HIGH FRUCTOSE CORN SYRUP, YEAST. CONTAINS 2% OR LESS OF EACH OF THE FOLLOWING: WHEAT GLUTEN, WHEAT BRAN, SOYBEAN OIL, SALT, DOUGH CONDITIONERS (MAY CONTAIN ONE OR MORE OF THE FOLLOWING: MONO- AND DIGLYCERIDES, ETHOXYLATED MONO- AND DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, CALCIUM PEROXIDE, DATEM, ASCORBIC ACID, AZODICARBONAMIDE, ENZYMES), CALCIUM SULFATE, YEAST NUTRIENTS (MONOCALCIUM PHOSPHATE, CALCIUM SULFATE, AMMONIUM SULFATE AND/OR CALCIUM CARBONATE), CORN STARCH, CARAMEL COLOR, CALCIUM PROPIONATE (PRESERVATIVE), DISTILLED VINEGAR, SOY LECITHIN, MILK, SOY FLOUR.

ALLERGEN STATEMENT: CONTAINS WHEAT, SOY AND MILK

LABEL STATEMENTS:

APPROVED CLAIMS/STATEMENTS:
 -Permissible Product Descriptions: Round Top; Split Top; Sandwich; -Low Fat; -Cholesterol Free;
 REFERRAL STATEMENT: NONE
 QUANTITATIVE STATEMENT: NONE
 REQUIRED/GENERAL LABEL STATEMENTS: NA
 HANDLING STATEMENTS: NA
 TRADEMARK STATEMENT: NA

KOSHER CERTIFICATION: NONE

CHILD NUTRITION:

CN LABELED: NA

CN STATEMENT OR EQUIVALENCIES:

Sara Lee Wheat Bread is made with enriched and whole wheat flours. One (2 slice) serving meets the USDA nutritional requirements for 1 bread credit(s) in the school lunch and breakfast programs.

SERVING SIZE DETERMINATION:

SERVING SIZE CATEGORY: Breads (excluding sweet quick type), rolls

REFERENCE AMOUNT: 50g

Nutritional Label

201 STD 2 000 2 NB/PL WHEAT BREAD SW 24 OZ (1 LB 8 OZ) 680g / 26 SL

Nutrition Facts	Amount/serving	% Daily Value*	Amount/serving	% Daily Value*	*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:
	Total Fat 0.5g		1 %	Sodium 140mg	
Saturated Fat 0g		0 %	Total Carbohydrate 13g	4 %	Calories: 2,000 2,500
Trans Fat 0g			Dietary Fiber less than 1g	3 %	Total Fat Less than 65g 80g
Polyunsaturated Fat 0g			Sugars 1g		Sat Fat Less than 20g 25g
Monounsaturated Fat 0g			Protein 2g		Cholesterol Less than 300mg 300mg
Cholesterol 0mg		0 %			Sodium Less than 2,400mg 2,400mg
Vitamin A 0% • Vitamin C 0%					Total Carbohydrate 300g 375g
Thiamin 8% • Riboflavin 4%					Dietary Fiber 25g 30g
					Calories per gram: Fat 9 • Carbohydrate 4 • Protein 4

Ingredient Statement: USDA

INGREDIENTS: ENRICHED BLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, IRON, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID), WATER, STONE GROUND WHOLE WHEAT FLOUR, HIGH FRUCTOSE CORN SYRUP. CONTAINS 2% OR LESS OF EACH OF THE FOLLOWING: YEAST, SALT, VEGETABLE OIL (SOYBEAN AND/OR COTTONSEED OILS), WHEAT BRAN, WHEAT GLUTEN, YEAST NUTRIENTS (CALCIUM SULFATE, MONOCALCIUM PHOSPHATE, AMMONIUM SULFATE), MOLASSES, CARAMEL COLOR, DOUGH CONDITIONERS (MAY CONTAIN ONE OR MORE OF THE FOLLOWING: MONO- AND DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, CALCIUM PEROXIDE, ASCORBIC ACID, AZODICARBONAMIDE, ENZYMES), DISTILLED VINEGAR, CALCIUM PROPIONATE (PRESERVATIVE), WHEAT STARCH, CORN STARCH, SOY LECITHIN, SOY FLOUR.

CONTAINS WHEAT AND SOY

Product Analysis Form
Wheat Bread

Sara Lee Bakery Group's Wheat Bread is made with enriched flour and whole wheat flour. One serving meets the USDA nutritional requirements for 1 bread credit(s) in the school lunch and breakfast programs. One serving contains 1.98g whole grain.

This product is packed as a 24 ounce package, containing 26 [slices] each.

Line: 69400; 620; 622; 2656; 34311; 182; 796; 182; 21498

I certify that the above information is true and correct, and that one serving contributes 1 bread credit(s) in the meal pattern requirements.

Barbara W. La Vella
Sr. Labeling/Regulatory Scientist
Ref #: 9899-0201-0406

4/23/2013 12:07:30 PM
User: SICAM

Page 1 of 1
Entity: BREAD

Nutritional Label
72945-60134 CN 1
SARA LEE CLASSIC 100% WHOLE WHEAT BREAD 20 OZ

Nutrition Facts	Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*	*Percent(%) Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.
Serving Size 1 slice (28g)	Total Fat 0.5g	1%	Total Carbohydrate 12g	4%	Calories 2,000 2,600
Servings Per Container 22	Saturated Fat 0g	0%	Dietary Fiber 2g	8%	Total Fat Less than 66g 80g
Calories 80	Trans Fat 0g		Sugars 2g		Sat Fat Less than 20g 28g
Calories from Fat 5	Polyunsaturated Fat 0g		Protein 3g		Cholesterol Less than 300mg 300mg
	Monounsaturated Fat 0g				Sodium Less than 2,400mg 2,400mg
	Cholesterol 0mg	0%			Potassium 3,600mg 3,600mg
	Sodium 120mg	5%			Total Carbohydrate 300g 376g
					Dietary Fiber 26g 30g
	Vitamin A 0% • Vitamin C 0% • Calcium 2% • Iron 4%				
	Thiamin 4% • Riboflavin 0% • Niacin 4% • Folic Acid 2%				

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, SUGAR, WHEAT GLUTEN, YEAST, MOLASSES, SALT, SOYBEAN OIL, WHEAT BRAN, DATEM, CALCIUM PROPIONATE (PRESERVATIVE), MONOGLYCERIDES, CALCIUM SULFATE, SOY LECITHIN, CITRIC ACID, GRAIN VINEGAR, POTASSIUM IODATE, SOY FLOUR.

1 LB 4 OZ (567g) / R12-300

Serving Size: 26g

Total Weight of Creditable Grains Ingredients / Serving (g): 13g

Total Weight Whole Grain Ingredients / Serving (g): 52g

Weight of Primary Ingredient (g): 52g/100g

Weight of Primary Whole Grain Ingredient (g): 52g/100g

Does a serving size of the specified product provide a minimum of 1 Grain contribution towards a reimbursable meal based on 14.75grams? No.

Specify the Grain contribution for 1 ready-to-eat (RTE) serving of product based on 14.75 grams: 0.75

Does a serving size of the specified product provide a minimum of 1 Grain contribution towards a reimbursable meal based on 16.0 grams? No.

Specify the Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 0.75

% Whole Grains based on flour weight: 100%

Name of company representative authorizing that the information provided is true and correct: Rick D Weger

Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Regulatory Affairs Labeling Manager

Email Address: rweger@bbumail.com <<mailto:rweger@bbumail.com>>

Date: 04/23/2013

09/21/2009 08:29:34 AM

Sara Lee Label Copy

Page Number: 2

6364 CORP 000 2
SARA LEE DELIGHTFUL WHEAT HOT DOG BUN 12 OZ (340g) / 8 CT

SPECIFICATION USE:

HANDLING STATEMENTS: NA
TRADEMARK STATEMENT: NA

KOSHER CERTIFICATION: NONE

CHILD NUTRITION:

CN LABELED: NA

CN STATEMENT OR EQUIVALENCIES:

Sara Lee's Delightful Wheat Hot Dog Buns are made with enriched and whole wheat flour. One serving meets the USDA nutritional requirements for 1.5 bread credit(a) in the school lunch and breakfast programs.

SERVING SIZE DETERMINATION:

SERVING SIZE CATEGORY: Breads (excluding sweet quick type), rolls

REFERENCE AMOUNT: 50g

03/03/2009 10:17:49 AM
 User ID: RILEYIX

Page Number: 1
 Entity: FRESH-PROD

Nutritional Label

6364 CORP 000 1

SARA LEE DELIGHTFUL WHEAT HAMBURGER BUN 12 OZ (340g) / 8 CT

Nutrition Facts	Amount/serving	% Daily Value*	Amount/serving	% Daily Value*	*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:
	Total Fat 1g		1 %	Sodium 160mg	
Saturated Fat 0g		0 %	Total Carbohydrate 14g	5 %	Calories: 2,000 2,500
Trans Fat 0g			Dietary Fiber 6g	24 %	Total Fat Less than 65g 80g
Polyunsaturated Fat 0g			Sugars 2g		Sat Fat Less than 20g 25g
Monounsaturated Fat 0g			Protein 4g		Cholesterol Less than 300mg 300mg
Cholesterol 0mg		0 %			Sodium Less than 2,400mg 2,400mg
Vitamin A 0% Thiamin 15%					Total Carbohydrate 300g 375g
Vitamin C 0% Riboflavin 6%					Dietary Fiber 26g 30g
Calcium 10% Niacin 8%					Calories per gram: Fat 9 • Carbohydrate 4 • Protein 4
Iron 10% Folic Acid 10%					

Ingredient Statement: USDA

INGREDIENT STATEMENT: WATER, ENRICHED BLEACHED FLOUR [WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, IRON, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], MODIFIED WHEAT STARCH, WHOLE WHEAT FLOUR, YEAST, WHEAT GLUTEN, HIGH FRUCTOSE CORN SYRUP, COTTONSEED FIBER. CONTAINS 2% OR LESS OF EACH OF THE FOLLOWING: WHEAT BRAN, MOLASSES, SALT, WHEAT PROTEIN ISOLATE, SULFITES, VEGETABLE OIL (SOYBEAN AND/OR COTTONSEED OILS), CALCIUM PROPIONATE (PRESERVATIVE), DISTILLED VINEGAR, DOUGH CONDITIONERS (MAY CONTAIN ONE OR MORE OF THE FOLLOWING: MONO- AND DIGLYCERIDES, ETHOXYLATED MONO- AND DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, CALCIUM PEROXIDE, DATEM, ASCORBIC ACID, AZODICARBONAMIDE, ENZYMES), CALCIUM SULFATE, GUAR GUM, YEAST NUTRIENTS (MONOCALCIUM PHOSPHATE, CALCIUM SULFATE, AMMONIUM SULFATE AND/OR CALCIUM CARBONATE), MALTODEXTRIN, GUM ARABIC, NATURAL FLAVOR, CORN STARCH, SOY LECITHIN, MILK, SOY FLOUR, SESAME SEEDS.

CONTAINS WHEAT, MILK AND SOY

Product Analysis Form
 Sara Lee Delightful Wheat Hamburger Bun

Sara Lee Food's Delightful Wheat Hamburger Bun is made with enriched and whole wheat flours. One serving meets the USDA nutritional requirements for 1.5 bread credit(s) in the school lunch and breakfast programs. One 1 bun serving contains 3g whole grain.

This product is packed as a 12 ounce package, containing 8 [buns] each.

Line: 53129

I certify that the above information is true and correct, and that one serving contributes 1.5 bread credit(s) in the meal pattern requirements.

Irene Riley

Regulatory Compliance Manager

Ref #: 11859-6364-0309

PAN-O-GOLD Baking Co.

501 NORTH UNIVERSITY DRIVE
P.O. BOX 2563
FARGO, ND 58108

TELEPHONE 701-235-6611

June 4, 2014

Jim Lentz, Superintendent of Schools
Pipestone School District #2689
1401 7th St. SW
Pipestone, MN 56164

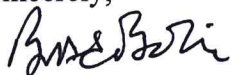
Dear Mr. Lentz:

We respectfully submit the following prices for bakery products for the 2014-15 school year. Our delivery schedule would be Monday & Thursday around 10:00 AM.

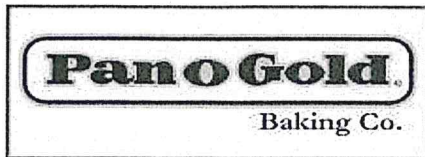
Item	Size	Price
Whole Grain Sandwich Bread	27 oz.	1.40
Whole Grain Wheat Bread	24 oz.	1.40
Whole Grain Hot Dog Buns	30 ct.	3.60
4" Whole Grain Hamb. Buns	30 ct.	3.60

Thank you for your consideration.

Sincerely,



Brad Bolin
General Sales Manager
Pan O Gold Baking Co.



MADE WITH WHOLE GRAIN SANDWICH BREAD 27 OZ
309

INGREDIENTS: WATER, WHOLE WHEAT FLOUR, ENRICHED UNBLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), SUGAR, WHEAT GLUTEN, CONTAINS 2% OR LESS OF THE FOLLOWING: YEAST, SOYBEAN OIL, SALT, DOUGH CONDITIONERS (MONOGLYCERIDES, SODIUM STEAROYL LACTYLATE, ASCORBIC ACID, CALCIUM SULFATE, ENZYMES), MONOCALCIUM PHOSPHATE, CALCIUM PROPIONATE (PRESERVATIVE).

CONTAINS: WHEAT

Nutrition Facts

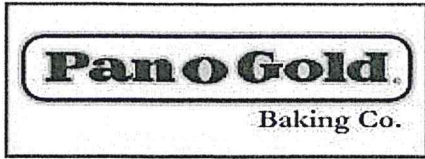
Serving Size: 1 slice (28g)
Servings per Container: 27 (25 usable)

Calories 70
Calories from Fat 5

Total Fat .5 g	1%
Saturated Fat	0 g 0%
Trans Fat	0 g
Cholesterol 0 mg	0%
Sodium 125 mg	5%
Total Carbohydrates 13 g	4%
Dietary Fiber	1 g 5%
Sugars	2 g
Protein	3 g

Vitamin A	0%
Vitamin C	0%
Calcium	2%
Iron	4%
Thiamine	6%
Riboflavin	2%
Niacin	4%
Folic Acid	4%

Bread Credits per serving: 1
Grams whole grains per serving: 9g

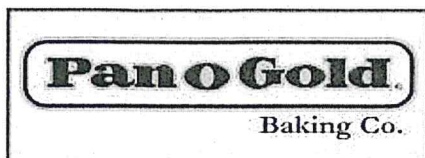


MADE WITH WHOLE GRAIN SANDWICH BREAD 27 OZ
309

Allergens:

Component	Present in the product	Present in the other products manufactured on the same line	Present in the same manufacturing plant
Crustaceans/Shellfish	N	N	N
Egg Products	N	N	N
Fish Products	N	N	N
Milk and Dairy Products	N	N	N
Peanut Products	N	N	N
Soy Products	N	N	N
Tree Nuts	N	N	N
Wheat Products	Y	Y	Y

*Soy Oil used is fully refined and deodorized and as such is not considered an allergen



MADE WITH WHOLE GRAIN ROUND TOP BREAD 24 OZ
325

INGREDIENTS: WATER, WHOLE WHEAT FLOUR, ENRICHED UNBLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), SUGAR, WHEAT GLUTEN, CONTAINS 2% OR LESS OF THE FOLLOWING: YEAST, SOYBEAN OIL, SALT, DOUGH CONDITIONERS (MONOGLYCERIDES, SODIUM STEAROYL LACTYLATE, ASCORBIC ACID, CALCIUM SULFATE, ENZYMES), MONOCALCIUM PHOSPHATE, CALCIUM PROPIONATE (PRESERVATIVE).

CONTAINS: WHEAT

Nutrition Facts

Serving Size: 1 slice (28g)

Servings per Container: 24 (22 usable)

Calories 70

Calories from Fat 5

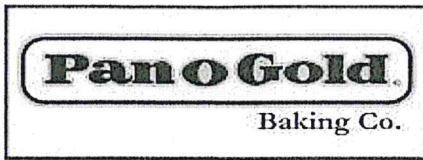
Total Fat .5 g	1%
Saturated Fat 0 g	0%
Trans Fat 0 g	
Cholesterol 0 mg	0%
Sodium 125 mg	5%
Total Carbohydrates 13 g	4%
Dietary Fiber 1 g	5%
Sugars 2 g	

Protein 3 g

Vitamin A	0%
Vitamin C	0%
Calcium	2%
Iron	4%
Thiamine	6%
Riboflavin	2%
Niacin	4%
Folic Acid	4%

Bread Credits per serving (oz equivalency): 1

Grams whole grains per serving: 9g

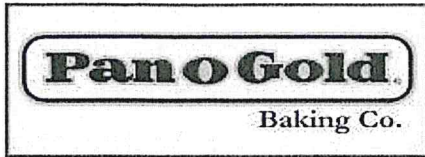


MADE WITH WHOLE GRAIN ROUND TOP BREAD 24 OZ
325

Allergens:

Component	Present in the product	Present in the other products manufactured on the same line	Present in the same manufacturing plant
Crustaceans/Shellfish	N	N	N
Egg Products	N	N	N
Fish Products	N	N	N
Milk and Dairy Products	N	N	N
Peanut Products	N	N	N
Soy Products	N	N	N
Tree Nuts	N	N	N
Wheat Products	Y	Y	Y

*Soy Oil used is fully refined and deodorized and as such is not considered an allergen



MADE WITH WHOLE GRAIN 4" BUN 30 CT
562

INGREDIENTS: WATER, WHOLE WHEAT FLOUR, ENRICHED UNBLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), SUGAR, WHEAT GLUTEN, YEAST, CONTAINS 2% OR LESS OF THE FOLLOWING: SOYBEAN OIL, SALT, DOUGH CONDITIONERS (MONOGLYCERIDES, SODIUM STEAROYL LACTYLATE, ASCORBIC ACID, CALCIUM SULFATE, ENZYMES), MONOCALCIUM PHOSPHATE, CALCIUM PROPIONATE (PRESERVATIVE).

CONTAINS: WHEAT

Nutrition Facts

Serving Size: 1 Bun (57g)
Servings per Container: 30

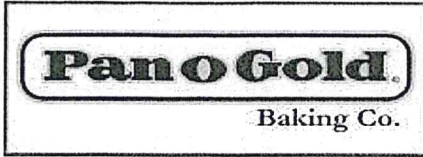
Calories 150

Calories from Fat 15

Total Fat 2 g	3%
Saturated Fat 0 g	0%
Trans Fat 0 g	
Cholesterol 0 mg	0%
Sodium 250 mg	11%
Total Carbohydrates 29 g	10%
Dietary Fiber 3 g	11%
Sugars 5 g	
Protein 6 g	

Vitamin A	0%
Vitamin C	0%
Calcium	6%
Iron	10%
Thiamine	15%
Riboflavin	4%
Niacin	10%
Folic Acid	10%

Bread Credits per serving (oz equivalency): 2
Grams whole grains per serving: 18g

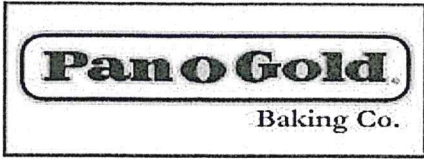


MADE WITH WHOLE GRAIN 4" BUN 30 CT
562

Allergens:

Component	Present in the product	Present in the other products manufactured on the same line	Present in the same manufacturing plant
Crustaceans/Shellfish	N	N	N
Egg Products	N	N	N
Fish Products	N	N	N
Milk and Dairy Products	N	N	N
Peanut Products	N	N	N
Soy Products	N	N	N
Tree Nuts	N	N	N
Wheat Products	Y	Y	Y

*Soy Oil used is fully refined and deodorized and as such is not considered an allergen



MADE WITH WHOLE GRAIN INDIVIDUAL HOT DOG BUNS 30 CT
5151

INGREDIENTS: WATER, WHOLE WHEAT FLOUR, ENRICHED UNBLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), SUGAR, WHEAT GLUTEN, YEAST, CONTAINS 2% OR LESS OF THE FOLLOWING: SOYBEAN OIL, SALT, DOUGH CONDITIONERS (MONOGLYCERIDES, SODIUM STEAROYL LACTYLATE, ASCORBIC ACID, CALCIUM SULFATE, ENZYMES), MONOCALCIUM PHOSPHATE, CALCIUM PROPIONATE (PRESERVATIVE).

CONTAINS: WHEAT

Nutrition Facts

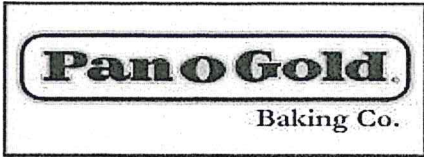
Serving Size: 1 Bun (42g)
Servings per Container: 30

Calories 110
Calories from Fat 10

Total Fat 1.5 g	2%
Saturated Fat 0g	0%
Trans Fat 0 g	
Cholesterol 0 mg	0%
Sodium 190 mg	8%
Total Carbohydrates 21 g	7%
Dietary Fiber 2 g	8%
Sugars 4 g	
Protein 4 g	

Vitamin A	0%
Vitamin C	0%
Calcium	4%
Iron	8%
Thiamine	10%
Riboflavin	4%
Niacin	6%
Folic Acid	8%

Bread Credits per serving (oz equivalency): 1.5
Grams whole grains per serving: 13g



MADE WITH WHOLE GRAIN INDIVIDUAL HOT DOG BUNS 30 CT
5151

Allergens:

Component	Present in the product	Present in the other products manufactured on the same line	Present in the same manufacturing plant
Crustaceans/Shellfish	N	N	N
Egg Products	N	N	N
Fish Products	N	N	N
Milk and Dairy Products	N	N	N
Peanut Products	N	N	N
Soy Products	N	N	N
Tree Nuts	N	N	N
Wheat Products	Y	Y	Y

*Soy Oil used is fully refined and deodorized and as such is not considered an allergen

ISD 2689, Pipestone Area Schools Local Literacy Plan

2014-2015

BROWN, HILL, & HEARTLAND ELEMENTARY SCHOOLS

June 17, 2014
Don Plahn, Elementary Principal

District 2689, Pipestone Area Schools

Local Literacy plan

Approved June 23, 2014 by Pipestone's Board of Education

The purpose of this literacy plan is to ensure that ALL students will achieve grade-level proficiency and are reading well by Grade 3.

Literacy Plan Summary:

Our district is currently using Storytown (Harcourt), a basal program, to teach reading in Kindergarten through Grade 3. Included in this program are components for guided, shared, and independent reading. It also incorporates read aloud time into instruction. To enhance this curriculum, our district has an elementary library with a variety of fiction and nonfiction reading materials, covering a wide range of reading levels. Each classroom also has a reading center where students can enjoy books and other resources selected by their classroom teachers. All K-3 students receive classroom reading instruction for a minimum of 90 minutes each day. Relevant technology engages students in meaningful learning activities. A variety of technologies have been integrated into the curriculum and instruction to meet the needs of the district's diverse learners. The district also uses Accelerated Reader (AR) in grades 2 & 3, which is a computerized program that tests basic reading comprehension. Students select books from their reading level, read independently, or with a buddy, and take an independent comprehension test on the computer. Each book is worth a certain number of points – based on its length and reading level.

Beginning in 2014-2015, the Formative Assessment System for Teachers (FAST) will replace the AIMSweb assessments. Through the 2013-2014 school year, all students in grades K-2 were given the AIMSweb screening/benchmarking assessment three times throughout the course of the year in fall, winter, and spring. Third grade was assessed twice per year in the fall and winter. Using AIMSweb, along with data from Measures of Academic Progress (MAP), Observational Survey (OS), pre and post core curriculum assessments, and teacher checklists and observations, struggling and at-risk students are identified and referred for interventions. Specific interventions are based on further assessments, and the interventions are implemented through the collaborative efforts of the classroom teacher and other specialists. Each student's progress is monitored on a weekly basis, and if the intervention selected is not working, another intervention is selected and implemented. Students not responding to these interventions are referred to the Student Assessment Team (SAT) and then may be referred for possible special education assessment. Parents are kept informed of their child's progress at every step of the process.

The goal of the Pipestone district is to ensure that all learners successfully master the Minnesota K-12 Academic Standards in English Language Arts (2010) for their grade level. The standards are aligned with the district's curriculum through continual curriculum mapping to ensure that the standards are taught within the time available.

Specific information is included in the K-3 Literacy Plan that follows this summary. For those who are interested in learning more about Pipestone's literacy program, please contact: Don Plahn at 507.825.6756 or don.plahn@pas.k12.mn.us.

Literacy Plan Goals and Objectives:

Overarching Goal: All students will read at grade-level by Grade 3, as determined by the Reading Minnesota Comprehensive Assessment (MCA).

Objectives:

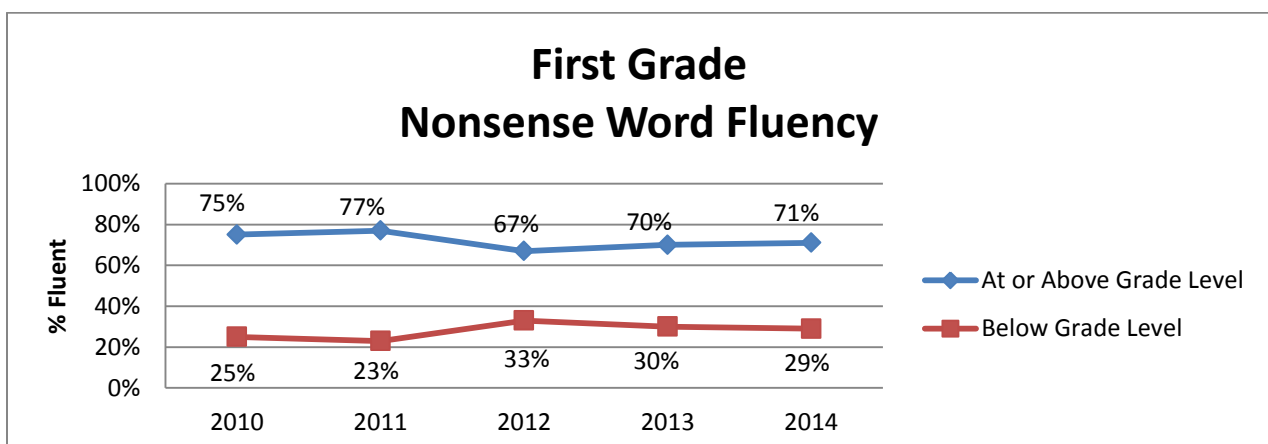
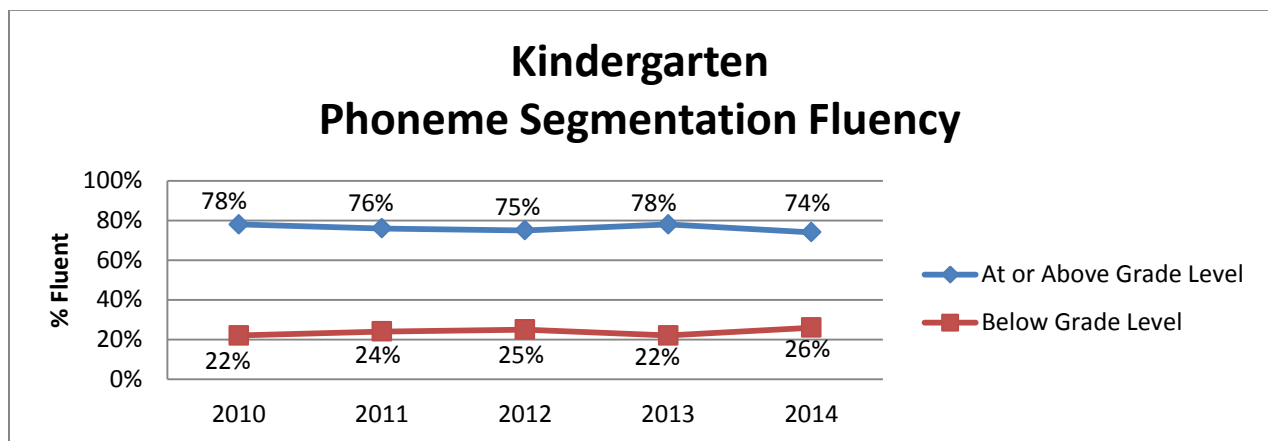
Each year educators will review and disaggregate reading data at grade levels K, 1, 2, & 3. Proficiency, growth and trend data will be analyzed and used to set specific learning targets for each child and for each cohort of students. Pre-K data will be accessed and utilized, when available.

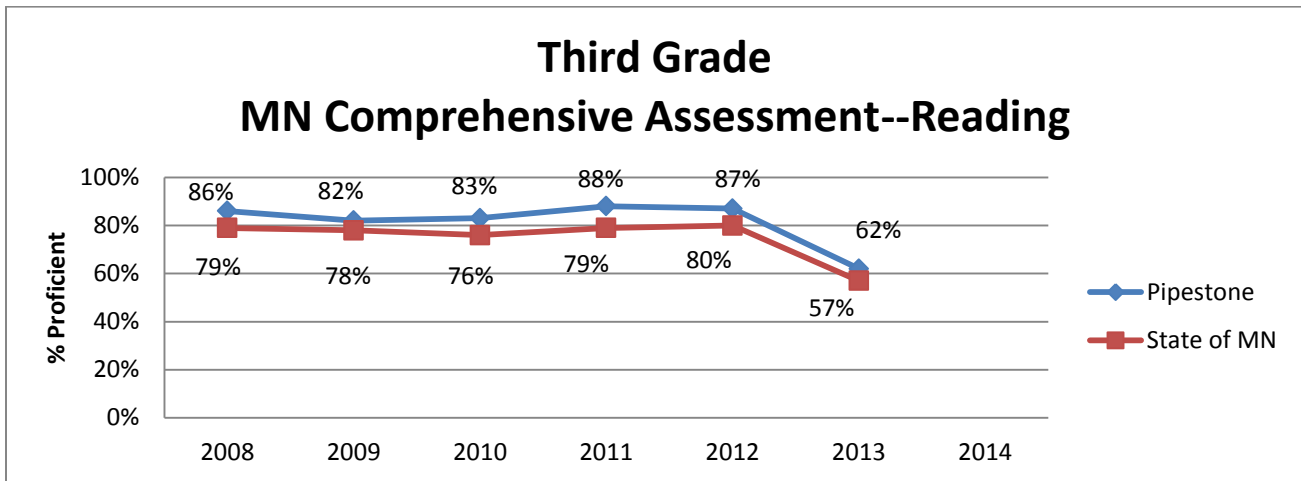
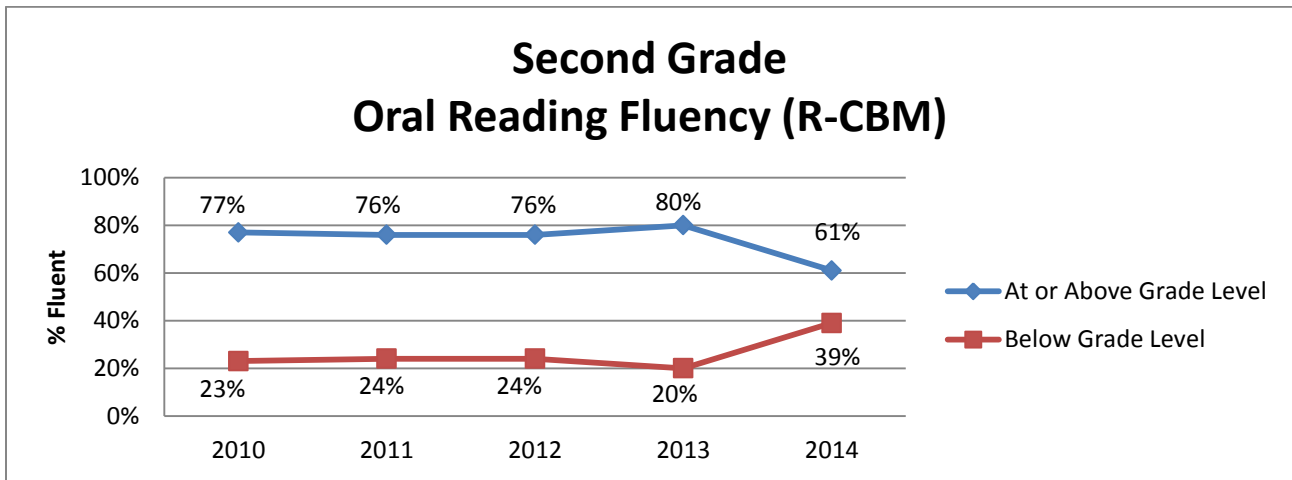
The RtI / grade level teachers review, following each FAST assessment, the effectiveness of current pedagogical practices including core instruction, differentiation, remediation and intervention. Curriculum resources will be aligned to the most current standards. Standards will be prioritized and pacing guides developed. Formative assessments will be used to modify instruction and to identify students who are not on pace to meet proficiency. Students not on track will follow the local intervention plan.

Grade level teams meet to analyze the effectiveness of current literacy practices. During these team meetings, special attention is paid to closing the achievement gaps between groups of students that lag behind their classmates and best practices.

Grade level teachers have collaborated to enhance the effectiveness of weekly/unit tests from the core curriculum. Kindergarten uses the Daily 5 format to enhance word work, writing, reading, listening, and reading skills. They also provide differentiated instruction through leveled guided reading, small-group sessions. First Grade teachers send daily take-home folders for parents to review, and students complete oral reading fluency passages, rapid word charts, and bi-weekly reading check-ups.

The following graphs denote what percentages of students, based on the AIMSweb assessments, have met grade-level benchmarks over the past five years:





Spring of 2013 was the first administration of the MCAIII for Reading in MN. This was the first time that the newly adopted 2010 MN English Language Arts Standards were assessed.

MN Comprehensive Assessment Goal: 70% of the third graders will meet or exceed proficiency as assessed by the reading MCAs in the spring of 2014.

The 2014 Reading MCA data is currently unavailable but will be updated once it is released to the public.

Process of Assessment:

Classroom teachers and trained proctors administer the screening and diagnostic assessments listed below.

Measures of Academic Progress (MAP) are used as benchmark assessments. They are adaptive and sequential tests used to measure student growth. The 2011 NWEA RIT Scale Norms provide growth and status norms in the following content areas: Reading, Language Usage, and Mathematics. The RIT score targets for each grade level in Reading and Language Usage are listed in the following charts:

2011 Reading Status Norms (RIT Values)			
Grade	Beginning-of-Year Mean	Middle-of-Year Mean	End-of-Year Mean
2	175.9	183.6	189.6
3	189.9	194.6	199.2

2011 Language Usage Status Norms (RIT Values)			
Grade	Beginning-of-Year Mean	Middle-of-Year Mean	End-of-Year Mean
2	175.4	185.3	190.0
3	191.1	196.5	200.3

AIMSweb has been used as a screening/benchmark assessment. The target scores for each grade level are listed in brackets in the following charts:

Kindergarten AIMSweb Assessments		
Fall Assessment Name [Target Score]	Winter Assessment Name [Target Score]	Spring Assessment Name [Target Score]
Letter Naming Fluency [16]	Letter Naming Fluency [39]	Letter Naming Fluency [48]
	Letter Sound Fluency [23]	Letter Sound Fluency [36]
	Phoneme Segmenting Fluency [27]	Phoneme Segmenting Fluency [45]
	Nonsense Word Fluency [21]	Nonsense Word Fluency [34]

First Grade AIMSweb Assessments		
Fall Assessment Name [Target Score]	Winter Assessment Name [Target Score]	Spring Assessment Name [Target Score]
Letter Naming Fluency [44]		
Letter Sound Fluency [29]		
Phoneme Segmentation Fluency [38]	Phoneme Segmenting Fluency [49]	
Nonsense Word Fluency [29]	Nonsense Word Fluency [49]	Nonsense Word Fluency [62]
	Reading – CBM [22] (Oral Reading Fluency)	Reading – CBM [52] (Oral Reading Fluency)

Second Grade AIMSweb Assessments		
Fall Assessment Name [Target Score]	Winter Assessment Name [Target Score]	Spring Assessment Name [Target Score]
Reading – CBM [43] (Oral Reading Fluency)	Reading – CBM [72] (Oral Reading Fluency)	Reading – CBM [90] (Oral Reading Fluency)

Third Grade AIMSweb Assessments		
Fall Assessment Name [Target Score]	Winter Assessment Name [Target Score]	Spring Assessment Name [Target Score]
Reading – CBM [70] (Oral Reading Fluency)	Reading – CBM [91] (Oral Reading Fluency)	Reading – CBM [109] (Oral Reading Fluency)
Reading –Maze [12] (Comprehension)	Reading –Maze [15] (Comprehension)	Reading –Maze [16] (Comprehension)

Students who did not meet the target score as listed above received interventions to improve specific skills. Curriculum-based pre and post-tests, Observation Survey Summary, individual reading inventories, and VoWac are used to continually to guide instruction and monitor students' progress toward grade-level reading goals. The following table denotes the grade-level correlations:

Grade Level	Reading Recovery	Fountas-Pinnell Guided Reading	Basal Equivalent	Lexile Levels
Kindergarten	A & B	A	Readiness	
	1			
	2	B	PrePrimer 1	
	3	C		
Grade 1	4	D	PrePrimer 2	
	5		Preprimer 3	
	6			

	7	E	Primer			
	8					
	9	F				
	10					
	11	G				
	12					
	13	H			Grade 1	200-299
	14					
	15	I				
	16					
Grade 2	18	J & K	Grade 2	300-399		
	20	L & M		400-499		
Grade 3	22	N	Grade 3	500-599		
	24	O & P		600-699		

Based on the Observational Survey and AIMSweb, instruction and interventions have been matched to the student's needs in one or more of the five pillars of reading (phonemic awareness, phonics, fluency, vocabulary, or comprehension).

FAST target scores will be determined & listed after teachers receive training on the implementation of the assessment in the Fall of 2014.

Following the assessments, parents will receive information regarding the results, supports, interventions and further diagnostic assessments that will be used to help their child meet the reading goals for their grade level. Parents will be invited in to visit about their child's educational needs and asked if they have any questions. A list of materials that can be used to assist the child in achieving grade-level proficiency will be provided to the parents. The list includes a take-home book, reading cards, a list of reading strategies, and sentence practice. The FAST scores will be included with the report cards – which are sent home in Fall, Winter, and Spring.

Progress monitoring data will be collected and analyzed on a weekly basis. The following process will be used:

- A. Examine the student chart after 4-6 data points have been plotted and a trend line has been generated.
- B. Change and choose a new intervention if a student has 4 data points clearly and consistently below the aim line.
- C. Continue the intervention if the student meets the grade-level benchmark by hit achieving 4 data points on or above the aim line.
- D. Refer the student to the SAT team if the student has 4 data points below the goal line for the second intervention.
- E. Discontinue the intervention when the student has met the grade level benchmark. Exit criteria: 6 data points above the aim line with one data point at or above the next benchmark target.
- F. Continue progress monitoring at least three times following the discontinuation of intervention to ensure that progress has been maintained.

During the 2014-2015 school year, tutors, provided by the MN Reading Corps, will work individually with students who are not meeting grade-level benchmarks.

Entrance and exit criteria are based on a triangulation of assessment data along with classroom teacher input.

Parent Communication and Involvement:

Our district considers parent/school communication and cooperation to be a key element to student success. The district has developed a parent communication letter that shares how their child is progressing toward meeting the state standards. The letter will include the core literacy instructional practices and the intervention supports that are used with students who are not on track to achieve benchmark targets that reflect grade-level content standards.

Parent Communication Plan

1. On the first day of school, Brown and Hill Elementary Schools hold a Home-School Connection Day. During this meeting, teachers and staff explain the plans and expectations to parents and students. Because this is done in small groups throughout the day, parents are able to ask questions and share pertinent student information in private.
2. During the school year, the staff continues communication with parents through conferences, phone calls, written reports, newsletters, and website updates. The faculty continues to explore ways to increase parent/student responsibility in the literacy process.

The following are resources and ideas, based on the five pillars of reading, for parents, caregivers, and/or community members to use in support of literacy practices at home:

Online Resources/Ideas for Home Practice:

- <http://www.starfall.com/>
- <http://www.spellingcity.com/>
- <http://www.fcrr.org/Curriculum/studentCenterActivities.shtm>
- <http://www.readingrockets.org/>
- <http://www.abcya.com/>

Daily Practice Every Family Should Be Doing:

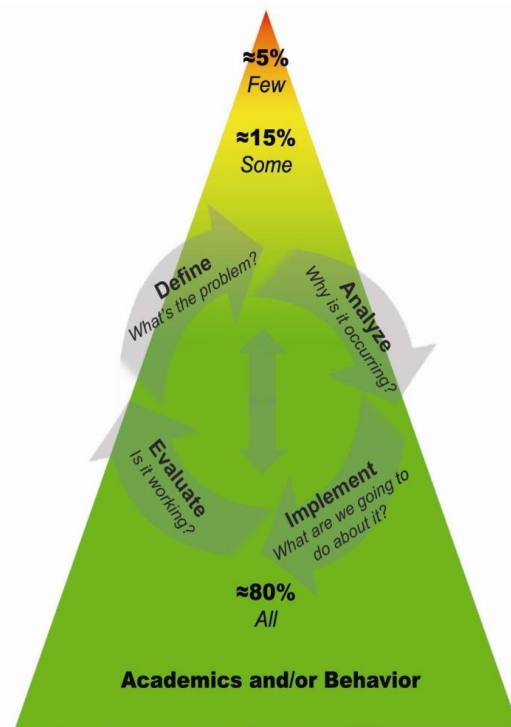
- Listen to your child read.
- Read to your child.
- Review daily work with your child.

A Model of School Supports and the Problem Solving Process

Tier 3
Intensive, Individualized Interventions
Students who need individualized instruction

Tier 2
Targeted Group Interventions
Students who need more support in addition to the core curriculum

Tier 1
Core Curriculum
All students



The first level of support occurs in the classroom with 90 minutes of core instruction delivered by the classroom teacher using the district's reading curriculum which is aligned to the 2010 English Language Arts Standards. Research-based reading instruction will address the 5 strands of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension). Teachers differentiate instruction in small groups and individually, according to the learner's diverse needs. This framework is based on the structures of RtI and the Daily 5.

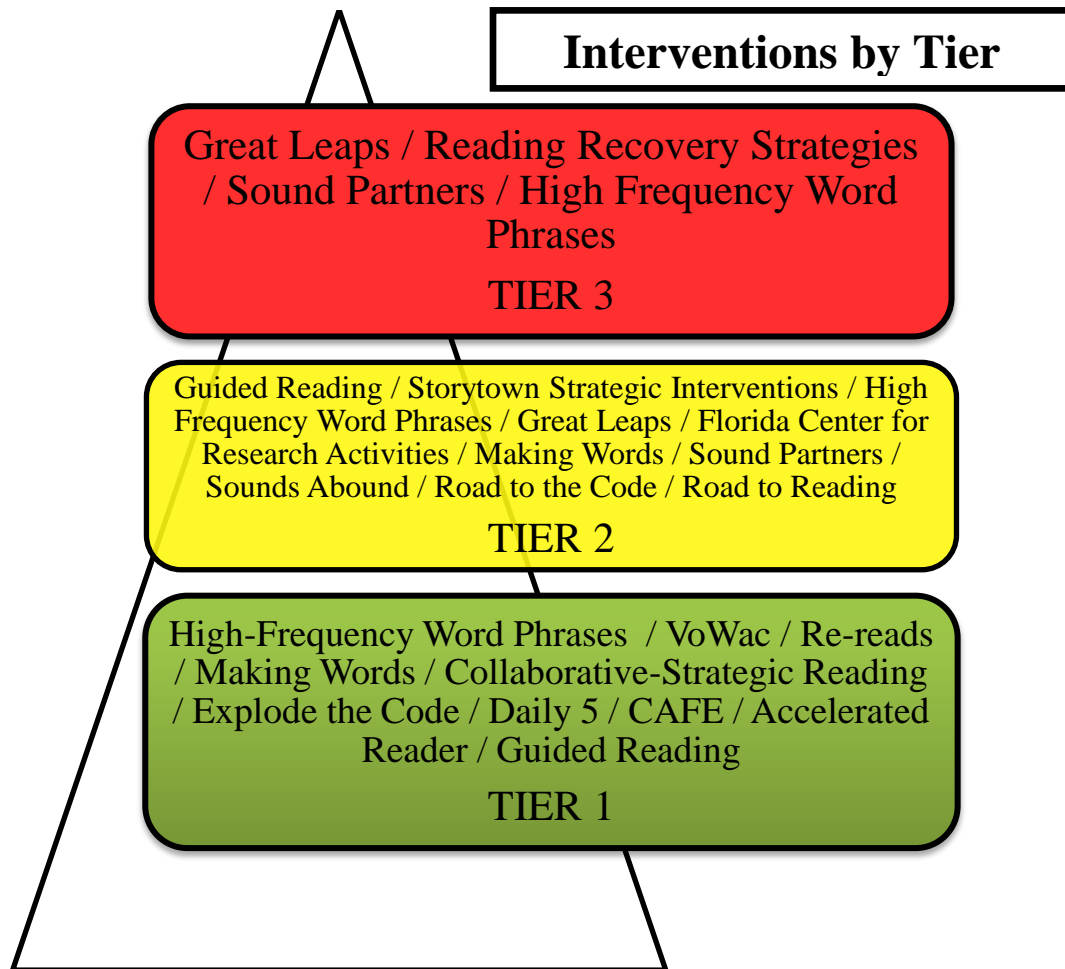
Based on screening and diagnostic assessments, the second level of support identifies students not meeting grade-level targets who are, then, provided supplemental reading interventions according to their skill deficit(s). This level of support will be provided by the Title 1 teachers 2-5 days per week for a minimum of 30 minutes per session along with support from paras and the MN Reading Corps tutor, as needed. Kindergarten students receive additional instruction from the classroom teacher 4 days per week for 30 minutes.

Students not responding well to the interventions provided at the second level are referred to the SAT team to see if additional testing is needed. They also receive the most intensive and individualized level of support outside of the 90 minutes of core instruction. Students receiving Special Education services are included at this level.

The Multi-tiered systems of support can be traced to the work on data-based decision making by Deno and Mirkin (1977) and the US Department of Education's report *A Nation at Risk* (1983). The framework is a systematic use of assessment data to efficiently allocate resources to improve learning for all students (Burns and VanDerHeyden, 2006). A meta-analysis of research found that multi-tiered systems of support led to improved outcomes such as fewer children referred to and placed into special education programs. Additionally, results included higher achievement scores and reduced behavioral difficulties among all students (Burns, Appleton, and Stehouwer, 2005). Children at-risk for reading failure demonstrated improved reading skills (Marston, Muyskens, Lau, Canter, 2003; Tilly, 2003).

Scientifically-Based Reading Instruction:

The scientifically-based reading curriculum Pipestone uses is Storytown (Harcourt) which has been aligned with the Minnesota Academic Standards in English Language Arts (2010). Small-group instruction is used to differentiate instruction. The following are interventions employed at different tiers to provide targeted skill practice for those students who are not achieving grade-level success with the core instruction:



Interventions by Target Skill:

Phonemic Awareness

- Road to the Code
- Phonemic Awareness – Sound by Sound
- Reading A-Z Tutor
- FRRC – Florida Reading Research Center

Phonics

- Hooked on Phonics
- Explode the Code 1-7
- FRRC – Florida Reading Research Center
- KLS Word Identification

Fluency

- PALS
- Reading A-Z Tutor
- FRRC – Florida Reading Research Center
- Readers' Theater

Comprehension

- PALS
- Reading A-Z Tutor
- FRRC – Florida Reading Research Center
- Cloze/Comprehension
- Beyond the Code 1-2
- Study Island

Vocabulary

- High-Frequency Words/Phrases (Fry)
- FRRC – Florida Reading Research Center

Further interventions associated with FAST will be added after the Fall 2014 training of teachers.

Professional Development:

Professional Development days and PLC times during the year allow for staff to evaluate and plan for an ever-improving learning environment.

The Pipestone District has 6 days available for Professional Development. Based on student performance data, the district has determined grade-level planning time focused on standards-based instruction & assessment will be the Reading/Literacy Professional Development focus for the 2014-2015 school year.

Professional Development is provided through:

- Grade-Level Common Planning Time
- Train the Trainer
- Outside Resources/Consultants
- Literacy Team

Annually, a data-mine will be held. Data will be disaggregated and analyzed. Results will be shared with the district staff development team, who will then create SMART student goals and offer Professional Development opportunities designed to address the needs identified by the data.

English Learners and Other Diverse Populations:

The district currently assesses all English Learners using the World-Class Instructional Design and Assessment (WIDA) assessments (W-APT and ACCESS).

W-APT stands for the WIDA-ACCESS Placement Test. It is an English language proficiency "screener" test given to incoming students who may be designated as English Learners, typically administered only to new students. It assists

educators with programmatic placement decisions such as identification and placement of ELs. The W-APT is one component of WIDA's comprehensive assessment system.

Assessing Comprehension and Communication in English State-to-State for English Learners (ACCESS for ELs) is a secure, large-scale English language proficiency assessment given to Kindergarten through 12th graders who have been identified as English Learners (ELs). It is given annually in Minnesota & began in the 2011-2012 school year to monitor students' progress in acquiring academic English.

W-APT and ACCESS for ELs test items are written from the model performance indicators of WIDA's five English Language Proficiency (ELP) standards:

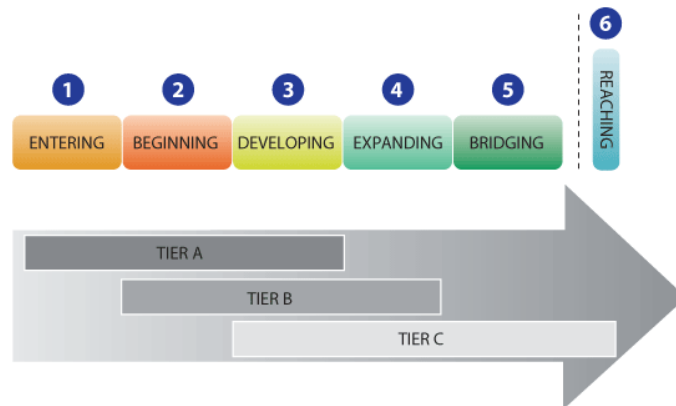
- Social & Instructional Language
- Language of Language Arts
- Language of Mathematics
- Language of Science
- Language of Social Studies

Test forms are divided into five grade-level clusters:

- Kindergarten
- Grades 1-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each form of the W-APT test assesses the four language domains of Listening, Speaking, Reading, and Writing.

Within each grade-level cluster (except Kindergarten), ACCESS for ELs consists of three forms: Tier A (beginning), Tier B (intermediate), and Tier C (advanced). This keeps the test shorter and more appropriately targets each student's range of language skills.



Based on the W-APT and ACCESS assessments, students who qualify for ESL support will receive the intervention of focused language skill development from a licensed ESL teacher, in addition to the core instruction.

The Pipestone Area School District has 48 English Learners and 138 students that are non-white. Based on these demographics, resources will be allocated and professional development will be determined by the Staff Development Committee annually.

Instructional materials will be analyzed for its culturally appropriate content and purchased during the district's curriculum cycle for core subjects. EL curriculum materials and interventions, used to develop language skills, will be updated as-needed or developed on-site.

Training / Coaching / Resources available for all school staff:

- ESL teachers take on trainer/coaching roles with regular education teachers

The W-APT and ACCESS assessments are used with EL students. These assessments are used in conjunction with the previously mentioned assessments administered to the entire student body: AIMSweb, MAP, OS, and MCAs. The

disaggregated data compiled from each of those assessments will be used to improve programs, strengthen core instruction, and accelerate the acquisition of oral language and literacy skills of ELs.

Communication system for annual reporting:

The report identifying the percentage of students in grades K, 1, and 2 that are currently at or above grade level proficiency was submitted to the commissioner on June 17, 2014.

Stakeholder feedback:

1. Was the information easy to find?
2. Was this document useful?
3. Were the reading strategy links enjoyable/educational for your child?
4. Do you feel supported by the school district in helping your child read well by 3rd grade?

We would love to hear from you! If you would like to provide feedback, please contact Don Plahn at 507.825.6756 or don.plahn@pas.k12.mn.us

CONTACT US

ADDRESS:

Pipestone Area Schools, District #2689
1401 7th Street SW
Pipestone, MN 56164

WEBSITE:

www.pas.k12.mn.us

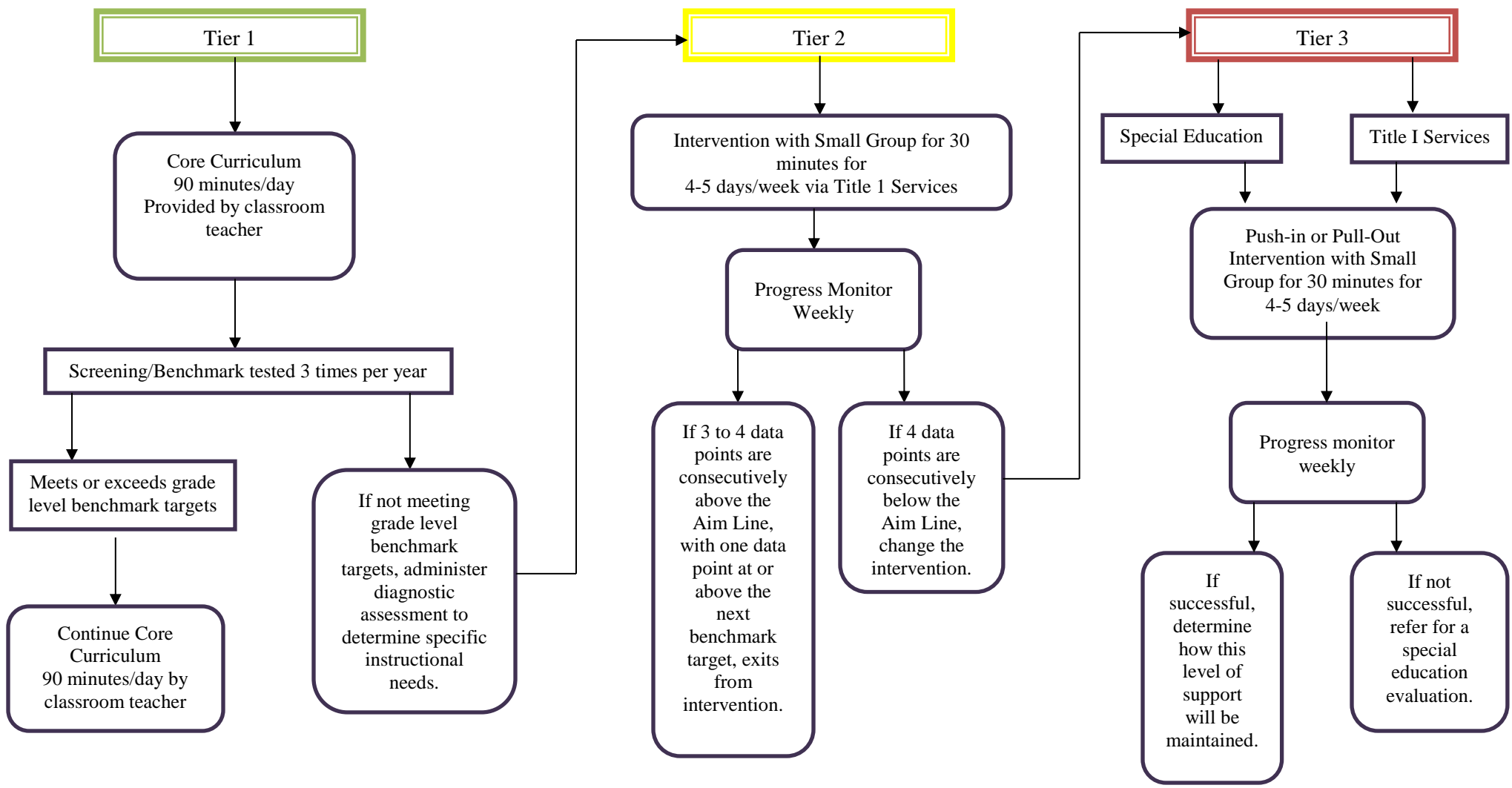


Brown: 507-825-6756



Hill: 507-825-6763

Heartland: 507-368-3250



Adopted: June 25, 2012

*Policy 807
Orig. 2012*

Reviewed: June 24, 2013

XXX. Health and Safety Policy

I. PURPOSE

Pipestone Area School District strives to provide a safe, healthy work and educational environment for its students, faculty, staff and volunteers. In order to help accomplish this goal, the district will institute a policy designed to build a safety culture within the district based on regulations, best practices, written plans and procedures, management and employee involvement, communication and accountability.

II. GENERAL STATEMENT

This policy is intended to:

- Help prevent accidents, illnesses and injuries;
- Increase safety awareness;
- Meet requirements of environmental, occupational health, and safety laws and regulations;
- Reduce liability;
- And establish safety responsibilities for members of the school community.

It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies.

III. HEALTH AND SAFETY PROGRAM DESCRIPTION

Our objectives for the safety program are to reduce the frequency and severity of injuries and accidents, to comply with regulations, and to provide a safe, healthful workplace.

These objectives will be achieved by:

- A. Recognizing and managing our workplace hazards and increasing safety awareness for all employees;
- B. Ensuring employee participation in the health and safety program;
- C. Instituting plans and procedures based on both regulations and best practices to monitor and control the environment in the areas of indoor air quality, asbestos

containing materials, lead, radon, pesticides, fire safety and similar environmental safety and health issues,

- D. Complying with all federal, state, and local safety regulations by developing written management plans and procedures for the following potential hazards in the school district:

NOTE: Each school district should edit this table to include only those areas present in the district. I.e. no chlorine present = no chlorine plan needed>

Above Ground Storage Tank	Hazardous Substance Removal and Waste
Asbestos	Hearing Conservation
Bloodborne Pathogens	Hoists/Jacks/Chain Slings
Chemical Hygiene Plan	Indoor Air Quality
Chlorine	Ladder/Personnel Lift
Community Right to Know	Lead
Compressed Gas Safety	Machine Guarding
Confined Space	Personal Protective Equipment
Contractor Safety	Playground Safety
Control of Hazardous Energy Sources (Lockout/Tagout program)	Powered Industrial Truck (Forklift)
Electrical Safety	PCB's
Emergency Action Plan	Radon
Employee Right to Know	Respiratory Protection
Ergonomics	Safety Committee
Fire and Life Safety	Underground Storage Tank
First Aid	Welding

- E. Ensuring that employees are properly trained and instructed in job procedures;
- F. Conducting periodic workplace inspections to identify potential hazards;
- G. Conducting accident investigations to determine the cause and what actions are necessary to prevent similar accidents; and
- H. Implementing a Health and Safety Committee.

IV. IMPLEMENTATION OF SAFETY PLANS AND PROCEDURE

- A. The school district will adopt and implement written plans and procedures for hazards or potential hazards existing in the district in accordance with state and federal regulations.

The school district will comply with the following rules and regulations:

- The Asbestos Hazard Emergency Response Act of 1986 (AHERA);
- All rules for hazardous substance testing, monitoring, removal and disposal from the Minnesota Department of Health and Minnesota Pollution Control Agency;
- All Fire and Life Safety Codes adopted by the State of Minnesota; and
- All employee safety and child labor rules and regulations adopted by the Minnesota Department of Labor and Industry.

B. Where prescriptive state or federal regulations do not exist for hazards or potential hazards existing in the district, the school district will evaluate published and generally accepted discretionary recommendations in the form of best practices, and adopt or promote those that are applicable and feasible to implement. Best practices are techniques or actions which through either experience or research, have consistently proven to lead to specific positive outcomes.

The school district will adopt and implement best practices in the following areas:

- Monitoring and maintaining building indoor air quality (IAQ) as published in the Environmental Protection Agency’s “Tools for Schools” and the Minnesota Department of Health’s “Recommended Best Practices for Mold Remediation in Minnesota Schools.”
- Monitoring and maintaining playground safety using recommendations published by the Consumer Product Safety Commission, the National Program for Playground Safety and ASTM 1457.

C. The school district will monitor and comply with new or changed rules and regulations, and/or best practices to control potential hazards as needed.

V. RESPONSIBILITIES AND PARTICIPATION

To assure the success of the program and to promote a safe and healthful working environment, administration, supervisors, and employees must accept responsibility for implementing and participating in the health and safety program.

- A. Administration: Responsible for the development, implementation, and maintenance of the health and safety program. Responsibilities include:
1. Assign safety responsibility to all employees;
 2. Designate an employee as the Safety Coordinator for the district;
 3. Allocate resources to support health and safety programs;
 4. Adopt a safety budget;
 5. Support safety efforts by setting an example and participating in safety activities/drills and training; and
 6. Evaluate the health and safety programs on an annual basis.

B. Supervisors: The “core” of the safety program, and are responsible for overall safety of the specific operations. Responsibilities include:

1. Support safety efforts by setting an example and participating in safety activities and training;
2. Conduct or arrange safety training for employees;
3. Conduct or arrange safety inspections and/or drills;
4. Recognize good work habits; and
5. Participate in accident investigations.

C. Employees: Responsible for day-to-day activities. Responsibilities include:

1. Become familiar with and following all general safety rules;
2. Become familiar with and following all department specific safety rules;
3. Immediate reporting of accidents, injuries, and near misses to the supervisor;
4. Participate in all safety drills;
5. Notify the supervisor of unsafe conditions; and
6. Cooperate with all aspects of the health and safety program.

VI. IDENTIFICATION, ANALYSIS, AND CONTROL OF WORKPLACE HAZARDS

A. Workplace hazards will be identified through:

1. Reviewing accident records;
2. Reviewing first reports of injury;
3. Reviewing the OSHA 300 log;
4. Conducting periodic safety inspections; and
5. Hazard reports submitted by employees.

B. Supervisors will be responsible for reporting identified hazards to the Safety Coordinator. The Coordinator will document the identified hazard and the corrective action.

C. Safety inspections can help identify unsafe conditions and unsafe practices that may lead to accidents. The safety committee, supervisors, insurance agents, consultants, and/or the safety coordinator may perform inspections. Periodic inspections will be conducted to identify unsafe work conditions and practice:

1. Informal inspections on a daily basis by an employee in each work area;
2. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and
3. Whenever a new or previously unrecognized hazard is reported.

- D. After hazards have been identified, the following measures will be taken, in this order, to eliminate or control the hazards:
 - 1. Engineering Controls. Which may include replacing damaged equipment, using a different piece of equipment or making modifications to facilities;
 - 2. Administrative Controls. Which may include limiting employee exposure, new written policies, or training; and
 - 3. Personal Protective Equipment. Will be provided when engineering or administrative controls do not eliminate an identified hazard. Employees will receive training on proper use.

VII. PROGRAM EVALUATION

Measurement of district's on-going participation and support of the health and safety policy and procedures will be demonstrated by the following:

- A. Overall employee knowledge of the health and safety program;
- B. A functional health and safety committee; and
- C. A system that allows employees to report hazards and be assured that the identified hazard will be investigated and controlled.
- D. Changes in the District's accident, injury and illness rates, and experience modification factor.

VIII. COMMUNICATION

The health and safety policy, plans and procedures (collectively known as the health and safety program) will be communicated to all affected employees in the following ways:

- A. Every employee will have access to the health and safety policy for review;
- B. Safety information will be communicated through one-to-one safety contacts, safety meetings, posters, and/or bulletin boards, safety committee minutes; and
- C. Training and orientation. All new employees will receive an orientation to our health and safety programs, and special attention will be paid to the programs that directly affect the employee's job duties. Employees will have the ability to ask questions during or after training. The training date, instructor's name, subject discussed, and names and signature of employees attending the training will be documented.
- D. Periodic training and practice drills. All employees will receive periodic reviews of safety practices and procedures, with special attention to the programs that

directly affect the employee's job duties. Employees are expected to participate in practice drills for fire and life safety and security.

Communication from employees regarding unsafe or unhealthy working conditions is encouraged and may be verbal or written. No employee will be retaliated against for reporting hazards or potential hazards or for making safety suggestions.

IX. GENERAL SAFETY RULES

The following general rules are intended to be used in all situations to help prevent accidents, and to help maintain a safe work environment. Employees will receive training on the task specific rules that apply to their job duties. It is expected that all employees will comply with these rules:

- A. Immediately report all injuries, illnesses or "near misses" to your supervisor.
- C. Any misuse or destruction of equipment, including safety or emergency equipment is prohibited.
- D. Observe and obey all warning signs. They exist for your protection.
- E. Wear proper personal protective equipment required for the work area or task you are performing.
- F. Maintain a clean and orderly workplace. "Good Housekeeping" throughout the school is of utmost importance.
- G. Be aware of the specific hazards of your work area and become familiar with the methods used to reduce your exposure to these hazards.
- H. Inspect equipment before using.
- I. Never operate any machine or other piece of moving equipment unless you have been trained and authorized to use this equipment.

X. ACCIDENT REPORTS

- A. Responsibilities
 - 1. Employees
 - a. All accidents are to be reported to your immediate supervisor as soon as possible.
 - 2. Supervisors

- a. Secure care for the injured.
 - b. Take control at the accident scene. Do not restart equipment involved in an accident until it has been inspected and is safe to operate.
 - c. Assist in the accident investigation.
 - d. Complete the Supervisor Accident Report.
 - e. Report accident to management.
3. Administration
- a. Ensure that a First Report of Injury form is completed.
 - b. Ensure that accident reports are reviewed, and that an investigation takes place.
 - c. Notify Minnesota OSHA in the event of a work-related fatality or catastrophe (where three or more employees are hospitalized). Said notification must be made within 8 hours of learning of the event.

XI. ACCIDENT INVESTIGATION

Accident investigation is an important part of an effective safety program. The purpose of an investigation is not to place blame, but rather to determine what caused the accident. Supervisors or a designated management team will investigate all accidents. The following will occur after an accident has occurred:

- A. An accident report must be completed;
- B. The form will be sent to the Safety Coordinator for review and any corrective action;
- C. All work-related injuries and illnesses (other than those requiring “first aid treatment” only) will be recorded on the OSHA 300 log; and
- D. An investigation will take place to determine the causes, and any necessary corrective action. An accident investigation form will be completed to document the findings.

XII. ENFORCEMENT

Enforcement of the district’s safety policies is critical if an effective health and safety program is to be achieved. Employees who are unaware of correct safety and health procedures will be trained or retrained as requested by the employee’s principal/supervisor. Willful violations of safe work practices may result in disciplinary action in accordance with school district policies.

Legal References: 121A.035 CRISIS MANAGEMENT POLICY.
123B.56 HEALTH, SAFETY AND ENVIRONMENTAL
MANAGEMENT.
123B.57 CAPITAL EXPENDITURE; HEALTH AND SAFETY.
182.655 OCCUPATIONAL SAFETY AND HEALTH STANDARDS.
182.653 RIGHTS AND DUTIES OF EMPLOYERS.
182.676 SAFETY COMMITTEES.
29 CFR 1910
MN Rules, Chapters 5205, 5207, 5208, 5210 & 5215
40 CFR 763, Part E

Cross References: MSBA Policy 403

2014 PAY 2015 CAPITAL EXPENDITURE HEALTH AND SAFETY BUDGET SUMMARY

GENERAL INSTRUCTIONS- Pursuant to M. S. Section 123B.57 To receive health and safety revenue for any fiscal year a district must submit to the commissioner a capital expenditure health and safety revenue application by the date determined by the commissioner. The application must include a health and safety budget adopted and confirmed by the school district board as being consistent with the district's health and safety policy under subdivision 2.

Amounts listed on this summary should be updated on the H&S Website by district

DISTRICT IDENTIFICATION

District Name	PIPESTONE AREA SCHOOLS	District Number	2689
District Contact	JACQUE KENNEDY	Title	BUSINESS MANAGER
		Telephone	507-562-6072

ESTIMATED HEALTH & SAFETY EXPENDITURE BY FINANCE CODE

UFARS Finance Code	Data Description	FY14	FY15	FY16
347	Physical Hazard Control	\$ 41,894.78	\$ 1,000.00	\$ 1,200.00
349	Hazardous Substance	\$ 841.32	\$ 1,500.00	\$ 1,600.00
352	Health & Safety Management	\$ 9,297.00	\$ 9,000.00	\$ 9,400.00
358	Asbestos	\$ -	\$ -	\$ 85.00
363	Fire Safety	\$ 7,128.00	\$ 18,000.00	\$ 10,000.00
366	Indoor Air Quality	\$ -	\$ -	\$ -
PYA	Prior Year Adj	\$ -	\$ -	\$ -
	Alt Facilities BOND/Levy	\$ -	\$ -	\$ -
	Total	\$ 59,161.10	\$ 29,500.00	\$ 22,285.00

VERIFICATION OF DATA

To verify Budget submit School Board approved minutes to Regional Management Assistance

HEALTH AND SAFETY									
					FY14		FY15		FY16
FINANCE	347								
Elevator and Lift Inspections					\$460.00		\$500.00		\$600.00
Personal Protective Equipment					\$205.00		\$500.00		\$600.00
Playground Resurfacing Hill					\$18,629.34		\$0.00		\$0.00
Playground Resurfacing Brown					\$22,600.44		\$0.00		\$0.00
					\$41,894.78		\$1,000.00		\$1,200.00
FINANCE	349								
Removal of Hazardous Materials					\$841.32		\$1,500.00		\$1,600.00
FINANCE	352								
Mold Sample					\$525.00		\$0.00		\$0.00
Respiratory Evaluations					\$0.00		\$0.00		\$400.00
H&S Management Contracts					\$8,772.00		\$9,000.00		\$9,000.00
					\$9,297.00		\$9,000.00		\$9,400.00
FINANCE	358								
AHERA Training					\$0.00		\$75.00		\$85.00
FINANCE	363								
Annual Inspections, Fire Ext Recharge					\$7,128.00		\$9,000.00		\$10,000.00
Fire Pump Replacement					\$0.00		\$9,000.00		\$0.00
					\$7,128.00		\$18,000.00		\$10,000.00



Voice For Greater Minnesota Education

Minnesota Rural Education Association
[A P.O. Box 187, St. Cloud, MN 56302-0187]
[T 320-762-6574 E mrea@mnrea.org W mnrea.org]

PLEASE NOTE NEW MAILING ADDRESS AS OF MAY 2013

Membership # 2689

Jim Lentz
Pipestone Area Schools
1401 7th St SW
Pipestone MN 56164-1877

Invoice date: May 29, 2014

Due Date: July 15, 2014

(Membership year 7/01/14-6/30/15)

***** MEMBERSHIP RENEWAL INVOICE ***
FY 2014-15**

MREA Membership Type: FULLISD	FULLISD Base Fee	\$1,100.00
APU = 1200	APU Legislative Fee* +	\$1,200.00
Total 2014-15 MREA Dues =		\$2,300.00

* \$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum. APU based on MDE estimates for FY 2014-15.

**Please send your membership dues payment, payable to MREA, with a copy of this invoice.
Update the enclosed membership listing as needed and return with your payment.**

MREA dues are not deductible as a charitable contribution for U.S. federal income tax purposes, but may be deductible as a business expense. MREA estimates that 38.2% of your dues are not deductible because of MREA lobbying activities on behalf of our members.

"MREA is way ahead of everyone in letting us know what the issues are. They are also ahead in being a partner with anyone involved in helping to educate members, the public, and legislators of the issues."
-- Sharon Kipka, School Board Member, Foley

Pipestone Area Elementaries



**ELEMENTARY STUDENT HANDBOOK
2014-15**

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The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook

Pipestone Area Schools



Board of Education:

Nils Nelson, James Skyberg, Lance Oye, Wendy Claussen-Schoolmeester,
Dennis Tinklenberg, Marcy Pals, Dawn Schneider

Administration:

Jim Lentz
Cory Strasser
Don Plahn

Jacqueline Kennedy
Calvin Jans
Cathy Rogers

Superintendent
Secondary Principal
Elementary Principal &
Adult Basic/Community Ed director
Business Manager
Maintenance Supervisor
Food Service Director

Pipestone Area School District #2689

Pipestone Area Middle School / High School (grades 5 thru 12)
1401 7th St SW - Pipestone MN 56164
Phone: (507) 825-5861 Fax: (507) 825-6729

Alexander H. Brown Elementary (grades K - 1)
701 7th St SE - Pipestone MN 56164
Phone: (507) 825-6756 Fax: (507) 825-6749

Dolson Hill Elementary (grades 2 - 4)
900 6th Av SW - Pipestone MN 56164
Phone: (507) 825-6763 Fax: (507) 825-6757

Heartland School (grades K-8)
2171 100th Av - Lake Benton, MN 56149
Phone: (507) 368-3250 Fax: (507) 368-3250

Pipestone Area Schools website - <http://www.pas.k12.mn.us>



Dear Student,

WELCOME TO PIPESTONE AREA ELEMENTARY SCHOOLS! We hope that your years with us will be ones that will offer many exciting experiences for your personal growth in being a happy young person and a good learner.

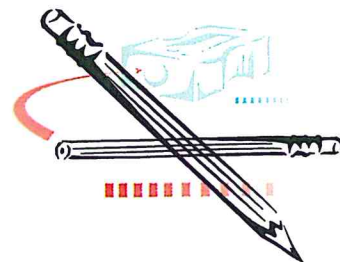
Elementary school is a very important part of your life. Here you will learn how to read, write, understand math and begin to learn how to get along with others. You will be expected to attend school regularly, complete all of your school work, follow the rules within the school and be nice to others. Your years will be exciting and filled with many wonderful opportunities.

This handbook contains the rules of your school and most of the policies that we follow. Please read or have a parent read to you this entire handbook. Students are responsible for knowing the content of this handbook.

We wish you good studying in this **2014-15** school year and hope that you have a positive learning and growing year. If you have any questions about anything in this handbook, check first with your classroom teacher and if they cannot answer them, then feel free to ask me. **HAVE A GREAT YEAR!!**

Cordially,

Mr. Don Plahn
Elementary Principal



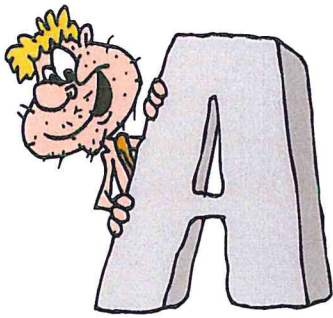
Mission Statement

The communities of ISD #2689 will be held accountable for the achievement of all learners by developing an educational program of excellence for lifelong learning.

Belief Statements

We believe...

- Our educational system should reflect and implement the democratic ideals of the society in which we live.
- Our educational system should lead every person to work cooperatively with others and to value and accept diversity.
- The educational practices we follow should be open to improvements that will enhance our programs and improve our schools.
- Staff involvement, gathering and analyzing information and experience should be central to the decision-making process.
- The school, community and home have a shared responsibility for meeting the needs of each student.
- Learning should be the main focus for every student and should allow students, parents and teachers to set goals that are challenging, attainable and pertinent to the student's future aspirations.
- Learning should take place in an environment of mutual respect, with trust, caring, and nurturing pervasive throughout the educational system.
- Learning is an active and lifelong process.
- Curriculum, instruction, and assessment should be clear and relevant.
- Everyone has the potential to learn.
- Students must realize and accept their responsibility to self and others by making choices, accepting the consequences for their choices, and becoming self-directed.
- Learning is enhanced through recognition of strengths and weaknesses and through caring attention.



Arrival Time

If your child does not arrive by bus, please time his/her arrival NO EARLIER than 8:00a.m. Morning classes begin at 8:15 a.m. A playground supervisor is on duty at 7:45 a.m. School will be dismissed at 3:15 p.m. Students are to leave school grounds unless the student is serving detention or working with a teacher.

Attendance

The attendance expectation for students of Brown and Hill Elementaries is to attend school every day possible. Consistent school attendance leads to consistent academic progress. Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. The principals and staff of the Pipestone Area School District will take the responsibility to promote consistent school attendance through an early intervention plan.

A student is required to attend school each and every day and each and every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian **MUST** notify the school. Please notify the school no later than 9:00 a.m. or the school office manager will call parents/guardians for verification of students absence before 11:00 a.m.

****Examples of excused absences include, but are not limited to:**

- >Sickness
- >Religious holidays
- >Medical or mental health appointments
- >Family emergencies

****Examples of unexcused absences include, but are not limited to:**

- >missing the bus
- >need for sleep or rest
- >family vacations
- >employment
- >babysitting

If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered as truant. Truancy is a violation of Minnesota State Law (see Truancy on page 27).

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The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include up to a \$700 fine and/or 90 days in jail.

Research data tell us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents and the student share in the responsibility to promote regular attendance.

Periodically, requests are received from parents to have their child excused from school for reasons other than illness or family emergency. If a parent decides to keep a child out of school for a special vacation, please inform the teacher and the school office.

****Every year there are a few students who habitually choose not to attend school for various reasons. It is VERY frustrating for the teacher. The parents have the responsibility to help their child reach their potential. A student who is deemed "at risk" will receive a warning letter when they have been absent from school eight days in either the fall or spring semester. When the tenth absence occurs, a parent conference will be called and a plan of action developed.**

1. Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time.
2. Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

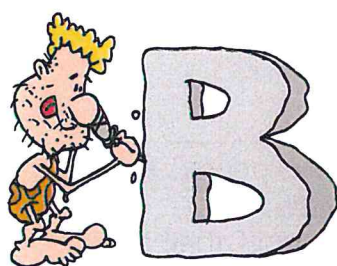
Tardiness

One of the most valuable life skills a student can learn is the responsibility of arriving at school every day on time. This skill can readily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning when teachers define plans and goals are reviewed and set. The morning sets the tone of the day for a child. Please help support your children in learning habits that will help them be successful at school and throughout life.

Any student who is NOT in his/her classroom by 8:15 a.m. will be considered tardy. Students must report to the office to get an admittance slip **if they enter the building after the 8:15 bell**. It is the responsibility of the parents to get their children to school on time.

Unfortunately, detention may be assigned to students who are habitually tardy through no fault of their own. All tardies are included on attendance records. Upon the second **unexcused** tardy within each quarter, the student will be assigned one day detention for each infraction. **Other disciplinary measures may be taken as well as interventions to reinforce arrival on time.**

Students arriving after 10:00am will be marked absent for 1/2 day. Tardiness is included on our attendance student records and without an excused reason for the tardy, the 1/2 day absence will be considered unexcused. When a student accumulates five unexcused tardies, the tardies will be considered one unexcused absence. Each five unexcused tardies accumulated thereafter will result in an additional unexcused absence.



Bicycles

Students are allowed to ride bicycles to school. All bicycles must be parked in the bicycle racks provided. The school district assumes no responsibility for damaged or stolen bicycles.

Bullying

All students sign a bullying pledge that basically says to treat other students like they would expect to be treated. Pipestone Area Schools will NOT tolerate the behavior of any student that breaks that pledge. Every child has the right to a school environment where bullying behavior is unacceptable. ~~(See Religious, Racial, Sexual Harassment & Violence Policy on page 17).~~ (See School Board Policy 514 on the district website www.opas.k12.mn.us)

Bus Transportation



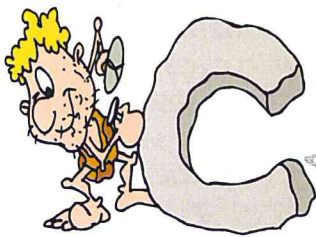
ISD #2689 contracts with Ludolph Bus Service. The bus service phone number is as follows:

Ludolph Bus Service: 825-2303

According to Minnesota Law, riding the bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violations or continued misbehavior may require permanent removal from the bus.

Bus Rules

1. The bus driver has the authority to assign seats.
2. Be courteous to other riders and the driver.
3. Profanity is NOT permitted.
4. Keep the bus clean
5. Rough-housing is prohibited on the bus and at the bus stop.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco, or other illegal drugs is prohibited.
8. Keep head and hands inside the bus at all times.
9. Do not destroy property. You will be required to pay for any damages and the authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Keep the aisle clear at all times.
12. When leaving the bus, stay at least 10 feet away from the bus.
13. Only the bus driver may authorize the use of the emergency door.



Cell Phones & other electronics

Cell phones are NOT to be used during school hours. Please leave them at home. **We are not responsible for any damage and all electronics brought to school from home must follow school technology policies while in the building. Devices MUST be turned off during school hours unless otherwise approved by the classroom teacher.** Violations of this policy may lead to the cell phone being confiscated by the teacher and building principal.

Conferences



Parent-teacher Conferences are scheduled one time within the school year, typically in the Fall. Parents or teachers may request special conferences at any other time of the year.

Please make every effort to attend scheduled conferences as they are a very important part of your child's education. It makes possible the sharing of information between parents, as well as providing the basis for genuine understanding and support of the school program.



Discipline Policy

This policy is specific to all elementary schools in District #2689. Adherence to the following rules is a requirement of all elementary students in this district.

These regulations affecting the students' behavior are determined by cooperative procedures and actions of the administration and faculty and applies to student behavior in the lunchroom, hallway and on the playground. Not complying with classroom expectations are the responsibility of the classroom teacher as it specifically relates to that classroom teacher's discipline plan. The exception to this in the classroom is when a student commits the major offenses of using aggression or profanity, then the school-wide plan takes affect. (See School Board Policy 506 on the school website www.pas.k12.mn.us)

Good citizenship is largely a matter of being courteous and considerate. Every student must do the few simple things expected of any good citizen in a democracy. *The rights of all are more important than the rights of one person.* Disciplinary measures are a consequence of improper actions.

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Classroom Expectations

The following is a list of general expectations and may vary with individual teachers.

1. Be respectful and courteous to all people; use appropriate language.
2. Respect and protect all property.
3. Be a responsible listener.
4. Listen and follow directions.
5. Work quietly and raise your hand as needed.
6. Individual teachers may have additional expectations.

Consequence: In accordance with the classroom teacher's disciplinary plan.

Lunchroom Expectations

1. Use quiet voices.
2. Keep hands, feet and food to yourself.
3. Walk at all times.
4. Follow the directions of the supervisor.
5. Other inappropriate behaviors are prohibited.

Consequence: In accordance with the classroom teacher's disciplinary plan.

Hallway Expectations

1. Use quiet voices.
2. Keep hands, feet and objects to yourself.
3. Walk quietly at all times.
4. Follow the directions of the supervisor.
5. Show respect for others.
6. Other inappropriate behaviors are prohibited.

Consequences: In accordance with the classroom teacher's disciplinary plan.

Playground Expectations

1. Do NOT throw dirt, sand, stones, snow or ice.
2. No "tackle football" or games where students are thrown to the ground.
3. Play away from the street, water, ice and mud.
4. No skateboards, bats, golf balls, superballs, baseballs or any other hard balls are to be brought to school.
5. Follow the safety standards on the playground equipment.
6. Follow the directions of the supervisors.
7. Other inappropriate behaviors are prohibited.

Consequences: The student(s) will be reprimanded, given "time-out" for the entire play period or referred to the principal's office.

Major Offenses:

- A. Willful disobedience (refusal to cooperate after having been told).
- B. Aggression (fighting/physical attack).
- C. Profanity (verbal attack/gesture).

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These 3 major offenses will entail all or a combination of the following:

1. Immediate removal from the area to detention. (Supervisor/appointed person will walk the student off of the playground to the detention area and report the incident to the secretary or principal.)
2. Phone call to parents (made by the student and assisted by school personnel witnessing the offense).
3. Detention will be loss of any playground period and after school from 3:15-3:45pm for two consecutive school days. (Any alterations from the policy will be authorized by the principal).
4. Upon the second major offense, additional discipline procedures will be at the discretion of the principal.
5. Major offenses will be recorded on the student's permanent record in the TIES program.

RECORD KEEPING

Classroom teachers are responsible for keeping records of the **disruptive incidences** in a file system of their choice.



Dress Code

Good grooming and proper dress ensure safety and sets the atmosphere; therefore each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which is offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. Students wearing such apparel will be required to call home for a change of clothing or asked to turn the article inside out.

Your child should be dressed according to the weather as they will be outside at noon unless the weather is extremely cold or it is raining. Please help your child understand the reason for dressing appropriately.

Children should wear boots, **snowpants, gloves, hats, etc. during the winter months while** on the playground. Children who do not wear boots when snow is on the ground will stay on the cemented areas.

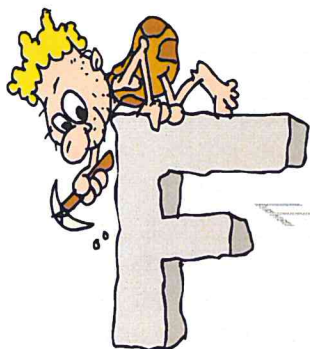
Parents are also asked to provide an extra set of clothing for your child to keep at school.



Emergency Plans & Drills

The district's school board members have a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for this and is reviewed each year by the Site Council.

Emergency evacuation drills, lock-down drills, as well as fire and tornado drills are held throughout the school year for the protection of all persons in the building.



Food Policies and Services

In accordance with the State Health Department recommendations, school district policy prohibits food prepared at home to be brought to school for class parties, treats and snacks. **This policy DOES NOT include school lunches.** We recommend that NO pop or candy be given to students for their lunchtime meals.

* Free and Reduced meal information



A breakfast and hot lunch program is available at our schools. Independent School District #2689 participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms **or you can find them online under Food Services.** Your application is strictly confidential and will be used only to determine eligibility and verification of data.

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Meal Prices:

Breakfast:		Lunches:	
All students K-4 regular price	\$0.65	Regular price	\$2.35
K-4 Free & Reduced price	\$0.00	Reduced price	\$0.40
Adult/Guest price	\$1.30	Adult/Guest price	\$3.85

Food Allergies

If your student has food allergies, please complete the appropriate paperwork through the Food Services personnel.



Backpack Program



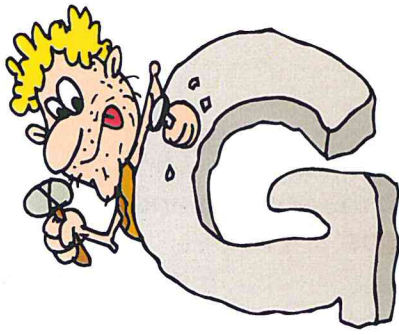
Our public school provides free and reduced meals to families in need through the National School Breakfast and Lunch Program. In some instances, if it weren't for these meals, our school-aged children would be trying to learn on an empty stomach. The Pipestone Backpack provides elementary students who qualify for Free or Reduced meals a pack filled with nutritious, easy-to-prepare foods for students until access to the school meal program resumes. We will be providing 2 pieces of fruit, 2 breakfast items, 2 lunches, and 2 snacks. If there is an extended weekend, we will pack for one additional day. We will never pack for more than three days because of the size of the bag needs to be manageable for children. The food will be placed in bags and then put into your student's backpack as discretely as possible. Please contact your student's classroom teacher, the school secretary or the school social worker for a backpack program form to begin participating.

Breakfast and Lunch Program



The lunch program is a debit program, therefore all meals are to be paid for in advance. Students with a large negative balance will not be allowed to continue to use the lunch program. Every effort will be made to contact these families before meals will be denied. However, if no attempt is made by the families to take care of the situation, the student will be served peanut butter sandwiches and milk for meals until the amount is paid.

<http://www.pas.k12.mn.us/Page/97>



Gifts

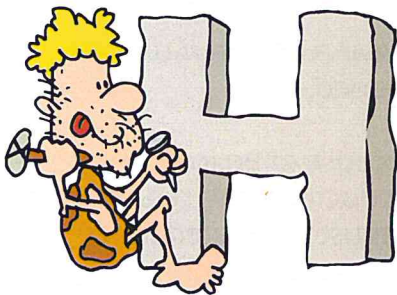
Gifts such as flowers and balloons delivered to the school are discouraged. Such gifts that are delivered are kept in the office and will be given to the student at the end of the day. A student who has such a gift delivered will need to pick it up as they leave the school building.

Gym



In order to maintain the gym floor finish, **we encourage** children **to** have a clean pair of tennis shoes that remain at the school for Physical Education classes.

If a student must miss gym for injury or illness, a note must be written and signed by the parents saying so. A doctor's note is preferred.



Health Services

School nurses and health Paras will provide health services for students at Brown, Middle School/High School and Hill Schools. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly. Parents will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

Every student is encouraged to have regular dental check-ups and turn in a dental card to the school nurse each year.

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Accident Policy

All accidents must be reported to the nurse's office as soon as possible. A written report will be completed by the school personnel involved with the accident and given to the building principal. **Parent's will also be notified of the occurrence.**

Illness

When a child develops a fever or other symptoms of illness, the parent or other person listed on the emergency form will be notified. It is the parent's responsibility to provide transportation home for the child. This should be done as soon as possible.

Upon returning to school, the student should have a written note or telephone call from the parent stating a reason for the absence. If a child is absent for three or more consecutive days, the family may be contacted by the school health personnel.

Exclusion from School

A child should be excluded from school for the following conditions:

1. Contagious disease - chicken pox, mumps, pink eye, impetigo, etc.
(*treat for 24 hours before student can return to school. Must have a doctor's note if contagious.)
2. Skin eruptions or a suspicious rash.
3. Vomiting & diarrhea - student must stay home for 24 hours AFTER the last incident of vomiting or diarrhea.
4. Abnormal temperature (100° or more) - student must remain at home until 24 hours after their fever has broken (without medication).
5. Persistent cough to the point of vomiting or disruption of class - may return to school once the cough is under control.
6. Any child who has diarrhea & who is required to wear a diaper, must be excluded from school until the diarrhea has stopped.

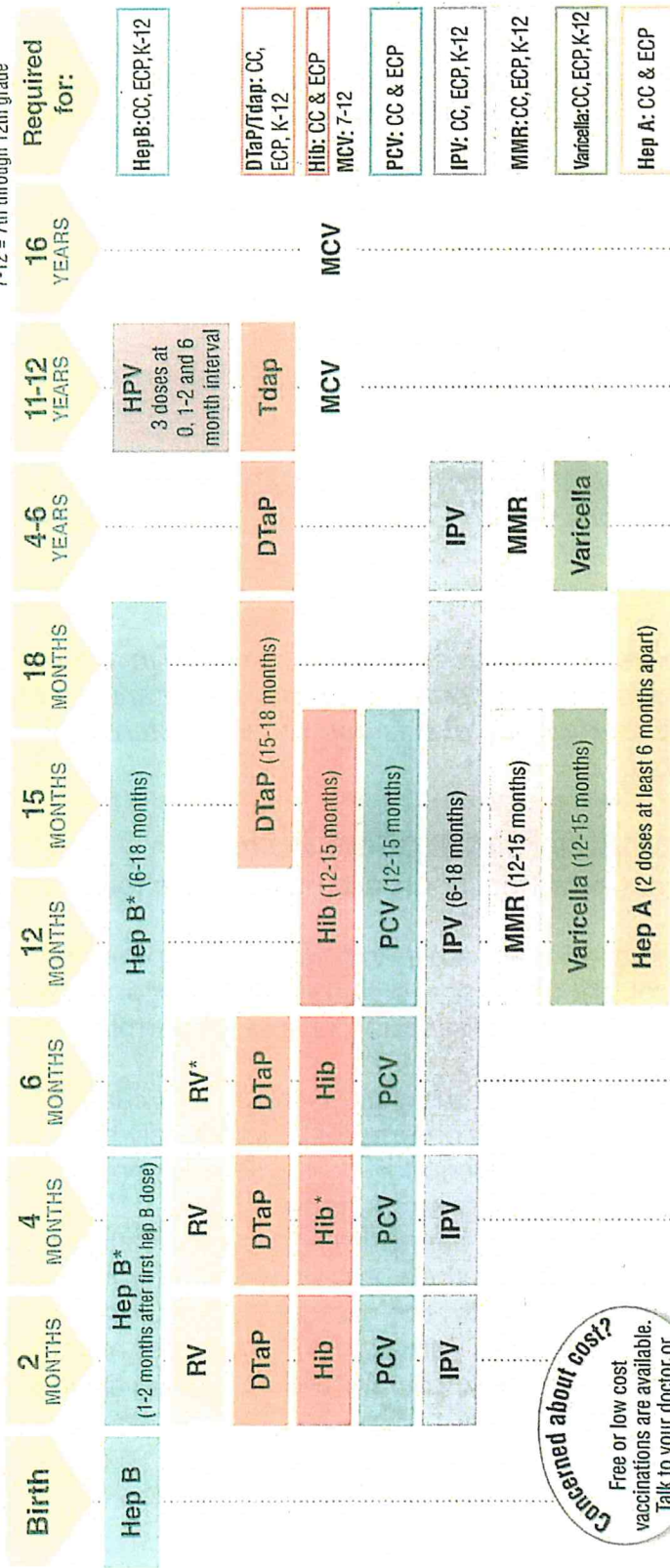
A child who has been absent from school for several days because of an infection or contagious disease, is required to present a statement from a doctor upon returning to school. Contagious diseases such as pink eye and impetigo must be treated for 24 hours prior to your child returning to school..

****Please note:** If your student is found to have head lice, fleas or scabies, you will be notified and your student will be sent home. It is the expectation of the school that you and your students will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. They may then return to school after the appropriate treatment(s) have been performed.

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When to Get Vaccines Birth to 16 Years

CC = Child care
ECP = Early Childhood Programs
K-12 = Kindergarten through 12th grade
7-12 = 7th through 12th grade



Concerned about cost?
Free or low cost vaccinations are available. Talk to your doctor or clinic.

It's not too late! If your child has fallen behind on their vaccinations, talk to your doctor or clinic to catch them up.

Minnesota law requires written proof of certain vaccinations for children in child care, early childhood programs, and school. However, if a child has a medical reason or if his/her parents are conscientiously opposed to any or all of the vaccinations, a legal exemption is available.

Children with certain medical conditions may need additional vaccines (e.g., pneumococcal or meningococcal). Talk to your doctor or clinic.

*The number of doses depends on the product your doctor uses.

Pregnant? Protect yourself and your baby from whooping cough, get a Tdap vaccination between 27 and 36 weeks gestation. Talk to your doctor.

For a parent-friendly chart of immunizations required for child care, early childhood programs and school, see "Are Your Kids Ready?" available to download from www.health.state.mn.us/divs/idepc/immunize/schedules.html

MINNESOTA
MDH
DEPARTMENT OF HEALTH
Immunization Program
P.O. Box 64975
St. Paul, MN 55164-0975
651-201-5503 or 1-800-657-3970
www.health.state.mn.us/immunize



IC# 141-0195 (12/2013)

Immunization Policy

Parents will be asked to show the school nurse that immunizations have been given or have been started. If there is a medical reason why the child cannot be vaccinated, or if a parent/guardian objects to the immunization, this must also be documented and notarized.

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of the other students and in order for graduation.

Health/Medical Policy

The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows:

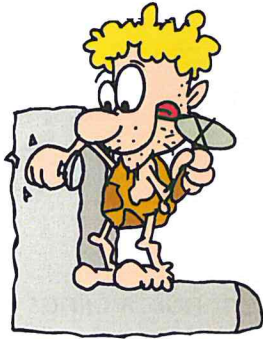
"A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.

Medication to be administered must be brought in to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse."

Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

1. **Non-Prescription:** Medications available without a prescription (over-the-counter) should be brought to the school in their original containers and left with the school nurse. **This includes cough drops.** A permission form will need to be completed by the parent.
2. **Prescription:** There will be forms at the doctor's office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
3. **Medication:** Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication ***must*** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own prescribed inhaler if a doctor's order for the same is on file in the health office.



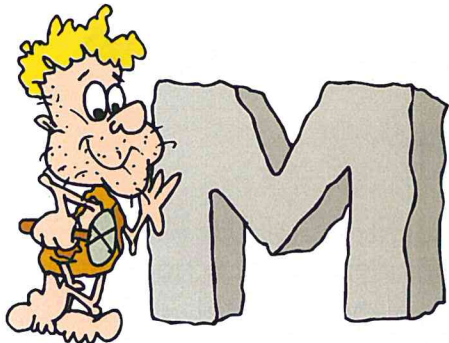
Library

The library staff reserves the right to not allow students from checking out any additional books from the library until payment has been received on a lost book or the overdue book is returned. It is also school policy that students having overdue or lost library books at the end of the school year, will NOT be issued final report cards until the items are returned or paid for.

Lost and Found

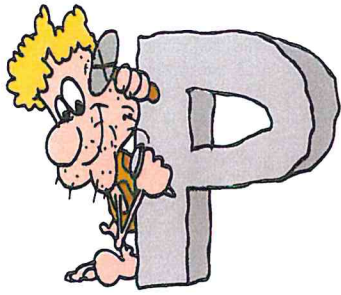
Each year we have a large collection of wearing apparel which has not been claimed. Careful consideration should be given to the following suggestions to help eliminate lost items.

- >Clearly label your child's coats, sweaters, caps, mittens, gym shoes and boots with his/her full name.
- >When an article is lost, have your child report the loss as soon as possible.
- >Use caution in allowing articles of sentimental or monetary value to be brought to school. Remind your child to check the lost and found when something has disappeared at school. Lost articles that are not claimed by the end of the school year will be given to charity.



Money

Students are discouraged from bringing cash to school. Paying by check eliminates the problem of money being lost on the way to school. Please make checks payable to: Independent School District #2689.



Party Invitations

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among students who may not receive an invitation.

Photo & Video Use



If any parent does **NOT** wish to have their son/daughters picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parent **MUST** notify the principal's office in writing before the picture is taken.



Pledge of Allegiance

Hill and Brown Elementary Schools will recite the Pledge of Allegiance daily during the school year. Any student who wishes **NOT** to participate in the reciting of the pledge may do so and other students shall respect that right.

Policy on Smoke/Tobacco-Free Environment

Smoking and use of tobacco products is prohibited by students and adults within all owned and leased school buildings and school vehicles of Independent School District #2689. (See School Board Policy 419 on the school website www.pas.k12.mn.us)

Policy Against Religious, Racial and Sexual Harassment and Violence

Everyone at District 2689 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. (See School Board Policy 413 on website www.pas.k12.mn.us)

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

- A. Name calling, jokes or rumors.
- B. Pulling on clothing.
- C. Graffiti.
- D. Notes or cartoons.
- E. Unwelcome touching of a person or clothing.
- F. Offensive or graphic posters or book covers.
- G. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, para-professional, counselor, the principal or the Human Rights Officer.

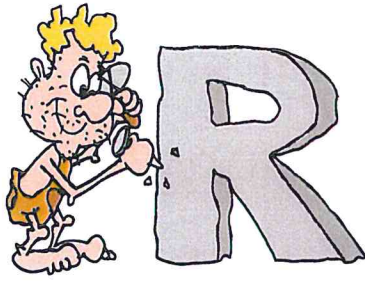
You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer. Your privacy will be respected as much as possible. We will take seriously all reports of religious, racial or sexual harassment or violence and will take all the appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's Office upon request.

Religious, Racial and Sexual Harassment and Violence Are Against The Law. Discrimination is against the law.

CONTACT: Supt. Jim Lentz
Human Rights Officer
Pipestone Area Schools
1401 7th St SW
Phone: (507) 825-5861



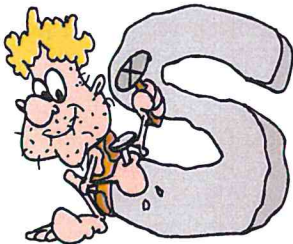
Report Cards

Report cards for grades K-4 are issued at the end of each quarter. Students are evaluated in all subject areas as well as in study habits and social-emotional growth areas.

Right to Know

Parents have the right to request and receive, in a timely manner, information about the professional qualifications of the staff providing instruction to their child including:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. The degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- IV. Whether the child is provided services by paraprofessionals and, if so, their qualifications?



School Hours

Elementary Office hours are from 8:00 a.m. to 4:00 p.m. Monday thru Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

- | | |
|--|-------------------|
| >Brown Elementary | 825-6756 ext 4202 |
| >Hill Elementary | 825-6763 ext 4201 |
| >Pipestone Area Middle School/High School | 825-5861 |

Voice mail is also available in the offices and classrooms in the event that no one is available to answer your call.

Summer office hours are subject to change and will be posted on the school website as well as on the school doors. You may contact the school for more information.



School Day

First Bell rings	8:10 a.m.
Classes begin	8:15 a.m.
Dismissal	3:15 p.m.



Security

To provide a safer environment for all students and staff, the following safety practice will be followed each school day:

After the 8:15 a.m. bell rings to indicate the start of the school day, the office and custodial staff will lock and secure ALL doors to Brown and Hill schools. All visitors **MUST** buzz the office (via the intercom) and give your name in order for the door to be opened. All visitors/guests will be expected to enter through the main doors and report to the main office and follow the current registration practice.

The elementary schools have security cameras installed throughout the inside of the building as well as by the entrance doors. These cameras will enable the office personnel to monitor activities inside and outside of the school building which will help to provide a safer environment for all students and staff.

Storms/Emergency Dismissal

Official announcements regarding the operations of District #2689 are broadcast on the following radio stations:

KLOH - 1050 AM

KISD - 98.7 FM

KELO-land Closeline

Listen to the radio for these announcements, **PLEASE DO NOT CALL THE SCHOOL**. If school is in session and the weather does not permit the busses to return the children to their homes, the bussed students will be instructed to remain at their designated storm homes.

All bussed families **must** list a residence their children can stay at in case the busses do not travel due to inclement weather. This particular section is included on the student information sheet handed out at the beginning of the school year.

Special Programs

In order for a student to be placed in a specialized program, the child must be referred to the Child Study Team. Teachers usually begin this process by referring the student and stating concerns about the student. A parent may also make a referral. Members of the Child Study Team include the principal, school psychologist, school nurse, special education teachers, speech therapists, para-professionals and the referring teacher.

Assessment—The Child Study Team will determine if assessment is necessary and who will administer the assessments. The assessment and staffing must be completed within 30 school days and reviewed with appropriate school personnel and the parents.

Program Planning—If a child qualifies for one of the programs, an individualized education plan (IEP) is developed and the child is placed in the program with parent permission.

The IEP identifies the student's needs, goals, and objectives and also lists the school personnel responsible for providing a specified service. Each student's IEP is reviewed annually to assess progress and to determine if any modifications need to be made to the student's program.

Autism Spectrum Disorders - Autism Spectrum Disorders (ASD) are a set of neurodevelopmental disorders that affect how children process information and see the world. ASD can impact children's social relationships, communication skills and behaviors in different ways and to different degrees. Children with ASD may have restricted interests or repetitive patterns of behavior. ASD usually appears during the first three years of a child's life. Most parents first notice the loss of skills or developmental delays when their child is 15 to 18 months old. Symptoms can range from very mild to severe. Each child might display a unique combination of characteristics ranging from low to high functioning forms of ASD, requiring individually determined educational and treatment programs (Minnesota Dept. of Education, 2014).

Developmental Adapted Physical Education (DAPE) - Developmental Adapted Physical Education (or DAPE as it is also called) means specially designed physical education instruction and services for pupils with disabilities who have a substantial delay or disorder in physical development. Developmental adapted physical education: special education instruction for pupils age three through 21 may include development of physical fitness, motor fitness, fundamental motor skills and patterns, skills in aquatics, dance, individual and group games and sports.

Students with conditions such as obesity, temporary injuries and short-term or temporary illnesses or disabilities are termed special needs students. Special needs students are not eligible for developmental adapted physical education.

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Early Childhood Special Education—This program services children ages birth - 6 years of age that have special needs such as developmental delays or other handicapping conditions.

Special Education: Pipestone Area Schools makes every effort to locate, evaluate, and educate all special needs children under provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs and services are provided for eligible students in the areas of autism spectrum disorders, deaf and hard of hearing, deaf/blind, developmental delay for students under the age of 7, developmental cognitive disability, emotional or behavior disorder, other health disabilities, physically impaired, severely multiple impaired, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

If a parent is concerned about their child's progress in school, they should bring their concern to the attention of their child's teacher or principal, so that staff are aware of the concerns and can implement instructional support strategies and interventions as needed. If attempts have been made to address the concerns and the child continues to experience difficulties, a referral for special education evaluation can be made. These evaluations are made in order to determine whether the child's lack of progress is related to a specific educational disability. Parents will be asked for their written consent for the evaluation.

Emotional Behavioral Services - This program is for students who display persistent and intense behavioral difficulties which interfere with their learning relationships with others. Students who may be considered for special education under the Emotional or Behavioral Disorders (EBD) category need specialized services for emotional or behavioral supports for a wide range of complex and challenging emotional or behavioral conditions. Medical, biological and psychological conditions as well as genetic dispositions can affect these students' ability to learn and function in school (Minnesota Dept. of Education, 2014)

Learning Disabilities (LD) - The learning disabilities program is for students who have a significant discrepancy between their ability level and their actual achievement level. Students may qualify for this program in one of the following seven areas: basic reading skills, reading comprehension, math calculation, math reasoning, written expression, oral expression and listening comprehension. Students in this program must meet entrance criteria set by the Minnesota Department of Children, Families and Learning. **Specific Learning Disability (SLD)** is a disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language. The disability may be exhibited as an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. SLD also includes conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia (Minnesota Dept. of Education, 2014).

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Low Incidence Services - The Service Cooperative provides regional consultants to assist schools and families with program planning, modifications and adaptations. Low incidence refers to children who are hearing impaired, visually impaired, deaf/blind, physically handicapped, autistic, severely/mentally handicapped, multiple handicaps and other health impairments. For more information concerning the Service Cooperative and its programs, contact the school office.

Developmentally Impaired Services - The goal of this program is to help students who are developmentally delayed, to reach their potential and gain the skills necessary to become a productive person. A child up to age seven who is experiencing a measurable delay in development according to diagnostic instruments and procedures fits the Developmental Delay (DD) disability category. Developmental Cognitive Disability (DCD) is defined as a condition that results in intellectual functioning significantly below average and is associated with concurrent deficits in adaptive behavior that require special education and related services (Minnesota Dept. of Education, 2014)

Other Health Disabilities - Other Health Disabilities (OHD) includes a wide range of chronic or acute health conditions that range from mild to severe. Medications, treatments, therapies and repeated hospitalizations can affect a student's ability to learn and function at school. A student with such a condition may be considered for special education under the OHD category (Minnesota Dept. of Education, 2014)

Psychologist - The school psychologist spends the majority of their time serving special education students as required by current state and federal rules. However, approximately 20% of their time can be centered in the areas of prevention and non-special education needs. These services include the following:

- ~Consulting with parents, teachers, administration, other professionals and agencies of the community.
- ~Individual evaluations of children in the areas of academic achievement, intelligence, personal social adjustment and sensory and eye-hand functioning.
- ~Referring parents and children to other helping resources.
- ~Small group and individual counseling with students.

Speech and Language Services - The Individuals with Disabilities Education Act (IDEA) defines speech/language impairment as a "communication disorder such as stuttering, impaired articulation, language impairment or a voice impairment that adversely affects a student's educational performance.

Minnesota Rule 3525.1343 outlines the specific categorical requirements and criteria for speech or language impairments eligibility in Minnesota.

- Fluency disorder means the intrusion or repetition of sounds, syllables and words; prolongation of sounds; avoidance of words; silent blocks; or inappropriate inhalation, exhalation, or phonation patterns. These patterns may also be accompanied by facial and body movements associated with the effort to speak.
- Voice disorder means the absence of voice or presence of abnormal quality, pitch, resonance, loudness or duration.

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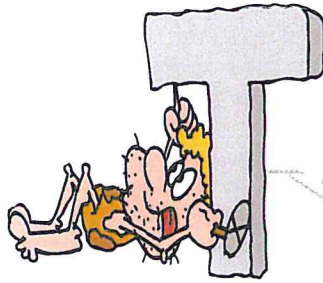
- Articulation disorder means the absence of or incorrect production of speech sounds or phonological processes that are developmentally appropriate (e.g. lisp, difficulty articulating certain sounds, such as L or R).
- Language disorder means a breakdown in communication as characterized by problems in expressing need, ideas or information that may be accompanied by problems in understanding (Minnesota Dept. of Education, 2014).

School Social Worker - The school social worker is a member of the education team who promotes and supports student academic and social success by providing specialized services that may include: assessment of student needs through observation, interviews, and testing; treatment of mental and emotional disorders; individual and group therapeutic services; crisis prevention and intervention; working with students in both general education and special education settings; advocacy for students, parents, and the school district; education and training for parents and guardians; information and referral; professional case management; collaboration and consultation with community agencies, organizations, and other professionals, classroom guidance curriculum; and staff & policy development. School social workers remove barriers with teachers, mediating disputes between multiple parties, implementing behavior plans, and developing intervention strategies for school prevention on needs like bullying, violence, etc. (Minnesota School Social Work Association, 2014).

Character Education - Each classroom in the elementary receives character education lessons by a trained and licensed professional. The lessons focus on character traits such as respect, responsibility, diversity, anti-bullying and empathy. The US Department of Education defines character education as “an explicit learning process from which students in a school community understand, accept and act on ethical values such as respect for others, justice, civic virtue and citizenship, and responsibility for self and others while stating that “character education teaches habits of thought and deed that help people live and work together as families, friends, neighbors, communities and nations.” (US Dept. of Education, 013)

Title I - Title I is a federally funded program whose purpose is to improve the academic opportunities of students who are functioning below grade level in reading and math. Its goals are to help students succeed in the regular classroom, attain grade level proficiency and improve their academic achievement. Parental permission must be received before regular, planned supplemental services can take place. Title 1 students receive supplemental service in language arts and math. They may receive additional instruction in the classroom and/or in the Title 1 classroom.

Supplemental instruction is provided by a teacher or paraprofessional. The Title 1 program strives to teach and reinforce skills that will help your child reach grade level proficiency.



Technology/Internet Use

Pipestone Area School District No. 2689 **Electronic Technologies Acceptable Use and Safety Policy**

I. Purpose

The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the district's network and Internet social networking tools.

II. General Statement of Policy

Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff and community in order to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The district expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone Area Schools.

III. Definitions

The word "user" applies to any person using the District's electronic technologies. This policy shall apply to all users of the Pipestone Area School District's equipment which includes but is not limited to all computer hardware, operating system software, application software, network services and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD or DVD ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available.

The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world. The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

IV. Limited Educational Purpose

Access to the educational technologies, including the Internet, in the Pipestone Area School District has been established for educational purposes. The purpose of the system goes beyond providing students and employees with general access. The educational purpose includes use of the system for classroom activities, educational research and professional or career development activities. Users are expected to use the provided Internet access and electronic technologies in accordance with the District's mission, vision, goals and policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on the school district system.

V. Acceptable Uses

The District's technology resources will be used only for the purposes of learning, teaching and administration that is consistent with the District's mission and vision. These uses should be in concordance with the District's Technology Plan.

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VI. Use of the System is a Privilege

The use of the technology equipment and services by staff, students, or the public is a privilege not an inherent right. Proper use of the technology equipment, educational technologies and services is the responsibility of the individual user. This policy applies to all who access the technology resources belonging to and from this institution. This District reserves the right to limit or deny access to certain users and to certain types of information.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under the appropriate District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

VII. Electronic Technologies Acceptable User Agreement

- a. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.
- b. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- c. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians.
- d. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

IX. Unacceptable Uses of Electronic Technologies and District Network

- a. The following uses of the District's electronic technologies, especially the Internet, are considered unacceptable: Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - i. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful or sexually explicit language;
 - iii. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 - iv. Information or materials that could cause damage or danger of disruption to the educational process;
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
 - vi. Shopping online, including making orders, during the time designated as off-limits by the District.
 - vii. Personal photos, files or music not related to educational purposes for any extended length of time.
- b. Users will not use the District's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.
- d. Users will not use the District's electronic technologies for political purposes such as campaigning.
- e. Users will not use the district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment through computer viruses or other measures; will not take any action to violate the District's security system; will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users; and may not add or remove any software nor modify the equipment, software configuration or environment.

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- f. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- g. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons or other personally identifiable information including, but not limited to addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not report a message that was sent to the user privately without permission of the person who sent the message.
- h. Users must keep all account information and passwords private, and in some cases, on file with designated school officials. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Access through any means other than an individual's user logon and password is not permitted, including attempting to logon using another person's account. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.
- i. Users will not use the District's electronic technologies to violate trademark copyright laws or usage licensing agreements; will not use another person's property without the person's prior approval or proper citation; will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware; and will not plagiarize works they find using electronic technologies.
- j. Users will not use the District's electronic technologies for conducting business, unauthorized commercial purposes or for financial gain unrelated to the District's mission. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement. Only those authorized by the District administration are acceptable.
- k. If a user inadvertently uses electronic technologies in an unacceptable manner, the user shall immediately disclose the situation to the building Principal.

X. Filter

According to the Children's Internet Protection Act of 2001 school districts are required to adopt an Internet safety policy.

- a. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.
- b. The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that:
 - i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex or excretion; or
 - ii. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
- c. Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain.
- d. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

XI. User Notification

- a. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Safety.

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- b. This notification shall include the following:
 - i. Notification of Unacceptable Use of District Electronic Technologies;
 - ii. Notification that Internet use is subject to compliance with District policies.
 - iii. Disclaimers limiting the District's liability relative to:
 - a. Information stored on District systems including CD's, hard drives, or servers, or any other storage medium;
 - b. Information retrieved through the District's computers, networks or online resources;
 - c. Personal property used to access the District's computers, networks or online resources;
 - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
 - e. A description of the privacy rights and limitations of school sponsored/ managed Internet accounts.

XII. Students

- a. Internet Use Agreement
 - i. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.
 - ii. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
 - iii. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
 - iv. A signature is required when the student begins in the district, in Kindergarten, 2nd grade, 5th grade and 9th grade.
 - v. Students have access to internet resources through their classroom, library or school computer lab.
 - vi. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - vii. Notification of password ownership and password protection procedures.
 - vii. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
 - ix. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - x. Notification that student email addresses may be provided to District-approved third party providers for access to educational tools and content.
 - xi. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by School Board Policy 406, Public and Private Personnel Data and School Board Policy 515, Protection and Privacy of Pupil Records.
 - xii. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - xiii. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.
 - xiv. Students using social networking tools and curriculum content management software for a teacher's assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
 - xv. Students using the district's educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.

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b. **Parent's Responsibility; Notification of Student Internet Use.**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of the district system and district educational technologies, if the student is accessing the district system from home or a remote location.

XIII. Guest Access and Internet Use

- a. Guest access to the district's open wireless network is provided as a service to the community and is subject to all policies and guidelines covered in the Electronic Technologies Acceptable Use and Safety Policy, along with any state and federal laws related to Internet use, including copyright laws.
- b. Guest access provides limited bandwidth, filtered for the following services:
 - i. Web access (http and https)
 - ii. Email services (pop and imap)
 - iii. VPN services
- c. Limited technical support is provided for guest access and is identified in the building usage form found on the district website.

XIV. Employees

Use of Email: The district provides access to electronic mail for purposes of school-related communication between district employees and its customers.

- i. Appropriate language must be used when communicating using the district email system or network.
- ii. The email system will not be used for outside business ventures not related to educational purposes.
- iii. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- iv. All information contained in an email must be treated in accordance with Policy 406, public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records, regarding student and employee data privacy.
- v. Employees will not provide access to their email accounts to non-employees.
- vi. It is recommended that all electronic mail must contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system. Thank you for your compliance.

b. **District Electronic Technologies**

- i. Employees may utilize public internet discussion groups for instruction but only to the extent that it is consistent with district policy and mission and goals.
- ii. Employees may not use proxy servers to access online content that is blocked by district filters
- iii. Employees who are transferring positions or leaving their current position must leave all work-related files and electronic technologies such as handbooks, databases, manuals and procedures, regardless of authorship, for their replacements.

XV. District Web Presence

Pipestone Area School District allowed the creation of a district website to provide a learning experience for employees and students and to provide a venue for communications with parents and the community..

continued on next page >>

- a. District Website
 - i. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
 - ii. The superintendent will designate a coordinator(s) responsible for maintaining the district website and monitoring district web activity. The includes oversight of all schools within the district.
 - iii. All website content will support and promote the district's mission, goals and strategic direction.
 - iv. The district's website will provide parents with a web portal to classroom related calendars, grades, attendance, assignments and resources for all school within the district.
 - v. Each school will establish and maintain a website that is connected to the District website. The website will include information regarding the school, its employees and activities.
 - vi. The district encourages all teachers to establish a web page that supports their class room instruction. The teacher is responsible for maintaining the web page and making sure it is linked to the school website.
- b. Student Web Pages
 - i. Students may create web pages as part of classroom activities with teacher supervision.
 - ii. Student web pages must include the following notice: "This is a student produced web page. Opinions expressed on this page are not attributable to the district."
 - iii. The classroom teacher, building principal and school technology coordinator will approve all student produced web content prior to its posting.
 - iv. The classroom teacher will review student-produced web pages to determine if the contents should be removed at the conclusion of the course or grading period.
- c. Extracurricular Web Pages
 - i. With the approval of the building principal, a school board sanctioned extracurricular organization will establish a web page that supports the organization and the district's mission, goals and strategic direction.
 - ii. School board-sanctioned extracurricular organizations' web pages must include the following notice: *"This is an organization-produced web page. Opinions expressed on this page are not attributable to the district."*

XVI. Records Management and Archiving

All technological data is under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XVII. Consistency With Other School Policies

Use of Pipestone Area School District's computer system, use of educational technologies and use of the Internet shall be consistent with district policies and the mission and vision of the district.

XVIII. Liability

The District has adopted and shall enforce this policy to the extent practical, it does not have the resources or technical capability to ensure complete compliance by its users. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, network services, or Internet access, which violates this policy or any law.

- a. The District expressly disclaims any liability resulting from any of the following:
 - i. Financial obligations resulting from the use of the District Internet Access.
 - ii. Information received through the District's computers, equipment, on-line resources or networks.
 - iii. Damages, injuries or improper communications resulting from contact between individuals, including students, through the Internet, e-mail or use of the Districts equipment, computers or systems.

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XIX. Implementation; Policy Review

- a. The Superintendent, or designee, is directed to develop the necessary guidelines, user notification forms and procedures for the implementation of this policy and for submission to the School Board for approval.
- b. The Superintendent, or designee, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- c. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- d. Due to the rapid changes in educational technologies and the development of the Internet, the school board shall conduct an annual review of this policy.

XX. Student Online Acceptable Use Consent Form

All students will be given an online acceptable use consent form their first day of school and once signed by parents and students, will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools' Internet and electronic technologies without a signed consent form. New students, students going in to 5th grade and students going in to 9th grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the elementary school offices.

****Online Code of Ethics****



1. Students accessing or using Web 2.0 products including but not limited to blogs, wikis, podcasts, Google applications and PLATO for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students will not log in to the network as another classmate.
3. Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas online with respect.
4. Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
5. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
6. Students shall not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
7. Students accessing Web 2.0 tools from home or school, using school equipment, shall not download or install any software without permission, and not click on ads or competitions.
8. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
9. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
10. Students are accountable to their readers, listeners, viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
11. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Legal References: 17 U.S.C.



Telephone Calls

Students may not be interrupted during the school hours by outside calls and message *except in case of an emergency*. If it is necessary to reach your child at school, the office manager will relay the message to your child's classroom teacher. In most cases, teachers will not answer calls to their classroom when they are instructing students. Any contact should be made before or after school. You may also make contact with the teacher via email or voicemail.

Students will be allowed to use the phone ONLY in case of an emergency. After-school plans are best made BEFORE leaving home in the morning.

Emergency Phone numbers

We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. *It is important that this record be kept current.* Please notify the office if there are changes or additions during the school year.



Testing

MCA tests are given in April to students in grades 3 and 4. This is the high stakes State test which compares and ranks all elementary schools in Minnesota. The tests are done for the subjects of reading and math.

NWEA tests are given three times each year to grades 2, 3 & 4. This computerized test includes reading, math and language arts. The test questions adjust to the student responses to gauge the skills of each student. Results of the test will indicate the strength and weaknesses of students to better differentiate instruction for each student throughout the year.

Formative Assessment System for Teachers (FAST) is replacing AIMSweb testing for Fall 2014. Both are quite similar in the format. Several one-minute times tests are administered and scored in reading and math. Testing is done three time a year to measure educational growth and individual needs. Testing will be done in grades K, 1 & 2.

MN Reading Corps is a reading program Brown Elementary uses for First Grade students who do not qualify for Title I reading assistance. MN Reading Corps is no longer accepting AIMSweb student scores and will only accept FAST test data for reporting student results.

Truancy

What is the definition of truancy?

There are two classifications of truancy according to Minnesota Statutes 260A.02, subd. 3. A continuing truant and habitual truant are defined as follows:

A *continuing truant* is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- ** 3 or more days in one school year in elementary school; or
- ** 3 or more class periods or 3 or more days in one school year in middle, junior and senior high school.

A *habitual truant* is a student, under 18, who is absent without a valid excuse for:

- ** 7 or more days in elementary school; or
- ** 1 or more class periods on seven school days or seven or more days in middle, junior and senior high school.

District/School Responsibility

The school is the arbitrator of whether or not a student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus and no call/note from the parent. Family vacations may be considered unexcused if prior arrangements have not been made with the school.

The district, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.22, subd. 5). This means according to Minnesota Statute 260A.03, a child who has **one to three unexcused absences, the parent must be notified immediately**. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and/or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences according to Minnesota Statute 260.131, subd. 1b.**

Parent Responsibility. Parents hold primary responsibility for their child's attendance at school (MN Statute 120A.22, subd. 1).

Failure for parents to compel their children to attend school could result in criminal penalties of a \$700 fine and/or 90 days in jail.

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Any student between the ages of **17** and 18 may withdraw from school if the student's parents or guardians do the following:

- **Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- **Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and Referral form from the school:

- **Review the information to insure that the Truancy Offense Report and Referral form is complete.
- **Participate in a team meeting with the child/family/school.
- **Provide intervention and services as needed to assist the child to return to school and stay in school.
- **Involve the court only when necessary.

Level I

School/Parent Intervention
1-2 Unexcused Absences

- ~Letter to parent(s) with the School **Truancy Policy** included as well as the student's attendance record
- ~Explanation of attendance laws
- ~Communication with parent(s)/guardian
- ~Transportation alternatives
- ~Provide incentives for good attendance or behavior

Level II

(Chronic Truant)

School/Parent/Community/Social Services Intervention
3-6 Unexcused Absences

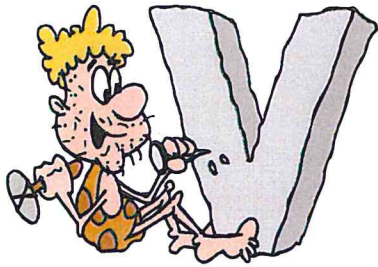
- ~Monitor attendance
- ~Meet with parent(s), student, Social Services and relevant community referrals
- ~Individual and/or family counseling referrals
- ~Tutor, mentor or peer helper services
- ~Provide incentives for good attendance or behavior
- ~Individual behavior/academic contract with student

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Level III
(Habitually Truant)

School/Parent/**Community**/Social Services **and Court** Intervention
7 or more **Unexcused** Absences

- ~Mandated Educational Neglect report to Social Services
- ~Provide incentives for good attendance or behavior
- ~Individual behavior/academic contract with student
- ~Referral for County Attorney for court involvement which may include:
 1. Community work service or Sentence to Serve Crew
 2. Psychological and/or chemical dependency evaluation and counseling
 3. House arrest
 4. Out-of-Home placement
 5. Revocation of driver's license until the age of 18

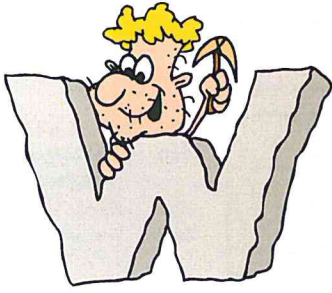


Vandalism

If any school property is damaged due to inappropriate acts or behavior by a student, the principal shall assess the cost against the student and/or parent and will determine any other disciplinary action for the student.

Visiting the School

Parents and guests are always welcome!! If you wish to visit, a call to your child's classroom teacher is appreciated. In order to provide a safe and secure environment for our students, the district policy requires that **ALL** guests who come into the building must register with the office manager. You will be given a name tag to indicate to other school staff members that you have been in the office. Your cooperation each and every time when you visit our schools is greatly appreciated.



Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, numchucks, certain liquids & pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon or a BB gun onto school property is a violation of Minnesota law and the Federal Gun-Free Schools Act. It is a serious violation and is called a felony. Law enforcement officials will be notified when this policy is violated. You may NOT possess a dangerous weapon at any time on school property producing great bodily harm or death.

A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun rocket launcher or any other firearm.

Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

Weather Guidelines

Exercise, fresh air and play are important components in the daily routines of our students. As the weather changes to cooler temperatures, it is important that students come to school in appropriate clothing. Students will spend time outside in the morning and for noon recess every day except for rainy or extremely cold conditions. In general, students will stay indoors if the Fahrenheit temperature or wind chill value is BELOW zero. Pipestone Schools uses the AccuWeather.com website for their weather information. Playground supervisors may cancel outside recess if weather conditions deteriorate and students are already on the playground.

The school recommends that students wear snowpants and boots. If parents need assistance in obtaining winter clothing like hats, mittens and other clothing needs, please contact your student's teacher. Students who do not wear boots will be required to stay on designated areas (cemented area). If you do not want your son/daughter to go outside due to an illness, we ask that you send a note or call the office first thing in the morning.

PAS Calendar 2014-2015

July 2014

S	M	T	W	Th	F	Sa
					4	5
		8	9	10	11	12
		15	16	17	18	19
		22	23	24	25	26
		29	30	31		

4th Independence Day

January 2015

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st New Year's Day - NO SCHOOL
 2nd Teacher/Para Inservice - NO SCHOOL
 19th Martin Luther King Day
 23rd End of Qtr 2 (45 days)

S=19 T=20 P=19

August 2014

S	M	T	W	Th	F	Sa
					1	2
		5	6	7	8	9
		12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

15th Para Inservice (PAS)

26th & 27th Para Inservice
 26 - 28th Teacher InService

S=0 T=3 P=3

February 2015

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16th President's Day

S=19 T=19 P=19

September 2014

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30				

1st Labor Day - NO SCHOOL
 2nd First Day of School

S=21 T=21 P=21

March 2015

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5th Early Out
 6th Teacher Inservice - Tech Conference @PAS
 27th End of Qtr 3 (43 days)

S=21 T=22 P=22

October 2014

S	M	T	W	Th	F	Sa
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

16th-17th - MEA break, NO SCHOOL

S=21 T=21 P=21

April 2015

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2nd - 6th Spring Break - NO SCHOOL

S=19 T=19 P=19

November 2014

S	M	T	W	Th	F	Sa
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29

5th End of Qtr 1 (45 days)
 11th Veteran's Day
 20th & 24th P/T conferences (evening)
 26th-28th Thanksgiving Break - NO SCHOOL

S=17 T=18 P=17

May 2015

S	M	T	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
31						

24th Graduation
 25th Memorial Day - NO SCHOOL
 29th End of Qtr 4 (41 days)

S=20 T=20 P=20

December 2014

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

24th-31st Winter Break - NO SCHOOL

S=17 T=17 P=17

June 2015

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			

1st -Teacher Inservice

S=0 T=1 P=0

Make up dates:

Nov. 26	Apr. 2
Jan. 19	June 1, 2, 3, 4, 5
Feb 16	

Total Days:

Students: 174
Teachers: 181
Paras: 178

The PAS School Board reserves the right to lengthen the school day in the event of multiple snow days.

Updated: 6/17/2014

Respectively submitted by the Handbook Committee:

Don Plahn, Principal

Paige Fossum, School Social Worker

Dan Bultsma, School Psychologist

Teri Klosterman, School Nurse

Josh Stukel, Technology

Jen Zupp, Technology Teacher

Sharon Peterson, Paraprofessional

Lori Ilse, Office Mgr - Brown Elem.

Scott Boomgaarden, Teacher

Jamie Boelter, Teacher/Administration Student

Changes made on 6/17/14 per Mr. Plahn:
(all changes indicated by red print with a thick dash underline.)

Pg 12: under “3 major offenses...”, added: ...area and report the incident to the secretary or principal.

Pg 20: Under Photo & Video Use: student changed to parent; his/her changed to sons/daughters.

I have also attached a possible form that could be considered to be used as a permission for online access as well as photo usage. These papers can be scanned once they are returned to the school and kept in a computer file for future reference if needed. This form was sent to Josh Stukel for consideration.

Pg 22: added item: Right to Know

Pg 37: changed the ages to **17**, due to that change in the law.

Student Online Acceptable Use Consent Form



Student:

By signing below, I have read and agree to follow Pipestone Area Schools' Internet and Electronic Technologies Acceptable Use and Safety Policy. I understand that my use of the network is a privilege and requires proper online etiquette. I further understand that misuse of the network will result in disciplinary action.

Student Name (print): _____

Student ID #: _____
(Middle and High School ONLY)

Student Signature: _____

Parent/Guardian:

I give permission for my child to have access to the Internet using the Pipestone Area School District's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify and hold harmless Pipestone Area School and ITES (SchoolView) from any and all claims arising out of or related to use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

APPROVED _____ DISAPPROVED _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Student Consent to Post Photographs, Film or Videotapes to School Website

Student Name: _____ School: _____



I hereby consent to the participation in the use of my child, _____ photos, film or video for the sole purpose of educational purposes. I also grant Pipestone Area School staff the right to edit and use the above mentioned items for non-profit purposes including use in print as well as on the school website. I hereby also release Pipestone Area School District #2689 and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if student is under 18): _____

Date: _____

OR

Signature of student (if 18 or OVER): _____

Date: _____

Middle School Recommendations

Alcohol, Tobacco, and Chemical Misuse - Page 6 – revised and added

Use or possession of tobacco, **tobacco products, tobacco-related devices, electronic delivery devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted.** Violators may receive an automatic suspension from school. Re-admission will be made by the parents through the principal's office.

Pipestone Area School
High School Handbook

GRADES 9-12

2014-2015

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PIPESTONE AREA SCHOOL HIGH SCHOOL HANDBOOK

WELCOME

Welcome to Pipestone Area High School. We sincerely hope that the year ahead will be rewarding and enjoyable. Pipestone Area High School is filled with resources for academic and personal growth, along with a concerned and skilled faculty anxious to direct your curricular and extra co-curricular endeavors. Strive to do your best and make this a good year.

Cory Strasser
Principal

TEACHER QUALIFICATIONS

Parents may check the qualifications of their student's teachers by checking Pipestone Area High School's Website or by contacting the Principal's office.

PLEDGE OF ALLEGIANCE

Pipestone Area High School will read the Pledge of Allegiance at least weekly during the school year. Any student who wishes to sit out the pledge may do so and other students will respect that right.

GRADUATION REQUIREMENTS FROM Pipestone Area High School

1. Credit is granted on a semester basis. One credit is granted for successful completion of a semester's work, and two credits indicates successful completion of a yearlong course. Credits for graduation begin in the 9th grade.
2. A minimum of forty-four (44) total credits in grades 9-12 are required for graduation from Pipestone Area Senior High School and must include:

English/Language Arts	8 credits
Social Studies	8 credits
Mathematics	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
Fine Arts	2 credits
Additional Classes/Electives	11 credits

The Eleven additional credits may be selected from any of the available senior high courses.

3. A minimum of 12 credit courses and an assignment (i.e. peer helper, study-hall, peer-tutoring, office cadet) must be taken during each of the four years of high school. **Students are expected to carry six (6) credits per semester.** Any exceptions must be granted by the High School Principal. **Seniors who take two or more concurrent enrollment courses on-campus at PAHS may carry five (5) credits per semester. Seniors electing to only carry five credits per semester must be making adequate progress toward graduation.** Only those credits earned in grades 9-12 can be applied toward meeting graduation requirements.

4. We will keep a record of your credits, however, it is also your responsibility to check yearly to see that you are meeting graduation requirements.

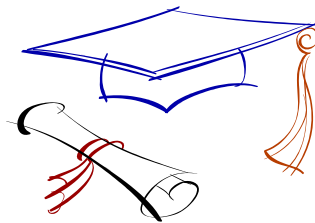


Commencement:

1. Students who have completed the 44 credit requirements set forth by the Board of Education of District #2689, Pipestone Area High School, or a prescribed I.E.P. and are in good standing may participate in commencement. The Credit requirements must be met by the last day of the 2nd semester for seniors.
2. The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel according to school procedures.
3. Students may earn the right to wear honor cords during commencement based on their grade point average.
 - a. Graduating with Distinction GPA is 3.75 – 4.00
 - b. Graduating with Honors GPA is 3.50 – 3.74 – **Effective starting with the class of 2017.**

Diploma

1. To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #2689, Pipestone Area High School, or a prescribed I.E.P.



Promotion/Retention Policy

Pipestone Area High School is a four year high school. Students are expected to attend and accumulate graduation credits for all four years. There are no provisions for graduating early or for taking a reduced course load. The purpose of this policy is to encourage the timely accumulation of credits and successful completion of the high school program. It is not intended to allow students to graduate early or be promoted to the next grade level prior to the end of the school year.

Beginning with the 9th grade, students must pass a certain number of credits (required and elective) to meet Pipestone Area High School graduation requirements. Because the successful completion of high school credits is the only way to graduate, a student will not be promoted from one grade to the next without obtaining graduation credits. In order to be promoted to the next grade level a student must successfully complete the minimum number of credits outlined below.

Grade	Minimum Credits Passed
9	10
10	20
11	30
12	44 –credits needed to graduate

Graduating with Distinction – 3.75--4.00/Graduating with Honors - 3.50--3.74 **Effective starting with class of 2017.**

Students who do not meet the minimum number of credits will not be promoted to the next grade until they have done so. Credits will be reviewed at the end of each semester. A student will not be promoted to a grade level higher than the number of years they have spent in school. (Example: a student who is in the 11th grade or 3rd year of high school cannot be promoted to the 12th grade until they have finished their 3rd year/11th grade.)

Example: In order to be classified as a 10th grader, a student must have passed at least 10 credits by the end of the 9th grade. To be classified as an 11th grader, a minimum of 20 credits must have been passed by the end of the 10th grade. To be classified as a 12th grader, a minimum of 30 credits must have been passed by the end of the 11th grade.

Senior Privilege Guidelines

School Board grants Senior Privileges on a year by year basis.

SCHEDULE CHANGE GUIDELINES

1. Classes may be dropped without penalty during the first five (5) school days of each semester. **However, you must maintain 6 credits worth of classes in your schedule.** Any exceptions must be approved by the High School Principal.
2. Any student-initiated schedule change after the first five (5) school days of each semester will require communication with your parents, teacher and counselor along with permission from the Principal. When your schedule is changed, you will receive a withdrawal (W) for the class.

NOTE: If you are failing the course at the time of the withdrawal, your transcript will indicate a "withdrawal fail" (WF).

1. Any student-initiated schedule change after the first quarter of the semester will result in failure for that semester and no credit (WF) will be indicated on your transcript.
NOTE: A withdrawal fail grade will affect your overall GPA. If special circumstances exist you may appeal the decision of a no credit grade to the principal's office.
4. Any student-initiated change after the first semester (or third quarter) of a full year class will result in a failure for that semester and no credit (WF) will be indicated on your transcript.
NOTE: A withdrawal fail grade will affect your overall GPA. If special circumstances exist, you may appeal the decision of a no credit grade to the principal's office.

ACADEMIC INTEGRITY POLICY

Purpose:

All students are encouraged to show personal honesty in their work and expect the same from others. Doing this allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others.

Definition:

Academic dishonesty includes, but is not limited to the following:

1. Cheating on a quiz or test by any means other than your own memory.
2. Copying an assignment or worksheet or sharing information about an assignment or test.
3. Offering another student the answers to an assignment, worksheet, or test.
4. Theft of items such as; worksheets, notes, notebooks, tests, and/or answer keys.
5. Lying to a faculty member about academic activities.
6. Failing to indicate quotations taken from a source or to identify the source when writing.
7. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

Penalty:

Students who act in an academically dishonest manner will receive no credit for any assignment that was not their own intellectual work. A person who knowingly shared answers also will receive a zero on that particular assignment. Students who participate in copying essays or assignments will be required to re-do the assignment. There may also be additional consequences for academic dishonesty on a case-by-case basis.

INCOMPLETES

Students receiving an incomplete grade at the end of the first and/or second semester will have two school weeks from the end of that semester to complete the required schoolwork. If the required schoolwork is not completed in that time frame it will become an incomplete fail (IF) on the students transcript. The student will need to repeat the course through alternative means for credit recovery. The principal may grant extension of an incomplete.

1. All grades/coursework for seniors must be done by the last day seniors are here for the 2nd semester by 3:15 p.m.
2. An incomplete fail (IF) affects your overall GPA. If special circumstances exist, you may appeal the decision of an incomplete fail grade to the principal's office.
3. In case of emergency, illness or other special reasons, more time may be given.

GENERAL INFORMATION

Building Hours

The high school building hours are from 7:45 a.m. to 3:45 p.m. However, students should not "hang out" in the building after 3:15 p.m. Students who do not have a valid reason for being in the building will be asked to leave.

Campus Regulations

PAS is a 'closed campus'. Once students arrive at school they are to remain in the building throughout the school day.

Building Pass

Students are required to use and have in possession the school's official pass when in hallways between class periods.

FAILURES

A student who fails a subject for the year/semester will be expected to make up the failure in one of the following ways:

1. Repeating the subject during Summer School if it is offered.

2. Repeating the subject during the next school year.
3. Fulfilling specific requirements prescribed by the school through an appropriate alternative program.

Whenever a student in grades 9-12 fails a subject for the semester he/she will receive no credit toward meeting the graduation requirement of forty-four (44) credits. If the subject is required for graduation, it must be repeated. If the subject is not required for graduation, it may be repeated or another subject may be substituted in its place.

REPORT CARD INFORMATION

Report Cards are computer generated and given out four times each school year. First quarter report cards may be picked up by parents at parent-teacher conferences. During the rest of the year all report cards will be picked up in the office. Grading is based on a 4.0 (A) scale. The report card also shows cumulative GPA for each semester from grades 9-12.

HONOR ROLL AND REQUIREMENTS

General Requirements for Eligibility:

1. **Student must have a minimum of six classes earning credit during the seven period day.** Only one study hall/tutor period allowed. Students who are office cadets, peer tutors, peer helpers, etc. do not receive graduation credit, therefore, they do not count toward the minimum of six credit hours. **Exception: Seniors who qualify for only having five classes earning credit during the seven period day.** College level courses taken through PSEO do not apply toward the honor roll.
2. No "D", "F", or "I" grades in any of the credit hours are allowed.
3. P for Pass will be = to a C

Specific Requirements For Eligibility:

1. **Honor Roll I** - Students must have a 3.50 or higher grade point average for the current quarter to qualify for Honor Roll I.
2. **Honor Roll II** - Students must have a 2.75 to 3.49 grade point average for the current quarter to qualify for Honor Roll II.

STUDENTS WITHDRAWING OR TRANSFERRING FROM SCHOOL

Students withdrawing or transferring from school must complete the student withdrawal form available in the Counseling Office.

Homebound Instruction

Students who are or will be absent for ten consecutive days due to injury, surgery, illness or pregnancy may be placed on home instruction with a medical doctor's written recommendation and approval of school administration.

Nurse's Office

A nurse is available to monitor students with health concerns. If you become ill or are injured during the school day, a pass is required from your teacher. If the nurse is not in, tell one of the secretaries and they will help you.

Medication Policy:

Students may take medication during school hours according to the following procedures:

1. **All medication** - must be kept in the health office and dispensed from there. Students medication or keep medication in their locker with the following exception: Students with asthma/allergies may carry their own prescribed inhaler if a Doctor's Orders for the same is on file in the health office.
2. **Nonprescription** - must have signed parent request (form available in health office).
3. **Prescription** - A written doctor's order and signed parent request (form available in health office).
4. **Medication** - must be in the original container or prescription bottle.

Student Health Insurance

The Pipestone Area School District **does not** provide health insurance for accidental injury or illness for students during the school day. You may purchase a policy that is in addition to your family policy from the school. If this "student insurance program" is purchased by your parents it is an agreement between your family and the insurance company. Information regarding student health insurance is included in the registration packet you receive when you pick up your schedule.

VISITORS

All visitors are to report directly to the High School Office upon entering the school. Students who want to have a friend come to school with them must get permission from the Principal **at least one day before** the friend may visit. You may not bring a visitor the week before a break or during the last week of school.

Student Activity Tickets (Price – subject to change)

Family prices for student activity tickets are as follows:

Student (1)	\$30	Student (3)	\$8.00
Student (2)	\$30	Student (4)	\$8.00

All other children's tickets are free.

Participation Fee (Fee - subject to change)

Participation fees are as follows:

Per Activity: \$60.00 for grades 9-12 (\$80.00 max. per student per season)

Per Activity: \$30.00 for grades 7-8 (\$40.00 max per student per season)

****\$160.00 maximum per family per season****

Students may NOT practice until the fee is paid and paperwork completed. Any exceptions must be approved by the administration.

Student Fees

Student fees are as follows:

Students will be allowed to print 50 pages per school year from any school computer with no charge. Copying charges over and above 50 pages will be an additional \$5.00 per 50 pages paid in advance in the Superintendent/District offices.

ATTENDANCE AND DISCIPLINE POLICY **PIPESTONE AREA HIGH SCHOOL**

INTRODUCTION

Certain rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures.

According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12).

Students of District No. 2689 who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

Students are expected to follow school rules as well as all local, state and federal laws while on school grounds and while off school grounds at a school activity or trip.

School Board Policy #506 – View on Website www.pas.k12.mn.us

ATTENDANCE

Student's Responsibility

It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

Parent's Responsibility

It is the parent's responsibility to encourage the student to attend school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

School's Responsibility

It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, to work cooperatively with the parents and the student to solve attendance problems that may arise.

Reporting Absences

When a student must leave school during the school day:

1. You need a note or have your parents call before you can leave school.
2. If you become ill during the day you must report to the nurse's office before you may leave. (This includes feeling ill when you leave for lunch if you do not think you will return after lunch.)
3. You must get an "Out of Building Pass" from the Principal's Office and sign out in the High School Office.
4. If you do not follow these steps you will receive an unexcused absence from class. NOTE: In special circumstances, a student may be allowed to leave the school during the school day without parent permission.

When a student is absent for the entire day:

1. Your parents should call or email the school before 9:30 a.m. with the reason you will be gone.
2. Your parents should write a note explaining why you were absent.
3. You should get an "Admit" slip from the office by 8:15 a.m. on the day you return to school.
4. If you forget a note or your parents cannot be contacted you will receive an unexcused absence.
5. **Make-up work for days missed – Students shall have a reasonable amount of time within teacher discretion to complete school-work due to an absence.**

When a student will be gone from school/Verified absence:

1. Bring a note from a parent stating when you will be gone from school and the reason you will be absent.
2. Get an advanced assignment sheet from the principal's office.

3. Have your teachers complete the advance assignment sheet and make arrangements to make-up assignments which will be missed.

ATTENDANCE POLICY

To earn a credit in a semester course at Pipestone Area Middle or High School, a student must satisfactorily complete all course work and tests as assigned and not be absent from the class more than ten (10) times in the semester.

If a student is absent from a class more than ten (10) times in a semester, credit for that class may be denied. School related absences will not count towards the maximum of ten (10) days. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals board consisting of one (1) school administrator and two (2) teachers, the school nurse and one member of the counseling staff. Request for an appeal must be made in writing within three (3) school days following notification of loss of credit. During the appeal process, and until a decision is made, the student shall continue to attend the class. If credit is denied, the student will be able to attend the class as an audit if: (A) they are not a discipline problem or (2) if they have no further absences. A student choosing not to audit a class will be placed in a structured study hall for the remainder of the semester. Any student losing credit will also be required to visit with a school counselor to discuss alternatives.

High School students will need to make up each semester course through alternative options or during the next year.

Parent(s)/Guardians of emancipated students will be notified by letter, when a student has missed a class seven (7) times and 10 (ten) times in a semester. A certified letter shall be mailed indicating that credit has been denied in the class and that the student has the right to appeal.

Excused Absences

1. State Tournament attendance with Parent Permission will excused as Parent Verified.

Unexcused Absences

1. An unexcused absence will be given when the absence cannot be verified/approved by the school. The following will be unexcused:

- Truancy (skipping school or class)
- Appointments (haircut, tanning booth, car repair, etc).
- Car trouble
- Tardiness for more than 2 of the class periods.
- Leaving the building without an "Out of the Building" Pass.

(Notes from parents after the absence will not be accepted.)

- Miscellaneous (oversleeping, sleeping in, etc.)
- No parent permission given for the absence
- "Skip Days" (State Department of Education rules prohibit "skip days" or other avoidable absences that are not approved by both the parent and the school.)
- Attending activities, school or other, as a spectator which is not approved by the administration.

Consequences of Unexcused Absences

Following are the consequences for unexcused absences:

1. **1st "Unexcused"** - Student and parent notification. One hour of detention.
2nd "Unexcused" - Student and parent notification. Three hours of detention.
3rd "Unexcused" - Student and parent notification. Five hours of detention.
2. Further unexcused absences may result in suspensions from school.

Truancy

Students are required by law to attend school. Students who have several unexcused absences (truancy) from class or school will be reported to the County Attorney for corrective action. Habitual truancy will be grounds for suspension. Pipestone Area High School will follow the Pipestone County Truancy Policy in dealing with students with unexcused absences. A copy of that policy is at the back of the handbook.

Extra-Curricular Absenteeism

Students must be in school for the entire afternoon starting with 5th hour, to participate or practice in any extracurricular activity that day. The principal may approve a waiver of this rule for medical, dental or other emergency situations.

Tardiness

Students are expected to be in class on time. You will be considered tardy any time you are not in an assigned area when the bell rings. Teachers may assign detention or extra work for tardiness. Students who continue to be tardy will be referred to the Principal's office. A parent conference, detention, loss of privileges, or in-school detention may result for excessive tardiness.

Note: Students tardy to 1st hour or the hour after lunch must report to the office to get a tardy slip. Students will be given one warning each semester. Any additional tardies will result in detention, and/or in-school detention.

STUDENT CONDUCT

General Information

All of our students at Pipestone Area High School have the right to attend school and gain an education. Our students also have certain responsibilities to follow.

These include: the responsibility for completing their academic work, the responsibility regarding attendance and tardiness, and the responsibility for discipline. Students who do not take responsibility for these things will not have a successful and positive high school experience.

When a student misbehaves while attending Pipestone Area High School, appropriate disciplinary action will be taken. This action may include detention, forfeiture of certain privileges, restrictions, suspensions (in and out of school), parent conferences, etc.

As a general rule, the disciplinary action taken will depend on how often and how severe the student misconduct. (For example, the consequence for a first time unexcused absence is less severe than the consequence for a third time unexcused absence.)

To help maintain the best learning environment possible at Pipestone Area High School, the administration and faculty have expectations of the students. The school expects:

1. Arrival at school and class on time.
2. Daily school and class attendance.
3. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach; out-of-classroom behavior that shows respect for the personal and property rights of other students, faculty and staff..
4. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
5. Appropriate use and care of the textbooks and facilities of the school.

"Zero Tolerance" Rule

Pipestone Area High School will not tolerate any student behavior which disrupts or threatens to disrupt the regular functions of the school. Students who choose to behave in such a manner will be immediately disciplined and/or suspended in-school or out of school, depending on the seriousness and severity of the student misconduct.

Such behavior includes but is not limited to:

1. **Fighting**, threatening other students or staff, intimidating other students or staff, using physical force to stop the regular function of the school, etc.
2. **Inappropriate language**, including the use of profanity or arguing disruptively with a student or staff member, etc.
3. **Refusing to cooperate** or follow through with directions given by any staff member.
4. Being **in** any part of the **school building or school grounds** and not allowing other students or staff the right to use it, including blocking doors, classrooms or hallways of the building.
5. **Setting fire** to, **vandalizing**, or in any way causing damage to the school building or property.
6. **Possession** or use of laser pointers, fireworks or other explosive devices on school property.
7. **Gambling** on school property.
8. Continuing to make noise or behave in ways that keep the teacher from teaching and other students from learning.
9. **Possessing, using, selling**, giving away or being under the influence of alcohol or other controlled substances on or in any school property or at any school sponsored activity.
10. **Creating, encouraging, promoting** or participating in attempts to interfere with normal school functions or activities.
11. **Possession** of or use of any tobacco product, including a lighter, in or on school property.
12. **Habitual truancy**
13. **Stealing** from Pipestone Area High School, any individual in this school, and/or from any other school/individual while representing Pipestone Area High School.
14. **Harassment** and/or **bullying**
15. **Gangs- No** gang clothing, symbols, signs, or other behaviors will be tolerated.

Weapons Policy

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, knives, switchblades, brass knuckles, numchucks, certain liquids and pellet guns and laser pointers. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

There are some exceptions. Firearms being transported in accordance with Minnesota law are excepted. If you have any questions about an exception, however, you must talk to the principal. A principal must authorize an exception in writing.

Possession on school property includes: on a school bus or on school property, or on any property leased by the school.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties which include significant fines and prison.

Detention

Teacher Assigned-

Each teacher has a set of rules (classroom management plan) for their classroom. These rules and the school rules will be followed in the classroom.

If a teacher assigns you detention you need to make arrangements with the teacher to do the detention. If you do not do the detention when it is scheduled the detention will be doubled and served with the teacher.

Principal Assigned-

If a principal assigns you detention, you are to report to the detention room on the day assigned. The following guidelines will apply to detention assignments:

1. You are responsible for signing in. The supervisor will maintain a log of student detention hours. If you fail to sign in, no record will be kept.
2. Morning detention must be made up in 1/2 hour blocks of time, after school detention in 1 hour blocks of time (if less than 1 hour can be completed before or after school).
3. Failure to complete detention will result in the following consequences:

1st offense: Time doubled

2nd offense: In-School Detention.

3rd offense: Both: Time doubled and In-School Detention

NOTE: Detention assignments will be served regardless of involvement in extra-curricular activities.

Removed or Sent Out of Class

If a teacher asks you to leave the classroom you are to come to the Principal's Office immediately and explain the situation. You may be assigned detention.

If you do not come to the office when you are "sent from" class you may be assigned additional detention and/or school suspension.

Suspension/Removal from Class

Short term suspensions/ (In School or Out of School)/Removal from class may be used in dealing with student misconduct. Suspensions may be from a class period to five days in length. All suspensions will be according to the guidelines of the Pupil Fair Dismissal Act.

A parent conference may be required before you may return to school. If you continue to be suspended for your behavior, you may be expelled from school.

***If you break a local, state or federal law** you will also be reported to the Pipestone Sheriff's Department.

Exclusion/Expulsion

Expulsion or exclusion may be necessary for critical situations or repeated breaking of the school rules. The Superintendent is notified about the situation. The Superintendent will then start the hearing process following the guidelines in the Pupil Fair Dismissal Act.

Study Hall

Study halls are available so that students may do homework, etc. You are to respect the rights of others while you are in study hall so that they can work even if you choose not to do homework.

Rules for Study Halls:

1. Be on time every day and bring your work with you.
2. Be quiet and respectful of others in study hall.
3. Follow the rules of the study hall teacher.
4. Get a pass if you need to go to your locker, restroom, nurse or library.
5. Get a pass from your classroom teacher before you go to the study hall if you need to go to that classroom or other school area for that class.
6. Sign out when you leave study hall.
7. Be quiet in the hallway and respect the rights of teachers and students in other classes.
8. Go only to the place on your pass.
9. Have your pass signed before returning to study hall
10. Sign back in to study hall before the end of the hour.

*If you do not follow these rules you will lose your privileges, be given detention or a school suspension.

Student Lockers

All students' are furnished lockers, with combination locks, at the beginning of the school year. (This includes the lockers and locks assigned for physical education.) All lockers and locks are owned and under the authority of Pipestone Area School District #2689. **The school reserves the right to inspect the contents of all lockers and to remove anything contrary to school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. Do not leave valuables (money, keys, purses, billfolds, calculators, etc.) in your locker at any time!
2. **Do not** tell anyone your locker combination, the school will assume no responsibility for losses!
3. Do not go into another student's locker (physical education or hallway) to look for or borrow anything without permission from that student.
4. Report any thefts or damage immediately to the office.
5. Do not write on your locker, use stickers or in any other way damage or deface your locker.
6. Do not store pop or open food items in your locker. If you damage your locker, the locker or property of another student, or take something which does not belong to you, you will receive detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.

School Board Policy #502 – View on Website – www.pas.k12.mn.us

Lunch Program

Lunch Program Payment Policy

To participate in the school's lunch program, all accounts must be paid in advance at all times. A written notice will be given to students when five (5) meals are still available within their individual account. A written notice will be given to the student when one (1) meal is still available in their account. Within this notice, a due date will be listed requiring the past negative account balance to be brought up to date. If an individual account is not current by the designated date, the student will not be able to receive a hot lunch. It is the practice of the district to serve the student a peanut butter or cheese sandwich and milk. If payment is a hardship, the family should contact the food service director to arrange for payment of the negative balance. District personnel will assist parents to complete the appropriate application for free and reduced lunch eligibility. All information is held in the strictest confidence. Unpaid accounts will be forwarded to a collection agency or will go through small claims court

RULES FOR THE COMMONS/SCHOOL BUILDING

The commons is available for student and staff use. Please help make this a pleasant area by doing the following:

1. Deposit all litter in wastebaskets.
2. Return trays and silverware to the dish washing area.
3. Do not take food or UNSEALED drinks out of the commons.
4. NO GUM IN SCHOOL
5. Treat other students and staff members with respect.
6. Treat school and personal property with respect.
 - ** Problems in the commons will mean losing privileges, detention or school suspension.
8. Pop or energy drinks are **NOT** allowed until after school dismissal.

School Dress

It is generally accepted that cleanliness, good grooming and appropriate dress is necessary to reduce distractions promote health and provide a productive learning atmosphere. Much of the responsibility for proper dress rests with the students and parents.

With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so that a learning atmosphere will be maintained. **HATS may NOT be worn in the building and must be removed immediately at the request of a staff member.** Student coats/jackets will remain in locker and not be carried or worn to class.

Students may not wear clothing or accessories that:

1. Are hazardous to them in school activities such as shop, lab work, physical education or art.
2. Has profanity or suggests themes such as alcohol, drugs, sex, violence, or has slogans offensive to the rights of others.
3. Shoulders and midriffs must be covered, shirts/clothing that is ripped or torn must NOT be worn.
4. Are extremely short in length.
5. Are potentially dangerous, such as, but not limited to: studded dog collars, wallet chains or open safety pins.
6. "Sagging" or "bagging" of jeans is prohibited.

7. Clothing resembling sleepwear, such as pajamas, slippers, house shoes are prohibited (unless approved by administration for a special school event).

Freedom of Expression

School Board Policy #505 – view on website www.pas.k12.mn.us

Students of the School District #2689 have the right to self-expression as long as they don't intrude on the rights of others.

1. Student protests or demonstrations cannot stop or interfere with the general operation of the school. Students will maintain responsibility to their schedules and will be advised to return to their assigned class. Students who do not return to class will be regarded as truant, their absences recorded as unexcused, and appropriate consequences assigned.
2. Students may not wear clothing or other items which are inappropriate or that interfere with the orderly and healthy operation of the school.
3. Students should use good judgment and common sense in showing displays of affection for other individuals on school property.
4. Students have the right to free press (students guilty of libel or slander will be suspended and subject to state and federal laws).
5. Symbolic, verbal and written freedom of expression cannot interfere with the rights of others. Profane or obscene language and threats of harm to a person or property cannot be used.
6. Student publications or other materials cannot be written, published or handed out on school property without permission from the principal.

Electronic devices including but not limited to: iPods, MP3 players, cell or smart phones, tablets (kindle, iPads)

1. The school is not liable for the loss or destruction of these items. No electronic devices with picture/camera capability allowed in Locker Rooms.
2. Electronic devices are allowed before school, during lunch and after school. Each teacher will determine the acceptable use of electronic devices for their classroom. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and determine the consequence.

Consequences of Cell Phone/Electronic Device Violations

- *First offense: Loss of cell phone for 5 days
- *Second offense: Loss of cell phone for 10 days
- *Third offense: Parent meeting

Back Packs/Duffle Bags, etc.

Back packs, duffle bags, purses, etc. may not be carried from class to class. Backpacks, duffle bags, etc. may be used to transport books to and from school but must remain in the locker once in school.

Student Vehicles

Pipestone Area School District #2689 school authorities and law enforcement personnel working

with the school, reserve the right to inspect/search student vehicles parked on school property and remove anything contrary to school rules or detrimental to the school or students. Vehicles not parked in student parking areas are subject to towing and/or loss of parking privileges. No seen profanity, language, pictures or symbols may be displayed on any vehicles on school property.

Money and Safekeeping

Students are requested to bring only the sum of money they will need each day. The school is not liable for the loss of money. If it is necessary to bring a large sum, **check** it with the office for safekeeping.

Fire Drills

Fire drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Each student should familiarize him/herself with the exit route that is posted in every classroom. Students should walk quietly and rapidly across the street. At the conclusion of the drill, students will return directly to their classes.

Church/Family Night

Each Wednesday evening of the school year is designated as church/family night. There will be NO middle/senior high school activities, practices, or work sessions scheduled after 7:00 p.m.

Student Pictures in School Publications/Internet web pages/and Local TV Broadcasting

If any student does not wish to have his/her picture included in a school publication, including internet web pages, and local TV broadcasting, his/her parent must notify the principal's office in writing before the picture is taken.

School Dances

The Student Councils are responsible for the timing and coordination of their respective events. Organizations that choose to sponsor a dance must make application through their respective Student Council. The Council and principal will arrange the dates and chaperones. Dances can begin immediately after a game/contest, and end by 11:50 p.m. on Friday and Saturday. **During the school week, dances will conclude at 10:00 p.m.**

The following are eligible to attend:

1. Only grades 5-8 will be allowed to attend middle school dances or parties.
2. Grades 9-12: Homecoming Coronation Sock-hop.
3. Grades 9-12: After-game dances.
4. Grades 9-12: Homecoming Dance.
5. Grades 11-12: Prom Dance. 10th graders may attend as a guest of 11-12th graders. Workers for the Prom will be 10th graders.
6. Only 9-12 students will be allowed to attend other senior high dances or parties.
7. Out of school guests must have approval from Principal prior to the dance.

Hazing

School Board Policy #526 – view on website www.pas.k12.mn.us

Hazing means committing an act against a student that creates a substantial risk of harm to that person in order for the student to be initiated into a student organization.

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. This applies to behavior that occurs on or off school property and during and after school hours.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual acts, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is necessary to obtain or keep a job or education (grades, etc.).
2. Submission to or not agreeing to that conduct or communication is used to make a decision about your job or education.
3. That conduct or communication interferes with your job or education, or makes it uncomfortable for you to work or go to school with this person. Sexual harassment may include, but is not limited to, these types of actions:
 - * Verbal harassment or abuse (inappropriate comment)
 - * Subtle pressure for sexual activity
 - * Constant brushing against your body
 - * Demanding sexual favors while implying or making threats about your job or education
 - * Demanding sexual favors while making promises about giving you special treatment at your job in school
 - * Any sexually motivated unwelcome touching

Any person that believes they have been the victim of sexual harassment by a student or employee of the Pipestone Area School District No. 2689 should report the incident immediately to the Administration and/or any other staff member. Any other person who knows about or believes that the conduct of someone may be sexual harassment should also report it.

Minimum consequences for behavior which is determined to be harassment of other students

- will be five (5) hours of detention and parent notification.
- Failure to change harassing behavior or retaliating against a student who reports harassment will result in suspension from school for a minimum of one (1) day.

Bullying

Bullying is any intentional written, electronic verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

Minimum consequences of behavior which is determined to be bullying of other students:

- * Five (5) hours of detention and parent notification.
- * Failure to change bullying behavior or retaliating against a student who reports bullying will result in suspension from school for a minimum of one (1) day.

School Board Policies - #413 and #514 – View on website www.pas.k12.mn.us

P-AHS Pre-assessment Team

This team, in its efforts to detect and support individual students with chemical abuse problems, is responsible for addressing reports of such abuse and making recommendations for appropriate responses to individual cases.

Alcohol, Tobacco, and Chemical Misuse

Use or possession of tobacco, tobacco products, tobacco-related devices, electronic delivery devices, non-prescribed drugs or alcoholic beverages on or around school property is not permitted. Violators may receive an automatic suspension from school. Re-admission will be made by the parents through the principal's office.

School Board Policy #419 – view on website www.pas.k12.mn.us

Bus Safety and Conduct Rules

According to Minnesota Law and Pipestone Area Board of Education Policy riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or continued misbehavior may require permanent removal from the bus.

FOLLOW THESE BUS RULES

1. The bus driver has the authority to assign seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. Roughhousing is prohibited on the bus and at the bus stop.
6. Remain seated while bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and heads inside bus at all times.
9. Do not destroy property. You will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Keep bus aisle clear at all times.
12. Only the bus driver may authorize use of emergency door.
13. When leaving the bus stay at least 10 feet away from the bus.

Pipestone Area School District No. 2689

Electronic Technologies Acceptable Use and Safety Policy

I. Purpose

The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the district's network and Internet social networking tools.

II. General Statement of Policy

Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community in order to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The district expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone Area Schools.

III. Definitions

The word "user" applies to any person using the District's electronic technologies. This policy shall apply to all users of the Pipestone Area School District's equipment which includes but is not limited to all computer hardware, operating system software, application software, network services and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD or DVD ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available.

The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world. The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

IV. Limited Educational Purpose

Access to the educational technologies, including the Internet, in the Pipestone Area School District has been established for educational purposes. The purpose of the system goes beyond providing students and employees with general access. The educational purpose includes use of the system for classroom activities, educational research and professional or career development activities. Users are expected to use the provided Internet access and electronic technologies in accordance with the District's mission, vision, goals and policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on the school district system.

V. Acceptable Uses

The District's technology resources will be used only for the purposes of learning, teaching and administration that is consistent with the District's mission and vision. These uses should be in concordance with the District's Technology Plan.

VI. Use of the System is a Privilege

The use of the technology equipment and services by staff, students, or the public is a privilege not an inherent right. Proper use of the technology equipment, educational technologies and services is the responsibility of the individual user. This policy applies to all who access the technology resources belonging to and from this institution. This District reserves the right to limit or deny access to certain users and to certain types of information.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies,

including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

VII. Guidelines in Use of Electronic Technologies

The information, communication, processing, and storage resources provided by the District are the sole property of the District. Electronic technologies, files, data, and other communication created, originating from, or stored on the District's hardware and electronic systems are the property of the District and are protected from unauthorized access, motivation, destruction or disclosure.

Pipestone Area School District reserves the right to monitor, inspect, read or copy any item on or using the district's electronic technologies, including its network. Users should not expect privacy in the contents of personal files on the district system.

Periodic routine maintenance and monitoring of electronic technologies and the district network may lead to a discovery of violations of this policy, another school district policy or the law by a user.

VIII. Electronic Technologies Acceptable Use Agreement

- a. *The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.*
- b. *This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.*
- c. *The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians.*
- d. *All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.*

IX. Unacceptable Uses of Electronic Technologies and District Network

- a. *The following uses of the District's electronic technologies, especially the Internet, are considered unacceptable: Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:*
 - i. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
 - iii. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 - iv. Information or materials that could cause damage or danger of disruption to the educational process;
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
 - vi. Shopping online, including making orders, during time designated as off-limits by the District.
 - vii. Personal photos, files or music not related to educational purposes for any extended length of time.
- b. *Users will not use the District's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.*
- c. *Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.*
- d. *Users will not use the District's electronic technologies for political purposes such as campaigning.*

- e. *Users will not use the district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment through computer viruses or other measures; will not take any action to violate the District's security system; will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users; and may not add or remove any software nor modify the equipment, software configuration, or environment.*
- f. *Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.*
- g. *Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.*
- h. *Users must keep all account information and passwords private, and in some cases, on file with designated school officials. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Access through any means other than an individual's user logon and password is not permitted, including attempting to logon using another person's account. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.*
- i. *Users will not use the District's electronic technologies to violate trademark copyright laws or usage licensing agreements; will not use another person's property without the person's prior approval or proper citation; will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware; and will not plagiarize works they find using electronic technologies.*
- j. *Users will not use the District's electronic technologies for conducting business, unauthorized commercial purposes or for financial gain unrelated to the District's mission. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement. Only those authorized by the District administration are acceptable.*
- k. *If a user inadvertently uses electronic technologies in an unacceptable manner, the user shall immediately disclose the situation to the building Principal.*

X. Filter

According to the Children's Internet Protection Act of 2001 school districts are required to adopt an Internet safety policy.

- a. *With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors:*
- b. *The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:*
 - i. *Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or*
 - ii. *Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and*
 - iii. *Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*
- c. *Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain.*
- d. *An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.*

XI. User Notification

- a. *All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Safety.*
- b. *This notification shall include the following:*
 - i. Notification of Unacceptable Use of District Electronic Technologies;
 - ii. Notification that Internet use is subject to compliance with District policies.
 - iii. Disclaimers limiting the District's liability relative to:
 - a. Information stored on District systems including CD's, hard drives, or servers, or any other storage medium;
 - b. Information retrieved through the District's computers, networks or online resources;
 - c. Personal property used to access the District's computers, networks or online resources;
 - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
 - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

XII. Students

a. Internet Use Agreement

- i. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.
- ii. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
- iii. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
- iv. A signature is required when the student begins in the district, in Kindergarten, 2nd grade, 5th grade and 9th grade.
- v. Students have access to Internet resources through their classroom, library or school computer lab.
- vi. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- vii. Notification of password ownership and password protection procedures.
- viii. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
- ix. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- x. Notification that student email addresses may be provided to District-approved third party providers for access to educational tools and content.
- xi. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by School Board Policy 406, Public and Private Personnel Data, and School Board Policy 515, Protection and Privacy of Pupil Records.
- xii. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- xiii. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.
- xiv. Students using social networking tools and curriculum content management software for a teacher's assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
- xv. Students using the district's educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.

- b. Parents' Responsibility; Notification of Student Internet Use.*
Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of the district system and district educational technologies, if the student is accessing the district system from home or a remote location.

XIII. Guest Access and Internet Use

- a. *Guest access to the district's open wireless network is provided as a service to the community and is subject to all policies and guidelines covered in the Electronic Technologies Acceptable Use and Safety Policy, along with any state and federal laws related to Internet use, including copyright laws.*
- b. *Guest access provides limited bandwidth, filtered for the following services:*
 - i. Web access (http and https)
 - ii. Email services (pop and imap)
 - iii. VPN services
- c. *Limited technical support is provided for guest access and is identified in the building usage form found on the district website.*

XIV. Employees

Use of Email: The district provides access to electronic mail for purposes of school-related communication between district employees and its customers.

- i. Appropriate language must be used when communicating using the district email system or network.
 - ii. The email system will not be used for outside business ventures not related to educational purposes.
 - iii. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
 - iv. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records, regarding student and employee data privacy.
 - v. Employees will not provide access to their email accounts to nonemployees.
 - vi. It is recommended that electronic mail must contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system. Thank you for your compliance.
- b. *District Electronic Technologies*
- i. Employees may utilize public internet discussion groups for instruction but only to the extent that it is consistent with district policy and mission and goals.
 - ii. Employees may not use proxy servers to access online content that is blocked by district filters.
 - iii. Employees who are transferring positions or leaving their current position must leave all work-related files and electronic technologies such as handbooks, databases, manuals and procedures, regardless of authorship, for their replacements.

XV. District Web Presence

Pipestone Area School District allowed the creation of a district website to provide a learning experience for employees and students and to provide a venue for communications with parents and the community.

- a. *District Website*
 - i. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
 - ii. The superintendent will designate a coordinator(s) responsible for maintaining the district website and monitoring district web activity. This includes oversight of all schools within the district.
 - iii. All website content will support and promote the district’s mission, goals and strategic direction.
 - iv. The district’s website will provide parents with a web portal to classroom related calendars, grades, attendance, assignments and resources for all schools within the district.
 - v. Each school will establish and maintain a website that is connected to the District website. The website will include information regarding the school, its employees, and activities.
 - vi. The district encourages all teachers to establish a web page that supports their classroom instruction. The teacher is responsible for maintaining the web page and making sure it is linked to the school website.
- b. *Student Web Pages*
 - i. Students may create web pages as part of classroom activities with teacher supervision.
 - ii. Student web pages must include the following notice: “This is a student produced web page. Opinions expressed on this page are not attributable to the district.”
 - iii. The classroom teacher, building principal and school technology coordinator will approve all student produced web content prior to its posting.
 - iv. The classroom teacher will review student-produced web pages to determine if the contents should be removed at the conclusion of the course or grading period.
- c. *Extracurricular Web Pages*
 - i. With the approval of the building principal, a schoolboard sanctioned extracurricular organization will establish a web page that supports the organization and the district’s mission, goals and strategic direction.
 - ii. School board-sanctioned extracurricular organizations’ web pages must include the following notice: “This is an organization-produced web page. Opinions expressed on this page are not attributable to the district.”

XVI. Records Management and Archiving

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XVII. Consistency With Other School Policies

Use of Pipestone Area School District’s computer system, use of educational technologies and use of the Internet shall be consistent with district policies and the mission and vision of the district.

XVIII. Liability

The District has adopted and shall enforce this policy to the extent practical, it does not have the resources or technical capability to ensure complete compliance by its users. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, network services, or Internet access, which violates this policy or any law.

- a. *The District expressly disclaims any liability resulting from any of the following:*
 - i. Financial obligations resulting from the use of the District Internet Access.
 - ii. Information received through the District’s computers, equipment, on-line resources, or networks.
 - iii. Damages, injuries, or improper communications resulting from contact between individuals, including students, through the Internet, e-mail or use of the Districts equipment, computers, or systems.

XIX. Implementation; Policy Review

- a. *The Superintendent, or designee, is directed to develop the necessary guidelines, user notification forms and procedures for the implementation of this policy and for submission to the School Board for approval.*
- b. *The Superintendent, or designee, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.*
- c. *The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.*
- d. *Due to the rapid changes in educational technologies and the development of the Internet, the school board shall conduct an annual review of this policy.*

XX. Student Online Acceptable Use Consent Form

All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools' Internet and electronic technologies without a signed consent form. New students, students going in to 5th grade and students going in to 9th grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

**Legal Reference: Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254
47 C.F.R. § 54.520 (FCC rules implementing CIPA)**

APPENDIX I

Sample Copy *Student Online Acceptable Use Consent Form*
Is available in all school offices

APPENDIX II

Online Code of Ethics *Attached

APPENDIX II

****Online Code of Ethics****

1. Students accessing or using Web 2.0 products including but not limited to blogs, wikis, podcasts, Google applications and PLATO for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
 2. Students will not log in to the network as another classmate.
 3. Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas online with respect.
 4. Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
 5. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
 6. Students shall not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
 7. Students accessing Web 2.0 tools from home or school, using school equipment, shall not download or install any software without permission, and not click on ads or competitions.
 8. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
 9. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
 10. Students are accountable to their readers, listeners, viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
 11. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.
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PIPESTONE COUNTY TRUANCY POLICY

PIPESTONE COUNTY TRUANCY PROJECT 2007-2008

Adopted by Pipestone Area & Edgerton Public School Districts 4-21-08

XII. PIPESTONE COUNTY TRUANCY POLICY, April, 2008

Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents, and the student share in the responsibility to promote regular attendance.

What is the Definition of Truancy?

There are two classifications of truancy according to Minnesota Statutes 260A.02, subd. 3. A continuing truant and habitual truant are defined as follows:

A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- *three or more days in one school year in elementary school; or
- *three or more class periods or three or more days in one school year in middle, junior, and senior high school.

A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

- *seven or more days in elementary school; or
- *one or more class periods on seven school days or seven or more days in middle, junior, and senior high school.

District/School Responsibility

The school is the arbitrator of whether or not student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies, and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus, and no call/note from parent. Family vacation may be considered unexcused if prior arrangements have not been made with the school.

The districts, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.05, subd. 5). This means according to Minnesota Statute 260A.03, that a child who has **one to three unexcused absences, the parent must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and /or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute 260.131, subd 1b.

Parent Responsibility

Parents hold primary responsibility for their child's attendance at school (Minnesota Statute 120A.22, subd. 1). Failure for parents to compel their

children to attend school could result in criminal penalties of a \$700 fine and/or 90 days in jail.

Any student between the ages of 16 and 18 may withdraw from school if the student's parents or guardians do the following:

- *Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- *Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and referral form from the school:

- *Review the information to insure that the Truancy Offense Report and Referral form is complete.
- *Participate in a team meeting with the child/family/school.
- *Provide intervention, and services as needed to assist the child to return to school and stay in school.
- *Involve the court only when necessary.

Activity Academic/Athletic Ineligibility and Probation

I. Purpose

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track and Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	F.F.A.	Football
Gymnastics	Wrestling	Marching Band	STARS
Office Cadet	Pep Band	Musical Ensembles	Speech
Knowledge Bowl	Student Council	National Honor Society	Peer Helper
Prom decorating	Teaching Assistant	Robotics	

II. General Statement of Policy

It is the intention of this policy to motivate students to keep a sound academic record and graduate on time from Pipestone Area Schools. The athletic/activities director will inform the high/middle school staffs of students that are ineligible.

III. Standards

Standards of academic eligibility to participate in extracurricular activities will be measured by:

- a) High school students (Grades 9-12) making satisfactory progress towards graduation at each semester
- b) Junior High school students (Grades 7-8) having passing grades in all courses at the end of each quarter

- A. **Adequate Progress toward Graduation:** The student should be on track to graduate in four years. This means the appropriate number of credits must be in place at the end of each semester. The High School handbook states criteria for grade advancement. In addition to this, the following standards of credit achievement for each semester are in effect:

- 9th grade = 5
- 10th grade = 10, 15
- 11th grade = 20, 25
- 12th grade = 30, 37

A violation of this standard means a student will not be eligible until the standard is met; therefore the student is not allowed to participate in any activity when this occurs.

- B. **Passing Grades:** At the end of each quarter, all junior high teachers will submit failing or incomplete grades via email to the HS Administrative Assistant by 3:45 PM. Students with failing or incomplete grades will be placed on academic probation. Student progress will be rechecked by the counselor, principal and the athletic/activities administrator at mid-terms. Only students who are failing a course at this point are ineligible for the remainder of the quarter.

Students currently on probation are the only ones that will be reviewed on the probation marking period. The principal and the athletic/activities administrator will evaluate the grades of students who are participating in activities.

Students can practice while they are ineligible, but may not be a participant of a contest. Coaches have discretion in certain areas such as: dressing with the team, sitting on the bench, riding the bus, keeping stats, etc.

*Administrators have discretion over unique or extenuating circumstances.

[View School Board Policies on Website –www.pas.k12.mn.us](http://www.pas.k12.mn.us)

School Board approved this hand book __JUNE 2014__.

