

EMPLOYEE HANDBOOK

MINNESOTA VALLEY EDUCATION DISTRICT #6027

**801 DAVIS STREET
PO BOX 356
ST. PETER, MN 56082
507-934-5420
507-934-5893 (FAX)**

**2016-2017
SCHOOL YEAR**

**MEMBER DISTRICT
AND
EDUCATION DISTRICT
INFORMATION**

MINNESOTA VALLEY EDUCATION DISTRICT #6027

**801 Davis Street
PO Box 356
St. Peter, MN 56082
Phone: 507-934-5420
Fax: 507-934-5893**

INTERIM DIRECTOR OF SPECIAL EDUCATION

**Bob Vaadeland
507-934-5420 ext. 1254**

SUPERVISING SUPERINTENDENT

**Dr. Paul Peterson
507-934-5703**

BUSINESS MANAGER

**Megan Gracia
507-934-5420 ext. 1247**

ADMINISTRATIVE ASSISTANTS

**Lori Plieseis
507-934-5420 ext. 1235**

**Shannon Rode
507-934-5420 ext. 1223**

RECEPTIONIST

**Leah Zimmerman
507-934-5420 ext. 1225**

MINNESOTA VALLEY EDUCATION DISTRICT

Member School District Information

MINNESOTA VALLEY EDUCATION DISTRICT #6027

801 Davis Street
PO Box 356
St. Peter, MN 56082
507-934-5420
Fax: 507-934-5893

Business Manager:	Megan Gracia
Interim Director of Special Education:	Bob Vaadeland
Principal:	John Lustig

ST. CLAIR ISD #75

121 Main Street
St. Clair, MN 56080
507-245-3501
Fax: 507-345-3517

Business Manager:	Kelly Zabel
Superintendent:	Tom Bruels
Elementary Principal:	Nadine Holland
High School Principal:	Dustin Bosshart

CLEVELAND ISD #391

400 Sixth Street
Cleveland, MN 56017
507-931-5953
Fax: 507-931-9088

Business Manager:	Mary Koppelman
Superintendent:	Brian Phillips
High School Principal:	Scott Lusk

ST. PETER ISD #508

District Office

100 Lincoln Drive
St. Peter, MN 56082
507-934-5703
Fax 507-934-2805

Business Manager: Tim Regner
Superintendent: Paul Peterson

St. Peter High School

100 Lincoln Drive
St. Peter, MN 56082
507-934-4210
Fax 507-934-4783

High School Principal: Annette Engeldinger

St. Peter South Elementary

1405 S 7th Street
St. Peter, MN 56082
507-934-2754
Fax 507-934-4830

Principal: Doreen Oelke

Hoffman Learning Center

2001 Sheppard Dr.
St. Peter, MN 56082
507-934-9820
Fax 507-934-9813

St. Peter North Intermediate

815 N 9th Street
St. Peter, MN 56082
507-934-3260
Fax 507-934-1865

Principal: Darin Doherty

LAKE CRYSTAL WELLCOME MEMORIAL AREA SCHOOLS ISD #2071

PO Box 160
Lake Crystal, MN 56055
507-726-2323
Fax 507-726-2334

Business Manager: Braden Wesley
Superintendent: Tom Farrell

LCWM High School

PO Box 160
Lake Crystal, MN 56055
507-726-2110
Fax 507-726-2283

High School Principal: Jennifer Baumgartner

LCWM Elementary

PO Box 810
Lake Crystal, MN 56055
507-726-2320
Fax 507-726-2003

Principal: Dan Beert

LE SUEUR HENDERSON ISD #2397

115 ½ N. 5th Street Suite 200(district office)
Le Sueur, MN 56058
507-665-4600
Fax 507-665-6858

Business Manager: Matthew Hippen
Superintendent: Brian Gersich

Le Sueur Henderson High School

901 E. Ferry Street
Le Sueur, MN 56058
507-665-5800
Fax 507-665-6012

High School Principal: Nicole Adams

Hilltop Elementary

700 South Street
PO Box 457
Henderson, MN 56044-0457
507-665-5900
Fax 507-248-3838

Principal: Christine McDonald

Park Elementary

115 North 5th St.
Le Sueur, MN 56058
507-665-4700
Fax 507-665-8819

Elementary Principal: Bill Bjorndahl

NICOLLET ISD #507

One Pine Street
Nicollet, MN 56074
HS 507-232-3448
Early Childhood 507-232-3415
DO & Elem. 507-232-3411
Fax 507-232-3536

Business Manager:
Superintendent: Jack Eustice
K-12 Principal: Todd Toulouse

MAPLE RIVER ISD #2135

PO Box 515 (District Office)
101 6th Ave NE
Mapleton, MN 56065
507-524-3918
Fax: 507-524-4882

Business Manager: Sherry Langworthy
Superintendent: Dan Anderson

Maple River High School

PO Box 515
Mapleton, MN 56065
507-524-3918 ext. 3
Fax 507-524-4919

High School Principal: Ted Simon

Maple River Middle School

PO Box 515
101 6th Ave NE
Mapleton, MN 56065
507-524-3918 ext. 225
Fax 507-524-3638

Middle School Principal: Ted Simon

Maple River West Elementary

PO Box 306
Good Thunder, MN 56037

507-278-3039

West Elementary Principal: John Lewis

Maple River East Elementary

PO Box 218
126 Higbie Ave E
Minnesota Lake, MN 56068

507-462-3348
Fax: 507-463-3219

East Elementary Principal: John Lewis

GENERAL INFORMATION AND ROUTING PROCEDURES

STAFF ABSENCES

SUBSTITUTE CALLING FOR TEACHERS

If you are sick and unable to work when scheduled and in need of a substitute, you need to log into AESOP before 7:00 a.m. to enter your reason for being gone and to request a sub. If you know the night before, please enter it into AESOP right away in hopes of getting a sub. If you know you will be gone in advance of the day, please enter it in AESOP at that time. If you have a sub you want to request, please contact them to make sure they are available and then enter their name into AESOP.

SUBSTITUTE CALLING FOR PARA'S

If you are sick and unable to work when scheduled and in need of a substitute, you need to log into AESOP before 7:00 a.m. to enter your reason for being gone and to request a sub. If you know the night before, please do it then in hopes of getting a sub. If you know you will be gone in advance of the day, please enter it in AESOP at that time. **Para's are not able to request their own sub so please do not enter anyone into AESOP.**

IF YOU DO NOT NEED A SUB

If you will be gone but do not need a sub, please make sure you still complete your absence on AESOP.

It is a requirement to call or email MVED office when you are absent. Please call 507-934-5420 ext. 1235 or email Lori Plieseis at Loplieseis@mnved.org. If you consistently forget to call the MVED office, administration will be notified. If you do not work in the MVED building, make sure you contact the school you are working in to let them know you will be absent as well as the MVED office.

SUPERVISION OF STAFF

Purpose: To provide a process to ensure performance accountability.

Definition of Terms:

Deficiency	An inadequate or incomplete performance of an individual's job responsibility.
Evaluation	The assessment of a teacher's overall performance through both formal and informal observation.
Teacher Observation	A prearranged visit or unannounced visit by a supervisor to a classroom or other area where the teacher has assigned responsibility.
Intensive Assistance	An emphasis is placed on the supervisor helping a teacher to improve in areas where little or no evidence of progress towards improvement has occurred or where aspects of unacceptable performance have been identified.
Job Performance	The degree to which an individual performs their professional assignment.
Letter of Deficiency	A letter from the supervisor to the teacher outlining the specific items of complaint about an individual's job performance.
Minnesota Statute	The Minnesota statute governing employment, contracts, and termination of teachers.
Probationary Teacher	A teacher in Minnesota who has not completed three consecutive years of a first teaching experience in Minnesota in a single school district. A teacher who has not completed one year of experience in a different school district in Minnesota other than the school district where that teacher had previously received tenure.
Supervision	Overseeing and assisting professional staff to improve instructional performance.
Supervisor	A district or building administrator who provides direction to and oversees performance of the instructional staff.
Tenured Teacher	A teacher who has completed a probationary period in any school district in Minnesota.
Termination	The decision of the school board to discharge a teacher pursuant to M.S. 122A.40.

Track System:

- A. Probationary Track—state law requires that probationary teachers be formally evaluated at least three times each year. This formal evaluation will outline for the probationary teacher improvement necessary to secure tenure in the district.

- B. Track I—upon receiving tenure, staff members shall be placed on this track. Unless otherwise notified in writing, teachers will remain on Track I.

- C. Track II—when in the judgment of a supervisor, a serious deficiency is identified in an individual’s job performance, the teacher will be placed on this track. Track II is intended to assist staff members in correcting a deficiency(ies) or problem(s) in the individual’s job performance. If a deficiency(ies) is not corrected within a reasonable time period, the staff member will be transferred to Track III for intensive assistance. If the deficiency(ies) is corrected, the staff member will be returned to Track I.

- D. Track III—teachers placed on this track will be considered for termination. Termination proceedings will follow procedures outlined in Minnesota Statutes. If deficiencies are not corrected, a recommendation for termination will be made. If deficiencies are corrected, the staff member will be returned to Track II.

Each track is separate and a staff member is never on more than one track at a time.

Performance Review Procedures

- A. Probationary Track
 - 1. The primary purpose of the probationary period is for tenure determination.

 - 2. Probationary teachers shall be formally evaluated at least three times each year.

 - 3. Upon completion of the three evaluations, the supervisor shall recommend to the superintendent that the probationary teacher be continued under contract or terminated. A final decision is made by the Board of Education based on the recommendation of the superintendent if the probationary teacher is to be terminated from employment in ISD No. 508.

 - 4. Probationary teachers shall continue on this track until tenure is granted.

B. Track I

1. Tenured teachers shall be informally and formally evaluated on an annual basis.
2. The evaluation of a tenured teacher shall include on-site visits, at least one administrative conference, a written documentation of performance, and (a portfolio/e-portfolio of teacher-documented evidence supporting acceptable performance).
3. Any deficiency identified shall be documented by the immediate supervisor and a copy of this documentation of deficiency shall be given to the teacher.
4. Teachers who demonstrate acceptable performance shall remain on Track I.
5. Teachers may be placed directly into Track III under certain circumstances.

C. Track II

1. The supervisor shall inform the teacher by conference and in writing of the performance deficiencies resulting in the placement of the teacher on this track. The teacher shall have at a maximum thirty (30) classroom days to correct the deficiency(ies) from the implementation date of the Saint Peter Teacher Track II Improvement Plan.
2. The supervisor shall assist the teacher in correcting a deficiency(ies) by providing specific recommendations for improvement.
3. During the thirty (30) classroom days, the supervisor and teacher shall meet at least three times to discuss the progress towards overcoming the deficiency(ies). At each of these meetings, written documentation from the supervisor to the teacher shall be provided.
4. Placement on Track II may be terminated by mutual consent at any time during this period.
5. At the end of the thirty (30) days, the supervisor shall make the final decision regarding the results of the teacher's progress towards correcting the deficiency(ies). The teacher shall be informed of this decision by conference and in writing. One of three options will be exercised: certification of successful completion of the deficiency(ies); and initiation of a second Track II period not to exceed ten (10) classroom days; or the initiation of placement on Track III.
6. Teachers who are returned to Track I shall have all documentation of Track II proceedings placed in their personnel file.

D. Track III

1. The supervisor shall inform the teacher of their right to be represented by a member of the teaching staff or teachers' union.
2. The supervisor shall present the teacher with a letter of deficiency in accordance with Minnesota Statute 125.12, Subdivision 6. The letter shall contain specific items of complaint, the correction required, and a reasonable time within which the complaints are to be corrected.
3. Copies of the signed letter of deficiency shall be given to the teacher, the teaching staff/union representative (if present), and the superintendent.
4. At the conclusion of a reasonable time period necessary to correct the deficiency(ies), the teacher shall be returned to Track II or recommended for termination.

SCHEDULES/CALENDARS

Work days indicated **must** match with the number of days in your Master Agreement with MVED. If you work 100% at one school district, you will follow that school district's calendar. If you work at more than one school district, you will follow the MVED calendar. Part-time employees need to turn in a calendar to Lori Plieseis by September 4th. Employees working 100% at St. Peter school district will be paid for 185 school days automatically.

Changes to your schedule need to be updated as they occur throughout the school year. You must contact Lori Plieseis, Loplieseis@mnved.org, immediately of any changes with your schedule for district billing purposes.

OFFICE HOURS

Office hours are 7:30 am to 4:00 pm. Summer hours will be posted each summer.

COACHING

Any staff who would like to coach needs prior approval from their supervisor. Also, a plan to make-up time missed needs to be developed prior to the approval.

SCHOOL CLOSINGS

When weather threatens to close school, listen to one of the following radio stations for school closing or late starts. MVED follows St. Peter School's closings.

KEEZ FM 99.1	KRBI FM 105.5	KRBI AM 1310
KTOW AM 1420	WCCO AM 830	KGAC FM 90.5

If you are 100% at a school, you follow their calendar so you follow that schools closings and make-up days. If you are in multiple schools, you follow MVED's calendar, so you would then follow MVED's school closings and make-up days. If the school you are at that day closes and MVED is open, you must come to MVED.

TIME SHEETS

Staff that turn in time sheets must turn them in by the end of **each** month. Do not accumulate the hours. **Supervisors need to sign/approve the time sheets for any extra hours of any staff.** Regular staff requiring extra hours must be pre-approved by the Principal/Director. If not approved, the time sheet will be returned to you.

Pay dates are the 15th and the last banking date of the month as per your Master Agreement.

CELL PHONES

Cell phone reimbursement is available for those employees that meet the IRS standards/qualifications. Please see Lori Plieseis if you have any questions. When in the hallways at MVED, please do not use cell phones.

EMAIL

If you have any questions or concerns about your email, please contact Lori Plieseis at 507-934-5420 ext. 1235 or at loplieseis@mnved.org.

Email is Not Private

Email messages, including attachments, sent and received on school equipment are the property of the school. We reserve the right to access, monitor, read and /or copy email messages at any time, for any reason. You should not expect privacy for any email you sent using school equipment, including messages that you consider to be personal or label with a designation such as “Personal” or “Private”.

All Conduct Rules Apply to Email

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images or to send threatening messages.

Professional Tone and Content

We expect you to exercise discretion in using electronic communications equipment. When you send email using the school’s communications equipment, you are representing the school. Make sure that your messages are professional and appropriate, in tone and content. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients.

Email Security

To avoid email viruses and other threats, employees should not open email attachments from people and businesses they don’t recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if you know the sender, do not open an email attachment that has a strange name or is not referenced in the body of the email; it may have been transmitted automatically, without the sender’s knowledge.

If you believe your computer has been infected by a virus, worm or other security threat to the school’s system, you must inform the front office immediately.

Employees may not share their email passwords with anyone, including coworkers or family members. Revealing passwords to the school’s email system could allow an outsider to access the school’s network.

USING THE INTERNET

Prohibited Uses of the Internet

Employees may not, at any time, access the Internet using school equipment or links for any of the following purposes:

- To view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in a school setting.
- To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit.
- To download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.
- To stream, run, or download any non-school licensed software program without the consent of the IT department.
- To stream, run, or download music, video games, mini desktop applications (widgets), or any form of multimedia, from the internet without the consent of the IT department.

If you believe that your job may require you to do something that would otherwise be forbidden by this policy, ask your manager how to proceed.

No Personal Posts Using Company Equipment

Employees may not use the School's equipment to transmit their personal opinions by, for example, posting a comment to a blog or social networking page or contributing to an online forum. Even if you don't identify yourself as a school employee, your use of School equipment could cause your opinion to be mistaken for the School's view.

Internet Use is Not Private

We reserve the right to monitor employee use of the internet at any time. You should not expect that your use of the internet – including but not limited to the sites you visit, the amount of time you spend online, and the communications you have – will be private.

OUTSIDE BUSINESS

All business in regard to an outside business must be conducted on your own time, outside of your working hours. You may not use the email system to solicit others to patronize an outside business.

ACCESS KEY/ID BADGES

Upon employment with MVED, you will be issued an ID badge with your picture and listing your name as well as a key card for those employees needing entrance to the MVED building. The ID badge should be worn when you are working and entering other school buildings and attending meeting outside of your immediate work area or program. If lost, employee is responsible for the cost of a new badge. Both the access key and ID badges must be returned upon resignation or termination.

MAINTENANCE REQUESTS

If you have any maintenance items that need to be completed at the MVED building, please see Lori Plieseis at 507-934-5420 ext. 1235 or at Loplieseis@mnved.org.

ADDRESS/TELEPHONE CHANGE

If you change your address and/or telephone number during the school year, please report the change to Lori Plieseis. Be sure to report your summer address if different from your address during the school year.

FLEX PLAN

A flex plan through MII Life is available to all MVED staff, both full and part-time. The plan is in effect July 1 – June 30 of the fiscal year. Employees can elect to use pretax dollars to pay medical and dependent care expenses that are employee paid. (This includes health insurance premiums, unreimbursed medical expenses, child and adult dependent care, and group-term life insurance premiums. Enrollment information can be arranged through Bee Ong at Beeong@stpetersschools.org.

INSURANCE INFORMATION

Enrollment in insurance plans, changes in insurance information, dependents, etc. and any questions about insurance coverage may be directed to Bee at beeong@stpetersschools.org or 507-934-5703 ext. 226.

EMPLOYEE ACCIDENTS

School service-connected accidents are to be reported the day of the injury to the principal of the building you are in when you are injured and to Lori Plieseis at MVED. You will need to fill out the First Report of Injury. Make sure all blanks are filled in and questions answered. Both of these reports need to be filled out only for MVED. Do **not** use other schools' forms. Mail/interoffice or drop off forms at the MVED office for Lori Plieseis as soon as possible. An immediate and complete report is needed on each accident.

SAFETY COMMITTEE

First Aid kits shall be stocked and placed in designated areas for each program. (Nursing stations and/or each contained classroom.) Safety committee meets at least 3 times/year.

VISITOR POLICY

Visitors are not to be in the hallways unescorted. Teachers will be called and expected to come escort visitors.

PROFESSIONAL LEAVE

Professional leave will be granted for up to three days or as stated in the master agreement.

A. MVED Approved Meetings: When requesting attendance at professional development activities, staff must complete the information on AESOP, requesting the day off for professional leave and include an attachment form with the brochure or information on the training. This must be done at least 3 weeks in advance of the registration deadline so that it can be approved and registration paid in advance within the time line and deadline of the meeting registration. Once you receive the notice that it has been approved on AESOP, complete the information on SMART to create a purchase order. If you have a form that needs to be sent in with the registration, please interoffice, mail or give that to Lori Plieseis.

B. Approved Meetings From Other Districts: You are required to go on AESOP when you have been approved from the district you are working in to attend workshops or meetings. As your employer, MVED must be informed of your absence for our record keeping. When you complete the professional leave on AESOP just note that it was approved by that district. We still need to have this information in advance.

C. Hotel Reservations: Two options for payment/reimbursement are as follows:

1. This is the preferred method. Contact the hotel to find out if you can pay by company check. Get a total, with tax. Go on SMART and complete a purchase order with the total. This must be done at least 3 weeks before the meeting. Receipt must be turned in to MVED office to complete the process.
2. Individual staff pays for overnight expenses and submits cost on check request. All receipts must be attached for payment.

If over 90 miles away, you may stay the night before, assuming the conference starts at 8am.

MEAL ALLOWANCES AND/OR REIMBURSEMENTS

1. Meal reimbursements are to be filled out on the Check Request Form
2. There will be NO reimbursement if the receipt is not attached
3. The receipt must be itemized, if not the request will be denied
4. The reimbursement max amounts, for Minneapolis, are as follows:
 - a. Breakfast = \$12
 - b. Lunch = \$18
 - c. Dinner = \$36
 - d. Incidentals (parking) = \$5
 - e. Daily max total = \$71
 - f. FIRST and LAST day of travel = \$53.25
 - g. Max lodging = \$133/night
5. If traveling out of state, please see Business Manager for max allowance.
6. Amounts do include taxes and gratuity
7. Alcohol should NOT be on the itemized receipt that you are turning in to be reimbursed.
8. Please go to <http://www.gsa.gov> , click on Per Diem Rates in the top left corner, for a detailed breakdown of expenses by city, or see Business Manager for information
9. If meals are included as part of the registration for conferences, No additional reimbursement will be given for meals
10. If breakfast is included in the hotel price, No additional reimbursement will be given
11. **No reimbursement will be given for one day conferences**

PROCEDURES FOR CHECK REQUEST

All requests must be pre-approved

- A. Turn in the pre-approved purchase order.
- B. Make sure that receipts are attached for hotels, meals, parking fees, and any other expenses related to your request for reimbursement. Receipts must be itemized. A receipt with just the amount on it is not sufficient.
- C. Alcohol should not be on the itemized receipt that you are turning in to be reimbursed.
- D. Room reservations for conferences need to be made by you. MVED will not make the reservation. All reservations will need to have prior approval by John/Bob.
 - 1. Enter time off in AESOP.
 - 2. Attach conference information, date, and amount in AESOP. See AESOP
 - 3. Create PO once approved in AESOP.
 - 4. In comments section of PO, state "documentation/approval in AESOP" as well as "professional development"
 - 5. MVED will print the requested check and give it to you to give to the hotel

For situations where hotels will not accept the check:

- 1. Enter time off in AESOP and attach documentation. Once approved:
 - 2. Create PO in your name
 - 3. Once approved and after the conference, hand in the PO and write "ok to pay" with your initials
 - 4. Attach the receipt from the hotel registration to the PO.
- E. When requesting registrations for workshops, please make sure that you send in the request in a timely manner. If they are not received within three week's notice, you will have to pay yourself, and submit a check request form after the conference. **Everything must be approved before you go to guarantee payment.**
- G. Place PO & receipts in Lori's basket in the MVED office for payment.
- H. Forms will be sent back to you if not properly filled out, or information that is needed is not attached.
- I. Checks will be printed every Monday. Approved requests need to be in the office by the preceding Friday morning.
- J. PO's needed for field trip use must have the field trip approval form attached.

CREDIT CARD PURCHASES

Employees who make credit card purchases that are not authorized will be personally liable for the amount of the purchase. We are tax exempt.

MVED has charge accounts for Barnes & Noble, Amazon, and Family Fresh (Spartan Nash). For Amazon, please complete a PO and Lori will order it for you. For Barnes & Noble, complete the PO and once you get the approved PO back, you can take the PO to the store to use for the credit. For Family Fresh, complete the PO and once you get the approved PO back, get the Family Fresh card from Lori Plieseis, bringing that and the PO to the store for credit. Family Fresh is now Spartan Nash in the Smart system.

MVED DOES NOT HAVE ANY REIMBURSEMENTS OR ALLOWANCES FOR THE FOLLOWING:

Automobiles
Entertainment
Health Club Dues
Internet

SALES TAX EXEMPT FORMS/CARD

MVED is exempt from paying sales tax. Please see Business Manager or Lori for items to be purchased personally. A sales tax exempt form will be created to hand to the cashier.

ALLOWABLE COSTS FOR PURCHASE ORDERS

When determining whether a cost is an excess cost, ask the following guiding questions:

In the absence of special education needs, would this cost exist?

If the answer is...

No, then the cost is an excess cost and may be eligible.
Yes, then the cost is not an excess cost and is not allowed.

Is this cost also generated by students without disabilities?

If the answer is...

No, then the cost is an excess cost and may be eligible.
Yes, then the cost is not an excess cost and is not allowed.

If it is a child specific service, is the service documented in the students IEP?

If the answer is...

Yes, then the cost is an excess cost and may be eligible
No, then the cost is not an excess cost and is not allowed.

PROCEDURES FOR ORDERING SUPPLIES

All requests must be pre-approved before ordering

1. Create a Purchase Requisition from your SMART Payroll System. The user guide is on the MVED website. All purchase orders MUST have one of the headings in the “comments” section of SMART. Without one of those headings, your purchase order will be denied. If you are uncertain which heading to use, please email me.
2. For MVS/Room 329 Rocks once you complete your order (before you transfer it), print out a copy and give to Shannon, who will bring to administrative meetings for review of all Purchase Requisitions. Once she approves them, you may then transfer it in SMART.
3. Once Approved by Bob/John, the Requisition turns into a Purchase Order. Lori will fax or mail the Purchase Order out to the vendors. If it is a purchase order that Lori does not take care of, she will return to the purchaser.
4. Lori will give you a copy of the Purchase Order once faxed or mailed.
5. Office Max, Shopko, Dollar Store, Hobby Lobby, Wal-Mart, and Target, don't accept Purchase Orders. You still need to do a Purchase Order Requisition to get prior approval. Once you receive the approved PO back, you will need to purchase the items and then return the PO to Lori with the receipt and “ok to pay” and initials written on the PO.
6. When you receive your FULL order, which was purchased with a Purchase Order, send back the packing slip (signed) and purchase order to Lori for payment approval. The invoice will not be paid until Lori receives an ok to pay for that order.

Must use one of the headings listed below followed by basic details

Examples	Definition	Allowable?
Assistive Technology Devices	Something used to increase, maintain or improve the functional capabilities of a child with disabilities. Must be identified in the IEP.	Yes
Technology for Students	Computers, tablets or other device that is related to the unique needs of a sped student. The unique need for the technology must be defined in the IEP.	Yes
Field Trips	Activities off campus that are related to a MN educational standard or IEP goal (i.e., socialization, appropriate behavior).	Yes
Food/Snacks	Food that is used in specialized instruction for life skills such as cooking. Student IEPs must indicate the need for this. Snacks/food may be purchased as incentives if identified in student IEPs.	Yes No, if a food item is a snack unless medically required.
Furniture	Furniture that is used in spaces designated to special education use. May also include student furniture for use in a regular education classroom if the furniture is adapted to the specific needs of a child with a disability.	Yes
Maintenance of sped equipment	If used solely for students with special education needs, assistive technology devices, The device should be identified on the IEP.	Yes
Instructional Materials	Books, software, Apps and other materials directly needed for instruction. At MVS, all instructional materials related to IEP goals. In district schools, materials must be for use with special education students and related to IEP goals.	Yes
Professional Development	Registration fees, travel, and conference expenses associated with special education in-service training.	Yes
Supplies	*Must be ordered through the receptionist*	Not a special education expenses and must be reported as "Supplies" for correct coding.
Testing Materials	Test kits, protocols, and items required to support assessment (i.e., stopwatch)	Yes

MILEAGE CLAIMS

Mileage reimbursement is provided to all employees using their own vehicles between assigned/scheduled sites during the employees work day. All claims for mileage reimbursement are due to Lori no later than the 1st of each month. Mileage checks will be issued with the 15th payroll. The rate of reimbursement is based on IRS regulations. Any mileage form received after the 1st will be processed the following month. Form must be complete. If not, form will be returned for your completion. Claim forms can be emailed to you by requesting that from Lori.

Below is the mileage from MVED to all the schools in our school districts.

SCHOOL	# OF MILES (ONE WAY)
Nicollet	14.5
Cleveland	7.8
St. Clair	23.4
LCWM – Elementary	26.7
LCWM – High School	29.6
LSH – Hilltop	15.6
LSH – Park	10.8
LSH – HS	10.9
Hilltop to Park	4.8
Hilltop to HS	4.7
St. Peter HS	1.9
St. Peter – North	.8
St. Peter – South	2.3
St. Peter – North to South	1.5
St. Peter – North to HS	.8
St. Peter – South to HS	.9
Maple River Schools – Good Thunder	28
Maple River Schools – Mapleton	30
Maple River Schools – MN Lake	39

MVED-OWNED/LEASED VEHICLES

MVED does not allow anyone to take a MVED owned/leased vehicle at any time home overnight.

Both the car and the van have a sign-out sheet at the front office desks. Please write in name of teacher using vehicle and destination. When using the MVED vehicles, please make sure the gas tank is filled **before** returning it to the office if it is below half a tank. We have a charge account at the Holiday Station on St. Julian across from McDonalds. **The charge slip must always be signed by the person charging the gas and returned to Lori.** If you are on an extended trip where you will need to fill the tank up before returning, get a receipt and fill out a check request form.

1. **ALL** occupants **must** wear seat belts.
2. Staff person responsible for the vehicles need to inspect vehicle after returning and make sure seat backs are returned to their original position and vehicles are clean for the next person using the vehicles.
3. Do not use cell phones at any time while operating a vehicle.

MVED CONFERENCE ROOM/LIBRARY

There is a sign up calendar outside the door of both the conference room and library. Board meetings, staff meeting and conferences have priority.

COURSE APPROVAL/LANE CHANGES

If a teaching staff member plans to take a class for lane change, a form for pre-approval is available from the MVED office. Classes taken must be germane to the field or position to which the staff is assigned. Completed forms need to be turned in to the Administrative Assistant. Earned lane changes can be made in September and January as defined in the Master Agreement.

TEACHING CERTIFICATES, TRA, ETC.

All staff members are responsible for the following:

- a. Up-to-date certificates must be on file in the business office. CEU's and licensure are the responsibility of the employee.
- b. TRA (teacher retirement) numbers must be on file with the business office.
- c. An up-to-date W-4 form must be on file with the business office.
- d. New staff members should complete insurance forms available from the business office as soon as possible to insure quick coverage.

POLICY & PROCEDURES

Staff must review the policy/procedures below, at least annually. They are available on the MVED website.

Safety Plan
Bullying/Harassment/Hazing Policy
Restraint/Seclusion Plan