

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



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

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**REGULAR BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, December 17, 2018

*Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.*

**1. Call to Order:**  
**Time:** \_\_\_\_\_

**Members Absent:** \_\_\_\_\_

**2. Acknowledgment of Visitors and Special Presentations:**

**1. Tennis:** Melissa Hanson

**2. Fall Play Cast:** Bri Bergstrom

**3. Truth and Taxation Presentation:** Mr. Keller

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

**4. Consensus Items:** Chair Kahle

**1. Previous Board Meeting Minutes:** 3

**2. Approve Monthly Expenditures:** 6

**3. Personnel:** 35

**4. Donations:** 41

**5. Discussion Items:**

**1. Superintendent Update:** Dr. Laager

**2. Board Member Reports:**

Board Members

**3. Building Administrator Reports:**

**42**

**6. Action Items:**

**1. Approve the 2018 Pay 2019 Levy:**

Mr. Keller

**47**

**2. Lead in Drinking Water Test Results:**

**48**

**3. Radon Re-Testing Results:**

**75**

**4. School Calendar for SY 2019-2020:**

Dr. Laager

**85**

**5. Policy Review:**

Dr. Laager/Mr. Keller

**86**

**7. Upcoming Meetings:**

**8. Adjourn:**

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date

# Minutes of Regular Board Meeting

**MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING**

## The Board of Belle Plaine Public Schools

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A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, November 26, 2018, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Kahle will call the meeting to order.

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, November 26, 2018 at 6:00 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Keup, Lenz, Gregory, Morrison and Supt. Laager.*

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Cross Country Team:

2. 2. Volleyball Team:

2. 3. Audit Presentation:

Presenter: Eide Bailly

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

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

*Motion by Morrison and second by Lenz to approve the agenda as presented. Motion carried unanimously.*

4. Consensus Items:

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

Presenter: Chair Kahle

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the October 29, 2018 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of November were reviewed.

Administration recommends approval of the November 2018 disbursements totaling \$1,976,219.04. This includes board payables of \$164,111.46, hand payments of \$856,872.04, electronic payments of \$919,238.09 and student activity payments of \$35,997.45.

4. 3. Personnel:

See the attached Personnel Changes spreadsheet.

4. 4. Donations:

Donations totaling \$6,534.72 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Donation/Gift	Amount
10.02.18	FFA Alumni	FFA	1,800.00
10.15.18	Impact Nutrition	Tennis	379.00
10.20.18	Impact Nutrition	Football	307.00
10.15.18	Matt Hennen	FFA	139.72
10.09.18	Belle Plaine PTO	Oak Crest – Rollerskating Unit	2,136.00
10.22.18	Pressley's Backpack Program	School Supplies as Needed	500.00
10.24.18	Belle Plaine Fire Department – Ladies Auxillary	Oak Crest – Wolf Ridge ELC	100.00
10.24.18	Katie Keohane	Oak Crest – Wolf Ridge ELC	200.00
10.24.18	LaRock Trucking	Oak Crest – 4 <sup>th</sup> Grade Kindness Retreat	500.00
10.26.18	Mary Nesgoda	Food Service – Underfunded Students	50.00
10.30.18	Redeemer ELCA Women Redeemer Lutheran Church	Oak Crest – Children in Need	315.00
10.26.18	Wells Fargo – Anonymous	General Support	60.00
10.29.18	Theresa Kuhlmann	General Support	48.00

## 5. Discussion Items:

### 5. 1. Superintendent Update:

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

#### 5. 1. 1. Transportation Update:

- *We have the bus!*
- *Currently being used to transport students to Jordan for Wrestling Practice*

#### 5. 1. 2. 2019-20 School Calendar:

- *Communicated with all Staff and received feedback*
- *Survey has been sent to district families for feedback*

#### 5. 1. 3. E-learning Day Review:

- *Surveys have been sent out to staff and students*

### 5. 2. Board Member Reports:

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

Presenter: Board Members

- *Curriculum Meeting – Test Results, WBWF*
- *SOAR Open House*
- *SWMX2 – ALC Program, SWM HS named “Best of the Best”, four districts want to join SWM*
- *Wellness Committee – After school snack option, heart rate monitors*

### 5. 3. Building Administrator Reports:

## 6. Action Items:

### 6. 1. 2017-18 Audit:

Our auditors from Eide Bailly presented the 2017-18 audit report. Attached is the full report. Administration recommends the approval of the 2017-18 audited Financial Statements and Supplementary Reports.

Presenter: Mr. Keller

*Motion by Lenz and second by O'Brien to approve the 2017-2018 audited Financial Statements and Supplementary Reports. Motion carried unanimously.*

### 6. 2. World's Best Work Force (WBWF):

Attached is the WBWF plan for 2018-19. Approval of the plan is recommended.

Presenter: Margot Hanson/Dr. Laager

*Motion by Keup and second by Gregory to approve the 2018-2019 World's Best Work Force plan.*

*Motion carried unanimously.*

6. 3. Resolution Combining Polling Places:

Each year school districts are required to designate polling locations by resolution for the upcoming year. The attached resolution combines all polling places within the District to the Belle Plaine Government Center. Approval is recommended.

Presenter: Mr. Keller

*Motion by Morrison and second by Lenz to approve the annual resolution to combine all polling locations for school district only elections. Motion carried unanimously.*

6. 4. Policy Review:

Review of our current policies:

Policy 201 - Legal Status of the School Board

Policy 203.2 - Order of the Regular School Board Meeting

Policy 204 - School Board Meeting Minutes

Policy 207 - Public Hearings

Policy 208 - Development, Adoption and Implementation of Policies

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

Presenter: Dr. Laager/Mr. Keller

*Motion by Lenz and second by Morrison to approve the following revised/reviewed polices:*

*Policy 201 – Legal Status of the School Board*

*Policy 203.2 – Order of the Regular School Board Meeting*

*Policy 204 – School Board Meeting Minutes*

*Policy 207 – Public Hearings*

*Policy 208 – Development, Adoption and Implementation of Policies*

*Motion carried unanimously.*

7. Upcoming Meetings:

Wednesday, December 12: 3:30 p.m. Insurance Committee

Monday, December 17: 5:30 p.m. Finance Committee

6:00 p.m. Truth and Taxation Meeting

Regular Board Meeting following TNT presentation

8. Adjourn:

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

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62542	4589		BANC OF AMERICA LEASING		Check		
				E 01	010 850 000 302 581	Interest Cap. Lease		\$2,007.91	
				E 01	010 850 000 302 580	Elem Op Cap. Principal On Lease		\$6,248.83	
PO#:		Voucher #:	65253	Invoice	Invoice No: 115	12/18/2018	Paid Amt:	\$8,256.74	
							Check Amount:	\$8,256.74	
0716	SBC	62543	1125		BELLE PLAINE HERALD		Check		
				E 01	005 110 000 000 306	LEGAL NOTICE - DISTRICT REVENUES & E)		\$345.00	
PO#:		Voucher #:	65196	Invoice	Invoice No: 26131	12/18/2018	Paid Amt:	\$345.00	
				E 01	005 110 000 000 306	LEGAL NOTICE - MEETING MINUTES 10.29.1		\$74.75	
PO#:		Voucher #:	65291	Invoice	Invoice No: 26181	12/18/2018	Paid Amt:	\$74.75	
							Check Amount:	\$419.75	
0716	SBC	62544	1197		BRUCE MATHIOWETZ		Check		
				E 01	020 399 000 628 820	Twin city Drone class - BRUCE MATHIOWETZ		\$299.00	
PO#: 17218		Voucher #:	65256	Invoice	Invoice No: 12082018	12/18/2018	Paid Amt:	\$299.00	
				E 01	020 255 000 000 401	extra shingles		\$47.81	
				E 01	020 255 000 000 401	1x6x8		\$36.40	
PO#: 17269		Voucher #:	65257	Invoice	Invoice No: 11162018	12/18/2018	Paid Amt:	\$84.21	
							Check Amount:	\$383.21	
0716	SBC	62545	4514		BSN Sports		Check		
				E 04	005 505 000 321 401	Basketball Cart		\$316.09	
PO#: 17176		Voucher #:	65202	Invoice	Invoice No: 903633290	12/18/2018	Paid Amt:	\$316.09	
				E 01	020 294 028 000 430	Whistle		\$9.98	
				E 01	020 294 028 000 430	Whistle Lanyard		\$9.99	
				E 01	020 294 028 000 430	Stopwatch		\$39.98	
				E 01	020 294 028 000 430	Freight		\$4.91	
PO#: 17216		Voucher #:	65203	Invoice	Invoice No: 903645669	12/18/2018	Paid Amt:	\$64.86	
				R 01	020 211 039 000 619	UA Womens 1/4 Zip		\$499.90	
				R 01	020 211 039 000 619	Freight		\$9.37	
PO#: 16949		Voucher #:	65204	Invoice	Invoice No: 903714721	12/18/2018	Paid Amt:	\$509.27	
				E 01	020 294 025 000 430	RETURNED BASKETBALLS		\$635.88	
PO#:		Voucher #:	65289	Credit	Invoice No: 901278734	12/18/2018	Paid Amt:	(\$635.88)	
				E 01	020 292 000 000 430	HEADGEAR		\$679.80	
				E 01	020 292 000 000 430	LICORICE SPEED ROPE 8' RD		\$27.92	
				E 01	020 292 000 000 430	LICORICE SPEED ROPE 9' GR		\$31.92	
				E 01	020 292 000 000 430	LICORICE SPEED ROPE 10' BK		\$35.92	
				E 01	020 292 000 000 430	FREIGHT		\$14.36	
PO#: 17132		Voucher #:	65290	Invoice	Invoice No: 903501731	12/18/2018	Paid Amt:	\$789.92	
				R 01	020 211 039 000 619	BP Pink Shirts-Youth		\$131.85	
				R 01	020 211 039 000 619	BP Pink T-Shirts Short Sleeve		\$350.61	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62545	4514		BSN Sports		Check
				R 01 020 211 039 000 619	BP Long Sleeve		\$695.61
				R 01 020 211 039 000 619	Shippingq		\$16.38
PO#: 17047	Voucher #:	65298	Invoice	Invoice No: 903362079		12/18/2018	Paid Amt: \$1,194.45
			E 01 020 296 025 000 430	JH JERSEYS			\$839.72
			E 01 020 294 025 000 430	JH JERSEYS			\$839.72
			E 01 020 294 025 000 430	Freight			\$24.36
PO#: 17099	Voucher #:	65299	Invoice	Invoice No: 903740788		12/18/2018	Paid Amt: \$1,703.80
			E 04 005 505 000 321 401	CE BASKETBALL SHIRTS			\$221.60
PO#: 16576	Voucher #:	65318	Invoice	Invoice No: 902656876		12/18/2018	Paid Amt: \$221.60
			E 04 005 505 000 321 401	5th BBALL Jersey			\$989.07
PO#: 17247	Voucher #:	65319	Invoice	Invoice No: 903860543		12/18/2018	Paid Amt: \$989.07
			E 01 020 294 026 000 430	FB HELMETS			\$1,500.00
PO#: 17397	Voucher #:	65326	Invoice	Invoice No: 902489524		12/18/2018	Paid Amt: \$1,500.00
			E 01 020 294 026 000 430	NIKE FOOTBALL			\$719.88
			E 01 020 294 026 000 430	GIRDLES			\$699.80
			E 01 020 294 026 000 430	KNEE PADS			\$159.60
			E 01 020 294 026 000 430	SCARLET BELTS			\$139.80
			E 01 020 294 026 000 430	PRACTICE JERSEYS			\$719.70
			E 01 020 294 026 000 430	YOUTH FBALL 7&8			\$149.94
			E 01 020 294 026 000 430	FREIGHT			\$34.22
PO#: 17398	Voucher #:	65327	Invoice	Invoice No: 903129322		12/18/2018	Paid Amt: \$2,622.94
			R 01 020 211 039 000 619	STATE VBALL T-SHIRTSS			\$1,324.44
			R 01 020 211 039 000 619	Freight			\$23.37
PO#: 17399	Voucher #:	65328	Invoice	Invoice No: 903576879		12/18/2018	Paid Amt: \$1,347.81
			E 01 020 296 030 000 430	Tennis Skirts			\$199.95
			E 01 020 296 030 000 430	Freight			\$5.69
PO#: 16738	Voucher #:	65329	Invoice	Invoice No: 903100553		12/18/2018	Paid Amt: \$205.64
			R 01 020 211 039 000 619	TODDLER APPAREL			\$372.00
			R 01 020 211 039 000 619	Freight			\$13.31
PO#: 17053	Voucher #:	65330	Invoice	Invoice No: 903451763		12/18/2018	Paid Amt: \$385.31
			E 01 020 294 025 000 430	Basketball Rim			\$149.99
			E 01 020 296 025 000 430	Backboard Padding			\$169.99
			E 01 020 296 025 000 430	Freight			\$22.36
PO#: 17095	Voucher #:	65331	Invoice	Invoice No: 903451766		12/18/2018	Paid Amt: \$342.34
			R 01 020 211 039 000 619	Knit Winter Hats			\$899.40
			R 01 020 211 039 000 619	Freight			\$16.31
PO#: 16878	Voucher #:	65332	Invoice	Invoice No: 903437910		12/18/2018	Paid Amt: \$915.71

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	62545	4514		<b>BSN Sports</b>		Check	
				E 01 020 296 025 000 430	UNIFORMS	\$3,929.65		
PO#: 16583	Voucher #:	65333	Invoice	Invoice No: 903451759		12/18/2018	Paid Amt: \$3,929.65	
				E 01 020 296 025 000 430	WARMUPS	\$1,135.19		
PO#: 16583	Voucher #:	65334	Invoice	Invoice No: 903224617		12/18/2018	Paid Amt: \$1,135.19	
				E 01 020 294 026 000 430	Team Equip Bag	\$59.97		
				E 01 020 294 026 000 430	Freight	\$6.21		
PO#: 16810	Voucher #:	65335	Invoice	Invoice No: 903037985		12/18/2018	Paid Amt: \$66.18	
				E 01 020 294 026 000 430	FOOTBALL PANTS	\$949.75		
				E 01 020 294 026 000 430	FREIGHT	\$14.36		
PO#: 16722	Voucher #:	65336	Invoice	Invoice No: 902894751		12/18/2018	Paid Amt: \$964.11	
				E 01 020 296 031 000 430	GAME VOLLEYBALLS	\$212.45		
				E 01 020 296 031 000 430	PRACTICE VOLLEYBALLS	\$329.90		
				E 01 020 296 031 000 430	FREIGHT	\$17.91		
PO#: 16606	Voucher #:	65337	Invoice	Invoice No: 902712957		12/18/2018	Paid Amt: \$560.26	
				E 01 020 296 031 000 430	Volleyball Scorebooks	\$32.94		
				E 01 020 296 031 000 430	Freight	\$6.37		
PO#: 16623	Voucher #:	65338	Invoice	Invoice No: 902712958		12/18/2018	Paid Amt: \$39.31	
				E 01 020 296 030 000 430	TENNIS BALLS- practice	\$324.00		
				E 01 020 296 030 000 430	Tennis Balls Extra Duty	\$267.84		
				E 01 020 296 030 000 430	Freight	\$26.38		
PO#: 16598	Voucher #:	65339	Invoice	Invoice No: 902651252		12/18/2018	Paid Amt: \$618.22	
				E 04 005 505 000 321 401	Volleyball TShirts	\$346.81		
PO#: 16750	Voucher #:	65341	Invoice	Invoice No: 903009409		12/18/2018	Paid Amt: \$346.81	
				E 04 005 585 026 362 430	Football Mouth Guards	\$59.62		
PO#: 16592	Voucher #:	65342	Invoice	Invoice No: 902632545		12/18/2018	Paid Amt: \$59.62	
				E 04 005 505 000 321 401	Basketball Camp Shirts	\$238.80		
PO#: 16558	Voucher #:	65343	Invoice	Invoice No: 902535340		12/18/2018	Paid Amt: \$238.80	
				E 01 020 296 030 000 430	CREDIT FROM 12/5/2017 - TENNIS SKIRTS	\$263.46		
PO#:	Voucher #:	65352	Credit	Invoice No: 41454198		12/18/2018	Paid Amt: (\$263.46)	
							<b>Check Amount:</b>	<b>\$20,167.62</b>
0716	SBC	62546	7395		<b>CARLY GERNBACHER</b>		Check	
				E 01 005 640 000 316 366	SD19.7 C GERNBACHER - MILEAGE	\$47.74		
PO#:	Voucher #:	65242	Invoice	Invoice No: 11162018		12/18/2018	Paid Amt: \$47.74	
				E 01 005 640 000 316 366	SD19.27 C GERNBACHER - MILEAGE	\$24.85		
PO#:	Voucher #:	65302	Invoice	Invoice No: 12062018		12/18/2018	Paid Amt: \$24.85	
							<b>Check Amount:</b>	<b>\$72.59</b>



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	62547	6896		CAROLYN GLEASON		Check	
				E 01 020 259 000 000 305	Piano Accompanist Jr/Sr High Winter Contest	\$350.00		
		PO#: 17365	Voucher #:	65296	Invoice	Invoice No: 108	12/18/2018	Paid Amt: \$350.00
							Check Amount:	\$350.00
0716	SBC	62548	4702		CDW-G		Check	
				E 01 005 108 000 000 305	NETWORK UPGRADE - TROUBLESHOOTIN	\$1,575.00		
		PO#:	Voucher #:	65186	Invoice	Invoice No: MN1803997	12/18/2018	Paid Amt: \$1,575.00
							Check Amount:	\$1,575.00
0716	SBC	62549	7644		CERAMIC SHOP		Check	
				E 01 020 211 000 302 530	Clay Boss Pottery Wheel	\$649.00		
				E 01 020 211 000 302 530	Stool /Padded	\$159.46		
				E 01 020 211 000 302 530	Splash Pan Clay Boss	\$107.92		
				E 01 020 211 000 302 530	Sshipping / Handling	\$51.67		
		PO#: 17164	Voucher #:	65301	Invoice	Invoice No: 150061	12/18/2018	Paid Amt: \$968.05
							Check Amount:	\$968.05
0716	SBC	62550	5310		CHUCK KELLER		Check	
				E 01 005 110 000 000 366	MILEAGE - C KELLER	\$176.58		
		PO#:	Voucher #:	65322	Invoice	Invoice No: 09122018	12/18/2018	Paid Amt: \$176.58
							Check Amount:	\$176.58
0716	SBC	62551	2562		CONTINENTAL CLAY CO		Check	
				E 01 020 810 000 000 401	Kiln repair parts	\$111.22		
		PO#: 17087	Voucher #:	65233	Invoice	Invoice No: INV000129239	12/18/2018	Paid Amt: \$111.22
							Check Amount:	\$111.22
0716	SBC	62552	7669		COOLING SYSTEM SERVICE, LLC		Check	
				E 01 011 865 000 363 401	replacement radiator	\$1,073.85		
		PO#: 17289	Voucher #:	65211	Invoice	Invoice No: 44203	12/18/2018	Paid Amt: \$1,073.85
							Check Amount:	\$1,073.85
0716	SBC	62553	1349		DECKER EQUIPMENT		Check	
				E 01 020 810 000 000 401	10 -10" door holders	\$113.72		
		PO#: 17347	Voucher #:	65285	Invoice	Invoice No: 276205A	12/18/2018	Paid Amt: \$113.72
							Check Amount:	\$113.72
0716	SBC	62554	1376		DISCOUNT STEEL		Check	
				E 01 020 301 000 000 401	24 gauge sheet steel 4x10	\$503.10		
				E 01 020 301 000 830 433	1/8" x 4" by 20' flat steel	\$172.40		
				E 01 020 301 000 830 433	3/16 x 4 x20' flat steel	\$234.49		
				E 01 020 301 000 000 401	1/2x4x20'	\$126.20		
				E 01 020 301 000 830 433	Freight	\$47.12		

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	62554	1376		DISCOUNT STEEL		Check	
				E 01 020 301 000 000 401	Freight	\$72.88		
		PO#: 17217	Voucher #:	65218	Invoice	Invoice No: 4401950	12/18/2018	Paid Amt: \$1,156.19
							Check Amount:	\$1,156.19
0716	SBC	62555	1390		DR DAN'S		Check	
				E 01 020 810 000 000 350	service call to repair reach-in cooler	\$498.00		
		PO#: 16925	Voucher #:	65220	Invoice	Invoice No: 11954	12/18/2018	Paid Amt: \$498.00
				E 01 011 810 000 000 350	service call to repair walk-in freezer	\$365.00		
		PO#: 17345	Voucher #:	65284	Invoice	Invoice No: 11966	12/18/2018	Paid Amt: \$365.00
							Check Amount:	\$863.00
0716	SBC	62556	5866		DW WRESTLING PRODUCTS		Check	
				E 01 020 294 028 000 430	MAT TAPE	\$408.00		
				E 01 020 294 028 000 430	SCOREBOOKS	\$37.90		
		PO#: 17381	Voucher #:	65347	Invoice	Invoice No: 12022018	12/18/2018	Paid Amt: \$445.90
							Check Amount:	\$445.90
0716	SBC	62557	5579		EDUCATORS BENEFIT CONSULTANTS		Check	
				E 01 005 105 000 000 305	403(b) ADMIN & COMPLIANCE - DECEMBER	\$210.99		
		PO#:	Voucher #:	65294	Invoice	Invoice No: 6999	12/18/2018	Paid Amt: \$210.99
							Check Amount:	\$210.99
0716	SBC	62558	3553		EIDE BAILLY LLP		Check	
				E 01 005 110 000 000 313	FY18 FINAL BILLING - AUDIT PROFESSIONA	\$2,000.00		
		PO#:	Voucher #:	65197	Invoice	Invoice No: EI00735660	12/18/2018	Paid Amt: \$2,000.00
							Check Amount:	\$2,000.00
0716	SBC	62559	7549		ERIN SALABA		Check	
				E 01 005 401 000 419 366	Mileage - November	\$4.58		
		PO#: 17326	Voucher #:	65208	Invoice	Invoice No: 11282018	12/18/2018	Paid Amt: \$4.58
				E 01 005 401 000 419 366	MILEAGE - E SALABA	\$1.50		
				E 01 005 401 000 419 366	MILEAGE E SALABA	\$1.53		
		PO#:	Voucher #:	65209	Invoice	Invoice No: 04062018	12/18/2018	Paid Amt: \$3.03
							Check Amount:	\$7.61
0716	SBC	62560	4840		GENERAL PARTS		Check	
				E 02 005 770 000 701 350	dish macheine long curtains	\$321.60		
		PO#: 17208	Voucher #:	65230	Invoice	Invoice No: 1698014	12/18/2018	Paid Amt: \$321.60
							Check Amount:	\$321.60
0716	SBC	62561	1566		HILLYARD / HUTCHINSON		Check	
				E 01 011 850 000 302 530	26" floor scrubber	\$11,220.00		
		PO#: 17327	Voucher #:	65239	Invoice	Invoice No: 603238536	12/18/2018	Paid Amt: \$11,220.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62561	1566		HILLYARD / HUTCHINSON		Check
				E 01	011 810 000 000 401 cleaning supplies		\$4,112.68
		PO#: 17327	Voucher #:	65240	Invoice Invoice No: 603238537	12/18/2018	Paid Amt: \$4,112.68
							Check Amount: \$15,332.68
0716	SBC	62562	7626		JAGUAR COMMUNICATIONS		Check
				E 01	005 810 000 000 331 Telephone		\$1,653.97
		PO#:	Voucher #:	65323	Invoice Invoice No: 93168	12/18/2018	Paid Amt: \$1,653.97
				E 01	010 810 000 000 331 Elem Oper & Maint Telephone		\$1,014.54
		PO#:	Voucher #:	65324	Invoice Invoice No: 106248	12/18/2018	Paid Amt: \$1,014.54
				E 04	005 505 000 321 331 CE Telephone		\$50.00
				E 04	005 570 000 321 331 KIDS CO Telephone		\$50.00
				E 04	005 580 000 325 331 ECFE Telephone		\$50.00
				E 04	005 505 035 321 331 PS PALS Telephone		\$50.00
				E 01	020 810 000 000 331 HS Oper & Maint Telephone		\$869.63
		PO#:	Voucher #:	65325	Invoice Invoice No: 106218	12/18/2018	Paid Amt: \$1,069.63
				E 01	011 810 000 000 331 Oak Crest Telephone		\$669.02
		PO#:	Voucher #:	65349	Invoice Invoice No: 106308	12/18/2018	Paid Amt: \$669.02
							Check Amount: \$4,407.16
0716	SBC	62563	1202		JANIS BUESGENS		Check
				E 01	011 203 000 000 366 MILEAGE - J BUESGENS		\$20.71
		PO#:	Voucher #:	65241	Invoice Invoice No: 11302018	12/18/2018	Paid Amt: \$20.71
				E 01	011 203 000 000 366 MILEAGE - J BUESGENS		\$19.62
		PO#:	Voucher #:	65243	Invoice Invoice No: 10312018	12/18/2018	Paid Amt: \$19.62
							Check Amount: \$40.33
0716	SBC	62564	7538		JEN PASEK		Check
				E 04	003 590 000 351 460 homeschool/non public test and texts		\$86.94
		PO#:	Voucher #:	65226	Invoice Invoice No: 12052018	12/18/2018	Paid Amt: \$86.94
							Check Amount: \$86.94
0716	SBC	62565	6080		JON OR NICOLE BRANDENBURG		Check
				E 04	003 590 000 351 460 homeschool/non public test and texts		\$347.76
		PO#:	Voucher #:	65225	Invoice Invoice No: 12052018	12/18/2018	Paid Amt: \$347.76
							Check Amount: \$347.76
0716	SBC	62566	1660		JORDAN HIGH SCHOOL		Check
				E 01	005 420 000 419 433 CPI Initial Course		\$80.00
		PO#: 17322	Voucher #:	65198	Invoice Invoice No: 6287	12/18/2018	Paid Amt: \$80.00
							Check Amount: \$80.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62567	6555		KELLY PETRASEK		Check
				E 01	010 412 000 740 366 Mileage B-3 November		\$127.09
		PO#: 17339	Voucher #:	65192	Invoice Invoice No: 11282018	12/18/2018	Paid Amt: \$127.09
							Check Amount: \$127.09
0716	SBC	62568	7656		KELSEY JANNI		Check
				E 01	030 416 000 419 366 Homebound Services - November		\$8.72
		PO#: 17336	Voucher #:	65193	Invoice Invoice No: 11292018	12/18/2018	Paid Amt: \$8.72
							Check Amount: \$8.72
0716	SBC	62569	3753		KIBBLE EQUIPMENT LLC		Check
				E 01	020 810 000 000 401 SWITCH		\$8.93
		PO#:	Voucher #:	65227	Invoice Invoice No: 1677778	12/18/2018	Paid Amt: \$8.93
				E 01	020 810 000 000 401 RENTAL OF TRACTOR/SEEDER		\$100.00
		PO#:	Voucher #:	65252	Invoice Invoice No: 1640729	12/18/2018	Paid Amt: \$100.00
							Check Amount: \$108.93
0716	SBC	62570	6693		LANA BECK		Check
				E 04	005 505 000 321 305 COFFEE AND PAINT CLASS - SESSION 1		\$75.00
		PO#:	Voucher #:	65250	Invoice Invoice No: 11202018	12/18/2018	Paid Amt: \$75.00
							Check Amount: \$75.00
0716	SBC	62571	1707		LANGE'S PLUMBING & HEATING		Check
				E 01	011 865 000 363 401 copper fittings to fit radiator		\$213.50
		PO#: 17290	Voucher #:	65228	Invoice Invoice No: 10712489	12/18/2018	Paid Amt: \$213.50
							Check Amount: \$213.50
0716	SBC	62572	7149		LAURSEN PIANO SERVICE		Check
				E 01	020 259 000 000 430 Piano Tune up		\$114.00
		PO#: 17364	Voucher #:	65295	Invoice Invoice No: 11262018	12/18/2018	Paid Amt: \$114.00
							Check Amount: \$114.00
0716	SBC	62573	1715		LE SUEUR COUNTY TREASURER		Check
				E 01	005 110 000 000 305 2019 ANNUAL ELECTION FEE		\$100.00
		PO#:	Voucher #:	65195	Invoice Invoice No: 12032018	12/18/2018	Paid Amt: \$100.00
							Check Amount: \$100.00
0716	SBC	62574	4628		LOREE HEINKEL		Check
				E 04	003 590 000 351 460 homeschool/non public test and texts		\$173.88
		PO#:	Voucher #:	65224	Invoice Invoice No: 12052018	12/18/2018	Paid Amt: \$173.88
							Check Amount: \$173.88
0716	SBC	62575	3964		MATH MASTERS OF MN		Check
				E 01	011 203 111 000 401 Grade 5 2 teams Math Masters registration May		\$170.00
		PO#: 17242	Voucher #:	65245	Invoice Invoice No: 05032019	12/18/2018	Paid Amt: \$170.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	62575	3964		<b>MATH MASTERS OF MN</b>		Check	
				E 01	011 203 111 000 401	Grade 6 3 teams Math Masters on Mar. 15, 2018	\$255.00	
		PO#: 17242	Voucher #:	65246	Invoice	Invoice No: 03152019	12/18/2018	Paid Amt: \$255.00
							Check Amount:	\$425.00
0716	SBC	62576	2717		<b>MIDWEST TECH PRODUCTS</b>		Check	
				E 01	020 301 000 000 401	M233008-WTK-24 single hinge toolbox parts	\$232.00	
				E 01	020 301 000 000 401	M233003-MTK024	\$242.00	
				E 01	020 301 000 000 401	M868331-40212 pop rivets	\$49.20	
				E 01	020 301 000 830 433	M868387-79002 pop rivet tool	\$78.20	
				E 01	020 301 000 830 433	433	\$34.00	
				E 01	020 301 000 830 433	Freight	\$11.22	
				E 01	020 301 000 000 401	Freight	\$52.32	
		PO#: 17219	Voucher #:	65219	Invoice	Invoice No: 2100604-00	12/18/2018	Paid Amt: \$698.94
							Check Amount:	\$698.94
0716	SBC	62577	5484		<b>MMEA</b>		Check	
				E 01	005 640 000 316 366	NafMe Midwinter Clinic Registration SD 19.30	\$131.00	
		PO#: 17292	Voucher #:	65217	Invoice	Invoice No: 7017	12/18/2018	Paid Amt: \$131.00
							Check Amount:	\$131.00
0716	SBC	62578	1889		<b>MULTILINGUAL WORD INC</b>		Check	
				E 01	010 203 000 000 305	Conferences 11/12/18	\$130.00	
				E 01	030 211 000 000 305	Conferences 11/13/18	\$124.50	
		PO#: 17196	Voucher #:	65292	Invoice	Invoice No: 2281	12/18/2018	Paid Amt: \$254.50
				E 01	010 203 000 000 305	Spanish Interpreter	\$139.00	
		PO#: 17220	Voucher #:	65293	Invoice	Invoice No: 2281	12/18/2018	Paid Amt: \$139.00
							Check Amount:	\$393.50
0716	SBC	62579	3867		<b>NAPA</b>		Check	
				E 01	020 810 000 000 401	BELT-DRIVE	\$22.53	
		PO#:	Voucher #:	65210	Invoice	Invoice No: 436119	12/18/2018	Paid Amt: \$22.53
							Check Amount:	\$22.53
0716	SBC	62580	7415		<b>OMG MIDWEST INC DBA CHARD</b>		Check	
				E 01	005 865 000 384 350	SOFTBALL FIELDS - RETAINAGE	\$4,000.00	
		PO#:	Voucher #:	65187	Invoice	Invoice No: 124298	12/18/2018	Paid Amt: \$4,000.00
							Check Amount:	\$4,000.00
0716	SBC	62581	3866		<b>RACHELLE KERKOW</b>		Check	
				E 01	020 211 000 000 366	Mileage 10/31/18 Scott Cty School Nurse Mtg	\$22.89	
				E 01	020 211 000 000 366	Mileage 11/9/18 Regional Nurse Mtg	\$41.97	
		PO#: 17321	Voucher #:	65205	Invoice	Invoice No: 11092018	12/18/2018	Paid Amt: \$64.86
							Check Amount:	\$64.86

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62582	7677		RAPIDS		Check
				E 04	005 505 035 321 430	6L709 Candles Tea Lights (5 Hr) 1 Pack	\$11.99
	PO#: 17276	Voucher #:	65201	Invoice	Invoice No: 0846600	12/18/2018	Paid Amt: \$11.99
							Check Amount: \$11.99
0716	SBC	62583	6827		REINHART FOOD SERVICES, LLC		Check
				E 01	010 203 110 000 401	Snack Cart Inv #912183	\$459.21
	PO#: 17334	Voucher #:	65189	Invoice	Invoice No: 912183	12/18/2018	Paid Amt: \$459.21
				E 01	011 203 111 000 401	SNACK CART	\$216.38
	PO#:	Voucher #:	65244	Invoice	Invoice No: 903214	12/18/2018	Paid Amt: \$216.38
				E 01	011 203 111 000 401	Invoice 905579 11/14/18 Snack Cart	\$356.56
	PO#: 17239	Voucher #:	65247	Invoice	Invoice No: 907579	12/18/2018	Paid Amt: \$356.56
				E 01	011 203 111 000 401	Invoice 905688 11/7/18 Snack Cart	\$337.23
	PO#: 17239	Voucher #:	65248	Invoice	Invoice No: 905688	12/18/2018	Paid Amt: \$337.23
				E 01	010 203 110 000 401	Snack Cart Inv #914301	\$536.54
	PO#: 17388	Voucher #:	65300	Invoice	Invoice No: 914301	12/18/2018	Paid Amt: \$536.54
				E 01	011 203 111 000 401	Invoice 913452 12/5/18 OC Snack Cart	\$361.76
	PO#: 17390	Voucher #:	65316	Invoice	Invoice No: 913452	12/18/2018	Paid Amt: \$361.76
				E 01	011 203 111 000 401	Invoice #915144 12/12/18 OC Snack Cart	\$336.45
	PO#: 17401	Voucher #:	65344	Invoice	Invoice No: 915144	12/18/2018	Paid Amt: \$336.45
							Check Amount: \$2,604.13
0716	SBC	62584	3380		RENEE MALECHA		Check
				E 01	011 203 000 000 366	MILEAGE - R MALECHA	\$12.75
	PO#:	Voucher #:	65237	Invoice	Invoice No: 09282018	12/18/2018	Paid Amt: \$12.75
				E 01	011 203 000 000 366	MILEAGE - R MALECHA	\$13.46
	PO#:	Voucher #:	65238	Invoice	Invoice No: 10312018	12/18/2018	Paid Amt: \$13.46
							Check Amount: \$26.21
0716	SBC	62585	7670		RING THE BELL FITNESS, LLC		Check
				E 04	005 505 000 321 305	Ring The Bell Session 1	\$227.25
	PO#: 17283	Voucher #:	65249	Invoice	Invoice No: 12052018	12/18/2018	Paid Amt: \$227.25
							Check Amount: \$227.25
0716	SBC	62586	4612		ROCHELLE GRILLA		Check
				E 04	003 590 000 351 460	homeschool/non public test and texts	\$260.82
	PO#:	Voucher #:	65222	Invoice	Invoice No: 12052018	12/18/2018	Paid Amt: \$260.82
							Check Amount: \$260.82
0716	SBC	62587	6893		RYAN LAAGER		Check
				E 01	005 020 000 000 366	MILEAGE - R LAAGER	\$367.98
	PO#:	Voucher #:	65236	Invoice	Invoice No: 10312018	12/18/2018	Paid Amt: \$367.98

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62587	6893		RYAN LAAGER		Check		
				E 01 005 020 000 000 366	MILEAGE - R LAAGER			\$156.96	
PO#:		Voucher #:	65345	Invoice	Invoice No: 11192018	12/18/2018	Paid Amt:		\$156.96
				E 01 005 020 000 000 331	CELL PHONE - OCTOBER - R LAAGER			\$60.94	
				E 01 005 020 000 000 331	CELL PHONE - NOVEMBER - R LAAGER			\$60.94	
PO#:		Voucher #:	65346	Invoice	Invoice No: 12112018	12/18/2018	Paid Amt:		\$121.88
							Check Amount:		\$646.82
0716	SBC	62588	5497		SARA BUNGARDEN		Check		
				E 01 005 640 000 316 366	SD19.25 S BUNGARDEN - MILEAGE			\$54.50	
PO#:		Voucher #:	65200	Invoice	Invoice No: 11122018	12/18/2018	Paid Amt:		\$54.50
							Check Amount:		\$54.50
0716	SBC	62589	2871		SCHILLING SUPPLY COMPANY		Check		
				E 01 011 810 000 000 401	long handle duster			\$217.20	
PO#: 17383		Voucher #:	65369	Invoice	Invoice No: 693563-00	12/18/2018	Paid Amt:		\$217.20
							Check Amount:		\$217.20
0716	SBC	62590	3336	1	SCHOOL SPECIALTY		Check		
				E 01 011 203 000 000 430	224925 PENCIL AWARD PENCILS MULTIPLIC			\$7.20	
				E 01 011 203 000 000 430	388804 PENCIL MATH ASSORTMENT			\$7.20	
				E 01 011 203 000 000 430	1461990 TAPE 3M VALUE MASKING TAPE 1 I			\$4.54	
PO#: 17245		Voucher #:	65191	Invoice	Invoice No: 208122077778	12/18/2018	Paid Amt:		\$18.94
							Check Amount:		\$18.94
0716	SBC	62591	2078		SCHWAAB, INC		Check		
				E 02 005 770 000 701 401	ENDORSEMENT STAMP			\$39.75	
PO#:		Voucher #:	65297	Invoice	Invoice No: C017832	12/18/2018	Paid Amt:		\$39.75
							Check Amount:		\$39.75
0716	SBC	62592	4423		SCOTT COUNTY TREASURER		Check		
				E 01 005 110 000 000 305	TNT POSTAGE ALLOCATION			\$388.59	
				E 01 005 110 000 000 305	TNT COST ALLOCATION			\$412.14	
PO#:		Voucher #:	65258	Invoice	Invoice No: IN23503	12/18/2018	Paid Amt:		\$800.73
							Check Amount:		\$800.73
0716	SBC	62593	7652		SFGF II, LLC.		Check		
				E 01 005 810 112 000 330	Solar Garden Electricity			\$16,096.90	
PO#:		Voucher #:	65317	Invoice	Invoice No: 0000008598	12/18/2018	Paid Amt:		\$16,096.90
							Check Amount:		\$16,096.90
0716	SBC	62594	2122		SKATETIME		Check		
				E 01 011 203 111 000 401	Rollerskating			\$4,410.00	
PO#: 17400		Voucher #:	65348	Invoice	Invoice No: 10446	12/18/2018	Paid Amt:		\$4,410.00
							Check Amount:		\$4,410.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62595	2137		<b>SOUTH CENTRAL ECSU</b>		Check		
				E 01 005 865 000 347 305	H & S Phys. Has.			\$665.18	
				E 01 005 865 000 349 305	H & S Has Sup.			\$177.38	
				E 01 005 865 000 352 305	H & S Management			\$243.08	
				E 01 005 865 000 358 305	H & S Asbestos			\$88.69	
PO#: 17306	Voucher #:	65234	Invoice	Invoice No: 18409		12/18/2018	Paid Amt:	\$1,174.33	
			E 01 005 865 000 349 305	lead in water teating				\$3,250.00	
PO#: 16476	Voucher #:	65235	Invoice	Invoice No: 18409		12/18/2018	Paid Amt:	\$3,250.00	
			E 01 005 108 000 000 405	OCTOBER 2018 SOCRATES TELECOM SER'				\$2,583.35	
PO#:	Voucher #:	65251	Invoice	Invoice No: 18433		12/18/2018	Paid Amt:	\$2,583.35	
								<b>Check Amount:</b>	<b>\$7,007.68</b>
0716	SBC	62596	6138		<b>SOUTHWEST METRO EDUCATIONAL COOP</b>		Check		
				E 01 020 211 000 000 391	FY19 VOCATIONAL TUITION - OCTOBER			\$14,724.65	
PO#:	Voucher #:	65206	Invoice	Invoice No: 1289		12/18/2018	Paid Amt:	\$14,724.65	
			E 01 020 211 000 000 391	FY19 VOCATIONAL TUITION - SEPTEMEBR				\$13,583.45	
PO#:	Voucher #:	65207	Invoice	Invoice No: 1274		12/18/2018	Paid Amt:	\$13,583.45	
			E 01 005 420 000 740 396	ITINERANT SERVICES - QUARTER 1				\$22,794.30	
PO#:	Voucher #:	65353	Invoice	Invoice No: 1307		12/18/2018	Paid Amt:	\$22,794.30	
								<b>Check Amount:</b>	<b>\$51,102.40</b>
0716	SBC	62597	4275		<b>STEPHANIE PRESSLEY</b>		Check		
				E 04 003 590 000 351 460	homeschool/non public test and texts			\$347.76	
PO#:	Voucher #:	65223	Invoice	Invoice No: 12052018		12/18/2018	Paid Amt:	\$347.76	
								<b>Check Amount:</b>	<b>\$347.76</b>
0716	SBC	62598	2106		<b>SUPPLYWORKS</b>		Check		
				E 01 020 865 000 384 350	BATTERY FAUCET TRIM PLATE			\$870.44	
PO#:	Voucher #:	65194	Invoice	Invoice No: 461373490		12/18/2018	Paid Amt:	\$870.44	
								<b>Check Amount:</b>	<b>\$870.44</b>
0716	SBC	62599	2179		<b>SUPREME SCHOOL SUPPLY</b>		Check		
				E 01 020 211 000 000 401	Corridor Passes			\$75.00	
				E 01 020 211 000 000 401	Teacher Daily Plan Book			\$21.50	
				E 01 020 211 000 000 401	Shipping/ Handling			\$13.87	
PO#: 17338	Voucher #:	65286	Invoice	Invoice No: 93392		12/18/2018	Paid Amt:	\$110.37	
								<b>Check Amount:</b>	<b>\$110.37</b>
0716	SBC	62600	3778		<b>THE LOCKER GUY</b>		Check		
				E 01 020 810 000 000 401	replacment locker locks			\$1,295.00	
PO#: 16641	Voucher #:	65229	Invoice	Invoice No: 18134		12/18/2018	Paid Amt:	\$1,295.00	
								<b>Check Amount:</b>	<b>\$1,295.00</b>



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62601	7635		THE MUSIC MART		Check		
				E 01 020 258 000 000 430	Pep Band - Trumpet lyre		\$64.20		
PO#: 17291	Voucher #:	65212	Invoice	Invoice No: 1034846		12/18/2018	Paid Amt:	\$64.20	
				E 01 020 258 000 000 430	Pep Band Trombone Flip Folder		\$60.00		
				E 01 020 258 000 000 430	Pep Band Clarinet lyre		\$46.80		
				E 01 020 258 000 000 430	Pep Band Sax lyre		\$33.54		
				E 01 020 258 000 000 430	Mi-T Mist 32 oz Sanitizing Mouthpiece		\$20.75		
PO#: 17291	Voucher #:	65213	Invoice	Invoice No: 1034466		12/18/2018	Paid Amt:	\$161.09	
				E 01 020 258 000 000 425	F Horn Repair		\$55.50		
PO#: 17291	Voucher #:	65214	Invoice	Invoice No: 1036299		12/18/2018	Paid Amt:	\$55.50	
				E 01 020 258 000 000 425	Bassoon Repairs		\$105.80		
PO#: 17291	Voucher #:	65215	Invoice	Invoice No: 1029693		12/18/2018	Paid Amt:	\$105.80	
				E 01 020 258 000 000 425	Bass Clarinet Repairs		\$96.00		
PO#: 17291	Voucher #:	65216	Invoice	Invoice No: 1034771		12/18/2018	Paid Amt:	\$96.00	
				E 01 020 258 000 000 425	Bari Sax Repairs		\$113.35		
PO#: 17368	Voucher #:	65287	Invoice	Invoice No: 1040139		12/18/2018	Paid Amt:	\$113.35	
				E 01 020 258 000 000 430	Sheet Tenon Cork		\$40.00		
				E 01 020 258 000 000 430	Alto Sax Neck Cork		\$9.90		
				E 01 020 258 000 000 430	Pad and Cork Cement		\$11.20		
PO#: 17368	Voucher #:	65288	Invoice	Invoice No: 1042769		12/18/2018	Paid Amt:	\$61.10	
				E 01 011 258 000 000 401	Invoice 1040079 Oboe Repiers 11/12/18		\$81.35		
PO#: 17389	Voucher #:	65320	Invoice	Invoice No: 1040079		12/18/2018	Paid Amt:	\$81.35	
				E 01 011 258 000 000 401	Invoice 1045361 Clarinet Mouthpiece		\$30.00		
PO#: 17389	Voucher #:	65321	Invoice	Invoice No: 1045363		12/18/2018	Paid Amt:	\$30.00	
							Check Amount:	\$768.39	
0716	SBC	62602	5669		TITAN ENERGY SYSTEMS INC		Check		
				E 01 011 810 000 000 350	Gen set repairs		\$232.20		
PO#: 17305	Voucher #:	65231	Invoice	Invoice No: 181115-037		12/18/2018	Paid Amt:	\$232.20	
				E 01 011 810 000 000 305	Gen. set PM service		\$559.42		
PO#: 17305	Voucher #:	65232	Invoice	Invoice No: 181004-051		12/18/2018	Paid Amt:	\$559.42	
							Check Amount:	\$791.62	
0716	SBC	62603	3931		TRAILBLAZER TRANSIT		Check		
				E 04 005 505 035 321 360	BUS SERVICE		\$60.00		
PO#:	Voucher #:	65221	Invoice	Invoice No: 2018-10-1C5		12/18/2018	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0716	SBC	62604	6335		TRUSTED EMPLOYEES		Check		
				E 01 005 760 075 720 305	ACTIVITY BUS DRIVER - BACKGROUND CH		\$160.00		

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62604	6335		TRUSTED EMPLOYEES		Check
				E 01	005 110 000 000 401	FINANCE CHARGES	\$9.74
PO#:	Voucher #:	65199	Invoice	Invoice No:	1120189775S	12/18/2018	Paid Amt: \$169.74
							Check Amount: \$169.74
0716	SBC	62605	3099		US GAMES		Check
				E 01	020 211 000 000 430	Badminton Rackets	\$187.35
				E 01	020 211 000 000 430	Freight	\$12.37
PO#: 16789	Voucher #:	65340	Invoice	Invoice No:	902907929	12/18/2018	Paid Amt: \$199.72
							Check Amount: \$199.72
0716	SBC	62606	6182		WACONIA COMMUNITY ED.		Check
				E 04	005 505 000 321 405	Basketball Season CE	\$300.00
PO#: 17337	Voucher #:	65190	Invoice	Invoice No:	11272018	12/18/2018	Paid Amt: \$300.00
							Check Amount: \$300.00
0716	SBC	62607	2325		YOUNGBLOOD LUMBER CO		Check
				E 01	020 255 000 000 401	4x8 x1/8 birch pyywood	\$152.32
				E 01	020 255 000 000 401	4x8x1/4" birch plywood	\$170.24
				E 01	020 255 000 000 401	4x8 x 1/4 Oak plywood	\$871.68
				E 01	020 255 000 000 401	4x8x1/2 plywood oak	\$118.40
				E 01	020 255 000 000 401	4x8x 1/4 oak plywood	\$83.20
				E 01	020 255 000 000 401	4x8 x 1/4 alder plywood	\$130.56
				E 01	020 255 000 000 401	4x8x3/4 Maple plywood	\$147.84
				E 01	020 255 000 000 401	4/4 BP 6'-8' Oak KD H&M 15/16"	\$232.00
				E 01	020 255 000 000 401	Alder 2" thick KD H&M 1 15/16"	\$184.50
				E 01	020 255 000 000 401	4/4Maple 6'-8' A	\$104.00
				E 01	020 255 000 000 401	Freight	\$22.00
PO#: 17272	Voucher #:	65188	Invoice	Invoice No:	00044065-001	12/18/2018	Paid Amt: \$2,216.74
							Check Amount: \$2,216.74
0716	SBC	62608	7499		NORMANDEALE COMMUNITY COLLEGE		Check
				E 01	020 211 000 000 390	PSEO - Fall Semester 2018	\$38,700.00
PO#:	Voucher #:	65370	Invoice	Invoice No:	00728902	12/18/2018	Paid Amt: \$38,700.00
							Check Amount: \$38,700.00
							Report Total: \$194,980.54

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62498	3985		CARCO AUTO PARTS		Check
				E 01	011 810 000 000 401 COOLANT HOSE		\$10.50
	PO#:	Voucher #:	65041	Invoice	Invoice No: 30-226855	11/27/2018	Paid Amt: \$10.50
							Check Amount: \$10.50
0716	SBC	62499	1212		CANNON FALLS HIGH SCHOOL		Check
				E 01	020 291 041 000 369 Cannon Falls Dance Invitational		\$200.00
	PO#: 17295	Voucher #:	65058	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt: \$200.00
							Check Amount: \$200.00
0716	SBC	62500	4549		FRIDLEY HIGH SCHOOL DANCE TEAM		Check
				E 01	020 291 041 000 369 Fridley Dance Invitational		\$310.00
	PO#: 17294	Voucher #:	65056	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt: \$310.00
							Check Amount: \$310.00
0716	SBC	62501	4194		HUTCHINSON HIGH SCHOOL		Check
				E 01	020 291 041 000 369 Hutchison Dance Invitational		\$240.00
	PO#: 17278	Voucher #:	65055	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt: \$240.00
							Check Amount: \$240.00
0716	SBC	62502	2961		LAKEVILLE SOUTH HIGH SCHOOL		Check
				E 01	020 291 041 000 369 Lakeville South Dance Invitational		\$310.00
	PO#: 17280	Voucher #:	65053	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt: \$310.00
							Check Amount: \$310.00
0716	SBC	62503	1748		MAAE		Check
				E 01	020 399 000 628 820 Ag Tech Conference Registration		\$110.00
	PO#: 17270	Voucher #:	65051	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt: \$110.00
							Check Amount: \$110.00
0716	SBC	62504	1759		MANKATO EAST HIGH SCHOOL		Check
				E 01	020 294 025 000 369 BBB SCRIMMAGE 11/24/18		\$35.00
	PO#: 17275	Voucher #:	65052	Invoice	Invoice No: 11242018	11/29/2018	Paid Amt: \$35.00
							Check Amount: \$35.00
0716	SBC	62505	4145		MEDICAREBLUE RX		Check
				B 01	215 018 RETIREE INS		\$450.00
	PO#:	Voucher #:	65059	Invoice	Invoice No: 183100290384	11/29/2018	Paid Amt: \$450.00
							Check Amount: \$450.00
0716	SBC	62506	7235		MOUNDS VIEW HIGH SCHOOL		Check
				E 01	020 291 041 000 369 Moundsview Dance Invitational		\$330.00
	PO#: 17282	Voucher #:	65054	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt: \$330.00
							Check Amount: \$330.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62507	7652		SFGF II, LLC.		Check		
				E 01 005 810 112 000 330	Solar Garden Electricity - JULY			\$25,551.51	
PO#:		Voucher #:	65048	Invoice	Invoice No: 0000007765	11/29/2018	Paid Amt:	\$25,551.51	
				E 01 005 810 112 000 330	Solar Garden Electricity - SEPTEMBER			\$20,487.60	
PO#:		Voucher #:	65049	Invoice	Invoice No: 0000008218	11/29/2018	Paid Amt:	\$20,487.60	
				E 01 005 810 112 000 330	Solar Garden Electricity - AUGUST			\$22,267.00	
PO#:		Voucher #:	65050	Invoice	Invoice No: 0000008186	11/29/2018	Paid Amt:	\$22,267.00	
							Check Amount:	\$68,306.11	
0716	SBC	62508	2287		WACONIA HIGH SCHOOL		Check		
				E 01 020 291 041 000 369	Waconia Dance Invitational			\$340.00	
PO#: 17279		Voucher #:	65057	Invoice	Invoice No: 11292018	11/29/2018	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0716	SBC	62509	1123		BELLE PLAINE ED ASSOC		Check		
				B 01 215 030	MEA DUES			\$4,928.31	
PO#:		Voucher #:	65162	Invoice	Invoice No: S2019110	12/5/2018	Paid Amt:	\$4,928.31	
							Check Amount:	\$4,928.31	
0716	SBC	62510	1134		BELLE PLAINE SCHOOL		Check		
				B 01 215 027	MED EXP-CAF			\$319.17	
				B 01 215 029	DAY CARE-CAF			\$4,029.50	
PO#:		Voucher #:	65163	Invoice	Invoice No: S2019110	12/5/2018	Paid Amt:	\$4,348.67	
							Check Amount:	\$4,348.67	
0716	SBC	62511	6451		Belle Plaine Schools Dental Ins Account		Check		
				B 01 215 025	DENTAL INSURANCE			\$5,358.02	
				B 01 215 031	DENTAL BD SHARE			\$6,119.47	
				B 01 215 031	Retirees			\$1,476.48	
PO#:		Voucher #:	65167	Invoice	Invoice No: S2019110	12/5/2018	Paid Amt:	\$12,953.97	
							Check Amount:	\$12,953.97	
0716	SBC	62512	6482		Belle Plaine Schools Health Ins Acct		Check		
				B 01 215 019	HEALTH INS. FLEXED EMPL DED			\$33,437.73	
				B 01 215 032	HEALTH BD SHARE			\$96,458.00	
PO#:		Voucher #:	65168	Invoice	Invoice No: S2019110	12/5/2018	Paid Amt:	\$129,895.73	
							Check Amount:	\$129,895.73	
0716	SBC	62513	1178		BPESPA		Check		
				B 01 215 080	MESP/NEA DUES NON CE			\$1,102.47	
PO#:		Voucher #:	65164	Invoice	Invoice No: S2019110	12/5/2018	Paid Amt:	\$1,102.47	
							Check Amount:	\$1,102.47	
0716	SBC	62514	7052		FIDELITY SECURITY LIFE INS EYE MED		Check		
				B 01 215 037	EYEMED-EMPLOYEE W/H			\$547.73	

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62514	7052		FIDELITY SECURITY LIFE INS EYE MED		Check
				B 01 215 037	Cobra K Lajeunesse	\$12.27	
				B 01 215 037	Cobra L Green	\$4.17	
PO#:	Voucher #:	65169	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt: \$564.17
							Check Amount: \$564.17
0716	SBC	62515	6122		NATIONAL INSURANCE SERVICE of WI		Check
				B 01 215 016	Life Ret/Cobra Ins	\$23.60	
				B 01 215 021	SUPPLEMENTAL LIFE	\$360.00	
				B 01 215 022	LONG TERM DISABILITY	\$1,296.86	
				B 01 215 023	LIFE INSURANCE	\$1,310.05	
				B 01 215 016	Life Cobra	\$35.40	
				B 01 215 023	Credit M Helfrey	(\$6.65)	
				B 01 215 022	Credit LTD Helfrey	(\$2.17)	
				B 01 215 016	Supp Life Cob	\$15.00	
				B 01 215 016	Supp Life Crdt Helfrey	(\$7.50)	
PO#:	Voucher #:	65166	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt: \$3,024.59
							Check Amount: \$3,024.59
0716	SBC	62516	1836		NCPERS MINNESOTA		Check
				B 01 215 024	PERA LIFE	\$32.00	
PO#:	Voucher #:	65165	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt: \$32.00
							Check Amount: \$32.00
0716	SBC	62517	1262		CITY OF BELLE PLAINE		Check
				E 01 020 292 000 000 401	1/3 OF COST FOR D.ERVASTI SALES INVOIC	\$96.15	
PO#:	Voucher #:	65261	Invoice	Invoice No:	00003663	12/7/2018	Paid Amt: \$96.15
				E 01 020 292 000 000 401	BASEBALL FIELD MAINTENANCE (1/3 SPLIT)	\$582.32	
				E 01 020 292 000 000 401	JOHN DEERE X 350 (1/2 SPLIT)	\$757.87	
PO#:	Voucher #:	65262	Invoice	Invoice No:	00003614	12/7/2018	Paid Amt: \$1,340.19
							Check Amount: \$1,436.34
0716	SBC	62518	7679		CONCRETE COATINGS UNLIMITED, LLC		Check
				E 01 005 865 000 384 350	CONCRETE SIGNS	\$4,350.00	
PO#:	Voucher #:	65255	Invoice	Invoice No:	1104	12/7/2018	Paid Amt: \$4,350.00
							Check Amount: \$4,350.00
0716	SBC	62519	7286		DOWN UNDER QUILTING		Check
				E 04 005 505 000 321 305	MN HOME QUILTING CLASS	\$400.00	
PO#:	Voucher #:	65260	Invoice	Invoice No:	12112018	12/7/2018	Paid Amt: \$400.00
							Check Amount: \$400.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62520	2911		GLEN HINZ		Check
				E 01	020 294 028 000 305	WRESTLING	\$155.00
PO#:	Voucher #:	65263	Invoice	Invoice No:	11292018	12/7/2018	Paid Amt: \$155.00
							Check Amount: \$155.00
0716	SBC	62521	7138		HEGGIES PIZZA		Check
				E 01	011 203 111 000 401	Pizza's	\$278.93
PO#: 17284	Voucher #:	65274	Invoice	Invoice No:	63261	12/7/2018	Paid Amt: \$278.93
							Check Amount: \$278.93
0716	SBC	62522	7626		JAGUAR COMMUNICATIONS		Check
				E 01	010 810 000 000 331	Elem Oper & Maint Telephone	\$842.97
PO#:	Voucher #:	65259	Invoice	Invoice No:	106248	12/7/2018	Paid Amt: \$842.97
							Check Amount: \$842.97
0716	SBC	62523	2530		JOHN ISTA		Check
				E 01	020 294 025 000 305	BBB VS GSL	\$112.00
PO#:	Voucher #:	65272	Invoice	Invoice No:	12042018	12/7/2018	Paid Amt: \$112.00
							Check Amount: \$112.00
0716	SBC	62524	5867		LITCHFIELD HIGH SCHOOL		Check
				E 01	020 294 028 000 369	Litchfield Invite 11/30/18	\$60.00
PO#: 17335	Voucher #:	65275	Invoice	Invoice No:	11302018	12/7/2018	Paid Amt: \$60.00
							Check Amount: \$60.00
0716	SBC	62525	1797		MCEA EX.OFFICE		Check
				E 04	005 505 000 321 820	Comm Ed Director Membership	\$538.00
PO#: 17353	Voucher #:	65273	Invoice	Invoice No:	12072018	12/7/2018	Paid Amt: \$538.00
							Check Amount: \$538.00
0716	SBC	62526	2188		TAHER INC		Check
				E 02	005 770 000 701 305	OPERATING EXPENSES - OCTOBER 2018	\$69,524.15
PO#:	Voucher #:	65254	Invoice	Invoice No:	0053566-IN	12/7/2018	Paid Amt: \$69,524.15
							Check Amount: \$69,524.15
0716	SBC	62527	6264		BELLE PLAINE AREA FOOD SHELF		Check
				R 01	000 000 000 000 099	DONATIONS FROM FALL PLAY INTERMISSIC	\$623.10
PO#:	Voucher #:	65303	Invoice	Invoice No:	12112018	12/12/2018	Paid Amt: \$623.10
							Check Amount: \$623.10
0716	SBC	62528	7683		ELIZABETH WILHELMI		Check
				E 01	020 296 031 000 366	REFUND FROM STATE T-SHIRT	\$16.00
PO#: 17371	Voucher #:	65309	Invoice	Invoice No:	12112018	12/12/2018	Paid Amt: \$16.00
							Check Amount: \$16.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62529	7682		JARED ZIEMKE		Check
				E 01 020 296 031 000 366	REFUND FOR STATE VBALL T-SHIRT	\$16.00	
	PO#: 17377	Voucher #:	65315	Invoice	Invoice No: 12112018	12/12/2018	Paid Amt: \$16.00
							Check Amount: \$16.00
0716	SBC	62530	7680		JOHN COOPS		Check
				E 01 020 296 031 000 366	REFUND FOR STATE VBALL T-SHIRT	\$16.00	
	PO#: 17374	Voucher #:	65312	Invoice	Invoice No: 12112018	12/12/2018	Paid Amt: \$16.00
							Check Amount: \$16.00
0716	SBC	62531	5949		MATT LENZ		Check
				E 01 020 296 031 000 366	REFUND FOR STATE VBALL T-SHIRT	\$32.00	
	PO#: 17375	Voucher #:	65313	Invoice	Invoice No: 12112018	12/12/2018	Paid Amt: \$32.00
							Check Amount: \$32.00
0716	SBC	62532	3370		NIKKI SCHMIDT		Check
				E 01 020 296 031 000 366	REFUND FROM STATE T-SHIRT	\$16.00	
	PO#: 17372	Voucher #:	65310	Invoice	Invoice No: 12112018	12/12/2018	Paid Amt: \$16.00
							Check Amount: \$16.00
0716	SBC	62533	6902		PATRICK MCDONOUGH		Check
				E 01 020 296 025 000 305	GBB VS JORDAN	\$112.00	
	PO#:	Voucher #:	65350	Invoice	Invoice No: 12072018	12/12/2018	Paid Amt: \$112.00
							Check Amount: \$112.00
0716	SBC	62534	1992		PRAIRIE TRUCKING INC		Check
				E 01 005 760 000 720 361	Regular Transportation	\$44,819.54	
	PO#:	Voucher #:	65304	Invoice	Invoice No: NOVEMBER 2018	12/12/2018	Paid Amt: \$44,819.54
							Check Amount: \$44,819.54
0716	SBC	62535	2015		RANDY JOHNSTON		Check
				E 01 020 294 025 000 305	BBB VS WATERTOWN-MAYER	\$112.00	
	PO#:	Voucher #:	65306	Invoice	Invoice No: 12062018	12/12/2018	Paid Amt: \$112.00
							Check Amount: \$112.00
0716	SBC	62536	4914		RUSS ZABEL		Check
				E 01 020 294 025 000 305	BBB VS WATERTOWN-MAYER	\$112.00	
	PO#:	Voucher #:	65351	Invoice	Invoice No: 12062018	12/12/2018	Paid Amt: \$112.00
							Check Amount: \$112.00
0716	SBC	62537	7681		SALLY HILGERS		Check
				E 01 020 296 031 000 366	REFUND FOR STATE VBALL T-SHIRT	\$16.00	
	PO#: 17376	Voucher #:	65314	Invoice	Invoice No: 12112018	12/12/2018	Paid Amt: \$16.00
							Check Amount: \$16.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	62538	3272		SCOTT KOPP		Check	
				E 01 020 294 025 000 305	BBB VS WATERTOWN-MAYER	\$112.00		
	PO#:	Voucher #:	65305	Invoice	Invoice No: 12062018	12/12/2018	Paid Amt: \$112.00	
							Check Amount: \$112.00	
0716	SBC	62539	4763		SHEILA SCHMITZ		Check	
				E 01 020 296 031 000 366	REFUND FROM STATE VBALL T-SHIRT	\$16.00		
	PO#: 17373	Voucher #:	65311	Invoice	Invoice No: 12112018	12/12/2018	Paid Amt: \$16.00	
							Check Amount: \$16.00	
0716	SBC	62540	2164		STIER TRANSPORTATION SERVICES		Check	
				E 01 005 760 000 720 361	Regular Transportation	\$70,599.95		
	PO#:	Voucher #:	65308	Invoice	Invoice No: NOVEMBER 2018	12/12/2018	Paid Amt: \$70,599.95	
							Check Amount: \$70,599.95	
0716	SBC	62541	7685		TIM KNOWER		Check	
				E 01 020 294 025 000 305	BBB VS GSL	\$112.00		
	PO#:	Voucher #:	65307	Invoice	Invoice No: 12042018	12/12/2018	Paid Amt: \$112.00	
							Check Amount: \$112.00	
							Report Total:	\$421,919.50



**Belle Plaine Public Schools**  
**December 2018 Electronic Payments Summary**

November PCARD	35,791.62
Payroll 12/05/2018	252,082.35
Other Electronic Payments (See attached report)	192,426.49
<b>Total</b>	<b><u>\$ 480,300.46</u></b>

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
				B 01 215 004	TEACHER RETIREMENT			\$45,466.97	
PO#:	Voucher #:	65170	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$45,466.97	
							Check Amount:	\$45,466.97	
0716	SBC	1977			PERA		Wire		
				B 01 215 005	PERA			\$13,327.66	
PO#:	Voucher #:	65171	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$13,327.66	
							Check Amount:	\$13,327.66	
0716	SBC	2330			FEDERAL		Wire		
				B 01 215 001	FEDERAL			\$23,704.46	
PO#:	Voucher #:	65172	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$23,704.46	
				B 01 215 003	FICA			\$10,452.90	
PO#:	Voucher #:	65173	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$10,452.90	
				B 01 215 003	FICA			\$43,923.80	
PO#:	Voucher #:	65174	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$43,923.80	
							Check Amount:	\$78,081.16	
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	STATE TAX			\$13,016.86	
PO#:	Voucher #:	65175	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$13,016.86	
							Check Amount:	\$13,016.86	
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire		
				B 01 215 038	MFS SERVICE CENTER INC			\$2,593.09	
PO#:	Voucher #:	65176	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$2,593.09	
							Check Amount:	\$2,593.09	
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 035	AMERIEXF BRD SHARE ANNUITY			\$921.31	
				B 01 215 065	IDS			\$1,031.31	
PO#:	Voucher #:	65177	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$1,952.62	
				B 01 215 061	FIDELITY FDS.			\$574.26	
PO#:	Voucher #:	65178	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$574.26	
				B 01 215 053	HORACE MANN INSURANC			\$5,358.71	
PO#:	Voucher #:	65179	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$5,358.71	
				B 01 215 008	ING -ANNUITIES			\$34.00	
PO#:	Voucher #:	65180	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$34.00	
				B 01 215 043	ING ANNUITY			\$108.80	
PO#:	Voucher #:	65181	Invoice	Invoice No:	S2019110	12/5/2018	Paid Amt:	\$108.80	
				B 01 215 033	MEA ESI BRD SHARE ANNUITY			\$238.71	

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	2800			FURTHER		Wire		
			E 04	005 505 000 321 260	CE Flex Fees			\$15.80	
PO#:	Voucher #:	65282	Invoice	Invoice No:	NOVEMBER 2018	11/23/2018	Paid Amt:	\$529.80	
							Check Amount:	\$529.80	
0716	SBC	2336			XCEL ENERGY		Wire		
			E 01	011 810 000 000 330	Oak Crest Electricity			\$4,683.38	
PO#:	Voucher #:	65354	Invoice	Invoice No:	615649660	12/4/2018	Paid Amt:	\$4,683.38	
							Check Amount:	\$4,683.38	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	030 810 000 000 440	PARTIAL PAYMENT			\$739.42	
PO#:	Voucher #:	65355	Invoice	Invoice No:	6024226-0	12/5/2018	Paid Amt:	\$739.42	
			E 01	020 810 000 000 440	PARTIAL PAYMENT			\$89.85	
PO#:	Voucher #:	65356	Invoice	Invoice No:	6124633-6	12/5/2018	Paid Amt:	\$89.85	
			E 01	011 810 000 000 440	PARTIAL PAYMENT			\$61.10	
PO#:	Voucher #:	65357	Invoice	Invoice No:	7216495-7	12/5/2018	Paid Amt:	\$61.10	
			E 01	010 810 000 000 440	PARTIAL PAYMENT			\$38.58	
PO#:	Voucher #:	65358	Invoice	Invoice No:	6024140-3	12/5/2018	Paid Amt:	\$38.58	
							Check Amount:	\$928.95	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	010 810 000 000 440	PARTIAL PAYMENT			\$1,789.23	
PO#:	Voucher #:	65359	Invoice	Invoice No:	6024145-2	12/7/2018	Paid Amt:	\$1,789.23	
			E 01	020 810 000 000 440	PARTIAL PAYMENT			\$1,703.13	
PO#:	Voucher #:	65360	Invoice	Invoice No:	6024135-3	12/7/2018	Paid Amt:	\$1,703.13	
			E 01	011 810 000 000 440	PARTIAL PAYMENT			\$406.10	
PO#:	Voucher #:	65361	Invoice	Invoice No:	7216089-8	12/7/2018	Paid Amt:	\$406.10	
							Check Amount:	\$3,898.46	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	020 810 000 000 440	PARTIAL PAYMENT			\$1,187.02	
PO#:	Voucher #:	65362	Invoice	Invoice No:	6024135-3	12/10/2018	Paid Amt:	\$1,187.02	
			E 01	010 810 000 000 440	PARTIAL PAYMENT			\$1,054.89	
PO#:	Voucher #:	65363	Invoice	Invoice No:	6024145-2	12/10/2018	Paid Amt:	\$1,054.89	
			E 01	011 810 000 000 440	PARTIAL PAYMENT			\$870.42	
PO#:	Voucher #:	65364	Invoice	Invoice No:	7216089-8	12/10/2018	Paid Amt:	\$870.42	
			E 01	030 810 000 000 440	PARTIAL PAYMENT			\$588.63	
PO#:	Voucher #:	65365	Invoice	Invoice No:	6024226-0	12/10/2018	Paid Amt:	\$588.63	
			E 01	020 810 000 000 440	PARTIAL PAYMENT			\$149.91	
PO#:	Voucher #:	65366	Invoice	Invoice No:	6124633-6	12/10/2018	Paid Amt:	\$149.91	
			E 01	011 810 000 000 440	PARTIAL PAYMENT			\$91.53	
PO#:	Voucher #:	65367	Invoice	Invoice No:	7216495-7	12/10/2018	Paid Amt:	\$91.53	

# Belle Plaine Public Schools

## Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	3414			CENTERPOINT ENERGY		Wire
			E	01	010 810 000 000 440	PATIAL PAYMENT	\$62.21
PO#:	Voucher #:	65368	Invoice	Invoice No:	6024140-3	12/10/2018	Paid Amt: \$62.21
							Check Amount: \$4,004.61
							Report Total: \$192,426.49

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
0716	CSBA	2036	3219		CASH				Check
				E 20	030 298 946 000 401	JH STD CNCL - CASH FOR ACTIVITY NIGHT		\$200.00	
PO#: 17150	Voucher #:	64722	Invoice	Invoice No:	11012018		11/1/2018		Paid Amt: \$200.00
									Check Amount: \$200.00
0716	CSBA	2037	4721		BELLE PLAINE SCHOOL DISTRICT				Check
				E 20	200 298 922 000 401	Life Skills Attn : K Janni		\$250.00	
PO#:	Voucher #:	64853	Invoice	Invoice No:	R #24522		11/19/2018		Paid Amt: \$250.00
				E 20	200 298 923 000 401	CC - Twistwire/T-Shirts		\$375.00	
PO#: 17231	Voucher #:	65008	Invoice	Invoice No:	4987		11/19/2018		Paid Amt: \$375.00
				E 20	200 298 913 000 401	BASEBALL - SUNCOUNTRY		\$1,450.00	
				E 20	200 298 922 000 401	CONCESSIONS - NOV - ACTIVITIES 2		\$1,989.40	
				E 20	200 298 932 000 401	MSH - COBORNS		\$76.86	
				E 20	200 298 923 000 401	CC - KWIK TRIP		\$37.42	
				E 20	200 298 926 000 401	FFA - BEEF & BOARDS		\$1,669.00	
				E 20	200 298 923 000 401	CC - KWIK TRIP		\$38.42	
PO#:	Voucher #:	65010	Invoice	Invoice No:	11052018		11/19/2018		Paid Amt: \$5,261.10
				E 20	200 298 922 000 401	CONCESSIONS - NOV - ACTIVITIES 1		\$276.41	
				E 20	200 298 923 000 401	CC - KWIK TRIP		\$38.42	
				E 20	030 298 946 000 401	JH STD CNCL - PARTY CITY		\$75.48	
				E 20	200 298 923 000 401	CC - ROCHESTER CENTERSTONE		\$1,091.40	
PO#:	Voucher #:	65012	Invoice	Invoice No:	11052018		11/19/2018		Paid Amt: \$1,481.71
				E 20	200 298 942 000 401	TENNIS - COUNTRY INN		\$601.60	
PO#:	Voucher #:	65013	Invoice	Invoice No:	11052018		11/19/2018		Paid Amt: \$601.60
									Check Amount: \$7,969.41
0716	CSBA	2038	2590		FAME AWARDS				Check
				E 20	200 298 927 000 401	FOOTBALL AWARDS		\$72.00	
				E 20	200 298 927 000 401	FREIGHT		\$5.00	
PO#: 17198	Voucher #:	64956	Invoice	Invoice No:	20181741		11/19/2018		Paid Amt: \$77.00
				E 20	200 298 923 000 401	CC - Awards		\$97.00	
PO#: 17229	Voucher #:	65009	Invoice	Invoice No:	20181740		11/19/2018		Paid Amt: \$97.00
									Check Amount: \$174.00
0716	CSBA	2039	7653		HEALY AWARDS				Check
				E 20	200 298 927 000 401	Senior Awards		\$269.60	
				E 20	200 298 927 000 401	Freight		\$69.13	
PO#: 17126	Voucher #:	64957	Invoice	Invoice No:	INV012892		11/19/2018		Paid Amt: \$338.73
									Check Amount: \$338.73

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	CSBA	2040	6228		ROCHESTER CITY LINES		Check
				E 20	200 298 926 000 401	Bus for Natl Convention	\$7,350.00
PO#: 16802	Voucher #:	65011	Invoice	Invoice No:	16750	11/19/2018	Paid Amt: \$7,350.00
							Check Amount: \$7,350.00
0716	CSBA	2041	4200		TAMS-WITMARK MUSIC LIBRARY		Check
				E 01	020 292 025 000 401	Perusal Scripts-Fall Play	\$50.00
PO#: 16963	Voucher #:	64955	Invoice	Invoice No:	1005	11/19/2018	Paid Amt: \$50.00
							Check Amount: \$50.00
0716	CSBA	2042	7635		THE MUSIC MART		Check
				E 20	200 298 937 000 401	VFSRH - Vic Firth Marching Snare Sticks	\$257.40
PO#: 17199	Voucher #:	64958	Invoice	Invoice No:	1036764	11/19/2018	Paid Amt: \$257.40
				E 20	200 298 937 000 401	VFSRH - Vic Firth Marching Snare Sticks	\$10.72
PO#: 17199	Voucher #:	64959	Invoice	Invoice No:	1037835	11/19/2018	Paid Amt: \$10.72
							Check Amount: \$268.12
0716	CSBA	2043	4018		BELLE PLAINE PTO		Check
				E 20	200 298 922 000 401	CONCESSIONS 10/1 VBALL	\$330.00
PO#: 17260	Voucher #:	65069	Invoice	Invoice No:	10012018	11/29/2018	Paid Amt: \$330.00
							Check Amount: \$330.00
0716	CSBA	2044	4721		BELLE PLAINE SCHOOL DISTRICT		Check
				E 20	200 298 920 000 401	HC TSHIRTS SALES	\$2,661.00
PO#:	Voucher #:	65068	Invoice	Invoice No:	11012018	11/29/2018	Paid Amt: \$2,661.00
							Check Amount: \$2,661.00
0716	CSBA	2045	5825		BREVARD PRODUCTION		Check
				E 20	200 298 913 000 401	HOTEL/FLORIDA DEPOSIT	\$750.00
PO#: 17309	Voucher #:	65067	Invoice	Invoice No:	11292018	11/29/2018	Paid Amt: \$750.00
							Check Amount: \$750.00
0716	CSBA	2046	6886		CHERRY FUNDRAISING SERVICE		Check
				E 20	030 298 946 000 401	Happenings Books	\$2,640.00
PO#: 17252	Voucher #:	65070	Invoice	Invoice No:	INV-2611	11/29/2018	Paid Amt: \$2,640.00
							Check Amount: \$2,640.00
0716	CSBA	2047	2590		FAME AWARDS		Check
				E 20	200 298 942 000 401	TENNIS AWARDS	\$172.00
PO#: 17320	Voucher #:	65064	Invoice	Invoice No:	20181765	11/29/2018	Paid Amt: \$172.00
							Check Amount: \$172.00
0716	CSBA	2048	6875		JOHN WARREN		Check
				E 20	200 298 940 000 401	DJ FOR SNOFEST DANCE	\$275.00
PO#: 17319	Voucher #:	65066	Invoice	Invoice No:	01182019	11/29/2018	Paid Amt: \$275.00
							Check Amount: \$275.00

## Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	CSBA	2049	5470		KITTELSON MARKETING COMPANY, INC		Check	
				E 20	200 298 937 000 401		\$4,923.00	
					BUTTER BRAID FUNDRAISER			
	PO#: 17249	Voucher #:	65071	Invoice	Invoice No: 118100212 R2	11/29/2018	Paid Amt: \$4,923.00	
							Check Amount: \$4,923.00	
0716	CSBA	2050	7671		U OF M - MORRIS		Check	
				E 20	200 298 937 000 401		\$250.00	
					Jazz Fest Entry Fee			
	PO#: 17313	Voucher #:	65065	Invoice	Invoice No: 11292019	11/29/2018	Paid Amt: \$250.00	
							Check Amount: \$250.00	
							Report Total:	\$28,351.26

## November 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	10/29/2018	11/27/2018	Delta Hotels Minnea	191.22	Baseball Clinic - P Schultz - Lodging
Belle P Activities	11/5/2018	11/27/2018	Domino S 7300	136.81	JH STD CNCL - Pizza
Belle P Activities	11/5/2018	11/27/2018	7300 Dominos Pizza	14.80	JH STD CNCL - Pizza
Belle P Activities	11/9/2018	11/27/2018	Customink Llc	893.50	FALL DRAMA - T-Shirts
Belle P Activities	11/13/2018	11/27/2018	J W Pepper And Son Inc	18.00	CHOIR - Star Spangled Banner
Belle P Activities	11/14/2018	11/27/2018	Stage Accents	4,590.00	CHOIR/BAND - Dress Order
Belle P Activities	11/19/2018	11/27/2018	Tst* Solid Grounds Cof	450.98	FALL DRAMA - Meal for Cast
Belle Plaine Act	10/31/2018	11/27/2018	Kwik Trip 33000003301	19.71	CC - Chocolate Milk
Belle Plaine Act	11/15/2018	11/27/2018	Hudl	400.00	Girls Basketball - Hudl Silver
Belle Plaine Act	11/15/2018	11/27/2018	Int*in *matboss, Llc	559.00	Wrestling Video Software
Belle Plaine Act	11/15/2018	11/27/2018	Hudl	400.00	Boys Basketball - Hudl Silver
Belle Plaine Act	11/19/2018	11/27/2018	Goldmedal Minneapolis	666.05	CONCESSIONS - Pretzel and Popcorn Supplies
Belle Plaine High School	11/7/2018	11/27/2018	Hardware Distributors-	589.96	Industrial Arts Supplies
Belle Plaine High School	11/14/2018	11/27/2018	Subway 03164670	196.61	HS Fall Conference Meal
Belle Plaine High School	11/15/2018	11/27/2018	Kwik Trip 33000003301	13.32	HS Fall Conference Meal
Belle Plaine High School	11/15/2018	11/27/2018	Dollar Tree	68.00	Craft Masters
Belle Plaine High School	11/15/2018	11/27/2018	Michaels Stores 6733	65.44	Craft Masters
Belle Plaine High School	11/16/2018	11/27/2018	Menards Mankato Mn	157.92	Batteries, pipe fittings, shovels
Belle Plaine High School	11/20/2018	11/27/2018	Sams Club #6311	72.42	PS Class Holiday Party Supplies
Belle Plaine High School	11/21/2018	11/27/2018	Pizza Plus	82.00	HS Fall Conference Meal
Belle Plaine High School	11/21/2018	11/27/2018	Pizza Plus	71.00	HS Fall Conference Meal
Belle Plaine High School	11/22/2018	11/27/2018	Kwik Trip 33000003301	13.32	HS Fall Conference Meal
Belle Plaine Sd	10/29/2018	11/27/2018	Reliable Medical Suppl	(265.60)	Returned sling
Belle Plaine Sd	10/31/2018	11/27/2018	Rvrside Edu *testing	377.08	BDI Record Forms and Workbook
Belle Plaine Sd	11/5/2018	11/27/2018	Innovative Office Solu	941.12	Folders
Belle Plaine Sd	11/6/2018	11/27/2018	Ets*parapro Services	55.00	Parapro Assessment
Belle Plaine Sd	11/8/2018	11/27/2018	Coborn S Superstore	119.09	SOAR - Groceries
Belle Plaine Sd	11/8/2018	11/27/2018	Cub Foods, Inc.	31.81	Life Skills - Groceries
Belle Plaine Sd	11/9/2018	11/27/2018	Aldi 72080	54.92	Life Skills - Groceries
Belle Plaine Sd	11/9/2018	11/27/2018	Innovative Office Solu	339.60	Folders
Belle Plaine Sd	11/14/2018	11/27/2018	Apl*apple Online Store	19.99	Bookshare App
Belle Plaine Sd	11/15/2018	11/27/2018	Usps Po 2607300172	20.11	Postage
Belle Plaine Sd	11/16/2018	11/27/2018	Wpy*booth Law Group	549.00	Law Conference - J Emerson
Belle Plaine Sd	11/20/2018	11/27/2018	Asha 3	253.00	ASHA Dues - E Salaba
Belle Plaine Sd	11/20/2018	11/27/2018	Paypal *mspapayment	245.00	Psychology Conference - K Senn
Belle Plaine Sd	11/21/2018	11/27/2018	Amazon.Com*m04zl5fa1	14.99	Schwinn Bike Helmet
Belle Plaine Sd	11/21/2018	11/27/2018	Eb I Expect Equity A	137.50	SD19.27 J Olson - Registration
Belle Plaine Sd	11/21/2018	11/27/2018	The Steppingstone Thea	141.00	SOAR Tickets - A Charlie Brown Christmas
Chuck Keller	10/30/2018	11/27/2018	Apple Store #r054	680.00	Repair R Laager's Laptop
Chuck Keller	11/2/2018	11/27/2018	Mills Fleet Farm 3200	100.00	Shelf Kit, Poly Sheeting
Chuck Keller	11/2/2018	11/27/2018	Us First	5,000.00	Robotics Registration Fee
Chuck Keller	11/7/2018	11/27/2018	Playscripts Inc	35.32	One Act Scripts for Read Throughs
Chuck Keller	11/9/2018	11/27/2018	Total Rental	100.00	Deposit
Chuck Keller	11/9/2018	11/27/2018	Total Rental	175.30	Compressor Rental
Chuck Keller	11/13/2018	11/27/2018	Total Rental	(100.00)	Deposit Refund
Chuck Keller	11/15/2018	11/27/2018	Holiday Inn St Paul Do	1,881.18	Holiday Inn - State Volleyball Lodging
Chuck Keller	11/20/2018	11/27/2018	Sprint *wireless	120.00	Sprint WiFi Tablets - 2 months
Chuck Keller	11/21/2018	11/27/2018	Eb I Expect Equity A	137.50	SD19.27 C Gernbacher - Registration



Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Jerold Stauffacher	11/9/2018	11/27/2018	Subway 03164670	146.68	State Volleyball Meal
Jerold Stauffacher	11/13/2018	11/27/2018	Dunn Bros Coffee-18qqp	179.37	State Volleyball Meal
Jerold Stauffacher	11/13/2018	11/27/2018	Cossetta S	218.54	State Volleyball Meal
Jerold Stauffacher	11/13/2018	11/27/2018	Downtowner Woodfire Gr	335.53	State Volleyball Meal
Jerold Stauffacher	11/13/2018	11/27/2018	Jimmy Johns 1746 - Eco	110.07	State Volleyball Meal
Jerold Stauffacher	11/13/2018	11/27/2018	Domino S 1946	20.32	State Volleyball Meal
Jerold Stauffacher	11/13/2018	11/27/2018	Burger Moe`s	385.69	State Volleyball Meal
Kris Davis	10/29/2018	11/27/2018	Amazon.Com*m84h31ea1	33.48	Chatfield Library Books
Kris Davis	10/29/2018	11/27/2018	Innovative Office Solu	49.38	Chatfield - Folders
Kris Davis	11/1/2018	11/27/2018	Amzn Mktp Us*m87n44gg2	32.66	Tech Adapters
Kris Davis	11/2/2018	11/27/2018	Metro Sales Inc.	911.32	Copier Lease / Maintenance
Kris Davis	11/5/2018	11/27/2018	Amazon.Com*m85xh4mr1	12.32	Chatfield Library Books
Kris Davis	11/5/2018	11/27/2018	Innovative Office Solu	12.86	Activity Bus - Clip Board, Key Chain
Kris Davis	11/6/2018	11/27/2018	Waste Mgmt Wm Ezpay	540.74	Oak Crest Garbage Service
Kris Davis	11/6/2018	11/27/2018	Amzn Mktp Us*m84gd2he1	85.24	Fall Drama Set Supplies
Kris Davis	11/6/2018	11/27/2018	Waste Mgmt Wm Ezpay	269.53	DO Garbage Service
Kris Davis	11/6/2018	11/27/2018	Waste Mgmt Wm Ezpay	481.59	HS Garbage Service
Kris Davis	11/6/2018	11/27/2018	Waste Mgmt Wm Ezpay	927.35	Chatfield Garbage Service
Kris Davis	11/7/2018	11/27/2018	Amzn Mktp Us*m871b5bl2	9.95	Fall Drama Set Supplies
Kris Davis	11/7/2018	11/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	11/7/2018	11/27/2018	Amzn Mktp Us*m86um1bo2	6.99	Fall Drama Set Supplies
Kris Davis	11/7/2018	11/27/2018	Amzn Mktp Us*m82id5br2	204.68	Fall Drama Set Supplies
Kris Davis	11/7/2018	11/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	11/7/2018	11/27/2018	Amzn Mktp Us*m89y45br2	308.65	Tech Supplies
Kris Davis	11/7/2018	11/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	11/7/2018	11/27/2018	Tri County Water Condi	75.00	Quarterly RO Rental
Kris Davis	11/8/2018	11/27/2018	Amzn Mktp Us*m880w28b1	16.49	Oak Crest - Storage Bags
Kris Davis	11/9/2018	11/27/2018	Innovative Office Solu	453.30	HS Office Supplies
Kris Davis	11/9/2018	11/27/2018	Amzn Mktp Us	(16.49)	Credit for Storage Bags
Kris Davis	11/13/2018	11/27/2018	Amazon.Com*m897k3kb0	107.88	Books - Fahrenheit 451
Kris Davis	11/13/2018	11/27/2018	Biffs Inc - Online	286.43	Chatfield/FB Stadium/Track Biffs
Kris Davis	11/14/2018	11/27/2018	Coborn S Superstore	6.43	Purchase with Tax
Kris Davis	11/14/2018	11/27/2018	Target 00012724	39.99	Play Intermission Supplies - Table Clothes, Donation Boxes
Kris Davis	11/14/2018	11/27/2018	Coborn S Superstore	5.99	Play Intermission Supplies - Storage Bags
Kris Davis	11/15/2018	11/27/2018	Coborn S Superstore	(6.43)	Credit for Purchase with Tax
Kris Davis	11/15/2018	11/27/2018	Amazon.Com*m81hw77w1	54.00	HS - Storage Tubs
Kris Davis	11/16/2018	11/27/2018	Metro Sales Inc.	3,889.39	Copier Lease / Maintenance / PAPER CUT
Kris Davis	11/16/2018	11/27/2018	Innovative Office Solu	154.26	Oak Crest Office Supplies
Kris Davis	11/16/2018	11/27/2018	Usps Po 2607300172	303.75	Postage
Kris Davis	11/19/2018	11/27/2018	Innovative Office Solu	42.46	Chatfield - Construction Paper
Kris Davis	11/26/2018	11/27/2018	Vzwrlls*apocc Visb	2,236.82	Cell Phone Usage
Kris Davis	11/27/2018	11/27/2018	Genesis - Belle Plaine	963.83	Salt, Paint, Batteries
Oak Crest Elementary	10/30/2018	11/27/2018	Coborn S Superstore	101.56	Backpack Program
Oak Crest Elementary	11/2/2018	11/27/2018	Coborn S Superstore	27.66	Wraparound Halloween Supplies
Oak Crest Elementary	11/6/2018	11/27/2018	Subway 00999912	167.62	Chatfield Conference Meal
Oak Crest Elementary	11/7/2018	11/27/2018	Teacherspayteachers.Co	91.14	ESL Newcomers Bundle
Oak Crest Elementary	11/13/2018	11/27/2018	Coborn S Superstore	23.54	Oak Crest Fall Conference Meal
Oak Crest Elementary	11/13/2018	11/27/2018	Subway 03164670	173.06	Oak Crest Fall Conference Meal

November 2018 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Oak Crest Elementary	11/16/2018	11/27/2018	Coborn S Superstore	129.67	Oak Crest Fall Conference Meal
Oak Crest Elementary	11/26/2018	11/27/2018	Michaels Stores 3747	27.72	Craft Masters
Oak Crest Elementary	11/26/2018	11/27/2018	Dollartree	17.00	Craft Masters
Oak Crest Elementary	11/26/2018	11/27/2018	Mills Fleet Farm 3200	45.83	Craft Masters
Oak Crest Elementary	11/26/2018	11/27/2018	Joann Stores #2283	32.81	Craft Masters
<b>Total</b>				<b>35,791.62</b>	

PERSONNEL CONSENSUS ITEMS:

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

**HIRES/REHIRES/CONTRACT RENEWALS**

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Alyssa Klein	Long Term Substitute for Sara Bungarden Oak Crest Elementary	\$199.02/day	Long Term Substitute		February 25, 2019 - April 26, 2019
Mindy Chevalier (Revised from 11.26.18 Board Approval)	.6 FTE Community Service Director .4 FTE Assistant Principal	2018-2019 \$99,889 2019-2020 \$103,298	Contract Renewal	Administration	July 1, 2018

**Belle Plaine Public Schools**  
**ISD #716**

**CONDITIONS OF EMPLOYMENT**

**ASSISTANT PRINCIPAL/  
COMMUNITY SERVICES DIRECTOR**

**July 1, 2018 – June 30, 2020**

Approved by School Board on \_\_\_\_\_

These Conditions of Employment are for the position of Assistant Principal/Community Services Director for Belle Plaine Public Schools. This contract can be terminated by either party, for any reason, upon 90 days written notification from one party to the other.

**ARTICLE I**

**Salary**

**Section I. Salary (260 day contract):**

Assistant Principal/CS Director	2018-2019 Salary	\$99,889
	2019-2020 Salary	\$103,298

**ARTICLE II**

**Group Insurance Benefits**

**Section 1.** All group insurance benefits under this contract will be paid according to Article VI of the Principal Master Agreement.

**ARTICLE III**

**Leaves**

**Section 1.** All leaves under this contract will be governed by Article VII of the Principal Master Agreement unless specifically stated in Section 2 and Section 3 of this agreement.

**Section 2. Vacation:** The Director will receive fifteen (15) days of vacation per year. Vacation shall be approved in advance by the Superintendent of Schools.

**Subd. 1. Unused Vacation Days:** In the event Director does not use all of their available vacation days, the unused days may be carried over for a period of six months.

**Section 3. Paid Holidays:** The Director will receive ten paid holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, and one (1) additional day to be determined prior to July 1 of each year.

**ARTICLE IV**

**Matching Annuity Program**

**Section 1. Matching Annuity Program:**

**Subd. 1.** The Director may participate in the district matching annuity program as provided in M.S. 356.24.

**Subd. 2.** The matching annuity program will be in accordance with Article VIII of the Principal Master Agreement.

**Subd. 3.** District procedures with district-approved vendors will be followed when participating in the matching annuity program.

**ARTICLE V**

**Other Benefits**

**Section 1. Transportation Allowance:** The Director shall receive \$100 per month allowance for mileage and vehicle expenses incurred while doing Community Education business.

**Section 2. Professional Development:** The Director shall receive an allocation of \$2,000 per year to be used for professional development during each fiscal year. Professional development funds may be used for the following with the approval of the employee’s supervisor.

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

**ARTICLE VI**

**Grievance**

**Section 1. Grievance:** The procedure for filing of a grievance is provided by law.

Signatures:

Asst. Principal/CS Director

\_\_\_\_\_

School Board Chair

\_\_\_\_\_

School Board Clerk

\_\_\_\_\_

Belle Plaine Public Schools

CE Director/Asst Principal Contract Revised Proposal 2018-19 and 2019-20

Mindy Chevalier

	Current		
	2017-18	2018-19	2019-20
Asst Principal Salary	94,681.00	\$98,088	\$101,554
CE Director Salary	90,611.00	\$92,876	\$95,198
Gross Annual Pay	\$92,239	\$99,889	\$103,298
PERA/TRA Contribution	\$6,918	\$7,492	\$7,747
FICA	\$7,241	\$7,841	\$8,109
Dental Ins	\$601	\$601	\$601
Health Insurance & Hlth Svcs	\$11,395	\$11,972	\$12,450
Life Insurance	\$221	\$221	\$221
LTD Insurance	\$149	\$149	\$149
403B Match	\$2,400	\$3,000	\$3,000
Mileage / Travel	\$1,200	\$1,200	\$1,200
Professional Development	\$2,000	\$2,000	\$2,000
Total Cost of Position	\$124,364	\$134,365	\$138,777
Percentage Increase		8.04%	3.28%
Dollar Increase		\$10,001	\$4,412
CE Portion (65%)	\$80,837	\$87,337	\$90,205
Gen Fund Portion (35%)	\$43,528	\$47,028	\$48,572
City's Portion of CE for 17-18, 18-19,19-20	\$24,251	\$26,201	\$27,061

**Belle Plaine Public Schools**

**CE Director/Asst Principal Contract Proposal 2018-19 and 2019-20**

**Mindy Chevalier**

	<b>Current</b>		
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Asst Principal Salary	94,681.00	\$98,088	\$101,554
CE Director Salary	90,611.00	\$92,197	\$93,810
<b>Gross Annual Pay (CE-.6 AP-.4)</b>	<b>\$92,239</b>	<b>\$94,553</b>	<b>\$96,908</b>
PERA/TRA Contribution	\$6,918	\$7,091	\$7,268
FICA	\$7,241	\$7,422	\$7,607
Dental Ins	\$601	\$601	\$601
Health Insurance & Hlth Svcs	\$11,395	\$11,972	\$12,450
Life Insurance	\$221	\$221	\$221
LTD Insurance	\$149	\$149	\$149
403B Match	\$2,400	\$3,000	\$3,000
Mileage / Travel	\$1,200	\$1,200	\$1,200
Professional Development	\$2,000	\$2,000	\$2,000
Total Cost of Position	\$124,364	\$128,210	\$131,405
Percentage Increase		3.09%	2.49%
Dollar Increase		\$3,846	\$3,195
CE Portion (65%)	\$80,837	\$83,337	\$85,413
Gen Fund Portion (35%)	\$43,528	\$44,874	\$45,992
City's Portion of CE for 17-18, 18-19,19-20	\$24,251	\$25,001	\$25,624



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



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

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DATE OF BOARD MEETING: December 17, 2018  
SUBJECT: Gifts and Donations  
RECOMMENDATION: Approve

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Therefore, the Director of Finance and Operations recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 716 accept with appreciation the following gifts/donation and permit their use as designated by the donor(s).

**DETAIL OF GIFTS/DONATIONS:**

Date	Donor	Item and Nature of Donation/Gift	Amount
11.06.2018	Earl Gransee – The Grandpa Tree Fund	Oak Crest – ELC Scholarships	500.00
11.08.2018	Belle Plaine PTO	Chatfield – Conference Meals	150.00
11.15.2018	Belle Plaine PTO	Oak Crest – Conference Meals	150.00
11.21.2018	Fall Play Intermission Donations	Check to Belle Plaine Food Shelf	623.10
11.26.2018	Belle Plaine Rotary	Oak Crest – Kindness Retreat	500.00
11.30.2018	Mary Nesgoda	Food Service – Underfunded Students	50.00
11.13.2018	Skelley Towing	Fall Drama – Meals	50.00
11.13.2018	Dar & Sue Dahlke	Fall Drama – Meals	25.00
11.13.2018	Belle Plaine Festivals	Fall Drama – Meals	100.00
11.13.2018	Cornerstone State Bank	Fall Drama – Meals	50.00
11.13.2018	Berger Interiors	Fall Drama – Meals	75.00
11.13.2018	Speiker Insurance	Fall Drama – Meals	125.00
11.26.2018	Impact Nutrition	Cross Country	311.00
11.30.2018	Ag Partners	FFA	300.00
12.14.2018	Peggy O’Brien Schely Family	For Purchase of an Enclosed Trailer	5,000.00

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



**Ryan Laager, Ed.D., Superintendent**

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

## December 2018 Board Report

Student Support Services Update  
Jessica Emerson

### Appreciation

- Thank you to the SOAR program for hosting an open house Thanksgiving Desserts
- Thank you to Julie Ahlbrecht for providing the food for Due Process Night.
- Thank you to the special education teachers that attended Due Process Night.

### Acceleration

- Due Process Night Review: Covered writing present level of performance and summaries. Introduce the new planning guide for special education transportation. Reviewed Assistive Technology, brief update on District Representatives at IEP meetings. Staff also shared out on trainings and learning opportunities.
- Reviewed the submission of documentation with our MDE monitor on 11/30/18 for our corrective action plan for both SEAC and Transition. To align with our submitted plan approved by MDE in July and to support our continued work, our monitor has extend our time to May 1, 2019.
- Attended the Special Education Directors Forum on 12/7/18 at MDE.
- Continued work with the Student Support Team to develop a plan to support Social Emotional Learning (SEL). Building Principals attending our last meeting on 11/29/18.

### Anticipation

- Looking forward continued SEL work with the Student Support Team.
- Looking forward to what 2019 will bring staff and students of Belle Plaine Schools.

**Community Education/Community Services Report**  
**Mindy Chevalier**  
**December, 2018**

**Youth Rec/Youth Enrichment/Drivers Training**

- Community Member Shawn Larson is running an introduction to
- K-3 basketball fires up after the new year! Katie Graff and Colton Hentges are leading the charge.
- Pop Up Craft Masters is a one day event filled with season crafts hosted by Ms. Amanda!
- Drivers Ed starts in February for all those 15-16 year olds.
- Sign Language begins for students grades 3-6 on Monday's starting January 14th and runs through February 25th. 3:00-4:00pm at Oak Crest Elementary

**Preschool/Kids Co/Wraparound**

- The Preschoolers are busy working on letter identification, counting and self help skills Being Grateful for Friends and saying Thank you at school, counting to 10 (3's class) & Being Responsible for our actions
- They will be hosting the annual Gingerbread house making for kids and parents on Wednesday and Thursday.

**ECFE**

- ECFE and PAC had a successful Holiday Express! Oak Crest is a great site for this event!
- Pop in and Play is a great way to get you and your kids out of the house during these winter months and connect with other families for some play time! Pop in and Play is free if you are already participating in an ECFE Class.

**Adult Rec/Enrichment**

- Indoor walking has begun at Oak Crest and at Chatfield. Come get some exercise in a warm building as the weather gets colder - 6:30am-7:30am - November- March - Monday - Friday.
- We have a host of exercise classes to participate in as we all begin our New Year's resolutions! Check out the brochure under Health and Fitness!

**Outreach & City Programs & Communication**

- The Winter Brochure is in people's home! Thanks to Chelsea and Dorothy for all of their work putting it together!
- The Ice Rink is almost ready! We have our workers lined up and ready to be approved by Council. Thanks to Al and his crew for all of their hard work getting the ice ready to go!
- Dorothy and I attended the year end Tatiana Field Gala on Friday, November 30th. Saby and his coaches were very thankful for the efforts of Community Ed and Belle Plaine schools for the promotion of the game of Cricket in our community!

**Board Report**  
**December 17<sup>th</sup>, 2018**  
**Oak Crest Elementary**  
**Liann Hanson**

**Appreciation:**

- **Math Walkthroughs** 5<sup>th</sup>-12 grade math teachers got together to do walkthroughs of each other's classrooms on Thursday, December 6<sup>th</sup>. We were able to look at scope and teaching techniques from each other.
- **Holiday Program** Oak Crest's Band and Choir Holiday Concert was on Thursday, December 13<sup>th</sup> at 9:00 and 6:30 PM.

**Acceleration:**

- **Writer's Round Table** We had our December Writer's Round Table on Friday, December 7<sup>th</sup> with students in 3<sup>rd</sup>-6<sup>th</sup> grade who were selected by their teachers as having excellent writing. Students had lunch with the principal and were able to share their writing.
- **Be Red Donut Breakfast** We celebrated our Be Red Wall of Fame students on Friday, December 14<sup>th</sup> with donuts and juice!
- **Geography Bee** The Geography Bee will be held on Monday, December 17<sup>th</sup> at 9:30 AM.

**Anticipation**

- **5<sup>th</sup> Grade Field Trip** The 5<sup>th</sup> grade will take a field trip to the Stepping Stone Theater on Wednesday, December 19<sup>th</sup>.
- **Holiday Sing-A-Long** Oak Crest staff and students will have a holiday sing along on Friday, December 21<sup>st</sup> at 2:15 PM to start our winter break with some holiday cheer!
- **Watch DOGS** Oak Crest is looking at the Watch DOGS Program. It's a volunteer program designed to bring in dads of students to volunteer around the school.

Board Report  
December 13, 2018  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Thank you to all of the staff, families, and kiddos that helped to make Holiday Express a HUGE success. This is a wonderful community event!
- Thank you to Mrs. Young and Mrs. Graff for all your work with the Turkey Trot.
- Thank you to Taher Food Service for organizing cookie decorating for all of the BK-2 students.
- Thank you to the entire ECFE crew for helping to organize and develop new classes for our families. Also a big thank you to Chelsea for creating an awesome Community Education brochure to highlight all of the wonderful opportunities for families.
- Thank you for the opportunity to attend ENVoY coaches week.

**Acceleration:**

- The schedule has been created for January benchmarking using FAST.
- Mindy, Liann, and I have been able to team together to provide ENVoY coaching to several staff throughout all three building.
- Liann coached me during my staff meeting this month. The teachers were able to see and feel how the process worked. The teachers were then asked to share thoughts, questions, etc. The feedback that I received regarding the process was all positive. They appreciated watching and being part of the process, expressed that this process helped to reduce some fears, and they expressed appreciation for the continued conversation and learning that is occurring at the staff meetings.

**Anticipation:**

- We are starting to receive Kindergarten and Begindergarten information from families for the 2019-2020 school year. We will send out another letter in January to all families that have not responded to our first letter.
- March 5 is Kindergarten Information Night. This year we are offering one Kindergarten Info night that will have stations and a passport for each child to fill out. Parents and children will be learning together throughout the 2 hours. We will be offering purposeful learning stations that will help parents and kids feel more informed regarding the expectations, fun, and learning that will take place during Kindergarten.
- December 20 we will have red/green dress up day. Also the J.H./S.H. students will be joining us at Chatfield from 2:30-2:55 for their community service project. The students will be involved with reading Christmas stories, playing games, and moving to holiday brain break activities.
- We will have our annual Chatfield Christmas sing along on Friday, December 21, from 2:15-2:45 as a way to celebrate the holidays. This is also PJ dress up day!

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

**Appreciation:**

- Last month I mentioned our fantastic play production. This month our fine arts talents were showcased at the winter band and choir concerts. Our choirs were also showcased at different events in the community, including at one of the banks in town and at the Mall of America. These provide the community with opportunities to see our students and for our students to perform in another setting and for different audiences. As we have seen the last several years, we have about 50% of our students involved in music productions!
  
- Our staff has been planning an afternoon of sharing with our elementaries before winter break - named the Be Red Celebration. Students in the 7-12 building will once again be partnered with classes at Chatfield and Oak Crest and engage in different activities, like reading, art projects, games, and gym activities. The reception from the elementary students has been excellent over the years and our students have enjoyed the excitement of the elementary students. Thanks to the staff members who have planned this and to our entire staff being flexible with this.

**Acceleration:**

- We completed the cross building math department visits. Pairs of math instructors visited peers from the other buildings, along with administrators. Each math teacher got to visit about three classrooms. During the visits we debriefed on what we saw and what we could learn and take away from each visit. Some of the takeaways included:
  - Summative assessments designated by learning target
  - Reassessment opportunities available by learning target
  - Implementation of ENVoY strategies
  - Structure of learning stations
  - Development of flexible groups
  
- I was able to attend the weeklong ENVoY coaches training. The other principals attended this training a few weeks ago. The week was very intense with very long days (about 10 hours in the Anoka Hennepin District), but the learning was fantastic! ENVoY coaching training teaches a person on what to look for and how to share that with the staff member you are coaching. I was the only person outside of the Anoka Hennepin to participate in the session and I am very grateful for the support we are receiving on this implementation. We visited schools that were 95% diverse, schools with very high implementation, schools new to the journey, and a high school. No matter what the setting, you could see what impact ENVoY can have in a classroom. I look forward to continuing to provide feedback and coaching to our staff.

**Anticipation:**

- We will once again be offering the ACT during the school day to our juniors. The date is in February this year. We will once again offer choice to our students on which test best meets their intended pathway - the ACT, the Accuplacer, or the ASVAB. Last year we were very successful in matching students up with their intended future.

**Payable 2018 & Payable 2019 Levy Comparison**

	<b>17 Payable 18 Levy</b>	<b>Final 18 Payable 19 Levy</b>	<b>Increase/ (Decrease) from 17 Pay 18 Levy</b>	<b>%</b>	<b>L/F</b>
1st Tier Board Approved Ref	257,773.16	243,008.57	(14,764.59)		L
Equity	247,949.14	233,782.19	(14,166.95)		F
Local Optional Rev	628,629.56	592,623.25	(36,006.31)		L/F
Transition	6,404.90	6,038.04	(366.86)		F
Operating Capital	104,495.61	119,114.74	14,619.13		F
Safe Schools	63,640.80	63,352.80	(288.00)		F/L
Career/Technical	84,239.87	92,036.78	7,796.91		F/L
Annual OPEB	77,300.00	88,400.00	11,100.00		L
LTFM	21,779.50	29,486.27	7,706.77		F
Building Lease	9,403.53	12,263.28	2,859.75		L
Adjustments	(154,727.28)	(290,674.06)	(135,946.78)		F
<b>Total General Fund</b>	<b>1,346,888.79</b>	<b>1,189,431.86</b>	<b>(157,456.93)</b>	<b>-11.69%</b>	
Basic Community Education	74,496.16	74,496.16	-		F
Early Childhood Fam. Ed.	35,852.41	35,997.76	145.35		F
Home Visiting	770.94	772.20	1.26		F
School Age Care	4,000.00	4,000.00	-		L
Adjustments	756.88	124.22	(632.66)		F
<b>Total Community Education</b>	<b>115,876.39</b>	<b>115,390.34</b>	<b>(486.05)</b>	<b>-0.42%</b>	
Debt Service	3,010,088.00	3,023,528.00	13,440.00		L
Reduction for Debt Excess	(87,913.11)	(92,779.68)	(4,866.57)		F
Alt Facility Bond Debt Service	848,733.61	810,807.78	(37,925.83)		L
Reduction for Debt Excess	(32,484.15)	(32,987.20)	(503.05)		F
Adjustments	15,714.26	9,340.80	(6,373.46)		F
<b>Total Debt Service</b>	<b>3,754,138.61</b>	<b>3,717,909.70</b>	<b>(36,228.91)</b>	<b>-0.97%</b>	
<b>Total Levy - All Funds</b>	<b>5,216,903.79</b>	<b>5,022,731.90</b>	<b>(194,171.89)</b>	<b>-3.72%</b>	

L = Local Decision

F = Formula Set by Legislature

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

IEA, INC.

## BELLE PLAINE SCHOOLS



### Contact Us:

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800-233-9513

# Management Plan for Lead-in-Water

MAY 2018

**IEA Project #201610632**







## Management Plan for Lead-in-Water

### Table of Contents

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#### Appendices

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

**Contact Person:** Jeff Heine

**Phone Number:** (952) 873-2406

**Email Address:** [jheine@belleplaine.k12.mn.us](mailto:jheine@belleplaine.k12.mn.us)



## 1.0 Purpose

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

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

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

## 2.0 Water Sampling Program Development

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

Prior to sampling the following takes place:

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

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

## 3.0 First Draw Tap Monitoring

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

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

#### 4.0 Maintenance Procedures

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

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

##### Flushing

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

##### *Individual Tap Flushing*

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

##### *Main Pipe Flushing*

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

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

##### Repair and Replace Options

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

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

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

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

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

## 5.0 Communication of Results and Follow-up Actions

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

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

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

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

## **6.0 Recordkeeping**

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

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

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

# Appendix A

*EPA Factsheet: Lead in Drinking Water Coolers*

# **Appendix B**

## *Testing Schedule*



# Lead in Water Sampling Schedule Belle Plaine Schools

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

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**MEMBER  
ACIL**

Report Date: 17 Oct 2018

SHANNON O'CONNOR  
 IEA  
 610 N. RIVERFRONT DRIVE  
 MANKATO MN 56001

Work Order #: 12-16192  
 Account #: 002190  
 Purchase Order #: 201810639

Date Received: 9 Oct 2018  
 Date Sampled: 9 Oct 2018  
 Time Sampled: 6:30  
 Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE-OAKCREST ELEM  
 PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55151	01-OAKCREST ELEM. KITCHEN	3.14 ug/L	15.0	15 Oct 18	TMM
18-A55152	02-OAKCREST ELEM. N GYM HALL W	0.85 ug/L	15.0	15 Oct 18	TMM
18-A55153	03-OAKCREST ELEM. RM A128	1.16 ug/L	15.0	15 Oct 18	TMM
18-A55154	04-OAKCREST ELEM. OUTSIDE C129 E	1.08 ug/L	15.0	15 Oct 18	TMM
18-A55155	05-OAKCREST ELEM. OUTSIDE C129 W	0.89 ug/L	15.0	15 Oct 18	TMM
18-A55156	06-OAKCREST ELEM. ROOM C129	2.64 ug/L	15.0	15 Oct 18	TMM
18-A55157	07-OAKCREST ELEM. ROOM A112	2.31 ug/L	15.0	15 Oct 18	TMM
18-A55158	08-OAKCREST ELEM. ROOM A113	1.39 ug/L	15.0	15 Oct 18	TMM
18-A55159	09-OAKCREST ELEM. ROOM A114	1.11 ug/L	15.0	15 Oct 18	TMM
18-A55160	10-OAKCREST ELEM. ROOM A115	0.93 ug/L	15.0	15 Oct 18	TMM
18-A55161	11-OAKCREST ELEM. ROOM A116	0.62 ug/L	15.0	15 Oct 18	TMM
18-A55162	12-OAKCREST ELEM.	0.79 ug/L	15.0	15 Oct 18	TMM

Approved by:

**Dan O'Connell                      David Smahel**  
**Chemistry Laboratory Managers    New Ulm, MN**

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 ! = Due to sample quantity                    + = Due to internal standard response

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ACIL**

Report Date: 17 Oct 2018

SHANNON O'CONNOR  
IEA  
610 N. RIVERFRONT DRIVE  
MANKATO MN 56001

Work Order #: 12-16192  
Account #: 002190  
Purchase Order #: 201810639

Date Received: 9 Oct 2018  
Date Sampled: 9 Oct 2018  
Time Sampled: 6:30  
Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE-OAKCREST ELEM  
PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55163	13-OAKCREST ELEM.	1.02 ug/L	15.0	15 Oct 18	TMM
18-A55164	14-OAKCREST ELEM.	1.01 ug/L	15.0	15 Oct 18	TMM
18-A55165	15-OAKCREST ELEM.	1.50 ug/L	15.0	15 Oct 18	TMM
18-A55166	16-OAKCREST ELEM.	1.16 ug/L	15.0	15 Oct 18	TMM
18-A55167	17-OAKCREST ELEM.	2.05 ug/L	15.0	15 Oct 18	TMM
18-A55168	18-OAKCREST ELEM.	1.21 ug/L	15.0	15 Oct 18	TMM
18-A55169	19-OAKCREST ELEM.	1.48 ug/L	15.0	15 Oct 18	TMM
18-A55170	20-OAKCREST ELEM.	1.79 ug/L	15.0	15 Oct 18	TMM
18-A55171	21-OAKCREST ELEM.	1.99 ug/L	15.0	15 Oct 18	TMM
18-A55172	22-OAKCREST ELEM.	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55173	23-OAKCREST ELEM.	< 0.5 ug/L	15.0	15 Oct 18	TMM

Approved by:

**Dan O'Connell**

**David Smahel**

**Chemistry Laboratory Managers New Ulm, MN**

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Time Sampled: 6:30  
Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE-OAKCREST ELEM  
PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55174	24-OAKCREST ELEM.	0.63 ug/L	15.0	15 Oct 18	TMM
18-A55175	25-OAKCREST ELEM.	1.86 ug/L	15.0	15 Oct 18	TMM
18-A55176	26-OAKCREST ELEM.	1.26 ug/L	15.0	15 Oct 18	TMM
18-A55177	27-OAKCREST ELEM.	1.72 ug/L	15.0	15 Oct 18	TMM
18-A55178	28-OAKCREST ELEM.	1.23 ug/L	15.0	15 Oct 18	TMM
18-A55179	29-OAKCREST ELEM.	2.41 ug/L	15.0	15 Oct 18	TMM
18-A55180	30-OAKCREST ELEM.	0.77 ug/L	15.0	15 Oct 18	TMM
18-A55181	31-OAKCREST ELEM.	0.79 ug/L	15.0	15 Oct 18	TMM
18-A55182	32-OAKCREST ELEM.	0.83 ug/L	15.0	15 Oct 18	TMM
18-A55183	33-OAKCREST ELEM.	1.80 ug/L	15.0	15 Oct 18	TMM
18-A55184	34-OAKCREST ELEM.	1.00 ug/L	15.0	15 Oct 18	TMM

Approved by:  

Dan O'Connell David Smahel  
Chemistry Laboratory Managers New Ulm, MN

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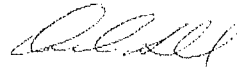
Work Order #: 12-16192  
 Account #: 002190  
 Purchase Order #: 201810639

Date Received: 9 Oct 2018  
 Date Sampled: 9 Oct 2018  
 Time Sampled: 6:30  
 Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE-OAKCREST ELEM  
 PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55185	35-OAKCREST ELEM.	1.16 ug/L	15.0	15 Oct 18	TMM
18-A55186	36-OAKCREST ELEM.	1.51 ug/L	15.0	15 Oct 18	TMM
18-A55187	37-OAKCREST ELEM.	1.33 ug/L	15.0	15 Oct 18	TMM
18-A55188	38-OAKCREST ELEM.	2.71 ug/L	15.0	15 Oct 18	TMM
18-A55189	39-OAKCREST ELEM.	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55190	40-OAKCREST ELEM.	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55191	41-OAKCREST ELEM.	0.74 ug/L	15.0	15 Oct 18	TMM

Approved by:

**Dan O'Connell                      David Smahel**  
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Work Order #: 12-16189  
Account #: 002190  
Purchase Order #: 201810639

Date Received: 9 Oct 2018  
Date Sampled: 9 Oct 2018  
Time Sampled: 6:45  
Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE SCHOOLS/DIST. CTR  
PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55119	01 HALL BY BOYS RR/ACROSS MAIN OFFICE	1.49 ug/L	15.0	15 Oct 18	TMM
18-A55120	02 ROOM 104/BREAK ROOM	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55121	03 ROOM 201 FACS-1	1.40 ug/L	15.0	15 Oct 18	TMM
18-A55122	04 ROOM 201 FACS-2	9.68 ug/L	15.0	15 Oct 18	TMM
18-A55123	05 ROOM 201 FACS-3	4.76 ug/L	15.0	15 Oct 18	TMM
18-A55124	06 ROOM 201 FACS-4	3.72 ug/L	15.0	15 Oct 18	TMM
18-A55125	07 ROOM 201 FACS-5	8.62 ug/L	15.0	15 Oct 18	TMM

Approved by:

Dan O'Connell

David Smahel

Chemistry Laboratory Managers New Ulm, MN

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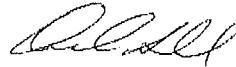
Work Order #: 12-16190  
Account #: 002190  
Purchase Order #: 201810639

Date Received: 9 Oct 2018  
Date Sampled: 9 Oct 2018  
Time Sampled: 6:00  
Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE SCHOOLS/CHATFIELD  
PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55126	01 KITCHEN FOOD PREP	5.78 ug/L	15.0	15 Oct 18	TMM
18-A55127	02 ECFE/KIDS COMPANY	1.54 ug/L	15.0	15 Oct 18	TMM
18-A55128	03 PRE-SCHOOL	13.6 ug/L	15.0	15 Oct 18	TMM
18-A55129	04 GYM	1.01 ug/L	15.0	15 Oct 18	TMM
18-A55130	05 MUSIC	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55131	06 ACTIVITY ROOM	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55132	07 RESTROOM/BIRDS NEST	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55133	08 RESTROOM/TITLE 1/MAIN OFFICE	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55134	09 NURSE OFFICE (MEDS)	1.46 ug/L	15.0	15 Oct 18	TMM
18-A55135	10 STAFF LOUNGE (COFFEE)	< 0.5 ug/L	15.0	15 Oct 18	TMM

Approved by:



Dan O'Connell                      David Smahel  
Chemistry Laboratory Managers    New Ulm, MN

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Report Date: 17 Oct 2018

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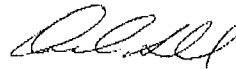
Work Order #: 12-16191  
Account #: 002190  
Purchase Order #: 201810639

Date Received: 9 Oct 2018  
Date Sampled: 9 Oct 2018  
Time Sampled: 7:00  
Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE JR/SR HS & BALLFIELDS  
PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
18-A55136	01 BALL FIELD/FOOTBALL STADIUM	7.13 ug/L	15.0	15 Oct 18	TMM
18-A55137	02 BALL FIELD/SOFTBALL FIELD	1.28 ug/L	15.0	15 Oct 18	TMM
18-A55138	01 JR/SR HS-KITCHEN FOOD PREP	4.46 ug/L	15.0	15 Oct 18	TMM
18-A55139	02 JR/SR HS-KITCHEN STEAM KETTLE	10.4 ug/L	15.0	15 Oct 18	TMM
18-A55140	03 JR/SR HS-MAIN OFFICE (COFFEE)	1.22 ug/L	15.0	15 Oct 18	TMM
18-A55141	04 JR/SR HS-MAIN NURSE (MEDS)	1.30 ug/L	15.0	15 Oct 18	TMM
18-A55142	05 JR/SR HS-HALL BY ROOM 202	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55143	06 JR/SR HS-COMMON LOBBY HALL BY BOYS	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55144	07 JR/SR HS-COMMON LOBBY	< 0.5 ug/L	15.0	15 Oct 18	TMM

Approved by:



Dan O'Connell

David Smahel

Chemistry Laboratory Managers New Ulm, MN

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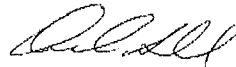
Work Order #: 12-16191  
Account #: 002190  
Purchase Order #: 201810639

Date Received: 9 Oct 2018  
Date Sampled: 9 Oct 2018  
Time Sampled: 7:00  
Temperature at Receipt: 17.8C

PROJECT NAME: BELLE PLAINE JR/SR HS & BALLFIELDS  
PROJECT NUMBER: 201810639

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
HALL BY BOYS					
18-A55145	08 JR/SR HS-KITCHENETTE IN ROOM 404	1.11 ug/L	15.0	15 Oct 18	TMM
18-A55146	09 JR/SR HS-RR BY ROOM 237	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55147	10 JR/SR HS-ROOM 434 (COFFEE)	< 0.5 ug/L	15.0	15 Oct 18	TMM
18-A55148	11 JR/SR HS-RR BY ROOM 424	0.60 ug/L	15.0	15 Oct 18	TMM
18-A55149	12 JR/SR HS-BAND ROOM	9.33 ug/L	15.0	15 Oct 18	TMM
18-A55150	13 JR/SR HS-BOYS LOCKER ROOM	0.51 ug/L	15.0	15 Oct 18	TMM

Approved by:



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David Smahel

Chemistry Laboratory Managers New Ulm, MN

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Report Date: 16 May 2013

SHANNON O'CONNOR  
IEA  
610 N. RIVERFRONT DRIVE  
MANKATO MN 56001

Work Order #: 12-6690  
Account #: 002190

Date Received: 3 May 2013  
Date Sampled: 3 May 2013  
Time Sampled: 6:00  
Temperature at Receipt: 18.5C

PROJECT NAME: JR/SR HIGH BELLE PLAINE  
PROJECT NUMBER: 201310335

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
13-A15029	050313-JR/SR-01 KITCHEN	3.98 ug/L	15	15 May 13	RMV
13-A15030	050313-JR/SR-02 KITCHEN KETTLE	2.51 ug/L	15	15 May 13	RMV
13-A15031	050313-JR/SR-03 COMMONS HALL S DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15032	050313-JR/SR-04 COMMONS HALL N DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15033	050313-JR/SR-05 GIRLS LR DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15034	050313-JR/SR-06 BOYS LR DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15035	050313-JR/SR-07 OUTSIDE ROOM 421 DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15036	050313-JR/SR-08 CHOIR/BAND HALL DF	7.43 ug/L	15	15 May 13	RMV
13-A15037	050313-JR/SR-09 OUTSIDE ROOM 435 N DF	1.61 ug/L	15	15 May 13	RMV
13-A15038	050313-JR/SR-10 OUTSIDE ROOM 435 S DF	1.50 ug/L	15	15 May 13	RMV

Approved by:

Dan O'Connell, Chemistry Laboratory Manager New Ulm, MN



MINNESOTA VALLEY TESTING LABORATORIES, INC.

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Report Date: 16 May 2013

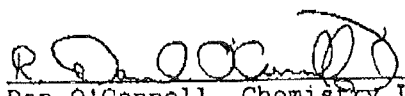
Work Order #: 12-6689  
Account #: 002190

SHANNON O'CONNOR  
IEA  
610 N. RIVERFRONT DRIVE  
MANKATO MN 56001

Date Received: 3 May 2013  
Date Sampled: 3 May 2013  
Time Sampled: 7:00  
Temperature at Receipt: 18.5C

PROJECT NAME: CHATFIELD ELEM.  
PROJECT NUMBER: 201310335

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
13-A15016	050313-CHAT-01 EAST HALL S DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15017	050313-CHAT-02 EAST HALL MIDDLE DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15018	050313-CHAT-03 EAST HALL N DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15019	050313-CHAT-04 KITCHEN N WALL WEST SINK	1.79 ug/L	15	15 May 13	RMV
13-A15020	050313-CHAT-05 KITCHEN N WALL EAST SINK	1.33 ug/L	15	15 May 13	RMV
13-A15021	050313-CHAT-06 KITCHEN KETTLE	0.80 ug/L	15	15 May 13	RMV
13-A15022	050313-CHAT-07 WEST HALL N DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15023	050313-CHAT-08 WEST HALL MIDDLE DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15024	050313-CHAT-09 WEST HALL S DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15025	050313-CHAT-10 ECFE PARRENT ROOM	2.88 ug/L	15	15 May 13	RMV
13-A15026	050313-CHAT-11 OUTSIDE ACTIVITES ROOM DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15027	050313-CHAT-12 OUTSIDE OT ROOM DF	7.15 ug/L	15	15 May 13	RMV
13-A15028	050313-CHAT-13 MUSIC ROOM DF	3.43 ug/L	15	15 May 13	RMV

Approved by:   
Dan O'Connell, Chemistry Laboratory Manager New Ulm, MN

MVTL guarantees the accuracy of the analysis done on the sample submitted for testing. It is not possible for MVTL to guarantee that a test result obtained on a particular sample will be the same on any other sample unless all conditions affecting the sample are the same, including sampling by MVTL. As a mutual protection to clients, the public and ourselves, all reports are submitted as the confidential property of clients, and authorization for publication of statements, conclusions or extracts from or regarding our reports is reserved pending our written approval.



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www.mvttl.com



Report Date: 16 May 2013

Work Order #: 12-6691
Account #: 002190

SHANNON O'CONNOR
IEA
610 N. RIVERFRONT DRIVE
MANKATO MN 56001

Date Received: 3 May 2013
Date Sampled: 3 May 2013
Time Sampled: 6:30
Temperature at Receipt: 18.6C

PROJECT NAME: BELLE PLAINE DIST. CTR
PROJECT NUMBER: 201310335

Table with 6 columns: LAB NUMBER, SAMPLE DESCRIPTION, LEAD RESULTS, MCL, DATE ANALYZED, ANALYST. Contains 3 rows of data for drinking fountain and facs room samples.

Approved by: [Signature]
Dan O'Connell, Chemistry Laboratory Manager New Ulm, MN

MVTL guarantees the accuracy of the analysis done on the sample submitted for testing. It is not possible for MVTL to guarantee that a test result obtained on a particular sample will be the same on any other sample unless all conditions affecting the sample are the same, including sampling by MVTL. As a mutual protection to clients, the public and ourselves, all reports are submitted as the confidential property of clients, and authorization for publication of statements, conclusions or extracts from or regarding our reports is reserved pending our written approval.



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Report Date: 16 May 2013

Work Order #: 12-6692

Account #: 002190

SHANNON O'CONNOR
IEA
610 N. RIVERFRONT DRIVE
MANKATO MN 56001

Date Received: 3 May 2013
Date Sampled: 3 May 2013
Time Sampled: 7:30
Temperature at Receipt: 18.5C

PROJECT NAME: OAKCREST ELEM.
PROJECT NUMBER: 201310335

Table with 6 columns: LAB NUMBER, SAMPLE DESCRIPTION, LEAD RESULTS, MCL, DATE ANALYZED, ANALYST. Contains 18 rows of lead testing data for various locations.

Approved by: [Signature]
Dan O'Connell, Chemistry Laboratory Manager New Ulm, MN

MVTL guarantees the accuracy of the analysis done on the sample submitted for testing. It is not possible for MVTL to guarantee that a test result obtained on a particular sample will be the same on any other sample unless all conditions affecting the sample are the same, including sampling by MVTL. As a mutual protection to clients, the public and ourselves, all reports are submitted as the confidential property of clients, and authorization for publication of statements, conclusions or extracts from or regarding our reports is reserved pending our written approval.



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Report Date: 16 May 2013

Work Order #: 12-6692
Account #: 002190

SHANNON O'CONNOR
IEA
610 N. RIVERFRONT DRIVE
MANKATO MN 56001

Date Received: 3 May 2013
Date Sampled: 3 May 2013
Time Sampled: 7:30
Temperature at Receipt: 18.5C

PROJECT NAME: OAKCREST ELEM.
PROJECT NUMBER: 201310335

Table with 6 columns: LAB NUMBER, SAMPLE DESCRIPTION, LEAD RESULTS, MCL, DATE ANALYZED, ANALYST. Contains 20 rows of lead test results for various samples.

Approved by: [Signature]
Dan O'Connell, Chemistry Laboratory Manager New Ulm, MN

MVTL guarantees the accuracy of the analysis done on the sample submitted for testing. It is not possible for MVTL to guarantee that a test result obtained on a particular sample will be the same on any other sample unless all conditions affecting the sample are the same, including sampling by MVTL. As a mutual protection to clients, the public and ourselves, all reports are submitted as the confidential property of clients, and authorization for publication of statements, conclusions or extracts from or regarding our reports is reserved pending our written approval.



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Report Date: 16 May 2013

Work Order #: 12-6692  
Account #: 002190

SHANNON O'CONNOR  
IEA  
610 N. RIVERFRONT DRIVE  
MANKATO MN 56001

Date Received: 3 May 2013  
Date Sampled: 3 May 2013  
Time Sampled: 7:30  
Temperature at Receipt: 18.5C

PROJECT NAME: OAKCREST ELEM.  
PROJECT NUMBER: 201310335

LAB NUMBER	SAMPLE DESCRIPTION	LEAD RESULTS	MCL	DATE ANALYZED	ANALYST
13-A15080	050313-OAK-39 OUTSIDE B128 E DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15081	050313-OAK-40 OUTSIDE B128 W DF	< 0.5 ug/L	15	15 May 13	RMV
13-A15082	050313-OAK-41 SOUTH GYN HALL E DF	< 0.5 ug/L	15	15 May 13	RMV

Approved by:   
Dan O'Connell, Chemistry Laboratory Manager New Ulm, MN

# TABLE I

## LEAD IN WATER SAMPLE RESULTS

### BELLE PLAINE ELEMENTARY SCHOOL

Sampled on: APRIL 4, 2007

Sample Number	Sample Location	Time of Day	Results (ppb Lead)
4054-0601-01	Elementary ECFE	6:20 a.m.	4.96
4054-0601-02	Elementary DF East Hall	6:27 a.m.	<0.5
4054-0601-03	Elementary DF ACT Room	6:21 a.m.	<0.5
4054-0601-04	Elementary Room #6	6:29 a.m.	<0.5
4054-0601-05	Elementary DF West Hall	6:21 a.m.	<0.5
4054-0601-06	Elementary Room #20	6:25 a.m.	0.98
4054-0601-07	Elementary Kitchen	6:20 a.m.	4.42

#### Quick Reference Guidelines

Minnesota has established State Secondary Drinking Water Standards which are non-enforceable guidelines regulating contaminants that may cause cosmetic or aesthetic effects.

Levels of copper are also regulated by the National Primary Drinking Water Regulations, which are legally enforceable standards that apply to public water systems. Primary standards protect drinking water quality by limiting the levels of specific contaminants that can adversely affect public health and are known or anticipated to occur in public water systems. The rule requires that public water systems maintain contaminant levels below the following Maximum Contaminant Levels (MCLs).



**TABLE II**

**LEAD IN WATER SAMPLE RESULTS**

**BELLE PLAINE JUNIOR HIGH SCHOOL**  
**Sampled on: APRIL 4, 2007**

<b>Sample Number</b>	<b>Sample Location</b>	<b>Time of Day</b>	<b>Results (ppb Lead)</b>
4054-0601-08	JH DF 1 <sup>st</sup>	7:45 a.m.	1.23
4054-0601-09	JH DF 2 <sup>nd</sup>	7:16 a.m.	5.41
4054-0601-10	JH FACS Room	7:17 a.m.	14.2

**TABLE III**

**LEAD IN WATER SAMPLE RESULTS**

**BELLE PLAINE HIGH SCHOOL**

**Sampled on: APRIL 4, 2007**

<b>Sample Number</b>	<b>Sample Location</b>	<b>Time of Day</b>	<b>LEAD Results (ppb Lead)</b>
4054-0601-11	HS Kitchen	7:00 a.m.	1.61
4054-0601-12	HS DF by B110	7:02 a.m.	0.68
4054-0601-13	HS DF North by A123	7:03 a.m.	<0.5
4054-0601-14	HS DF North by Stairs	7:05 a.m.	0.72
4054-0601-15	HS DF Northwest by C115	7:09 a.m.	<0.5
<b>4054-0601-16</b>	<b>HS DF Northwest Hall by E120</b>	<b>7:11 a.m.</b>	<b>20.8</b>
4054-0601-17	HS DF in Room C131	7:08 a.m.	9.21

November 28, 2018

Jeff Heine  
Belle Plaine Schools  
220 South Market Street  
Belle Plaine, MN 56011



**RE: Oak Crest Elementary School & District Center  
Continuous Radon Monitoring Results  
IEA Project #201811252**

Dear Mr. Heine:

As requested by Belle Plaine Schools, IEA assisted with continuous radon monitoring in rooms B116 & B117 at Oak Crest Elementary School and room 103 at the District Center. The purpose of the monitoring was to document if radon levels were within an acceptable range during typical work hours.

## INTRODUCTION

The MDH and the EPA have established a recommended action level in frequently occupied areas of 4.0 picoCuries per liter (pCi/L) for an annual average. The average radon level over each work day was compared to the Action Level.

Long-term radon testing, completed on April 11, 2018, indicated radon levels above the EPA and MDH recommended Action Level. The Minnesota Department of Health's (MDH's) *Best Practices for Radon Measurement in Minnesota Schools and Commercial Buildings* recommends follow-up testing in areas where initial testing results are at or above the action level in accordance with ANSI/AARST 'Protocol for Conducting Measurements of Radon and Radon Decay Products in Schools and Large Buildings' (ANSI/AARST MALB 2014). A continuous radon monitor (CRM) is recommended to determine if elevated levels are present during occupied times. Radon levels can fluctuate with the operation of the ventilation system as well as with changes in barometric pressure. The CRM provides hourly radon readings so that levels can be evaluated for periods while the room is occupied.

## RESULTS & DISCUSSION

From November 14, 2018 to November 20, 2018 continuous radon monitoring was conducted in rooms B116 and B117 at Oak Crest Elementary School. Continuous radon monitoring was conducted in room 103 at the District Center from November 26, 2018 to November 28, 2018. A CRM was placed in each room for about 48 hours; the MDH recommends a minimum of 48 hours. Days when these rooms were not occupied (e.g., weekends & holidays) were not included in the monitoring. The hourly CRM data and a graph of the data are provided in Appendix A.

A summary of the continuous radon monitor data, including previous results, is provided in the table on the following page.

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MANKATO  
610 North Riverfront Drive  
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210 Woodlake Drive SE  
Rochester, MN 55904  
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800-233-9513

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601 NW 5<sup>th</sup> Street, Ste. #4  
Brainerd, MN 56401  
218-454-0703 / FAX 218-454-0703  
800-233-9513

MARSHALL  
1420 East College Drive  
Marshall, MN 56258  
507-476-3599 / FAX 507-537-6985  
800-233-9513

VIRGINIA  
5525 Emerald Avenue  
Mountain Iron, MN 55768  
218-410-9521  
800-233-9513

**Oak Crest Elementary School:  
Continuous Radon Monitoring Results – November 20, 2018**

Date Range	Room #	<sup>1</sup> Day 1 Range/(Ave.) (pCi/L)	<sup>1</sup> Day 2 Range/(Ave.) (pCi/L)	<sup>1</sup> Day 3 Range/(Ave.) (pCi/L)	<sup>2</sup> Overall Average (pCi/L)
11/14/18 – 11/16/18	B116	2.0 – 5.1/(3.6)	2.5 – 4.9/(3.4)	0.3 – 2.2/(1.3)	3.0
11/16/18 – 11/20/18	B117	1.2 – 2.2/(1.75)	0.5 – 2.4/(1.2)	2.4 – 3.5/(3.0)	2.3
<sup>1</sup> Readings during occupied times: 7 a.m. to 5 p.m.					
<sup>2</sup> Overall average is average for entire test period including when room was not occupied					

Results from the Previous Testing (pCi/L)
4.1
4.4

pCi/L – picoCuries per liter of air

**Discussion of Results**

- Average radon levels over the work day in room B116 was 3.6 on the first day of testing, 3.4 on the second day of testing, and 1.3 on the third day of testing. Average radon levels in room B116 were below the Action Level during the work days.
- Average radon levels over the work day in room B117 was 1.75 on the first day of testing, 1.2 on the second day of testing, and 3.0 on the third day of testing. Average radon levels in room B117 were below the Action Level during the work days.

**District Center:  
Continuous Radon Monitoring Results – November 28, 2018**

Date Range	Room #	<sup>1</sup> Day 1 Range/(Ave.) (pCi/L)	<sup>1</sup> Day 2 Range/(Ave.) (pCi/L)	<sup>2</sup> Overall Average (pCi/L)
11/26/18 – 11/28/18	103	2.7 -5.0/(3.5)	2.6 – 4.5/(3.7)	4.0
<sup>1</sup> Readings during occupied times: 7 a.m. to 5 p.m.				
<sup>2</sup> Overall average is average for entire test period including when room was not occupied				

Results from the Previous Testing (pCi/L)
4.0

pCi/L – picoCuries per liter of air

**Discussion of Results**

- Average radon levels over the work day in room 103 was 3.5 on the first day of testing and 3.7 on the second day of testing. Average radon levels in room 103 were below the Action Level during the work days.

**CONCLUSIONS & RECOMMENDATIONS**

The results of the continuous radon monitoring indicate that average radon levels in rooms B116 & B117 at Oak Crest Elementary and room 103 at the District Center are below the Action Level during the work day.

The EPA has established recommended guidelines for permissible radon concentrations in schools. The following are general recommendations for frequently-occupied areas of schools:

- Retest the building at least every 5 years and in conjunction with any sale of a building.
- In addition, be certain to test again when any of the following circumstances occur:
  - A new addition is constructed, or a significant renovation occurs
  - A ground contact area not previously tested is occupied
  - Heating or cooling systems are significantly altered resulting in changes to air pressures or distribution

- Ventilation is significantly altered by extensive weatherization, changes to mechanical systems or comparable procedures
- Significant openings to soil occur due to:
  - Ground water or slab surface water control systems (e.g., sumps, perimeter drain tile, shower/tub retrofits, etc.) or
  - Natural settlement causing major cracks to develop
  - Earthquakes, construction blasting, or formation of sink holes nearby or
  - A mitigation system is altered, modified or repaired
- Rooms should be retested during the winter heating season (i.e. under “closed” conditions) which is typically “worst case” conditions.

Per Minnesota Statutes, section 123B.571, school districts are required to report radon test results at a school board meeting and report results to the MDH. IEA is able to assist with presenting results to the school board, and the MDH reporting. The MDH ‘School Radon Testing Form’ is located in Appendix B.

## GENERAL COMMENTS


The analysis and opinions expressed in this report are based upon data obtained from continuous radon monitoring for Belle Plaine Schools and are representative of the location and time period sampled. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted radon testing practices. Other than as provided in the preceding sentence and in our proposal #7649 dated November 13, 2018, regarding radon testing services at Oak Crest Elementary and District Center, including the General Conditions attached thereto, no warranties are extended or made.

Should you require additional radon testing or have any questions regarding radon or any other health- or safety-related concerns, please do not hesitate to contact our office.

Sincerely,

IEA, Inc.



Ben Olsen  
Project Manager

Enc.

# **Appendix A**

*Continuous Radon Monitor  
Hourly Data & Graph*

L/D Belle Plaine Oak Crest Elem.  
B116

START DATE 11/14/18

START TIME 13:03

OPERATOR Ben Olsen

SERIAL NO.- CRM5106160  
C/F (CPM/pCi/l) .370  
BKG (pCi/l) .4

-----  
Hr Conc. / L RH B/P deg

pCi/l B % "Hg F

Hr	Conc. pCi/l	L	RH	B/P	deg
1	2.0	27	29.5	72	
2	2.3	30	29.6	75	
3	5.1	31	29.5	74	
4	4.0	30	29.5	71	
5	4.5	30	29.3	69	
6	4.6	30	29.3	69	
7	4.2	30	29.2	66	
8	5.0	30	29.2	66	
9	4.4	29	29.2	66	
10	3.6	28	29.2	66	
11	2.9	27	29.2	66	
12	3.1	27	29.2	66	
13	3.7	26	29.2	66	
14	2.9	26	29.2	66	
15	4.0	25	29.2	66	
16	4.2	24	29.0	66	
17	4.8	24	29.0	66	
18	2.8	23	29.0	66	
19	3.4	23	29.0	66	
20	3.9	23	29.0	67	
21	4.9	23	29.0	69	
22	2.3	25	29.0	72	
23	2.9	27	29.0	74	
24	3.0	26	29.0	74	
25	2.5	28	29.0	74	
26	3.3	32	29.2	75	
27	4.0	32	29.0	73	
28	3.5	32	28.9	71	
29	3.0	32	28.9	69	
30	3.8	33	28.9	69	
31	3.7	34	28.9	69	
32	2.3	35	28.9	69	
33	2.7	35	28.9	68	
34	3.4	35	28.9	68	
35	3.3	35	28.9	67	
36	2.1	35	28.9	66	
37	2.0	34	29.0	66	
38	1.5	33	29.0	66	
39	1.8	32	29.0	66	
40	2.2	32	29.0	66	
41	1.8	31	29.0	66	
42	1.8	31	29.0	66	
43	2.2	30	29.0	66	
44	1.6	30	29.2	66	
45	1.8	31	29.2	67	
46	.9	33	29.2	69	
47	.9	34	29.3	70	
48	.3	33	29.3	70	
49	1.1	35	29.3	71	

Elapsed Time (min.) 2940  
Total Count 3754  
Avg. (pCi/l) 3.0

-----  
Start time is off by 1 hour due to Day Light Savings

1/2 Belle Plaine Oak Crest Elem  
B117

START DATE 11/16/18

START TIME 14:14

OPERATOR Ben Olsen

SERIAL NO. = CRM5106160  
C/F (CPM/pCi/l) .870  
BMC (pCi/l) .4

HR Conc. / L RH B/P deg  
pCi/l B % "Hg F

1	1.7	34	29.2	69
2	1.2	34	29.0	68
3	1.9	33	29.2	69
4	2.2	33	29.2	68
5	2.4	33	29.2	67
6	2.9	33	29.2	67
7	2.2	32	29.2	67
8	1.5	31	29.2	67
9	1.5	30	29.2	67
10	1.3	30	29.3	68
11	1.4	29	29.3	68
12	1.2	29	29.3	68
13	.7	28	29.3	68
14	1.1	27	29.3	68
15	.9	27	29.5	68
16	1.2	28	29.5	67
17	1.0	27	29.5	67
18	1.0	26	29.5	67
19	.5	25	29.5	68
20	1.0	24	29.5	68
21	1.2	24	29.5	68
22	.8	23	29.5	68
23	1.2	23	29.5	68
24	1.8	23	29.5	68
25	1.2	23	29.5	68
26	2.1	23	29.5	68
27	2.2	23	29.5	68
28	2.3	23	29.5	68
29	2.3	23	29.5	69
30	2.5	23	29.5	68
31	2.3	24	29.5	67
32	2.2	24	29.5	66
33	2.0	22	29.5	67
34	2.3	21	29.5	67
35	2.6	20	29.5	67
36	2.8	20	29.5	67
37	2.8	19	29.5	68
38	2.4	18	29.5	67
39	2.9	17	29.5	68
40	3.0	17	29.5	68
41	3.5	17	29.5	67
42	2.9	16	29.3	68
43	3.5	16	29.3	68
44	4.1	16	29.3	68
45	4.1	16	29.3	69
46	4.4	16	29.3	69
47	3.6	16	29.3	68
48	4.0	16	29.2	68
49	4.4	16	29.2	68
50	5.1	17	29.2	68
51	3.5	17	29.2	68
52	3.1	17	29.2	68
53	3.7	17	29.2	68
54	3.1	17	29.2	68
55	4.1	17	29.2	68
56	3.1	17	29.0	68
57	3.3	17	29.0	68
58	3.7	18	29.0	68

59	3.5	18	29.0	68
60	2.9	18	29.0	68
61	3.2	18	29.0	68
62	3.2	18	29.0	68
63	5.4	18	29.0	68
64	2.1	18	29.0	68
65	2.3	18	29.0	69
66	2.4	19	29.2	68
67	1.8	19	29.2	68
68	2.1	21	29.2	69
69	1.4	24	29.3	70
70	1.3	26	29.3	71
71	.5	25	29.3	70
72	.5	27	29.3	70
73	.7	28	29.3	70
74	1.1	29	29.3	70
75	.9	29	29.5	70
76	.9	28	29.3	69
77	1.6	28	29.3	69
78	2.4	27	29.3	68
79	3.5	27	29.3	68
80	2.3	25	29.3	67
81	1.9	23	29.3	67
82	1.2	23	29.3	66
83	2.2	22	29.3	67
84	1.6	21	29.3	66
85	2.2	21	29.3	68
86	1.9	20	29.3	68
87	2.0	19	29.3	68
88	2.0	19	29.3	68
89	2.7	18	29.3	68
90	3.3	17	29.3	68
91	3.2	17	29.3	68
92	3.5	17	29.3	69
93	2.4	20	29.2	68
94	3.0	21	29.3	70
95	2.7	20	29.3	70
96	3.0	21	29.2	69

Elapsed Time (min.) 5760  
Total Count 5878  
Avg. (pCi/l) 2.3

\* Start time is off by 1 hour  
due to Day Light Savings

11/16

11/20

11/17

11/18



1/D Belle Plaine District Center  
Room 103

START DATE 11/26/18

START TIME 8:40

OPERATOR Ben Olsen

SERIAL NO. - CRMS106160  
C/F (CPM/pCi/l) .370  
BKG (pCi/l) .4

=====  
Hr Conc. / L RH B/P Des  
pCi/l B % "H<sub>2</sub> F

1	3.6	40	28.9	58
2	4.7	34	28.9	58
3	3.1	31	29.0	58
4	2.7	30	28.9	59
5	2.8	28	28.9	59
6	3.2	28	28.9	60
7	2.9	27	28.9	60
8	3.9	27	29.0	61
9	5.0	27	29.0	61
10	4.2	27	29.0	61
11	3.6	27	29.0	61
12	3.6	26	29.0	62
13	3.7	26	29.0	62
14	3.3	25	29.0	62
15	3.8	25	29.0	63
16	4.3	24	29.0	63
17	4.7	24	29.0	63
18	3.3	23	29.0	64
19	4.4	23	29.0	64
20	4.2	23	29.0	64
21	3.7	23	29.0	64
22	3.9	22	29.0	64
23	4.2	22	29.0	64
24	3.3	22	29.0	65
25	3.8	22	29.0	65
26	4.5	22	29.0	65
27	3.8	22	29.2	66
28	4.4	22	29.2	66
29	3.2	21	29.2	66
30	2.6	21	29.2	66
31	3.0	21	29.2	66
32	3.4	21	29.2	66
33	4.0	22	29.2	66
34	5.0	22	29.2	66
35	5.2	22	29.2	67
36	4.1	22	29.2	67
37	3.9	22	29.2	67
38	4.5	21	29.2	67
39	3.0	21	29.2	68
40	3.8	21	29.2	68
41	4.1	21	29.2	68
42	3.3	20	29.0	68
43	5.1	20	29.0	68
44	5.5	20	29.2	68
45	4.5	20	29.0	68
46	4.6	20	29.0	69
47	4.3	19	29.0	69
48	4.5	19	29.0	69
49	4.7	19	29.0	69

Elapsed Time (min.) 2940  
Total Count 4783  
Ave. (pCi/l) 4.0

\* Start time is off by 1 hour due to Day Light Savings

# **Appendix B**

*MDH Reporting Form*

# School Radon Testing Reporting Form

According to Minnesota Statute 123B.571 subd. 3, a school district that has tested its school buildings for the presence of radon shall report the results of its tests to the Department of Health. Please use this form to submit information about the most recent round or cycle of testing conducted for each building.

## Instructions

1. Complete one form for each building tested. In this case, a building is defined as an occupied facility with a unique address. This includes administrative buildings.
2. Include this form, raw data (e.g. laboratory report) and a building map.
3. Submit this form when all work is completed for a round of testing. This includes reporting to the school board, and follow-up testing and post-mitigation testing, if applicable.
4. Email information to [health.indoorair@state.mn.us](mailto:health.indoorair@state.mn.us).

## Contact Information

Name:	
Mailing Address:	
Phone:	Email:

## Initial Radon Testing Information

School Building Name:	
School District & District Number:	
Building Address:	
Test Kit Manufacturer:	Device Name:
Date of Kit Retrieval (DD/MM/YY):	Length of Test (days):
How many rooms were tested?	
Does the test period include weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the test period include school breaks or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHOOL RADON TESTING REPORTING FORM

Were all frequently-occupied ground contact rooms tested? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, did you attempt to test all frequently occupied ground contact rooms, meaning test kits were placed in all these rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many rooms had results $\geq 4$ pCi/L?:
Were the results reported at a school board meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Follow-up Testing, Mitigation, & Post-Mitigation Testing

If one or more rooms tested  $\geq 4$  pCi/L, please answer the questions below:

How many rooms had follow-up testing?:		
Number of rooms with follow-up results	$\geq 4$ pCi/L:	$< 4$ pCi/L:
Of the rooms that had test results $\geq 4$ pCi/L, how many rooms were:		
mitigated by HVAC balancing or operational changes? :		
mitigated by installation of active soil depressurization?:		
addressed through other corrective measures? <sup>2</sup> :		
What was the cost of the installation and/or HVAC service work, to mitigate radon? \$		
What is the known or anticipated annual operating cost of mitigation (estimate)? \$		
After radon mitigation, how many rooms were retested?:		
Post mitigation results (# of rooms)	$\geq 4$ pCi/L:	$< 4$ pCi/L:

---

<sup>1</sup> This includes classrooms, offices, break rooms, laboratories, cafeterias, libraries, auditoriums, gymnasiums, etc. It includes rooms on grade and rooms above unoccupied spaces that are in contact with the ground, such as rooms above storage rooms, crawl spaces, tunnels, and boiler rooms. If only a sample or portion of rooms were tested, then respond with 'no'.

<sup>2</sup> 'Other corrective measures' could include moving staff out of a room and making a room unoccupied or trying to seal radon entry points.



# Independent School District No. 716

http://www.belleplaine.k12.mn.us  
District Calendar 2019-2020

**DRAFT 1**

### District Contact Information

District Office: (952) 873-2400  
Chatfield Elementary: (952) 873-2401  
Oak Crest Elementary: (952) 873-2402  
Junior-Senior High: (952) 873-2403

Jul-19

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan-20

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

	No School (Holiday)
	No School (Teacher Workshop Day)
22	Parent-Teacher Conferences
22	End of Quarter

**August**

Professional Development  
New Teacher Workshop; Teacher Workshop

**September**

2 No School - Labor Day  
3 School Begins 7-12  
3-4 K-6 Conferences 9 am to 5 pm  
5 School Begins K-6

**October**

17-18 No School - Education MN Conference

**November**

1 End of 1st Quarter  
K-6 Parent Teacher Conferences  
7-12 Parent Teacher Conferences  
27-29 No School - Thanksgiving Break

**December**

23-31 No School - Holiday Break

**January**

1 No School - Holiday Break  
2 School Resumes  
15 End 2nd Q/1st Semester

**February**

17 No School - President's Day  
7-12 Parent Teacher Conferences

**March**

9-13 No School - Spring Break  
23 End 3rd Quarter  
K-6 Parent Teacher Conferences

**April**

10 Good Friday - No School

**May**

22 Last student day, end of 4th Quarter  
25 No School - Memorial Day  
26 Teacher workshop  
24 or 31 Graduation

**June**

Aug-19

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

Feb-20

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Sep-19

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Mar-20

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct-19

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Apr-20

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov-19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May-20

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec-19

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jun-20

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**Student Contact Day Summary**

Quarter Summary	
1st Quarter	42
2nd Quarter	42
3rd Quarter	42
4th Quarter	43
Total	169

8 teacher workshop days  
2 days paid days for parent-teacher conferences

Total teacher days: 179

With Spring Break 169 Days  
add 12 min 5 days 2040min  
169 days (6h55m)  
Total Minutes of Instruction 70135

*1<sup>st</sup> Reading: 10/23/2006*

*2<sup>nd</sup> Reading: 11/27/2006*

*Approved: 12/18/2006*

*Reviewed: 05/22/2017*

## **404 EMPLOYMENT BACKGROUND CHECKS**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors and student employees in the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching service to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors and student employees.

### **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background

checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
  - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  - 3. the individual executes a written consent form giving the school district access to the results of the check; and
  - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district

that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such applicants must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a back ground check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is include with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

***Legal References:*** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.97, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Checks)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:***



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 404

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **404 EMPLOYMENT BACKGROUND CHECKS**

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

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check.

The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

***[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]***

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the ~~state board of teaching~~ Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
  - F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
  - G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
  - H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
  - I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
  - J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
  - K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

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policy.

***Legal References:*** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background  
Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:***

**Sample Informed Consent Form**

For Criminal History Background Check  
Belle Plaine Public Schools - ISD 716  
130 S Willow Street  
Belle Plaine, MN 56011  
952-873-2400

Date: \_\_\_\_\_

The following named individual has made application with this School District for employment or provision of athletic coaching services or other extracurricular academic coaching services.

Full Name of Individual: \_\_\_\_\_  
(please print) Last First Middle

Maiden, Previous, Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (M or F): \_\_\_\_\_  
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to \_\_\_\_\_ pursuant to Minn. Stat. § 123B.03 for the purpose of \_\_\_\_\_ with this school district.

**CONDITIONAL HIRING:** I understand that the School District may permit me to commence my employment duties or provide athletic coaching services or other extracurricular academic coaching services pending completion of the criminal history background check and acknowledge and agree that my employment or services may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_  
Signature of Applicant or Potential Service Provider

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

*The School District should forward this executed form, along with a check or money order in the amount of \$15.00 payable to the "MN BCA" and a self-addressed, stamped envelope, to:*

*Minnesota Bureau of Criminal Apprehension  
Criminal Justice Information Section  
Attention: Record Checks  
1430 Maryland Avenue E.  
St. Paul, MN 55106*

## EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS

### NOTICE TO PARENTS AND GUARDIANS

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.



*The School District should forward this executed form, along with a check or money order in the amount of \$15.00 payable to the “MN BCA” and a self-addressed, stamped envelope, to:*

*Minnesota Bureau of Criminal Apprehension  
Criminal Justice Information ~~Systems~~—CHA Section  
Attn: Record Checks  
1430 Maryland Avenue E.  
St. Paul, MN 55106*



## EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS

### NOTICE TO PARENTS AND GUARDIANS

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*1<sup>st</sup> Reading: 1/30/2006*

*2<sup>nd</sup> Reading: 2/27/2006*

*Approved: 3/27/2006*

*Reviewed: 9/24/2012, 5/28/2013, 8/25/2014, 3/28/2016*

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; director; and individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
  2. employee identification number, which may not be the employee’s social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;

16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
  - a. name;
  - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
  - c. education and training;
  - d. employment history;
  - e. volunteer work;
  - f. awards and honors;
  - g. prior government service;
  - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
  - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
  - a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize and active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

**V. PRIVATE PERSONNEL DATA**

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or

3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
  1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of

the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must



disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 406

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2014

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee’s social security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  - 10. job title;
  - 11. bargaining unit;
  - 12. job description;
  - 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and

6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
  - D. Applicants for appointment to a public body.
    1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
      - a. name;
      - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
      - c. education and training;
      - d. employment history;
      - e. volunteer work;
      - f. awards and honors;
      - g. prior government service;
      - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
      - i. veteran status.
    2. Once an individual is appointed to a public body, the following additional items of data are public:
      - a. residential address;
      - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
      - c. first and last dates of service on the public body;
      - d. the existence and status of any complaints or charges against an appointee; and
      - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably

determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the ~~board of teaching~~ Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school

about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or



other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

#### **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

#### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts;  
Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

## Consent to Release – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_ before you sign it.  
[entity contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[name of government entity] [explanation of data]

2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]

3. I understand that although the data are classified as private at \_\_\_\_\_, the  
[name of government entity]  
classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]  
policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_

## Consent to Release Data – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_ before you sign it.  
[entity contact person name and contact information]

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[name of government entity] [explanation of data]
2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]
3. I understand that although the data are classified as private at \_\_\_\_\_, the  
[name of government entity]  
classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]  
policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_

*1<sup>st</sup> Reading: 10/23/2006*

*2<sup>nd</sup> Reading: 11/27/2006*

*Approved: 12/18/2006*

*Revised: 7/22/2013, 8/25/2014, 10/16/2017*

## **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. §260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below,

other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. §260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a

similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and nay person believed to be responsible for the neglect or abuse, if known.
- I. “School Personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- J. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined

in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- K. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.



- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

## **V. INVESTIGATION**

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 414

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2015 2016

## **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

*[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack

of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to

this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

*[Note: The inclusion of sex trafficking becomes effective on May 29, 2017.]*

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

***[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to***



*any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]*

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in

school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

<i>Minnesota Department of Education staff use only</i>			
Intake Person	MDE File #	Investigator	Date Assigned
	<input type="checkbox"/> No Maltreatment <input type="checkbox"/> No Jurisdiction <input type="checkbox"/> I & R <input type="checkbox"/> Other (Please explain)		Date Reporter Notified: _____
	PSN Date: _____ <input type="checkbox"/> Verbal <input type="checkbox"/> Written		<input type="checkbox"/> Verbal <input type="checkbox"/> Written (Attach written correspondence)

Date Submitted: \_\_\_\_\_ ISD#: \_\_\_\_\_ School District: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Program Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_ (Ext): \_\_\_\_\_  
 Transportation Information, if necessary: Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Mandated Reporter: Yes \_\_\_ No \_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALLEGED VICTIM (Complete one reporting form for each alleged victim)**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_  
 Special Education: Yes \_\_\_ No \_\_\_ Disability Description: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location (i.e. - bus, classroom): \_\_\_\_\_  
 Address (if different than school): \_\_\_\_\_ County: \_\_\_\_\_

**Alleged Maltreatment:** Physical Abuse \_\_\_ Sexual Abuse \_\_\_ Neglect \_\_\_ Unknown \_\_\_ **Injury:** Yes \_\_\_ No \_\_\_ Unknown \_\_\_

Description of Incident and Injury: (please attach additional page if needed).

Witness Contact Information: \_\_\_\_\_

Police Notified: Yes \_\_\_ No \_\_\_ Police Department: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Case No.: \_\_\_\_\_

Minnesota Department of Education  
 Student Maltreatment Program  
 1500 Highway 36 West, Roseville, MN 55113-4266  
 651-582-8546 Fax: 651-797-1601  
 Email: [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us)



# Confidential Student Maltreatment Reporting Form

Date Submitted: \_\_\_\_\_

MDE File #: \_\_\_\_\_ (MDE staff use only)

**REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Mandated Reporter: Yes \_\_\_ No \_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SCHOOL INFORMATION**

ISD #: \_\_\_\_\_ School District: \_\_\_\_\_ Program Name: \_\_\_\_\_  
School Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_ (Ext): \_\_\_\_\_  
Transportation Company (if necessary): Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**ALLEGED VICTIM (Complete one reporting form for each alleged victim)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Gender: Male \_\_\_ Female \_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Special Education: Yes \_\_\_ No \_\_\_ Disability Description: \_\_\_\_\_ State Student ID: \_\_\_\_\_

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Licensed: Yes \_\_\_ No \_\_\_ If licensed, name of licensing board: \_\_\_\_\_ Folder #: \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location (i.e. - bus, classroom): \_\_\_\_\_  
Address (if different than school): \_\_\_\_\_ County: \_\_\_\_\_  
Witness Contact Information: \_\_\_\_\_  
Police Notified: Yes \_\_\_ No \_\_\_ Police Department: \_\_\_\_\_  
Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Case No.: \_\_\_\_\_

**Alleged Maltreatment:** Physical Abuse \_\_\_ Sexual Abuse \_\_\_ Neglect \_\_\_ Unknown \_\_\_ **Injury:** Yes \_\_\_ No \_\_\_ Unknown \_\_\_

Description of Incident and Injury: (please attach additional page if needed).

Minnesota Department of Education  
Student Maltreatment Program  
1500 Highway 36 West, Roseville, MN 55113-4266  
Reporting Line: 651-582-8546 Fax: 651-797-1601  
Email: [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us)

June 2016

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- D. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students**

- 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### **B. Employees**

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilty (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.



3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

***Legal References:*** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 418

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2015

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

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

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used

or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.

*[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: “Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures.”]*

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.  
  
*[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. § 8103; 34 C.F.R. Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]*
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

- A. Students
  - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
  - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees
  - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in

writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
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Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (~~Liquor~~ Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal)

of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

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



**Chuck Keller**  
*Business Manager*  
**Mary Mesler**  
*Student Support Services Director*  
**Mindy Chevalier**  
*Community Ed Director*

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— ACKNOWLEDGMENT —

**DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY**

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No.716, Belle Plaine, Minnesota.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

**DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY**

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. \_\_\_\_\_, \_\_\_\_\_, Minnesota.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*