

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

December 9, 2013

MISSION STATEMENT

The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

**INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MN 55110**

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: December 1, 2013

A Student Recognition will be held on **Monday, December 9, 2013**, at **6:15 p.m.** in the Community Room at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 9, 2013** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consent Agenda
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

B. PUBLIC FORUM

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.

8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Update on Welcome to White Bear Events
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation of Information Relating to the Truth in Taxation Hearing Requirements
2. Open Forum for Public Input on Truth-in-Taxation Presentation
3. First Reading of School Board Policy 410, Family and Medical Leave Policy
4. First Reading of School Board Policy 413, Harassment and Violence
5. First Reading of School Board Policy 522, Student Sex Non-Discrimination
6. First Reading of School Board Policy 524, Electronic Technologies Acceptable Use Policy

E. OPERATIONAL ITEMS

1. Action on Property Tax Levy for 2014
2. Action on New Course Proposals, Course Deletions, and Name Changes for 2014-15
3. Action on High School Program Modifications
4. Action on Middle Level Program Modifications
5. Action on Accepting Brosious Grants
6. ~~Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures~~
7. Tentative Agreement – 2013-15 Contract White Bear Lake Extended Day Association
8. Action on 2013-14 Contracts with Members of Cabinet
9. Action on 2014-17 Contract with Superintendent of Schools
10. Action on School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
11. Action on School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults

12. Action on School Board Policy 424, License Status

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **December 9, 2013**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

- a) Approval of Minutes
- b) Payment of Invoices
- c) Correspondence
- d) Acceptance of Gifts
- e) Field Trip Request(s)
- f) Human Resources Items

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: December 9, 2013
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

The School Board minutes from last month's meeting are being presented for approval by the School Board.

Recommendation: Approve the minutes.

**INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MN 55110**

A meeting of the White Bear Lake Area School Board was held on **Monday, November 11, 2013** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Newberg called the meeting to order at 7:05 p.m.
- 2 Roll Call- Present: ***Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball***

Ex-Officio: Lovett
Cabinet: Present – Daniels, Law, Picha, Vette, Wehrkamp, Willcoxon, Sr.
- 3 Pledge of Allegiance.
- 4 Hiniker moved, Shevik seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
- 5 Storey moved, Swanson seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on October 14, special meeting on October 28 and work-study session on October 28.
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve field trip; passage of resolution to approve personnel issues to include:
 - **Resignations/Termination - Classified Staff**
Linette Johnson – Food Service, High School-North Campus
Employed by District 624 since 02/16/2011
Effective Date: 11/27/2013
Kimberly Simanski – Assistant Head Cook Manager, Central Middle School,
Employed by District 624 since 10/16/2006
Effective Date: 10/25/2013
Hannah Wagner – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 10/07/2013
Effective Date: 11/08/2013
 - **Retirement - Classified Staff**
Denise Carlson – Food Service, High School-South Campus
Employed by District 624 since 09/03/1996
Effective Date: 09/03/2013
 - **Resignations/Termination/Release Of Contract - Certified Staff**
Kari Bergeson – Elementary Teacher, Birch Lake Elementary
Employed by District 624 since 12/16/2002
Effective Date: 11/01/2013
 - **Change In Position – Supervisory Staff**
Rebecca Mullaly – Supervisor of Special Education, District Center
Rebecca Mullaly, previous position was Special Education Teacher on Special Assignment. The contract is for an effective date of 11/12/2013, with an annual salary of \$58,030.76 (Pro-rated on \$92,000).

- **Change In Continuing Contract – Certified Staff**
Lindsey Mulhausen – Special Education Teacher, Lakeaires and Matoska International
 From .6 f.t.e. to .7 f.t.e
 Effective Date: 11/11/2013 through 06/06/2014
Aimee Pollard – Speech and Language Pathologist, Birch Lake Elementary
 From .8 f.t.e. to 1.0 f.t.e
 Effective Date: 10/21/2013 through 06/06/2014
- **Part - Time Leave Request – Certified Staff**
Theresa Gulbransen – School Psychologist, Normandy Park
 .20 Leave (.80 position)
 Effective Date: 11/05/2013 through 06/06/2014
Melissa Kallas – Early Childhood Special Education Teacher, Normandy Park
 .10 Leave (.90 position)
 Effective Date: 3/17/2014 through 06/06/2014
- **Leaves Of Absence – Certified Staff**
Katie Nohr – Language Arts Teacher, Central Middle School
 Employed by District 624 since 08/21/2008
 Effective Date: 8/27/2013 through 11/01/2013
- **New Personnel – Classified Staff**
Cristina Castro – Food Service, High School – North Campus
 \$13.41 / hr., 3.5 hrs. / 148 days \$6,912.86 (Pro-rated on \$8,495.24)
 Effective Date: 10/28/2013
Albert Louismet – Bus Driver, Bus Garage
 \$16.49 / hr., 5.25 hrs. / 141 days \$12,206.37 (Pro-rated on \$14,977.04)
 Effective Date: 10/16/2013
- **New Personnel – Certified Staff**
Allison Theissen – Elementary Teacher, Birch Lake Elementary
 MA+15, Step 13 \$54,166.50 (Pro-rated on \$72,222.00)
 Effective Date: 11/4/2013
- **New Personnel – Cabinet – Contract Extension**
Peter Willcoxon Sr. – .5 Executive Director of Business Services, District,
 \$6,631.07
 Effective Date: 01/01/2014 through 01/31/2014
- **New Long Term Substitutes – Certified Staff**
Sally Hermes – Early Childhood Education Teacher, Normandy Park
 MA+60, Step 13 \$22,408.08 (Pro-rated on \$77,628.00)
 Effective Date: 10/21/2013 through 01/31/2014
Leigh Mills – Elementary Teacher, Birch Lake Elementary
 BA, Step 12 \$12,950.12 (Pro-rated on \$52,891.00)
 Effective Date: 09/25/2013 through 11/29/2013

Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.

B. PUBLIC FORUM – No one spoke at Public Forum.

C. INFORMATION ITEMS

1. Presentation on International Partnerships
 - a) White Bear Lake and Meaux, France Exchange - Tim Wald, principal at South Campus, Janel Toussaint and Lauren Rheault, French teachers in the District, along

with two students described their recent experience with having exchange students from Meaux, France visiting our District this spring. Our students will be visiting Meaux this coming spring.

- b) Hangzhou China Exchange Teacher and Exchange - Mr. Wald introduced this year's exchange teacher from Hangzhou Foreign Languages School, Jin Fan (Jane). Jin Fan provided background information on herself and her experiences to date in the District. Also with us were teachers from our District who went to Hangzhou this past summer at the invitation of the Hangzhou Foreign Languages School to teach English to Chinese students at the schools' summer English Camp. These teachers include: Robert Anderson, Danielle Olsrud, Alex Carlson, Lisa Brichacek and Christine Carney. They described their experiences, as well.
2. Update on Energy Conversation Program - Since October 2009 the District has been implementing an energy efficiency program to align with our Energy Mission Statement. David Law, Assistant Superintendent, introduced Karen Mann and Ann Arney from Class 5 Energy (formerly Schools for Energy Efficiency Program) who coordinate and oversee our program. They presented an update on our savings and details on our emphasis for this year which is water conservation.
3. Superintendent's Report - Dr. Lovett reported on the following:
- a. Prior to tonight's Board meeting the following students and their coaches/mentors were recognized by the Board for their accomplishments: Boys' cross country team who placed second out of sixteen teams in their region; Bethany Kozak who qualified for the State Cross Country meet for the 4th time; and Central Middle School students who were accepted into the Minnesota American Choral Director's Association Honor Choir this year. Congratulations to all!
 - b. Thank you to the voters in the District who voted in last week's election. We are grateful to our community for their support of our Capital Projects Levy which passed on Tuesday by a 61% to 39% margin.
 - c. Veteran's Day - Students through the District recognized veterans today and this week.
 - d. The District along with the White Bear Lake Police Department will host a Safety Information Night on November 19 at South Campus. A free dinner will be provided. Additional information is available on the District website.
 - e. Jo Tate, Gifted Coordinator, recognized that Governor Mark Dayton had proclaimed November 11-16 to be Gifted and Talented Youth Week in Minnesota. Ms. Tate introduced Otter Lake parent, Dawn Ward, who spoke of her appreciation for the implementation of our new Talented and Gifted program. She has been very impressed with the new program and indicated her child was being challenged and was also excited about the program.

Our alternate Student Board Representative, Ryan Burke, provided information on the fall High School musical, *One Upon a Mattress*, which opened this past week-end at our North Campus Theater. Additional information may be found online. Ryan also advised that our White Bear Lake Area High School Student Council collected over 22,000 pounds of food and more than \$5000 which will be used to purchase another 29,000 pounds of food. Congratulations to all who participated in this effort to serve our community!

Additional information on the above may be found on our District website: www.isd624.org.

D. DISCUSSION ITEMS

1. Presentation of 2012-13 Audit Report - Pete Willcoxon, Executive Director of Business Services, introduced Jim Eichten of MMRK Certified Public Accountants, who presented the results of our audit for the year ending June 30, 2013. A detailed presentation was provided to the Finance Committee on October 29, 2013.
2. First Reading of School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse – This policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA). This policy will be placed on the December 9, 2013 School Board meeting agenda or subsequent meeting agenda for approval.
3. First Reading of School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults - This policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the December 9, 2013 School Board meeting agenda or subsequent meeting agenda for approval.
4. First Reading of School Board Policy 424, License Status – This policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the December 9, 2013 School Board meeting agenda or subsequent meeting agenda for approval.

E. OPERATIONAL ITEMS

1. Action on Resolution to Canvass the November 5, 2013 General Election of School Board Members

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. *It is hereby found, determined and declared that the general election of the voters of this school district held on November 5, 2013, was in all respects duly and legally called and held.*
2. *As specified in the attached Abstract and Return of Votes Cast, a total of 7,839 voters of the district voted at said general election on the election of four (4) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:*

<i>Janet Newberg</i>	<i>3455</i>	<i>Christine Morrison</i>	<i>2592</i>
<i>George Kimball</i>	<i>3455</i>	<i>Bob Shevik</i>	<i>2400</i>
<i>Kim S. Chapman</i>	<i>2676</i>		
<i>Donald Mullin</i>	<i>2607</i>		

3. *Janet Newberg, George Kimball, Kim S. Chapman, and Don Mullin*

having received the highest number of votes, are elected to four (4) year terms beginning on the first Monday in January, 2014.

4. *The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part. Hiniker motioned and Shevik seconded to approve the resolution to canvass the November 5, 2013 School District General Election. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.***

2. Action on Resolution to Canvass the November 5, 2013 School District Special Election

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

- 1. It is hereby found, determined and declared that the special election of the voters of this school district held on November 5, 2013 in conjunction with the school district general election, was in all respects duly and legally called and held.*
- 2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of 6,564 voters of the school district voted on the question of authorizing a capital project Levy authorization of the school district for taxes payable in 2014 and thereafter (SCHOOL DISTRICT BALLOT QUESTION 1), of which 3,999 voted in favor, 2,565 voted against the same, and there were (n/a) completely blank or defective ballots related to this question. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.*
- 3. The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part. The clerk is also directed to report the results of the election to the Commissioner of Education.*

Swanson motioned and Kimball seconded to approve the resolution to canvass the November 5, 2013 School District Special Election. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**

3. Action on Resolution Authorizing Issuance of Certificates of Election and Directing the School District to Perform Other Related Election Duties

WHEREAS, the board has canvassed the general election for school board members held on November 5, 2013.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

- 1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 624 to the following candidates:*
 - a. Janet Newberg*
 - b. George Kimball*
 - c. Kim S. Chapman*
 - d. Donald Mullin*

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvas.

- 2. The certificate of election shall be in substantially the form attached hereto.*
- 3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or by certified mail.*
- 4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.*

Storey motioned and Shevik seconded to approve the resolution to authorizing issuance of Certificates of Election and Directing the School District to perform other related election duties. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**

4. Chapman motioned and Hiniker seconded to approve the audit for the fiscal year ending June 30, 2013. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**

5. Kimball motioned and Swanson seconded to approve the bid recommendations for Lakeaires Elementary School as submitted by Kraus-Anderson Construction Company totaling \$3,225,626. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**
 6. Shevik motioned and Kimball seconded to approve the bid recommendations for Willow Elementary School as submitted by Kraus-Anderson Construction Company totaling \$3,027,985. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**
 7. Swanson motioned and Hiniker seconded to approve the Agreement – 2013-15 Contract White Bear Lake Nutrition Services Association. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**
 - 8-9. Storey motioned and Kimball seconded to approve School Board Policy 203.5, School Board Meeting Agenda and School Board Policy 205, Open Meetings and Closed Meetings Policy, with changes recommended by Administration. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**
 10. Chapman motioned and Hiniker seconded to accept the Ryan Family Fund Elementary Art Grants from the White Bear Lake Area Educational Foundation. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**
 11. Shevik motioned and Storey seconded to approve the Agreement – 2013-15 Contract White Bear Lake Principals' Association. **Roll call vote: ayes: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball; nays: none. Motion carried.**
- F. BOARD FORUM** - Kimball recognized a food service worker who will be retiring after 17 years of service. He thanked staff as we are now into November and said he appreciates the great job they do every day. Swanson thanked the community for their support of our Capital Projects Levy. She also thanked Bob Shevik and acknowledged that he has served the District well and is a very valued colleague. She also looks forward to Don Mullin joining our Board in January.
- G. ADJOURNMENT** - Shevik moved; Newberg seconded to adjourn the meeting at 8:18 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MN 55110**

A work-study session of the White Bear Lake Area School Board was held on Monday, **November 25, 2013** at 5:30 p.m in Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Newberg called the meeting to order at 5:30 p.m.
2. Roll Call – Present: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker
Kimball arrived at 6:17 p.m.

Ex-Officio: Lovett

Cabinet: Present – Daniels, Garrison, Law, Vette, Wehrkamp

B. DISCUSSION ITEMS

1. Karner Blue Education (Intermediate School District 916) – Connie Hayes, Superintendent of ISD 916, and Val Rae Boe, Manager of Karner Blue Education Center, presented an update on the Karner Blue Education Center.
2. Strategic Plan Updates
 - a. Middle School Program Review – Dr. Bob McDowell, principal at Sunrise Park Middle School, and Dr. Noel Schmidt, principal at Central Middle School, presented an update on recommended changes to the middle school program after their initial proposal was reviewed by staff, parents and the Community Curriculum Advisory Committee (CCAC).
 - b. High School Program Review – Tim Wald, principal at South Campus, presented information on the high school program review. Initial options were modified after additional study and feedback from staff, students, parents and CCAC.
3. High School Curriculum Changes for 2014-15 – Lisa Switzer, Curriculum and Program Development Coordinator, presented an update on proposed high school curriculum changes for 2014-15. Some revisions and clarifications were made after obtaining additional feedback.
4. Update on Planning for Orchestra - Dr. Lovett, Lisa Switzer, and Shannon Anderson and Jeremy Rockford, high school band teachers, led a discussion on planning and timing for implementation of an orchestra program.

Shhevik motioned and Hiniker seconded to close the meeting at 7:27 p.m. **Voice vote: All ayes. Motion carried.**

Attendees moved to room 201.

Meeting attendees: Newberg, Shevik, Storey, Swanson, Chapman, Hiniker, Kimball and Lovett.

Meeting was reconvened and recording began at 7:33 p.m.

5. Negotiation Study – Dr. Lovett discussed the current status of negotiations. Discussion continued with regard to Cabinet salaries.

Recording ended when tape ran out at 8:40 p.m.

- C. **ADJOURNMENT** - Shevik motioned, Chapman seconded to adjourn the meeting at 8:40 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: **Monthly Check Registers**
MEETING DATE: **December 9, 2013**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Pete Willcoxon Sr., Executive Director of Business Services**
Mary Vaske, Accountant

Background:

Enclosed in this packet are the monthly check registers for the previous period.

Recommendation:

Administration recommends that the Board approve the payments itemized in the check registers.

White Bear Lake Area Schools Electronic Transfers - November

	<u>11/15/2013</u>	<u>11/29/2013</u>
Direct Deposit 368261-369666	1,759,694.67	
U.S. Treasury (FICA, Medicare, withholding)	662,975.48	
MN State Income Tax	108,172.75	
PERA	91,360.40	
TRA	294,810.88	
ING	2,517.27	
American Funds	69,847.77	
White Bear Lake Teacher's Association	34,373.43	
Direct Deposit 369667-371065		1,670,259.49
U.S. Treasury (FICA, Medicare, withholding)		623,708.88
MN State Income Tax		100,831.70
PERA		93,359.00
TRA		271,651.26
ING		2,517.27
American Funds		69,767.94
White Bear Lake Teacher's Association		34,305.58

Check Nbr	Vendor Name	Check Date	Check Amount
47883	AIG	11/12/2013	4,753.95
47884	AMERICAN UNITED LIFE	11/12/2013	58,044.21
47885	AMERICAN UNITED LIFE	11/12/2013	750.00
47886	AMERIPRISE FINANCIAL SERVICES	11/12/2013	13,446.23
47887	AXA EQUITABLE	11/12/2013	33,976.92
47888	EDUCATION MN ESI BILLING TRUST	11/12/2013	21,182.20
47889	GREAT LAKES HIGHER EDUC GUARAN	11/12/2013	355.60
47890	IUOE LOCAL 70	11/12/2013	2,240.43
47891	MESSERLI & KRAMER PA	11/12/2013	391.00
47892	METROPOLITAN LIFE	11/12/2013	2,805.24
47893	MN CHILD SUPPORT	11/12/2013	1,762.50
47894	MN DEPT OF REVENUE	11/12/2013	259.00
47895	THE ROSE LAW FIRM, PLLC	11/12/2013	553.00
47896	SCHOOL SERVICE EMPLOYEES	11/12/2013	5,640.93
47897	SEA LIFE MN INC	11/12/2013	1,632.00
47898	US DEPT OF EDUCATION	11/12/2013	339.63
47899	VANGUARD SMALL BUSINESS SERVIC	11/12/2013	20,263.73
17	Computer	Check(s) For a Total of	168,396.57

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	17	Computer	Checks For a Total of	168,396.57
Total For	17	Manual, Wire Tran, ACH & Computer Checks		168,396.57
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		168,396.57

Check Nbr	Vendor Name	Check Date	Check Amount
131400560	ABRAHAMSON, KRISTINE A	11/12/2013	510.00
131400561	BARNETT, JANE ELLEN	11/12/2013	298.36
131400562	BARTH, CARRIE M	11/12/2013	105.00
131400563	BATES, STEPHEN R	11/12/2013	510.00
131400564	BERNDT, MICHELE R	11/12/2013	180.00
131400565	BERNSTEIN, NANCY J	11/12/2013	226.70
131400566	BRYAN-DAY, MARY E	11/12/2013	89.27
131400567	CHRISTIANSON, STACY M	11/12/2013	510.00
131400568	CORNER, AMY L	11/12/2013	255.00
131400569	CULLEN, CRAIG J	11/12/2013	445.19
131400570	DAHLEM, TERESA	11/12/2013	1,020.00
131400571	DANIELS, KATHLEEN S	11/12/2013	830.48
131400572	DARLING, JANICE R	11/12/2013	240.00
131400573	DELMEDICO, MOLLY SUSAN	11/12/2013	79.00
131400574	DERBY, SARA A	11/12/2013	110.14
131400575	DOMBROVSKI, NOAH P	11/12/2013	150.59
131400576	DYMIT, MARIE S	11/12/2013	116.95
131400577	ENGSTRAN, PAUL A	11/12/2013	40.00
131400578	ERICKSON, KRISTIN L	11/12/2013	510.00
131400579	ESKOW, LYNN K	11/12/2013	69.66
131400580	FINK, AVIS A	11/12/2013	380.19
131400581	FISHER, PHILLIP E	11/12/2013	390.70
131400582	FROGNER, JANINE M	11/12/2013	100.00
131400583	FROST, LORI J	11/12/2013	164.34
131400584	GADDINI, MELISSA A	11/12/2013	255.00
131400585	GAMBONI, RICHARD A	11/12/2013	40.00
131400586	GORHAM, COLLEEN ELAINE	11/12/2013	510.00
131400587	GRITZMACHER, SHAWN W	11/12/2013	244.47
131400588	HANZAL, DAVID C	11/12/2013	47.00
131400589	HAUG, JOAN M	11/12/2013	510.00
131400590	HEALY, JASON CHARLES	11/12/2013	510.00
131400591	HECKMANN, HEATHER A	11/12/2013	227.85
131400592	HERMANN, TIMOTHY J	11/12/2013	341.83
131400593	HOEG, SCOTT A	11/12/2013	66.95
131400594	HOFTIEZER, MICHELLE R	11/12/2013	48.31
131400595	HORAZDOVSKY, LEILA JOANNE	11/12/2013	177.55
131400596	IRGENS, LINDA S	11/12/2013	123.49
131400597	JENSEN, KATHLEEN A	11/12/2013	255.00
131400598	JOESTING, KRISTI I	11/12/2013	510.00
131400599	JOHNSON, BRIGETTE M	11/12/2013	38.42
131400600	JOHNSON, JENNIFER R	11/12/2013	10.00
131400601	KELLEY, DEBRA K	11/12/2013	226.00
131400602	KELZER, LYND SAY L	11/12/2013	74.50
131400603	KOVACS, JAMIE L	11/12/2013	61.69
131400604	KRONEBUSCH, ANNE G	11/12/2013	510.00
131400605	KUPFERSCHMIDT, ROBERT B	11/12/2013	120.00
131400606	LAW, DAVID W	11/12/2013	226.00
131400607	LEIGH, ANNETTA K	11/12/2013	1,210.80
131400608	LOVETT, MICHAEL J	11/12/2013	344.20
131400609	MARSH, KATHERINE M	11/12/2013	81.36

Check Nbr	Vendor Name	Check Date	Check Amount
131400610	MARTY, JENNA M	11/12/2013	510.00
131400611	MCDONALD, MELISSA R	11/12/2013	26.43
131400612	MCDOWELL, ROBERT C	11/12/2013	454.93
131400613	MELQUIST, NANCY J	11/12/2013	259.21
131400614	MISGEN, JENNIFER R	11/12/2013	510.00
131400615	NAVIS, NANCY L	11/12/2013	70.12
131400616	NORDWALL, ERIK T	11/12/2013	35.34
131400617	NORTON, EMILY L	11/12/2013	257.64
131400618	PETERSON, BETSY J	11/12/2013	52.50
131400619	PICHA, CHRISTINA K	11/12/2013	298.92
131400620	PIERRE, CHRISTINA K	11/12/2013	217.87
131400621	PLAISTED, KAYNA R	11/12/2013	141.25
131400622	PLANA, CHRISTINE M	11/12/2013	120.00
131400623	POKORNY, MARY J	11/12/2013	149.98
131400624	RITTENHOUSE, PAULA M	11/12/2013	58.79
131400625	SATHER, MICHELE T	11/12/2013	122.25
131400626	SCHIELE, LACEY L	11/12/2013	510.00
131400627	SCHWARTZ, DAVID A	11/12/2013	42.94
131400628	SHEA, BRENDA B	11/12/2013	255.00
131400629	SIMSHAUSER, KIMBERLY P	11/12/2013	237.87
131400630	SITKA, LEAH M	11/12/2013	510.00
131400631	SKOGEN, MATTHEW K	11/12/2013	860.45
131400632	SLACK, LISA ANN	11/12/2013	510.00
131400633	SOLEM, KATIE M	11/12/2013	255.00
131400634	STIRLING, CONNIE B	11/12/2013	91.43
131400635	STUCYNSKI, JILL L	11/12/2013	38.25
131400636	SUOJA, WENDY T	11/12/2013	273.99
131400637	SVIR, SARA A	11/12/2013	1,283.68
131400638	THOMAS, LINDSEY J	11/12/2013	849.88
131400639	THOMPSON, JEAN MARIE	11/12/2013	203.41
131400640	TOUSSAINT, JANEL PHYLLIS	11/12/2013	51.26
131400641	TROSKE, CARRIE L	11/12/2013	45.75
131400642	TUCKNER, ABBY E	11/12/2013	510.00
131400643	ULFIG, COLLEEN M	11/12/2013	54.24
131400644	VULU, BENJAMIN NYA	11/12/2013	143.52
131400645	WELSH, SUSAN K	11/12/2013	510.00
86	ACH	Check(s) For a Total of	24,623.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	86	ACH	Checks For a Total of	24,623.89
	0	Computer	Checks For a Total of	0.00
Total For	86	Manual, Wire Tran, ACH &	Computer Checks	24,623.89
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		24,623.89

Check Nbr	Vendor Name	Check Date	Check Amount
47900	1ST AYD CORP	11/14/2013	524.71
47901	916 EDUC FOUNDATION	11/14/2013	250.00
47902	A-1 HYDRAULIC SALES & SERVICE	11/14/2013	28.64
47903	AARP DRIVER SAFETY PROGRAM	11/14/2013	186.00
47904	AARP DRIVER SAFETY PROGRAM	11/14/2013	414.00
47905	AARP DRIVER SAFETY PROGRAM	11/14/2013	410.00
47906	ADAMS III, ANDREW	11/14/2013	12.99
47907	ADVANCED WIRELESS COMMUNICATIO	11/14/2013	1,604.12
47908	ADVANCED DISPOSAL - ST PAUL-G5	11/14/2013	12.51
47909	AFFINITY HEARING LLC	11/14/2013	1,225.00
47910	AGOSTO INC	11/14/2013	8,370.00
47911	AGROPUR INC	11/14/2013	31,231.04
47912	AMAZON	11/14/2013	1,084.20
47913	AMERIPRIDE SERVICES	11/14/2013	774.06
47914	ASSOC FOR MIDDLE LEVEL EDUC	11/14/2013	57.98
47915	ANOKA COUNTY TREASURY DEPARTME	11/14/2013	317.36
47916	APPLE COMPUTER INC	11/14/2013	498.00
47917	APPLIED ENVIRONMENTAL SCI INC	11/14/2013	1,358.00
47918	ARCADE ASPHALT CO	11/14/2013	3,000.00
47919	ARTS & CUSTOM PUBLISHING CO IN	11/14/2013	2,100.00
47920	ASTLEFORD INTERNATIONAL TRUCKS	11/14/2013	45.27
47921	AUTISM PRODUCTS	11/14/2013	57.90
47922	AVON BUSINESS FORMS & PROMOTIO	11/14/2013	468.66
47923	BARNES & NOBLE	11/14/2013	484.87
47924	BARNETT WB CHRYSLER JEEP DODGE	11/14/2013	100.00
47925	Vendor Continued Check	11/14/2013	0.00
47926	BARTHOLD	11/14/2013	3,370.50
47927	BEAR PATCH QUILTING CO	11/14/2013	17.99
47928	BENCHMARK EDUCATION COMPANY	11/14/2013	6,000.00
47929	BERRY BLENDZ - EDEN PRAIRIE	11/14/2013	1,215.00
47930	BEST BUY BUSINESS ADVANTAGE AC	11/14/2013	234.73
47931	BIOCLEAN MOBILE WASH INC	11/14/2013	527.70
47932	BLB CONSULTING LLC	11/14/2013	845.00
47933	BLICK ART MATERIALS	11/14/2013	337.97
47934	BLUE BELL ENTERPRISES INC	11/14/2013	6,014.73
47935	BOYER TRUCKS	11/14/2013	153.94
47936	BRAMSCHER, JUDEE	11/14/2013	13.60
47937	THE BUG COMPANY	11/14/2013	16.00
47938	BUREAU OF EDUCATION & RESEARCH	11/14/2013	235.00
47939	BURNSVILLE HIGH SCHOOL	11/14/2013	120.00
47940	CAMBIUM LEARNING INC	11/14/2013	107.50
47941	CAMETA CAMERA	11/14/2013	2,500.00
47942	CAMP ST CROIX	11/14/2013	2,264.00
47943	CAPOCASA, JOSEPH M	11/14/2013	56.00
47944	CARDWELL, EMILY	11/14/2013	1,013.61
47945	COMPUTER CONNECTION OF CNY	11/14/2013	775.00
47946	CCP INDUSTRIES INC	11/14/2013	204.69
47947	CDW GOVERNMENT INC	11/14/2013	1,655.07
47948	CENGAGE LEARNING	11/14/2013	237.05
47949	CENTER FOR EFFICIENT SCHOOL OP	11/14/2013	17,500.00

Check Nbr	Vendor Name	Check Date	Check Amount
47950	CENTURYLINK	11/14/2013	262.00
47951	CERTIFIED LABORATORIES	11/14/2013	310.46
47952	THE CHILDREN'S THEATRE COMPANY	11/14/2013	1,728.00
47953	CLARK ENGINEERING CORP	11/14/2013	255.00
47954	CLARK, CYNTHIA JEAN	11/14/2013	19.55
47955	CONSTRUCTION MANAGEMENT BUILDI	11/14/2013	51,128.69
47956	COBORNS DELIVERS	11/14/2013	224.75
47957	COKER, MARILYN	11/14/2013	74.58
47958	COMCAST	11/14/2013	5.28
47959	COMCAST	11/14/2013	74.60
47960	COMCAST	11/14/2013	74.60
47961	CONNEY SAFETY	11/14/2013	392.26
47962	CONTINENTAL RESEARCH CORP	11/14/2013	2,610.61
47963	COOPS SPORTSWEAR	11/14/2013	125.00
47964	COPY IMAGES INC	11/14/2013	5,184.80
47965	COPY IMAGES INC	11/14/2013	914.97
47966	COVERT, ELLIOTT CHARLES	11/14/2013	390.00
47967	CRISIS PREVENTION INSTITUTE IN	11/14/2013	150.00
47968	CRYSTEEL TRUCK EQUIPMENT	11/14/2013	773.92
47969	CTB INC	11/14/2013	13,853.60
47970	CUB FOODS OF WHITE BEAR TWSHP	11/14/2013	315.99
47971	CUB FOODS OF WOODBURY	11/14/2013	512.94
47972	CUMMINS NPOWER LLC	11/14/2013	640.52
47973	CURRICULUM ASSOCIATES LLC	11/14/2013	115.75
47974	D'ENTREMONT, ELISE	11/14/2013	171.50
47975	DAHLQUIST, JOYCE	11/14/2013	11.90
47976	DAILEY, CAREY	11/14/2013	6.42
47977	Vendor Continued Check	11/14/2013	0.00
47978	Vendor Continued Check	11/14/2013	0.00
47979	Vendor Continued Check	11/14/2013	0.00
47980	Vendor Continued Check	11/14/2013	0.00
47981	DALCO CORPORATION	11/14/2013	15,294.03
47982	DART PORTABLE STORAGE INC	11/14/2013	90.00
47983	DAVY, MARY	11/14/2013	10.20
47984	DAY, LUKE W	11/14/2013	462.50
47985	DECKER INC	11/14/2013	325.82
47986	DEGARDNER, RICK	11/14/2013	57.00
47987	DEJARLAIS, MARILYN	11/14/2013	26.12
47988	DEMCO INC	11/14/2013	267.51
47989	DEVETTER DESIGN GROUP	11/14/2013	3,411.00
47990	DIETZ, JAMES	11/14/2013	35.00
47991	DISCOUNT SCHOOL SUPPLY	11/14/2013	898.98
47992	DIVERSIFIED SNACK DISTRIBUTION	11/14/2013	4,409.82
47993	DOMINOS PIZZA	11/14/2013	654.89
47994	DRAKE, THOMAS	11/14/2013	45.77
47995	DUFFNEY, BEVERLY	11/14/2013	50.95
47996	E L REINHARDT	11/14/2013	91.88
47997	EARLY, SHERRY	11/14/2013	15.29
47998	ECKROTH MUSIC	11/14/2013	20,384.55
47999	EDUCATION TO GO	11/14/2013	132.25

Check Nbr	Vendor Name	Check Date	Check Amount
48000	EESCO UNITED ELECTRIC	11/14/2013	977.10
48001	ELECTRIC MOTOR REPAIR	11/14/2013	251.34
48002	ELLISON EDUC EQUIP INC	11/14/2013	34.00
48003	EMEDCO COMPANY INC	11/14/2013	617.21
48004	EMI AUDIO	11/14/2013	971.25
48005	F&N OPERATIONS LLC	11/14/2013	1,336.92
48006	FASTENAL COMPANY	11/14/2013	284.98
48007	FESTIVAL FOODS-KNOWLAN'S	11/14/2013	128.66
48008	FIRST PRESBYTERIAN CHURCH	11/14/2013	300.00
48009	FLAGHOUSE INC	11/14/2013	103.90
48010	FLEISCHHACKER, JACK	11/14/2013	15.52
48011	FLOCABULARY	11/14/2013	63.00
48012	FLORIN, JOLYN A	11/14/2013	605.00
48013	FLYNN, JULIE	11/14/2013	6.42
48014	FOLLETT EDUCATIONAL SERVICES	11/14/2013	2,191.24
48015	FORCIER, ELSIE	11/14/2013	17.62
48016	FREY	11/14/2013	223.89
48017	FULLER, DONNA	11/14/2013	17.00
48018	G&K SERVICES	11/14/2013	970.15
48019	GAME WORLD	11/14/2013	1,445.00
48020	GARVEY, PATRICIA	11/14/2013	22.74
48021	GENERAL PARTS LLC	11/14/2013	1,317.00
48022	GIBBONS, SHIRLEY	11/14/2013	6.42
48023	GILLUND ENTERPRISES	11/14/2013	284.10
48024	GO SOLAR! WORKSHOP	11/14/2013	500.00
48025	GOLDCOM INC	11/14/2013	411.58
48026	GOPHER	11/14/2013	116.88
48027	GOPHER STAGE LIGHTING	11/14/2013	467.90
48028	Vendor Continued Check	11/14/2013	0.00
48029	Vendor Continued Check	11/14/2013	0.00
48030	GRAINGER	11/14/2013	1,787.31
48031	GRANDMA'S BAKERY INC	11/14/2013	257.76
48032	GREAT RIVER OFFICE PRODUCTS	11/14/2013	117.29
48033	GREATAMERICA FINANCIAL SERVICE	11/14/2013	112.99
48034	GROTH MUSIC CO	11/14/2013	512.34
48035	GROUP HEALTH INC - WORKSITE	11/14/2013	1,200.00
48036	GROUP TRAVEL PLANNERS	11/14/2013	20,580.00
48037	GROVER, JAN ZITA	11/14/2013	262.50
48038	HAAG, LOIS	11/14/2013	22.95
48039	HAAS MUSICAL INSTRUMENT REPAIR	11/14/2013	142.00
48040	HALLBERG ENGINEERING INC	11/14/2013	24,995.63
48041	HANKINS, RYAN	11/14/2013	120.00
48042	HANSON, DONNA	11/14/2013	20.40
48043	HAWLEY, ELIZABETH	11/14/2013	120.00
48044	HERDEGEN, JOHN	11/14/2013	60.00
48045	HOGLUND BUS AND TRUCK CO	11/14/2013	450.74
48046	HOLMSTROM, ANN MARIE	11/14/2013	103.00
48047	HORN, BARBARA	11/14/2013	18.49
48048	HOUGHTON MIFFLIN HARCOURT	11/14/2013	1,065.57
48049	HOWARD, JOAN A	11/14/2013	17.00

Check Nbr	Vendor Name	Check Date	Check Amount
48050	HUGO CITY OF	11/14/2013	156.52
48051	HUGO EQUIPMENT CO	11/14/2013	42.96
48052	IDC AUTOMATIC	11/14/2013	128.87
48053	Vendor Continued Check	11/14/2013	0.00
48054	Vendor Continued Check	11/14/2013	0.00
48055	Vendor Continued Check	11/14/2013	0.00
48056	Vendor Continued Check	11/14/2013	0.00
48057	IFD	11/14/2013	76,449.66
48058	INDIANA DEV TRAINING CTR OF LA	11/14/2013	3,263.19
48059	INTEGRA TELECOM	11/14/2013	881.52
48060	ION INC	11/14/2013	172.95
48061	ISD #181 BRAINERD	11/14/2013	1,175.07
48062	JAGLOWSKI, MICHAEL	11/14/2013	905.00
48063	Vendor Continued Check	11/14/2013	0.00
48064	JAYTECH INC	11/14/2013	16,392.83
48065	JIMMY JOHNS #869	11/14/2013	72.10
48066	JOHN DEERE FINANCIAL	11/14/2013	305.62
48067	JOHNSON, JUDITH ANN	11/14/2013	251.00
48068	JOHNSON CONTROLS INC	11/14/2013	1,592.06
48069	JW PEPPER & SON INC	11/14/2013	48.99
48070	K PEARSON MECHANICAL LLC	11/14/2013	10,986.96
48071	KAISER, PHYLLIS	11/14/2013	17.42
48072	KAPPHAHN, KEN E	11/14/2013	583.70
48073	KARLSBURGER FOODS INC	11/14/2013	563.16
48074	KATH FUEL OIL SERVICE CO	11/14/2013	28,198.36
48075	KELVIN LP	11/14/2013	178.72
48076	KENDALL HUNT PUBLISHING	11/14/2013	1,092.50
48077	KIMBALL MIDWEST	11/14/2013	373.82
48078	KITTELSON MARKETING CO INC	11/14/2013	14,125.80
48079	KLAREN, LLOYD	11/14/2013	77.00
48080	KLOSTER, MARY	11/14/2013	10.20
48081	KNOW THEATRE OF CINCINNATI	11/14/2013	1,115.00
48082	KNOWBUDDY RESOURCES	11/14/2013	121.91
48083	KOREAN QUARTERLY	11/14/2013	22.00
48084	KORNEY BOARD AIDS INC (KBA)	11/14/2013	519.40
48085	KRAFT CONTRACTING & MECHANICAL	11/14/2013	3,578.00
48086	KRAUS ANDERSON CONSTRUCTION CO	11/14/2013	30,179.03
48087	KWAPICK, GERALD W	11/14/2013	6.42
48088	KWAPICK, LINDA M	11/14/2013	6.42
48089	LAERDAL MEDICAL CORP	11/14/2013	412.61
48090	LAKESHORE LEARNING MATERIALS	11/14/2013	65.55
48091	LANDS BEST FOODS	11/14/2013	4,725.65
48092	LARSON, KRISTINE	11/14/2013	6.42
48093	LARSON, MELANIE	11/14/2013	27.50
48094	LEARNING FORWARD	11/14/2013	429.00
48095	LEARNING A-Z	11/14/2013	99.95
48096	LEARNING RESOURCES	11/14/2013	359.98
48097	LETTERTECH INC	11/14/2013	78.30
48098	LIBRARY STORE INC	11/14/2013	36.96
48099	LORENZ RECOGNITION CO	11/14/2013	22.95

Check Nbr	Vendor Name	Check Date	Check Amount
48100	LOVEGREEN RISK MANAGMENT LLC	11/14/2013	18,097.69
48101	L T G POWER EQUIPMENT	11/14/2013	16.08
48102	MACKIN EDUCATIONAL RESOURCES	11/14/2013	322.13
48103	MAD SCIENCE OF MINNESOTA	11/14/2013	4,717.00
48104	MARTIN-MCALLISTER	11/14/2013	1,700.00
48105	MATTSON, LYNN MARIE	11/14/2013	100.00
48106	MCDONALD, MARIE	11/14/2013	73.51
48107	MN COMMUNITY EDUC ASSOC (MCEA)	11/14/2013	505.00
48108	MN COUNCIL OF TEACHERS OF MATH	11/14/2013	150.00
48109	MERZER MALP, SHEILA	11/14/2013	165.00
48110	METRO ECSU	11/14/2013	40.00
48111	METRO SOUND AND LIGHTING	11/14/2013	2,947.80
48112	MHS	11/14/2013	264.00
48113	MID CITY SERVICES - INDUSTRIAL	11/14/2013	2,152.21
48114	MIDAMERICA INC	11/14/2013	1,492.25
48115	MIDWEST BUS PARTS INC	11/14/2013	445.88
48116	MIDWEST VOLLEYBALL WAREHOUSE	11/14/2013	308.39
48117	Vendor Continued Check	11/14/2013	0.00
48118	MINVALCO INC	11/14/2013	3,153.49
48119	MN COACHES INC	11/14/2013	3,959.76
48120	MN CONWAY FIRE & SAFETY	11/14/2013	640.00
48121	MN DEPT OF LABOR & INDUSTRY	11/14/2013	100.00
48122	MN DIVERSITY	11/14/2013	10,200.00
48123	MN ELEVATOR INC	11/14/2013	290.77
48124	MN INDEPENDENT SCHOOL FORUM (M	11/14/2013	50.00
48125	MN JEWISH THEATRE CO	11/14/2013	480.00
48126	MOBILE RADIO ENGINEERING INC	11/14/2013	19.95
48127	MOORHEAD MACHINERY & BOILER CO	11/14/2013	2,234.38
48128	MP NEXLEVEL LLC	11/14/2013	65.00
48129	MN REC & PARK ASSN (MRPA)	11/14/2013	821.00
48130	MUSEUM OF SCIENCE	11/14/2013	347.75
48131	MUSIC CONNECTION INC	11/14/2013	716.99
48132	NAC MECHANICAL & ELECTRICAL SE	11/14/2013	11,790.45
48133	NASCO	11/14/2013	73.94
48134	NEWMASER, BROOKE J	11/14/2013	91.02
48135	NOLL, DIANE	11/14/2013	349.00
48136	NORCENTRONIX DISTRIBUTING	11/14/2013	35.00
48137	Vendor Continued Check	11/14/2013	0.00
48138	NORTH CENTRAL TRUCK EQUIPMENT	11/14/2013	7,329.50
48139	NORTH STAR BANK	11/14/2013	7,150.00
48140	NORTHEAST METRO INTERMEDIATE D	11/14/2013	1,418.21
48141	Vendor Continued Check	11/14/2013	0.00
48142	NORTHERN LANDSCAPE & IRRIGATIO	11/14/2013	1,730.00
48143	NOVINSKA, TOD	11/14/2013	250.00
48144	NORTHWEST SHEETMETAL CO OF ST	11/14/2013	4,033.80
48145	O'HEARN, STEPHANIE	11/14/2013	6.42
48146	O'NEIL, LOIS	11/14/2013	11.88
48147	OFFICE DEPOT	11/14/2013	568.35
48148	OFFICE SYSTEMS AND DESIGN INC	11/14/2013	1,599.99
48149	OFFICEMAX INCORPORATED	11/14/2013	129.72

Check Nbr	Vendor Name	Check Date	Check Amount
48150	OLSON, GLENN	11/14/2013	116.28
48151	OLYMPIC COMMUNICATIONS, INC.	11/14/2013	380.00
48152	PAHL, MIKE	11/14/2013	455.00
48153	PALMQUIST, AMY	11/14/2013	6.42
48154	PAMS LUNCHROOM LLC	11/14/2013	7,785.67
48155	PARK SQUARE THEATRE	11/14/2013	2,380.00
48156	PARTS MIDWEST INC	11/14/2013	714.68
48157	PCS REVENUE CONTROL SYSTEMS IN	11/14/2013	1,907.00
48158	PEARSON EDUCATION INC	11/14/2013	1,172.21
48159	PERFECTION LEARNING CORP	11/14/2013	1,774.44
48160	PETERSON, JOSHUA MICHAEL	11/14/2013	18.00
48161	PETERSON BROS ROOFING & CONST	11/14/2013	4,942.73
48162	PIONEER	11/14/2013	327.50
48163	PITNEY BOWES PURCHASE POWER	11/14/2013	1,000.00
48164	POLAR CHEVROLET MAZDA	11/14/2013	12.00
48165	PRAXAIR DISTRIBUTION INC	11/14/2013	122.05
48166	PREISLER, PAM	11/14/2013	45.00
48167	PRESS PUBLICATIONS	11/14/2013	1,791.68
48168	PROBLEM SOLVING SOLUTIONS	11/14/2013	1,000.00
48169	PROJECTORZONE.COM	11/14/2013	1,911.25
48170	PUSH PEDAL PULL	11/14/2013	340.00
48171	QUALITY RESOURCE GROUP INC	11/14/2013	1,869.75
48172	R & R SPECIALTIES INC	11/14/2013	88.50
48173	RAMSEY COUNTY	11/14/2013	3,812.50
48174	Vendor Continued Check	11/14/2013	0.00
48175	RAMSEY COUNTY	11/14/2013	3,384.00
48176	RAMSEY COUNTY COMM HUMAN SVCS	11/14/2013	30,101.00
48177	RAMSEY COUNTY PUBLIC HEALTH	11/14/2013	75.00
48178	RED BALLOON BOOKSHOP	11/14/2013	22.38
48179	RESERVE ACCOUNT	11/14/2013	5,000.00
48180	RICHTER, SAM	11/14/2013	200.00
48181	RR DONNELLEY	11/14/2013	1,456.89
48182	RUDDYS PARTY TOWN INC	11/14/2013	50.35
48183	S & T OFFICE PRODUCTS INC	11/14/2013	891.90
48184	SAFETYFIRST PLAYGROUND SURFACI	11/14/2013	1,475.00
48185	SAFEWAY DRIVING SCHOOL	11/14/2013	6,930.00
48186	SAIKO, KATHY	11/14/2013	15.30
48187	SALZMAN-HANKINS, SHARI	11/14/2013	120.00
48188	SAM'S CLUB/GEMB	11/14/2013	749.05
48189	SAM'S CLUB/GEMB	11/14/2013	528.25
48190	SAM'S CLUB/GEMB	11/14/2013	19.65
48191	SANTILLANA USA	11/14/2013	150.26
48192	SCANTRON CORPORATION	11/14/2013	818.48
48193	SCHARBER & SONS	11/14/2013	38.66
48194	SCHLUENDER, LINDA	11/14/2013	79.70
48195	SCHMID, RITA	11/14/2013	16.00
48196	SCHMITT MUSIC COMPANY	11/14/2013	160.01
48197	SCHOLASTIC BOOK FAIRS	11/14/2013	2,315.34
48198	SCHOLASTIC BOOK FAIRS	11/14/2013	2,335.90
48199	SCHOOL SPECIALTY	11/14/2013	244.68

Check Nbr	Vendor Name	Check Date	Check Amount
48200	SECURITAS SEC SVCS USA INC	11/14/2013	2,239.20
48201	SEEVER, GRAY	11/14/2013	165.00
48202	SHEVIK, MONICA W	11/14/2013	20.00
48203	SINDT, GAIL	11/14/2013	100.00
48204	SKITS OUTREACH SERVICES INC	11/14/2013	1,150.00
48205	SMITH BRUCE	11/14/2013	15.40
48206	SMRDEL, KATHY	11/14/2013	100.00
48207	SCHOOL NUTRITION ASSOC (SNA)	11/14/2013	136.25
48208	SNAP-ON TOOLS	11/14/2013	179.00
48209	SOCIAL THINKING PUBLISHING	11/14/2013	134.53
48210	SORENSEN, JOAN	11/14/2013	13.74
48211	SPENCER, DOROTHY	11/14/2013	73.10
48212	ST PAUL LINOLEUM & CARPET COMP	11/14/2013	28,803.00
48213	ST PAUL CITY	11/14/2013	1,166.00
48214	STATE SUPPLY CO	11/14/2013	2,469.57
48215	STEBBINS, JENNIFER	11/14/2013	6.42
48216	STEINER, EILEEN A	11/14/2013	82.02
48217	STORYBOARD FILMS	11/14/2013	1,130.00
48218	STRAUSS SKATES AND BICYCLES	11/14/2013	530.36
48219	STREAMLINE DESIGN INC	11/14/2013	518.00
48220	SUBSCRIPTION SERV OF AMER INC	11/14/2013	19.95
48221	SUCCESS BEYOND THE CLASSROOM	11/14/2013	120.00
48222	SUPERIOR STRIPING INC	11/14/2013	395.00
48223	TASKER PAM	11/14/2013	6.42
48224	TEACHERS CURRICULUM INSTITUTE	11/14/2013	1,134.00
48225	TEACHERS DISCOVERY	11/14/2013	26.69
48226	THELEN HEATING & ROOFING INC	11/14/2013	10,640.00
48227	TIES	11/14/2013	810.00
48228	TILTON, BRUCE	11/14/2013	77.00
48229	TIME FOR KIDS	11/14/2013	132.60
48230	TOP TALENT SOLUTIONS	11/14/2013	687.06
48231	Vendor Continued Check	11/14/2013	0.00
48232	TRADE PRESS INC	11/14/2013	3,455.00
48233	TRI-STATE BOBCAT	11/14/2013	12.09
48234	TRIO SUPPLY COMPANY	11/14/2013	18,758.02
48235	TRUCK UTILITIES MFG CO	11/14/2013	421.72
48236	TRUSTED EMPLOYEES	11/14/2013	4,746.00
48237	TSBL DISTRIBUTING	11/14/2013	21.81
48238	TSCHIDA, CHRIS	11/14/2013	6.42
48239	TURFWERKS INC	11/14/2013	94.76
48240	TWIN CITY JANITOR SUPPLY CO	11/14/2013	390.00
48241	TWIN CITIES MAGIC AND COSTUME	11/14/2013	141.48
48242	U.S. ENERGY SERVICES INC	11/14/2013	821.00
48243	UHL CO INC	11/14/2013	1,989.00
48244	UNCLE JERRYS T'S	11/14/2013	470.80
48245	URBANIAK, WAYNE	11/14/2013	400.00
48246	US POSTAL SERVICE	11/14/2013	8,000.00
48247	USA TODAY	11/14/2013	195.66
48248	VADNAIS TOWING	11/14/2013	124.02
48249	VAIL, GAYLE J	11/14/2013	100.30

Check Nbr	Vendor Name	Check Date	Check Amount
48250	VANGUARD SMALL BUSINESS SERVIC	11/14/2013	1,083.32
48251	VARSITY SPIRIT FASHIONS	11/14/2013	8,758.50
48252	VENBURG TIRE CO	11/14/2013	156.31
48253	VIKING ELECTRIC SUPPLY	11/14/2013	4,749.47
48254	WALTERS REBUILDERS	11/14/2013	269.95
48255	WARD, DARRELL E	11/14/2013	254.60
48256	WARNERS' STELLIAN	11/14/2013	209.94
48257	WASTE MANAGEMENT OF WI-MN	11/14/2013	15,335.90
48258	WB AREA EMERGENCY FOOD SHELF	11/14/2013	3,033.00
48259	WB AREA EMERGENCY FOOD SHELF	11/14/2013	120.00
48260	WHITE BEAR RENTAL EQUIPMENT	11/14/2013	325.08
48261	Vendor Continued Check	11/14/2013	0.00
48262	WHITE BEAR LAKE (CITY OF)	11/14/2013	11,457.85
48263	WHITE BEAR LAKE (CITY OF)	11/14/2013	1,481.30
48264	WBLAHS BOYS HOCKEY BLUELINE CL	11/14/2013	100.00
48265	WELCOME WAGON	11/14/2013	3,804.48
48266	WELCOME WAGON	11/14/2013	1,158.00
48267	WENNEN, SUZANNE	11/14/2013	55.08
48268	WESTERN PSYCHOLOGICAL SERVICES	11/14/2013	176.00
48269	WINDSTREAM	11/14/2013	2,603.18
48270	WL HALL COMPANY	11/14/2013	870.00
48271	XEROX CORPORATION	11/14/2013	31.09
48272	XEROX FINANCIAL SERVICES	11/14/2013	289.67
48273	YMCA OF THE GREATER TWIN CITIE	11/14/2013	153.04
48274	YRC FREIGHT	11/14/2013	349.88
48275	ZAHL PETROLEUM MAINTENANCE CO	11/14/2013	327.51
48276	ZAPPETILLO, DAVID	11/14/2013	57.00
377	Computer	Check(s) For a Total of	827,265.77

Check Nbr	Vendor Name	Check Date	Check Amount
40940	SMRDEL, KATHY	11/14/2013	100.00
42834	RICHTER, SAM	11/14/2013	200.00
46729	GENERAL PARTS LLC	11/14/2013	1,066.46
47885	AMERICAN UNITED LIFE	11/14/2013	750.00
4	Void	Check(s) For a Total of	2,116.46

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	377	Computer	Checks For a Total of	827,265.77
Total For	377	Manual, Wire Tran, ACH & Computer Checks		827,265.77
Less	4	Voided	Checks For a Total of	2,116.46
		Net Amount		825,149.31

Check Nbr	Vendor Name	Check Date	Check Amount
131400646	ADAMS, LINDA J	11/19/2013	39.93
131400647	ANDERSON, CHRISTOPHER J	11/19/2013	65.00
131400648	ANDERSON, MARGARET ANN	11/19/2013	205.09
131400649	BACIGALUPO, STACEY MM	11/19/2013	44.97
131400650	BANERDT, BARBARA A	11/19/2013	92.66
131400651	BENTLEY, JULIE M	11/19/2013	252.24
131400652	BERNIER, CARYN S	11/19/2013	130.52
131400653	CARDENAS, DAVID ANTHONY	11/19/2013	173.60
131400654	DAHLEM, TERESA	11/19/2013	1,020.00
131400655	DRIELING, CAROL R	11/19/2013	99.73
131400656	DUSTIN, JOSEPH J	11/19/2013	77.81
131400657	FAHEY, ELLEN M	11/19/2013	77.21
131400658	GRAY, DONALD E	11/19/2013	29.00
131400659	HAUTMAN, JILLIAN M	11/19/2013	93.51
131400660	HAWKINSON, STEVEN A	11/19/2013	113.43
131400661	HUBBARD, MICHELLE K	11/19/2013	159.00
131400662	KANCANS, ANDREW V	11/19/2013	7.52
131400663	KATH, ABBY J	11/19/2013	34.50
131400664	KEESE, JENNIFER R	11/19/2013	115.75
131400665	KELLEY, DEBRA K	11/19/2013	65.00
131400666	LARSON, KATHERINE L	11/19/2013	12.90
131400667	LEICK, LINDA M	11/19/2013	102.79
131400668	LEININGER, JOHN M	11/19/2013	310.02
131400669	LOVETT, MICHAEL J	11/19/2013	50.00
131400670	MEUWISSEN, PAUL WILLIAM	11/19/2013	125.99
131400671	NASVIK, JULIE A	11/19/2013	66.67
131400672	NEUBECK, STEFANI M	11/19/2013	75.00
131400673	NEWELL, MARGARET MARY	11/19/2013	107.50
131400674	PARKER, CATHERINE ANN	11/19/2013	54.96
131400675	PERCIVAL, PATRICIA A	11/19/2013	46.67
131400676	PETERSEN, JILL M	11/19/2013	510.00
131400677	PIERRE, CHRISTINA K	11/19/2013	99.00
131400678	PUODZIUNAS, DIANE M	11/19/2013	28.32
131400679	QUARFOTH, LYNN MARIE	11/19/2013	70.00
131400680	SAGER, TIMOTHY M	11/19/2013	65.00
131400681	SELBY, MARY JANE	11/19/2013	80.00
131400682	SICARD, HEIDI M	11/19/2013	65.00
131400683	STARUCK, DONNA M	11/19/2013	417.03
131400684	SUOJA, WENDY T	11/19/2013	49.85
131400685	SWITZER, LISA MARIE	11/19/2013	115.18
131400686	TOLONEN, CLAY S	11/19/2013	101.72
131400687	VETTE, MARISA AA	11/19/2013	408.00
131400688	WEHRKAMP, KRISTINE J	11/19/2013	65.00
131400689	WHITBY, SANDRA LYNN	11/19/2013	95.92
131400690	WILDMAN HILAL, ANDREA L	11/19/2013	105.09
131400691	WILHELMY, MARIE F	11/19/2013	524.50

46 ACH Check(s) For a Total of 6,648.58

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	46	ACH	Checks For a Total of	6,648.58
	0	Computer	Checks For a Total of	0.00
Total For	46	Manual, Wire Tran, ACH & Computer Checks		6,648.58
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		6,648.58

Check Nbr	Vendor Name	Check Date	Check Amount
48277	ABBOTT PAINT & CARPET INC	11/21/2013	696.99
48278	THE ACTIVE NETWORK	11/21/2013	1,350.00
48279	ALL SEASONS RENTAL	11/21/2013	65.99
48280	ALMAN, SHANNON	11/21/2013	26.00
48281	AMAZON	11/21/2013	12.76
48282	AMAZON	11/21/2013	64.13
48283	AMAZON	11/21/2013	508.11
48284	AMAZON	11/21/2013	63.03
48285	AMAZON	11/21/2013	422.32
48286	AMAZON	11/21/2013	29.21
48287	ASSOC OF METROPOLITAN SCHOOL D	11/21/2013	40.00
48288	AMERICAN OCCUPATIONAL THERAPY	11/21/2013	225.00
48289	ARTS & CUSTOM PUBLISHING CO IN	11/21/2013	500.00
48290	AVON BUSINESS FORMS & PROMOTIO	11/21/2013	537.68
48291	BEALKE, JEANETTE KATHLEEN	11/21/2013	9.95
48292	BUSINESS IMPACT GROUP	11/21/2013	30.00
48293	BLUEBIRD SCREEN PRINT	11/21/2013	1,363.80
48294	BRAKE & EQUIPMENT WAREHOUSE, I	11/21/2013	237.56
48295	BROWN, JAMES P	11/21/2013	30.00
48296	BROWN, SANDRA A	11/21/2013	30.00
48297	THE BUG COMPANY	11/21/2013	16.00
48298	CAMBROOKE FOODS LLC	11/21/2013	286.88
48299	CAMP ST CROIX	11/21/2013	287.00
48300	CARTRIDGE CARE	11/21/2013	765.00
48301	CDW GOVERNMENT INC	11/21/2013	182.72
48302	CHAMPION YOUTH	11/21/2013	1,221.67
48303	CITI-CARGO & STORAGE CO INC	11/21/2013	85.00
48304	CLINICARE CORP	11/21/2013	1,671.72
48305	COCA-COLA BOTTLING MIDWEST CO	11/21/2013	1,475.76
48306	THE COLLEGE BOARD	11/21/2013	370.00
48307	CONNEY SAFETY	11/21/2013	47.10
48308	CONTINENTAL RESEARCH CORP	11/21/2013	478.83
48309	CONTINENTAL PRESS	11/21/2013	167.22
48310	COPY IMAGES INC	11/21/2013	411.00
48311	CORNERSTONE LAND SURVEYING INC	11/21/2013	1,023.00
48312	CUB FOODS OF WHITE BEAR TWSHP	11/21/2013	548.06
48313	CULLIGAN BOTTLED WATER	11/21/2013	114.00
48314	CUMMINS NPOWER LLC	11/21/2013	474.00
48315	Vendor Continued Check	11/21/2013	0.00
48316	DALCO CORPORATION	11/21/2013	4,222.14
48317	DECKER INC	11/21/2013	75.41
48318	DEMCO INC	11/21/2013	96.94
48319	DESIGNER SIGN SYSTEMS INC	11/21/2013	68.08
48320	DIEKEMA, BETSY	11/21/2013	22.90
48321	DOLLAR TREE	11/21/2013	100.00
48322	DONATELLI'S	11/21/2013	404.75
48323	DOOR SERVICE COMPANY	11/21/2013	125.00
48324	EBSCO	11/21/2013	362.99
48325	ECKROTH MUSIC	11/21/2013	6,029.00
48326	ENTERTAINMENT	11/21/2013	840.00

Check Nbr	Vendor Name	Check Date	Check Amount
48327	FESTIVAL FOODS-KNOWLAN'S	11/21/2013	153.24
48328	FIRST STUDENT INC	11/21/2013	169,388.18
48329	FITNESS DISTRIBUTING INC	11/21/2013	521.00
48330	FLINN SCIENTIFIC INC	11/21/2013	961.48
48331	FOLLETT LIBRARY RESOURCES	11/21/2013	703.77
48332	GALLAGHERS NORTHWESTERN TIRE C	11/21/2013	1,543.09
48333	GENERAL PARTS LLC	11/21/2013	255.90
48334	GILBERT, RACHEL ANN	11/21/2013	38.92
48335	GRAINGER	11/21/2013	159.33
48336	GRAND SLAM SPORTS @ COON RAPID	11/21/2013	100.00
48337	GRANDMA'S BAKERY INC	11/21/2013	94.16
48338	GROTH MUSIC CO	11/21/2013	268.69
48339	GROUP HEALTH INC - WORKSITE	11/21/2013	181.50
48340	GROVER, JAN ZITA	11/21/2013	175.00
48341	HAMEL, NANCY	11/21/2013	49.00
48342	HELLENBERG, JOSEPH	11/21/2013	100.00
48343	HISDAHL INC	11/21/2013	197.00
48344	HOGLUND BUS AND TRUCK CO	11/21/2013	1,253.50
48345	HOUGHTON MIFFLIN HARCOURT	11/21/2013	4,539.87
48346	HOULE, EUGENE	11/21/2013	30.00
48347	HOYER, MARCUS C	11/21/2013	30.00
48348	IFD	11/21/2013	44,704.71
48349	IKI INC	11/21/2013	176.00
48350	Vendor Continued Check	11/21/2013	0.00
48351	INNOVATIVE OFFICE SOLUTIONS	11/21/2013	7,894.79
48352	JOHNSON, BRANDON JAMES	11/21/2013	270.00
48353	JOHNSON CONTROLS INC	11/21/2013	864.50
48354	K PEARSON MECHANICAL LLC	11/21/2013	555.00
48355	K12 TRANSPORTATION MGMT SERVIC	11/21/2013	60,874.39
48356	KNOWBUDDY RESOURCES	11/21/2013	295.65
48357	KNUTSON FLYNN & DEANS PA	11/21/2013	2,145.00
48358	KORNEY BOARD AIDS INC (KBA)	11/21/2013	229.95
48359	LANGUAGE LINE SERVICES	11/21/2013	364.91
48360	LANO EQUIPMENT INC	11/21/2013	1,422.44
48361	LEARNING A-Z	11/21/2013	255.69
48362	LEE, CHARLOTTE L	11/21/2013	246.00
48363	MN ASSOC FOR CHILDREN'S MENTAL	11/21/2013	79.00
48364	MACPHAIL CENTER FOR MUSIC	11/21/2013	11,315.00
48365	MANSKE, HEIDI ROSE	11/21/2013	150.00
48366	MN COMMUNITY EDUC ASSOC (MCEA)	11/21/2013	330.00
48367	MCM ELECTRONICS	11/21/2013	411.60
48368	MEDTOX LABORATORIES	11/21/2013	55.20
48369	MENARDS-MAPLEWOOD	11/21/2013	163.45
48370	METRO ECSU	11/21/2013	200.00
48371	MIDWEST TECHNOLOGY PRODUCTS	11/21/2013	100.48
48372	MINNEAPOLIS SOUTH HIGH SCHOOL	11/21/2013	200.00
48373	MINVALCO INC	11/21/2013	163.50
48374	MN ASSOC OF SECRETARIES TO THE	11/21/2013	40.00
48375	MN CONTINUING LEGAL EDUC (CLE)	11/21/2013	325.00
48376	MN DEPT OF HUMAN SERVICES	11/21/2013	220.00

Check Nbr	Vendor Name	Check Date	Check Amount
48377	MOBILE RADIO ENGINEERING INC	11/21/2013	675.33
48378	MOHN, MONICA	11/21/2013	147.00
48379	MOORE, CYNTHIA A	11/21/2013	560.00
48380	MULTI-SOURCE CONSULTANT LLC	11/21/2013	80.00
48381	NASCO	11/21/2013	823.69
48382	NCS PEARSON INC	11/21/2013	145.39
48383	NORCENTRONIX DISTRIBUTING	11/21/2013	166.00
48384	Vendor Continued Check	11/21/2013	0.00
48385	NORTH CENTRAL TRUCK EQUIPMENT	11/21/2013	1,065.26
48386	NORTH MEMORIAL URGENT CARE	11/21/2013	90.00
48387	NORTHWEST SHEETMETAL CO OF ST	11/21/2013	5,015.44
48388	O'REILLY AUTOMOTIVE INC	11/21/2013	2,514.61
48389	OFFICE DEPOT	11/21/2013	136.66
48390	Vendor Continued Check	11/21/2013	0.00
48391	ON SITE SANITATION INC	11/21/2013	464.20
48392	ORCA BOOK PUBLISHERS	11/21/2013	175.32
48393	ORIENTAL TRADING CO INC	11/21/2013	65.99
48394	OTT TO PRINT GREEN	11/21/2013	735.00
48395	OXYGEN SERVICE CO INC	11/21/2013	24.18
48396	PAHL, MIKE	11/21/2013	175.00
48397	PALMER WEST CONSTRUCTION	11/21/2013	19,612.20
48398	PEARSON EDUCATION INC	11/21/2013	812.23
48399	PETERSON, RANDY	11/21/2013	95.00
48400	PFEFFER'S CLEANERS	11/21/2013	204.44
48401	PHELPS, MADELINE MAY	11/21/2013	270.00
48402	POSSEHL, KIRK K	11/21/2013	750.00
48403	R & R SPECIALTIES INC	11/21/2013	34.50
48404	RAMSEY COUNTY PARKS/REC DEPT	11/21/2013	18,149.04
48405	RED BALLOON BOOKSHOP	11/21/2013	44.76
48406	REDWOOD TOXICOLOGY LABORATORY	11/21/2013	117.50
48407	REHBEIN TRANSIT INC	11/21/2013	1,360.87
48408	REISSIG, JESSICA	11/21/2013	10.00
48409	SAM'S CLUB/GEMB	11/21/2013	944.25
48410	SCHOOL HEALTH CORPORTION	11/21/2013	562.98
48411	SCHOOL OUTFITTERS	11/21/2013	913.01
48412	SCHOOL SPECIALTY	11/21/2013	501.86
48413	SECURITAS SEC SVCS USA INC	11/21/2013	1,049.63
48414	SHEPLER, LAURA	11/21/2013	1,195.66
48415	THE SIDE-OUT FOUNDATION	11/21/2013	1,704.30
48416	SIMMER, KATHLEEN C	11/21/2013	225.00
48417	SMRDEL, KATHY	11/21/2013	50.00
48418	SOLBERG, BEVERLY JEAN	11/21/2013	320.00
48419	SPECIALTY PROMOTIONS	11/21/2013	1,020.00
48420	STAPLES ADVANTAGE	11/21/2013	56.18
48421	Vendor Continued Check	11/21/2013	0.00
48422	STAPLES ADVANTAGE	11/21/2013	3,806.08
48423	STATE SUPPLY CO	11/21/2013	827.60
48424	STAY TUNED PIANO SERVICES	11/21/2013	632.00
48425	STILLWATER HIGH SCHOOL	11/21/2013	105.00
48426	STREAMLINE DESIGN INC	11/21/2013	192.00

Check Nbr	Vendor Name	Check Date	Check Amount
48427	TARTAN HIGH SCHOOL	11/21/2013	85.00
48428	THELL, KRISTINE A	11/21/2013	75.00
48429	TRADE PRESS INC	11/21/2013	1,356.44
48430	U.S. SCHOOL SUPPLY INC	11/21/2013	190.50
48431	US FOODS CULINARY EQUIP & SUPP	11/21/2013	515.49
48432	CITY OF VADNAIS HEIGHTS	11/21/2013	610.00
48433	VALLEY TROPHY INC	11/21/2013	142.00
48434	VANG, TRISTYN CHALI	11/21/2013	50.00
48435	VDO COMMUNICATION	11/21/2013	80.31
48436	WALTERS REBUILDERS	11/21/2013	369.95
48437	WASHINGTON CO PUBLIC HEALTH	11/21/2013	1,330.00
48438	WHITE BEAR CENTER FOR THE ARTS	11/21/2013	15,300.00
48439	WHITE BEAR LOCKSMITH INC	11/21/2013	38.32
48440	WHITE BEAR LAKE (CITY OF)	11/21/2013	130,000.00
48441	WI CENTER FOR EDUC PRODUCTS &	11/21/2013	84.00
48442	WELLNER LAW PLLC	11/21/2013	300.00
48443	WET PAINT	11/21/2013	208.39
48444	WORTHLEY, SUZANNE	11/21/2013	87.50
48445	XCEL ENERGY CENTER	11/21/2013	400.00
48446	YOUTH SERVICES INTERNATIONAL	11/21/2013	900.00
170	Computer	Check(s) For a Total of	563,758.65

Check Nbr	Vendor Name	Check Date	Check Amount
47198	GAME WORLD	11/21/2013	1,465.00
47661	INTERMEDIATE DISTRICT 287	11/21/2013	150.00
48004	EMI AUDIO	11/21/2013	971.25
3	Void	Check(s) For a Total of	2,586.25

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	170	Computer	Checks For a Total of	563,758.65
Total For	170	Manual, Wire Tran, ACH & Computer Checks		563,758.65
Less	3	Voided	Checks For a Total of	2,586.25
		Net Amount		561,172.40

Check Nbr	Vendor Name	Check Date	Check Amount
48447	AIG	11/22/2013	5,869.93
48448	AMERICAN UNITED LIFE	11/22/2013	57,641.11
48449	AMERIPRISE FINANCIAL SERVICES	11/22/2013	13,665.16
48450	AXA EQUITABLE	11/22/2013	35,644.43
48451	DELTA DENTAL PLAN OF MN	11/22/2013	62,610.20
48452	EDUCATION MN ESI BILLING TRUST	11/22/2013	22,790.78
48453	GREAT LAKES HIGHER EDUC GUARAN	11/22/2013	355.60
48454	GURSTEL CHARGO ATTORNEYS AT LA	11/22/2013	19.00
48455	Vendor Continued Check	11/22/2013	0.00
48456	Vendor Continued Check	11/22/2013	0.00
48457	HEALTHPARTNERS	11/22/2013	1,067,603.27
48458	IUOE LOCAL 70	11/22/2013	2,240.43
48459	Vendor Continued Check	11/22/2013	0.00
48460	Vendor Continued Check	11/22/2013	0.00
48461	Vendor Continued Check	11/22/2013	0.00
48462	MADISON NATIONAL LIFE	11/22/2013	41,238.74
48463	MESSERLI & KRAMER PA	11/22/2013	391.00
48464	METROPOLITAN LIFE	11/22/2013	3,015.77
48465	MN CHILD SUPPORT	11/22/2013	1,762.50
48466	MN DEPT OF REVENUE	11/22/2013	259.00
48467	THE ROSE LAW FIRM, PLLC	11/22/2013	553.00
48468	SCHOOL SERVICE EMPLOYEES	11/22/2013	5,644.41
48469	TIERNEY BROTHERS INC	11/22/2013	479.22
48470	US DEPT OF EDUCATION	11/22/2013	339.63
48471	VANGUARD SMALL BUSINESS SERVIC	11/22/2013	22,238.84
25	Computer	Check(s) For a Total of	1,344,362.02

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	25	Computer	Checks For a Total of	1,344,362.02
Total For	25	Manual, Wire Tran, ACH & Computer Checks		1,344,362.02
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,344,362.02

Check Nbr	Vendor Name	Check Date	Check Amount
48472	AXA EQUITABLE	11/27/2013	166.66
48473	Vendor Continued Check	11/27/2013	0.00
48474	COPY IMAGES INC	11/27/2013	13,774.39
48475	FRATTALONES HARDWARE STORES	11/27/2013	1,762.38
48476	GRAPHIC OPTIONS LLC	11/27/2013	325.00
48477	GREATAMERICA FINANCIAL SERVICE	11/27/2013	1,207.94
48478	POSTMASTER	11/27/2013	350.00
48479	SEGER, NATHAN	11/27/2013	535.00
8	Computer	Check(s) For a Total of	18,121.37

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	18,121.37
Total For	8	Manual, Wire Tran, ACH & Computer Checks		18,121.37
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		18,121.37

RESOLUTION FOR ACCEPTANCE OF GIFTS

WHEREAS, the School Board believes it necessary and appropriate to accept the gifts that are reflected upon the following pages; and

WHEREAS, these gifts are consistent with State laws, School Board policy, and administrative practices; and

WHEREAS, acceptance of these gifts are consistent with the mission and educational programs of the White Bear Lake Area Schools; and

THEREFORE BE IT RESOLVED, that the School Board authorizes the acceptance and use of the following gifts:

AGENDA ITEM: **Acceptance of Gifts**
 MEETING DATE: **December 9, 2013**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Pete Willcoxon, Sr.**
Executive Director of Business Services

Donation	Donor	Recipient
\$3,000	WBL Basketball Association	White Bear Lake Area High School Girls' Basketball Program
\$500	Paul H. Steffel Insurance Agency, Inc.	White Bear Lake Area High School Boys' Hockey Program
\$500	S.A. Jordan Construction, Inc.	White Bear Lake Area High School Boys' Hockey Program
\$500	Advance Family Dental	White Bear Lake Area High School Boys' Hockey Program
\$500	Mavo Systems, Inc	White Bear Lake Area High School Boys' Hockey Program
\$500	NewPower Farms, LLC	White Bear Lake Area High School Boys' Hockey Program
\$500	Parsons Electric LLC	White Bear Lake Area High School Boys' Hockey Program
\$500	Benchwarmers Sportswear & Apparel, Inc.	White Bear Lake Area High School Boys' Hockey Program
\$500	Ryan and Erin Carter	White Bear Lake Area High School Boys' Hockey Program
\$500	Timothy Hambly	White Bear Lake Area High School Boys' Hockey Program
\$500	Randy Cole	White Bear Lake Area High School Boys' Hockey Program
\$500	Rob Dittel	White Bear Lake Area High School Boys' Hockey Program

\$500	Paul Braun	White Bear Lake Area High School Boys' Hockey Program
\$500	Summer to Strength	White Bear Lake Area High School Boys' Hockey Program
\$500 to the Dan Sanville Nordic Skiing Scholarship Fund	Carol and Tom Shield	White Bear Lake Area High School
\$150 for "Foster Grandparents" Program	White Bear Lake Lions Club	Birch Lake Elementary School
\$120.90	Wells Fargo Community Support Campaign	Willow Lane Elementary School
\$141.05	Wells Fargo Foundation Educational Matching Gift Program	Willow Lane Elementary School
\$1,225	White Bear Lake High School Gymnastics	White Bear Lake Area High School Gymnastics
\$500 for Hugo Rink	International Union of Painters and Allied Trades	Community Services and Recreation Department
\$100 for rink donation at Hugo Elementary School	Lake Area Bank	Community Services and Recreation Department
\$200 for rink donation at Hugo Elementary School	Hugo American Legion	Community Services and Recreation Department
\$2,000 for rink donation at Hugo Elementary School	Hugo Lions Club	Community Services and Recreation Department
\$500 for rink donation at Hugo Elementary School	Centennial Youth Hockey	Community Services and Recreation Department
\$200 for rink donation at Hugo Elementary School	Hugo Business Association	Community Services and Recreation Department
\$200 for rink donation at Hugo Elementary School	Hugo Dental Care	Community Services and Recreation Department
\$150 for rink donation at Hugo Elementary School	Premier Bank	Community Services and Recreation Department
\$1,000 for rink donation at Hugo Elementary School	Bayport American Legion	Community Services and Recreation Department
\$500 for rink donation at Hugo Elementary School	Kersten's Auto Sales	Community Services and Recreation Department
\$1,400 for rink donation at Hugo Elementary School	Walmart	Community Services and Recreation Department
\$100 for rink donation at Hugo Elementary School	Hisdahls	Community Services and Recreation Department
\$200 for rink donation at Hugo Elementary School	Hugo Chiropractic	Community Services and Recreation Department
\$250 for rink donation at Hugo Elementary School	Blacksmith	Community Services and Recreation Department
\$200 for rink donation at Hugo Elementary School	TGK Auto	Community Services and Recreation Department
\$100 for rink donation at Hugo Elementary School	Key Automotive	Community Services and Recreation Department

\$2,000 for rink donation at Hugo Elementary School	City of Hugo	Community Services and Recreation Department
\$500 for rink donation at Hugo Elementary School	New Life Church	Community Services and Recreation Department
\$25 for rink donation at Hugo Elementary School	David and Teresa Larrive	Community Services and Recreation Department
\$100 for rink donation at Hugo Elementary School	Signature Orthodontics	Community Services and Recreation Department
\$250 for rink donation at Hugo Elementary School	Buerkle Honda	Community Services and Recreation Department
\$2,000 for rink donation at Hugo Elementary School	Dead Broke Saddle Club	Community Services and Recreation Department
\$100 for rink donation at Hugo Elementary School	Jason Montgomery	Community Services and Recreation Department
Ipod Mini	Kim Delaney	Otter Lake Elementary School
\$600 for Archery Targets	Michelle Larson Diamond Design	Community Services and Recreation Department for Archery Program
1 Genesis Bow 12 Arrows 1 Soft Case (value \$225)	Louis Asher	Community Services and Recreation Department for Archery Program
\$25	Bob and Vivian Timmons	White Bear Lake Area High School Theatre Department
\$100	White Bear Mini Storage	White Bear Lake Area High School Theatre Department
\$225	Wells Fargo Community Support Campaign	Central Middle School
100,000 Delta Sky Miles (value \$1,150) to the Adventure Club at South Campus	Robert Merhar	White Bear Lake Area High School South Campus Adventure Club
100 knitted mittens	Hazel Peck	Oneka Elementary School

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy #610 – Field Trips requires School Board approval of any overnight field trip. The following field trip is being presented by the administration to the School Board for approval.

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Friday, 12/27/13 – Thursday, 12/29/13 Maple Log Resort Callaway, MN	Seth Salenger	North/South Campus Nordic Ski Team	0	20	Total cost per student: \$250 Student Portion: \$250 Other Source(s): Fundraiser Parents	Bus	To train and bond as a ski team over winter break.

RESOLUTION FOR HUMAN RESOURCES ITEMS

WHEREAS, the School Board believes it necessary and appropriate to approve the human resources items that are reflected upon the following pages; and

WHEREAS, that human resources items, A-5(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the human resources items listed in Consent Agenda Items A-5(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATION - CLASSIFIED STAFF

MEGAN KIRKPATRICK – Food Service, High School-South Campus
Employed by District 624 since 10/09/2008
Effective Date: 11/06/2013

SUSAN VICKERMAN – Program Assistant Leader, Birch Lake Elementary
Employed by District 624 since 02/01/2013
Effective Date: 10/30/2013

FULL - TIME LEAVE REQUEST - CERTIFIED STAFF

MELISSA KALLAS – ESCE Teacher, Normandy Park
Employed by District 624 since 08/24/2000
Effective Date: 10/14/2013 through 01/23/2014

CHANGE IN FULL - TIME LEAVE REQUEST - CERTIFIED STAFF

LORI RUOPSA – Special Education Teacher, Central Middle School
Employed by District 624 since 09/26/1988
Effective Date: 08/26/2013 through 11/05/2013

PART - TIME LEAVE REQUEST – CERTIFIED STAFF

SARA BROMELAND – Special Education Teacher, Birch Lake Elementary
.20 Leave (.60 position)
Effective Date: 12/02/2013 through 06/06/2014

NEW PERSONNEL – CLASSIFIED STAFF

CAITLIN KEESE – Food Service, High School – South Campus
\$13.67 / hr., 3.75 hrs. / 134 days \$6,869.18 (Pro-rated on \$9,278.51)
Effective Date: 11/11/2013

MANDY SAUNDERS – Pupil Support Assistant, High School – North Campus
\$16.65 / hr., 6.0 hrs. / 134 days \$13,386.60 (Pro-rated on \$17,982.00)
Effective Date: 11/08/2013

NEW PERSONNEL – FOREIGN EXCHANGE TEACHER – EXTENSION

JIN FANG – Chinese Exchange Teacher, Various Buildings
Stipend \$8,000.00
Effective Date: 09/03/2013 through 06/30/14

NEW PERSONNEL – CERTIFIED STAFF
--

KATHLEEN O’LAUGHLIN – .2 Music Teacher, Otter Lake and Willow Lane Elementary
BA, Step 1 \$5,362.86 (Pro-rated on \$7,678.20)
Effective Date: 11/18/2013 – 06/06/2014

MADISON SAWYER – Special Education Teacher, Birch Lake Elementary
BA, Step 1 \$26,814.33 (Pro-rated on \$38,391.00)
Effective Date: 11/18/2013

NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF
--

PAULETTE BARTH – Special Education Teacher, Birch Lake Elementary
BA, Step 7 \$9,382.19 (Pro-rated on \$49,867.00)
Effective Date: 1/20/2014 through 03/07/2014

SUZANNA ELLIOTT – Science Teacher, Central Middle School
BA+60, Step 3 \$12,668.12 (Pro-rated on \$43,886.00)
Effective Date: 03/17/2014 through 06/06/2014

SARAH SCHOELLER – Science Teacher, High School-North Campus
BA, Step 1 \$11,378.78 (Pro-rated on \$38,391.00)
Effective Date: 01/27/2014 through 04/21/2014

B. PUBLIC FORUM

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: Update on “Welcome to White Bear Week”

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

Marisa Vette, Director of Communications and Community Relations, will coordinate an update on January’s “Welcome to White Bear Week” opportunities. Information will be provided about events offered for students and families at the early childhood, elementary, middle school and high school levels.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **December 9, 2013**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Dr. Lovett will provide information on current issues and events pertaining to the White Bear Lake Area Public School District.

D. DISCUSSION ITEMS

AGENDA ITEM: Presentation of Information Relating to the Truth in
Taxation Hearing Requirements

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

Prior to 2009, school districts were required to hold a separate truth in taxation hearing annually.

Legislative changes have eliminated the requirement for school districts to conduct these as a separate hearing.

However, truth in taxation information must now be presented at this meeting and the public must be allowed the opportunity to speak on this issue.

The School Board will be asked to adopt the certified property tax levy payable 2014 as an operational item later on this agenda.

AGENDA ITEM: Open Forum for Public Input on Truth in Taxation Presentation

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

In accord with current law, the public must be permitted the opportunity to speak at the presentation of the truth in taxation information.

This agenda item will allow for that input.

Recommendation:

Conduct a public forum allowing people to address issues related to the truth in taxation presentation.

AGENDA ITEM: **School Board Policy 410, Family and Medical Leave Policy**

MEETING DATE: **December 9, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 410, Family and Medical Leave Policy, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the January 13, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: September 14, 2009
Annual Review: August 8, 2011
Annual Review: September 10, 2012

*White Bear Lake Area
School District #624 Policy 410*

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered service member” means:

1. A **a** member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. A **a** veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least

1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to covered servicemember, all such family members shall be considered the covered servicemember next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- E. "Outpatient status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- H. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave.
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces
 2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and
 - b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; or because of the employee's own serious health condition; or pursuant to Paragraph IV.A.l.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

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

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

to reimburse the school district for the cost of the health plan premiums paid by it.

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

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

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-Week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half full-time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a grading period ~~trimester or semester~~ may be required to extend the leave through the end of the grading period ~~trimester or semester~~. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health ~~continue condition~~ during the last five weeks of a grading period ~~trimester or semester~~, the school district may require that the leave be continued until the end of the grading period ~~trimester or semester~~ if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the grading period ~~trimester or semester~~.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

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

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

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

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

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

AGENDA ITEM: **School Board Policy 413, Harassment and Violence**
MEETING DATE: **December 9, 2013**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 413, Harassment and Violence, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the January 13, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: May 12, 2008
Annual Review: August 8, 2011
Annual Review: September 10, 2012

White Bear Lake Area
School District #624 Policy 413

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Independent School District No. 624 to maintain a learning and working environment that is free from religious, racial or sexual harassment or and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The School District prohibits any form of religious, racial or sexual harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.
- B. It shall be a A violation of this policy for any student or personnel of School District No. 624 to harass a student or an employee through conduct or communication of a religious, racial, or sexual nature as defined by this policy. occurs when any student, teacher, administrator, or other school personnel of the School District harasses, threatens to harass or attempts to harass any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, School District personnel includes paid employees, school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- C. It shall be a A violation of this policy occurs for any student or employee of School District No. 624 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual harassment or violence on any student or employee. when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of ~~religious, racial or sexual~~ harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability, and will take appropriate corrective action.

III. DEFINITIONS

A. "Assault" Definition is:

~~Assault is:~~

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

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

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

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

D. Protected Classifications

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor’s legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. School District Personnel includes ~~paid employees~~, school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).

F. Sexual Harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

D. G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

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

~~III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED~~

~~A. Sexual Harassment; Definition~~

- ~~1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature constitutes sexual harassment when:~~
 - ~~a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or~~
 - ~~b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or~~
 - ~~c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.~~
- ~~2. Sexual harassment may include but is not limited to:~~
 - ~~a. unwelcome verbal harassment or abuse.~~
 - ~~b. unwelcome pressure for sexual activity;~~
 - ~~c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property.~~
 - ~~d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;~~

~~_____ e. _____ unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or~~

~~_____ f. _____ unwelcome behavior or words directed at an individual because of gender.~~

~~_____ B. Racial Harassment consists of physical or verbal conduct relating to an individual's race when the conduct:~~

~~_____ 1. _____ has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;~~

~~_____ 2. _____ has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or~~

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

~~_____ C. Religious Harassment; Definition~~

~~_____ Religious harassment consists of physical or verbal conduct relating to an individual's religion when the conduct:~~

~~_____ 1. _____ has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;~~

~~_____ 2. _____ has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or~~

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

~~D. Sexual violence, Definition~~

~~1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or the forcing of a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute Section §609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.~~

~~2. Sexual violence may include, but is not limited to:~~

~~a. _____ touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;~~

~~b. _____ coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;~~

~~c. —coercing, forcing or attempting to coerce or force sexual
—intercourse or a sexual act on another; or~~

~~d. —threatening to force or coerce sexual acts, including the touching
of intimate parts of intercourse, or another.~~

~~E. —Racial Violence; Definition~~

~~Racial violence is a physical act of aggression or assault or the threat of such
harm upon another because of, or in a manner reasonably related to, race.~~

~~F. —Religious Violence; Definition~~

~~Religious violence is a physical act of aggression or assault or the threat of
—such harm upon another because of, or in a manner reasonably related to, religion.~~

~~G. —Assault: Definition~~

~~Assault is:~~

- ~~1. an act done with intent to cause fear in another of immediate bodily harm or
death;~~
- ~~2. the intentional infliction of or attempt to inflict bodily harm upon another; or~~
- ~~3. the treat to do bodily harm to another with present ability to carry out the
threat.~~

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of ~~religious, racial or sexual harassment or violence~~ on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal or other administrator of each building or department or available on the district website, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a School District Human Rights Officer or to the Superintendent. ~~perpetrated by a student, or an employee of the School District, or any third persons with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence should report the alleged acts immediately to a School District official, as designated herein.~~

- B. In each building), the building principal, principal's designee or building supervisor (hereinafter "Building Report Taker") is the person responsible for receiving oral or written reports of student to student or student to staff religious, racial or sexual harassment or violence prohibited by this policy. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence prohibited by this policy shall inform the Building Report Taker principal immediately. ~~The building principal is responsible for taking appropriate action per District guidelines.~~ If the complaint involves the building principal or supervisor report taker, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by reporting party or complainant. School District personnel who fail to inform the Building Report Taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. ~~The building principal or building supervisor is the person responsible for receiving oral or written reports of staff to student or staff to staff religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. Upon receiving a report involving a staff member, the building principal must notify the School District human rights officer immediately, without screening or investigating the report. Upon request, the building principal or supervisor will assist the district human rights officer in any investigation and determination of actions taken. If the complaint involves the building principal or supervisor, the complaint shall be made or filed directly with the superintendent or the School District human rights officer by reporting party or complainant.~~
Upon receipt of a report, the Building Report Taker must notify the School District Human Rights Officer immediately, without screening or investigating the report. The Building Report Taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Building Report Taker to the Human Rights Officer. If the report was given verbally, the Building Report Taker shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the Building Report Taker.
- D. ~~District Wide: The School Board shall annually designate the District Human Rights Officers as the responsible authorities for receiving reports of religious, racial or sexual harassment or violence directly from an individual, employee, or alleged victim and also from the building principals as outlined above.~~
The School Board hereby designates the Director of Human Resources as the School District Human Rights Officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.
- E. ~~The names of the District's Human Rights Officers shall be conspicuously posted in each building within the School District together with mailing addresses and phone numbers.~~

The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.

- F. Submission of a good faith complaint or report of ~~religious, racial or sexual harassment or violence~~ prohibited by this policy will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the School District (see page 1, II.B), ~~School Board, building principals shall investigate and take corrective action per district directives for student to student, student to staff, and, when requested by the District Human Rights Chairperson, staff to student allegations of religious, racial or sexual harassment or violence.~~ the Human Rights Officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
- B. ~~By authority of the School Board, the District Human Rights Officers shall, upon receiving a report of alleged religious, racial or sexual harassment or violence on the part of an employee, conduct, at the request of the District's Human Rights Chairperson, an investigation and make a written recommendation within thirty (30) days to the Superintendent of Schools, or if necessary, directly to the School Board.~~ The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also include of any other actions and gathering of documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes harassment or violence, the ~~District's Human Rights Officer~~ School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the School District may take immediate steps, at its discretion, to protect the complainant(s), students, teachers, administrators or other school

personnel pending completion of an investigation of alleged religious, racial, or sexual harassment or violence prohibited by this policy.

- E. The investigation will be completed as soon as practicable. ~~The Director of Personnel shall chair any investigation by the District's Human Rights Officers. A written report to the superintendent upon completion of the investigation.~~ The School District Human Rights Officer(s) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of findings from the District Human Rights Officers that probable cause exists to credit the allegations of religious, racial or sexual harassment or violence, the School Board shall take action based on the report and recommendation of the District's Human Rights officers or it may conduct its own investigation into the charges. Upon completion of the investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and School District policies.
- B. ~~If the School Board chooses to conduct its own investigation, such investigation must be completed within thirty (30) days of receipt by the Superintendent or School Board of the finding of the District's Human Rights Officers.~~ The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.
- C. ~~Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota Statutes, and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or termination to end religious, racial or sexual harassment or violence and prevent its recurrence.~~
- ~~D. The result of the investigation of each complaint filed under these procedures shall be reported to the complainant by the School District. The complainant will be informed of any disciplinary action taken as a result of the complaint.~~
- ~~E. In the event an allegation of harassment or violence is proved to be frivolous or one that has no basis in fact, the person making the allegation will be informed. Persons who repeatedly make improper allegations shall be disciplined.~~

VII. REPRISAL

The School District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who makes a

good faith report of alleged ~~religious, racial or sexual~~ harassment or violence prohibited by this policy or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, ~~or harassment~~, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each School District employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The School District will develop a method of discussing this policy with students and employees.
- E. The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

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

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

WBLASB Policy 102 (Equal Educational Opportunity)

WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

WBLASB Policy 406 (Public and Private Personnel Data)

WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

WBLASB Policy 506 (Student Discipline)

WBLASB Policy 525 (Violence Prevention)

AGENDA ITEM: **School Board Policy 522, Student Sex
Nondiscrimination**

MEETING DATE: **December 9, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 522, Student Sex Nondiscrimination, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is for students to be protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the January 13, 2014 School Board meeting agenda or a subsequent meeting.

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the Director of Human Resources, 4855 Bloom Avenue, White Bear Lake, 651-407-7550, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- E.D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss ~~it~~ them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. ~~appropriate school district official provided by policy.~~ In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates the Director of ~~Personnel~~ **Human Resources** as the school district human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer, including **office** mailing address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have

knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross Reference: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 528 (Student Parental, Family, and marital Status Nondiscrimination)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "J" (Title IX of the Education Amendments of 1972)~~

AGENDA ITEM: **School Board Policy 524, Electronic Technologies
Acceptable Use Policy**

MEETING DATE: **December 9, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mark Garrison, Director of Technology**

BACKGROUND:

School Board Policy 524, Electronic Technologies, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, including electronic communications, and the District's Electronic Technologies. District Electronic Technologies include but are not limited to computers and peripherals, printers, phones and the applications they support and/or access.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the January 13, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: September 8, 1997
Revised: February 28, 2000
December 10, 2001
May 9, 2011

White Bear Lake Area
School Board Policy 524

524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, including electronic communications, and the District's Electronic Technologies. District Electronic Technologies include but are not limited to computers and peripherals, printers, phones and the applications they support and/or access.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding ~~student and employee~~ all users' access to the School District Electronic Technologies and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. The goal in providing these resources is to facilitate resource sharing, innovation and communication and to support the mission ~~of~~ if the District in ensuring that our students develop a love of learning, excel academically, are inspired to realize their dreams and become engaged citizens with a global understanding. The School District expects that faculty will blend thoughtful use of the School District Electronic Technologies and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The School District is providing students and employees with access to the School District Electronic Technologies, which includes Internet access. It is not the purpose of the system to provide students and employees with unlimited access to the Internet or to create a limited public forum for the discussion of issues. Access to the School District system is limited to educational purposes, which includes use of the system for classroom activities, educational research, professional or career development activities, and for school administration. Users are expected to use the District system to further educational and professional goals consistent with the mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the School District system and access to use of the Internet is a privilege, not a right. Acceptable use of the School District's computer system is the responsibility of the user. The School District has the right to monitor its computer system and enforce this policy. Depending on the nature and degree of the violation and the number of previous

violations, unacceptable use of the School District system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. Users are responsible for anything set on the network with their name or IP address on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's Electronic Technologies. Specifically, the following uses of the District's Electronic Technologies are considered unacceptable:
1. Users will not use the School District system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Personal photos, files or music not related to educational purposes shall not be viewed or accessed for any period of time during work hours and during classroom hours.
 3. Users will not use the School District system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 4. Users will not use the School District system to engage in any illegal act or violate any local, state, or federal statute or law.

5. Users will not use the School District system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the School District system software, hardware, or wiring or take any action to violate the School District's security system, and will not use the School District system in such a way as to disrupt the use of the system by other users.
6. Users will not use the School District system to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
7. Users will not use the District's Electronic Technologies to post private information about themselves or another person. This prohibition shall not prevent private information from being posted in the ordinary course of business by school personnel. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, address, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

8. Users will not attempt to gain unauthorized access to the School District system or any other system through the School District system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the School District system may not be encrypted without the permission of appropriate school authorities.
9. Users will not use the School District system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the Internet.
10. Users will not use the School District system for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, including political campaigning, or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement. Users will not use the School District system to purchase goods or services for personal use without authorization from the appropriate School District official.
11. Students in the course of completing assignments for class, including assignments involving the use of collaborative and social networking tools on the Internet, are expected to abide by the Electronic Technologies Acceptable Use Policy and policies and procedures regarding student discipline, student code of conduct, bullying prevention, copyright and plagiarism.
12. ~~Users will not review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be used or consumed by minors, without express written permission of their supervisor/teacher.~~

- B. ~~A student or employee~~ **Users** engaging in the foregoing unacceptable uses of the Internet when off School District premises also may be in violation of this policy as well as other School District policies. Examples of such violations include, but are not limited to, situations where the School District system is compromised or if a School District employee or student is negatively impacted. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the School District Electronic Technologies and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. In the case of a School District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user ~~also~~ may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a School District employee, the building administrator.

~~IV.~~ VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and **adults and** employ technology protection measures during any use of such computers by **minors and adults**. The technology protection measures utilized will block or filter Internet access to any visual depictions that are obscene, child pornography, violent or harmful to minors:
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the School District Electronic Technologies and use of the Internet shall be consistent with School District policies and the mission of the School District.

VIII. NO EXPECTATION OF PRIVACY

- A. By authorizing use of the School District system, the School District does not relinquish control over materials stored or transmitted on the system or contained in files on the system. Users should expect no privacy in the contents of files on the School District system.
- B. Routine maintenance and monitoring of the School District system may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An ~~individual~~ investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/Guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/Guardians have the right to request the termination of their child's individual account at any time.
- E. School District employees should be aware that the School District retains the right at any time to investigate or review the contents of their files and email files. In addition, School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the School District system.

IX. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- A. The proper use of ~~the~~ Electronic Technologies and Internet, and the educational value to be gained from proper **use of** Electronic Technologies and **the** Internet ~~use~~, is the joint responsibility of students, parents and employees of the School District.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the District web site. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords and maintain the confidentiality of logon codes.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the School District system is at the user's own risk. The system is provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School District ~~diskettes~~, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District system. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the School District policies relating to Electronic Technologies Acceptable Use.
- B. This notification shall include the following:
 - 1. Notification ~~of that Internet~~ **Electronic Technologies Acceptable Use** is subject to compliance with School District policies.
 - ~~2. Notification of Unacceptable Use of District Electronic Technologies.~~
 - ~~3.~~ 2. Disclaimers limiting the School District's liability relative to:

- a. Information stored on School District diskettes, hard drives or servers, CD, DVD, jump drives, memory sticks, or any other storage device.
 - b. Information retrieved through School District computers, networks or online resources.
 - c. Personal property used to access School District computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of School District resources/accounts to access the Internet.
- 4-3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- 5-4. Notification that, even though the School District may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- 6-5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
- 7-6. Notification that, should the user violate the School District's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 8-7. Notification that all provisions of the [Acceptable Use](#) policy are subordinate to local, state and federal laws.
- 9-8. Notification that student email addresses may be provided to District-approved third-party providers for access to educational tools and content.

XII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/Guardians are responsible for monitoring their student's use of the School District system and of the Internet if the student is accessing the School District system from home or a remote location.

- B. Parents/Guardians will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
1. A copy of the user notification form provided to the student user
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the School District's Electronic Technologies Acceptable Use policy is available for parental/guardian review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The School District administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The School District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, The school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6701 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. §54.520 (FCC regulations implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733,
 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct.
 2297, 56 L.Ed.2d 221 (2003)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL
 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd on*
other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
 524-11
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-
III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of
 School District Employees)
 MSBA Model policy 406 (Public and Private Personnel Data)
 MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials
 on School Premises by Students and Employees)
 WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 515 (Protection and Privacy of Pupil Records)
 WBLASB Policy 519 (Interviews of Students by Outside Agencies)
 WBLASB Policy 521 (Student Disability Nondiscrimination)
 WBLASB Policy 522 (Student Sex Nondiscrimination)
 WBLASB Policy 603 (Curriculum Development)
 WBLASB Policy 604 (Instructional Curriculum)
 WBLASB Policy 606 (Textbooks and Instructional Material)
 WBLASB Policy 804 (Bomb Threats)
 WBLASB Policy 904 (Distribution of Materials on School District
 Property by Nonschool Persons)

E. OPERATIONAL ITEMS

AGENDA ITEM: Approval of 2013 Payable 2014 Property
Tax Levy

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

Background:

According to Minnesota statute, at its September 23, 2013 special meeting the School Board set the proposed 2013 Payable 2014 property tax levy.

According to Minnesota statute the School District conducted its Truth in Taxation hearing as part of this meeting.

As the final step in this process the School Board must now certify the levy.

Recommendation:

It is recommended by administration that the School Board certify its 2013 Payable 2014 property tax levy in the amount of \$36,134,861.51.

AGENDA ITEM: **Action on Course Proposals for 2014-15**

MEETING DATE: **December 9, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Lisa Switzer, Curriculum & Program Development
Coordinator**
Tim Wald, Principal – South Campus
Don Bosch, Principal – North Campus
David Law, Assistant Superintendent

BACKGROUND:

Annually, high school departments and administrators review and evaluate all course offerings and determine the following:

1. Course Additions and Revisions, based on changes in state standards, opportunities to increase rigor or otherwise better meet student needs, or other rationale; and
2. Course Deletions, based on changes in state standards, low enrollment, or other rationale.

This evening's recommendations were reviewed and recommended by the secondary principals and district administration; reviewed by the Community Curriculum Advisory Committee on November 14, 2013; and by the School Board during work-study meetings on October 28, 2013 and November 25, 2013. This evening Lisa Switzer, Curriculum and Program Development Coordinator, will present the recommendations for School Board action.

RECOMMENDATION: The administration recommends approval of the attached course proposals for 2014-15.

BACKGROUND:

The following are the new course proposals and course title changes for the 2013-2014 school year.

Preliminary groundwork has been laid for consideration of the following course additions/deletions/name changes. Approval will be requested at the December School Board meeting.				
New Courses				
Department	Course Title	Term	Grade Level	Rationale
World Language	Spanish Conversation and Culture	semester	11-12	Students have expressed that as seniors they would like to continue in Spanish courses but do not have room for a full credit or for the rigor of another CIS course.
World Language	Chinese Level 3	Full year	10- 12	Fulfillment of the World Language Department articulation changes since the addition of WL in the middle schools in 2008/2009 school year. The high school is doing further research into the possibility of CIS 1001.
World Language	CIS German 1004	Full year	12	This request allows for the full year of German 1004, similar to French and Spanish. This is a continuation of the World Language Department articulation changes since the addition of WL in the middle schools in 2008/2009 school year.
AP Physics				
Science	AP Chemistry with Biochemistry	Full year	12	The AP Chemistry course is designed to be a second year chemistry course. The College Board recommends that students have a general Chemistry course prior to taking AP Chemistry. Students who might access this course place a high value on earning college credit their senior year.

Deletions				
Department	Course Title	Term	Grade Level	Rationale
Science	Honors Biochemistry	Full year	11-12	Enrollment in Biochemistry has declined in recent years. We have only offered one section and enrollment has been 20 or less students for the last three years. We believe that the proposed AP Chemistry with Biochemistry class offering will be a more attractive option for students.

Changes				
Department	Course Title	Length	Grade	Rationale
Physical Education	Bears Weights and Lifetime Activities	full/sem option	10-12	This is a name change from Bears Weights 2. The modified new curriculum is an in-depth approach designed to teach beyond the basics of strength training. The class will introduce many modalities of strength training, fitness, and lifelong wellness and sport. The proposed changes made to the Bears Weights curriculum will meet the National Standards including the highly valued standards 5 & 6. (<i>Exhibits responsible personal and social behavior that respects self and others in physical activity settings. Values physical activity for health, enjoyment, challenge, self-expression, and/or social interaction</i>).

Art	Multimedia Arts & Design	semester	9-12	The current course title of “Design” is confused with other courses offered in the registration catalogue. While the course will continue to teach graphic design, fashion design, and architectural design, the integration of technology and professional grade materials is represented in this course title.
Art	Movie Production/ Movie Production 2	semester	9-10/ 11-12	The current course title(s) of Film Production garners an antiquated view on movie making. This is a return to the original course title.
Art	Photography Apps and Applications	semester	11-12	The current course title of Photojournalism is not an accurate depiction of the current and ever changing content. The course must add an update to represent the millions of photographers who carry a phone and camera on them at all times. While the course will continue to teach Digital Single-Lens Reflex (DSLR), fine art, and photojournalism approaches, it will add social media to the changing landscapes in which photography is utilized.
Art	Sculpture 2	semester	10-12	This change request, adds the offering for 10 th grade. There has been an increased registration and interest over the last 4 school years in Sculpture 1. 2010-2011- two sections 2011-2012 & 2012-2013 - four sections 2013-2014 -five sections In addition, multiple students request independent study (sculpture/clay) or to retake Sculpture 1 at North Campus.
Art	AP Art History	semester	11-12	This request is a course length change from full year to semester. AP Art History has been an option for students to fulfill their arts requirement. However, many students have difficulty fitting the full year commitment into their schedule. Due to a redesign of the course (limiting the images from 500+ to 250) by the AP Board just weeks ago, it is now possible to teach the course in a semester time frame.

AGENDA ITEM: Action on High School Program Review

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent
David Law, Assistant Superintendent
Tim Wald, Principal, WBLAHS – South Campus
Don Bosch, Principal, WBLAHS – North Campus

BACKGROUND:

Since August of 2013, the high school campus principals have meet with the School Board during three separate work-study sessions (August, September, and November) to review the results of surveys from last spring of staff, students, and parents on a wide-range of issues pertaining to the high school. Data included: feedback on the current schedule and program offerings; on the level of satisfaction with teachers and administration; and on support provided. Results of the surveys were consistently positive.

One area the principals identified for additional review was flexibility for parents and students in the choice of high school programming.

In September, the campus principals presented possible modifications in the health and physical education requirements. Subsequent to receiving feedback from staff and Board members at the September work-study session, the administration looked more broadly at identifying a comparison group of sixteen high schools in the metropolitan area and outstate schools of comparable size which schedule with the six period day. The administration looked for points of commonality and differences in high school credit requirements that would help the administration suggest programmatic rebalancing which would result in greater flexibility for students but continue high expectations.

In early November of 2013, the administration presented two options to staff and subsequently to the Community Curriculum Advisory Committee, and to the Board at the November work-study session. (A full copy of the document is attached.) The option favored by the high school campus principals and proposed to the Board is one which would change the requirements as follows:

Current Requirement		Proposed Requirement	
Language Arts	4	Language Arts	4
Math	3	Math	3
Science	3	Science	3
Social Studies	3.5	Social Studies	3.5
PE/Health	1.5	Physical Education	.5

		Health	.5
Arts	.5	Arts	.5
		Additional Elective in Health, Phy Ed or the Arts	.5
Electives	6.5	Electives	6.5
Total	22	Total	22

The rationale for this recommendation balances two important themes:

- Physical Education and Health are critical components of adolescent education and critical for helping students establish a path to wellness as they leave high school and enter into the adult world; and
- Education in the arts is of critical importance and our current requirement of one semester in the arts is half of that required by the State of Minnesota, and half the minimum requirement in all but one of the other sixteen school districts in the comparison group.

Process

During the month of November, the administration received considerable feedback from faculty and staff. In addition to three sessions lead by the principals to give staff an opportunity to ask questions and make suggestions, the superintendent meet separately with the physical education and health departments, and the superintendent and assistant superintendent were available on two days the week before Thanksgiving to meet individually with staff members.

Importance of Information for Students and Parents

At the work-study session on November 25, 2013, many Board members spoke to the challenge of balancing these curriculum areas, and also the importance of family and students making wise informed decisions. Subsequent to that meeting, we talked with the high school campus principals about expanding the information that we include in the registration guide. Currently, graduation requirements are listed by department, but there is no narrative accompanying the requirements that explain why each of these curricular areas is important.

We have asked the high school principals to work with each department to develop a short rationale about the importance of that department's offerings. A short narrative would be available for each department, giving parents and students more than a list of courses. Rather, they will have more information to help make informed decisions.

Staffing Ramifications

An important question to consider is what staffing ramifications would occur. It is wise for many reasons to make changes that minimize dramatic shifts from department to department. We have exceptional staff in place right now and it makes sense to make transitions that will be smooth for staff and students.

In reviewing data about the current student enrollment, taking the class of 2013 as a basis, we find the following:

- For the graduating class of 2013, 50% of students took more than the required semester and one-half of combined health and physical education; and
- The class of 2013, 70% took one full credit or more of the arts.

Based on this information and testimony from the campus principals and assistant superintendent, we anticipate that if option two as proposed by the administration were to be approved by the School Board, it is likely that staffing shifts between departments will be moderate.

Ongoing Discussions

We heard considerable testimony and advocacy from faculty, staff, parents, and students about the importance of adolescence health and wellness, and about the place of the Arts in a student's life. We would encourage our high school administration and staff to continue this important dialogue and consider further steps we can take to assure that students are well prepared for life.

Conclusion

Based on weighing evidence and listening to a considerable amount of feedback over the past months, we would recommend option two as presented with requirements effective for the Class of 2015.

RECOMMENDATION:

That the high school graduation credit requirements effective for the graduating class of 2015 and subsequent classes be as follows:

Proposed Requirement	
Language Arts	4
Math	3
Science	3
Social Studies	3.5
Physical Education	.5
Health	.5
Arts	.5
Additional Elective in Health, Phy Ed or the Arts	.5
Electives	6.5
Total	22

AGENDA ITEM: Action on Middle Level Program Modifications

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent
David Law, Assistant Superintendent
Dr. Noel Schmidt, Principal, Central Middle School
Dr. Robert McDowell, Principal, Sunrise Park Middle School

BACKGROUND:

In 2007, the district conducted a Middle Level Program Review and implemented significant changes including the addition of world languages and more opportunities for students to access the arts and technology. After three years of implementation, the Middle Level Program changes were evaluated. The following program improvements were identified:

- College and Career Readiness for all students
- Expansion of the Project Lead the Way coursework into 6th grade
- Realignment and Course Creation for 8th grade to eliminate conflicts between music and technology courses.

Our middle school principals provided an overview of the Middle School Program Review at the October work-study session; Community Curriculum Advisory Committee on November 14, 2013, and Board Work-Study Session on November 25, 2013. The proposed recommendations for 2014-15, are as follows:

Current Middle School Program	2014-15 Recommendations
6th Grade - Current Program	6th Grade - Proposal for 2014-15
• 1 quarter FACS Course • 1 quarter computer 6 course	• Maintain the quarter FACS course • Embed computer skills in a PLTW (Design & Modeling I) quarter course
7th Grade - Current Program	7th Grade - Proposal for 2014-15
• Design & Modeling I semester course, every other day	• Design & Modelling II semester course, every other day
8th Grade - Current Program	8th Grade - Proposal for 2014-15
• Elective Groups (Choir, Band, FACS,	• World Language scheduled every other day

Manufacturing Ed) scheduled every other day opposite Physical Education. • World Language scheduled every other day opposite Project Lead the Way and Art.	opposite Physical Education. • Arts courses (Choir, Band, Art) scheduled every other day opposite a technology/design course (PTLW-Automation and Robotics, FACS, Manufacturing Ed., Visual Media Design)
---	--

RECOMMENDATION:

That the School Board approve the Middle School Program recommendations for 2014-2015.

AGENDA ITEM: Accept Brosious Teaching Grants from the
White Bear Lake Area Educational Foundation

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

The White Bear Lake Area Foundation has forwarded fourteen Brosious Teaching Grants to the superintendent, with a request that these grants be formally accepted by the School District.

As part of our internal process, the Foundation reviews the proposals with our assistant superintendent and Teaching and Learning office. We confirm that each of the proposals is consistent with our curriculum, and if technology is used, that it is consistent with our technology plan.

RECOMMENDATION:

Accept the Brosious Teaching Grants as shown in the attached materials in the total amount of \$32,247.75.

This Fall we received 24 Brosious Grant Applications totaling \$57,522.93. On Tuesday, Nov. 5th, our Brosious Grant Committee met and, after much discussion, chose to award 14 Brosious Grant Applications at a value of \$32,247.75

2013 – 2014 School Year Brosious Grant Synopsis

1. Lynn Eskow for Early Childhood at Normandy Park, Tamarack Nature Center, Hugo Elementary, and Vadenais Heights Elementary Project title: Creative Curriculum System for Preschool; Students impacted: 250; Amount awarded: \$2,500.00

This project includes purchasing an updated version of their current “*Creative Curriculum for Preschool*”, and additional curriculum training for all certified preschool teachers in the Early Childhood program. In order to continue to meet the requirements of the Parent Aware Four-Star Rating their program received last spring, they must complete more in-depth and specialized training based on an updated version of the “Creative Curriculum System for Preschool”. Once they purchase the “*Creative Curriculum System for Preschool*”, they will then utilize one or more of their scheduled Professional Development days to implement the training to preschool staff.

2. Julie Hopkins & Nancy Brown, Sunrise 7/8 math Project title: Changing desk surfaces to engage students; students impacted: 275; Amount awarded: \$1,100.00

They would like to paint the tops of the desks with white board paint, so the desks in the classrooms will serve as white board surfaces. This project would allow them to do more on white boards since students would be seated at the surface of their desks and all they would need to do is give them their marker and they’re ready for math.

3. Ruth Kerl, Colleen Kopp, Mary Jo Rude, and Deb Drauger, Hugo elementary/Intervention/K-1 Hugo & Oneka Sp. Ed. Project title: “Becoming Readers”; students impacted: 25 this year w/ additional every year; Amount awarded: \$2,696.00

In working with the programs that they currently have available to 1st graders, they’ve found a gap in materials. They do not have access to a good, high quality, program that incorporates phonics, phonemic awareness, and beginning reading to use with Tier II and Tier III students. They would like to purchase the Fountas & Pinnell Leveled Literacy Intervention Green System as well as two additional computer programs for Essential Skills version 5. The program includes implementation of the programs and data showing the improvement they made in student learning.

4. Jean Thompson, Lynn Sleeter, Sunrise Special Ed. Academic Strategies Grades 6,7,8 Project title: Fostering Academic Strategies with Technology; students impacted: 75, with more in the future; Amount awarded: \$2,890.17

They'd like to have 6 hand held personal tablets (Nexus 7) for each of the two Academic Strategies teacher, for a total of 12, to help master basic academic skills and improve general learning techniques for their students. Each student could have their own learner profile on a Nexus 7 to assist with individual goal areas.

5. Tiffany Dittrich, North Campus, Grade 10 Intro.Language Arts Project title: Reading Beyond the Cover; students impacted: 80+ per year; Amount awarded: \$2,955.00

Many of her students have reading levels several years below grade level and giving a tenth grade student a 4th grade level book is demoralizing. She would like to purchase 12 Nexus 7 tablets (\$172 each) and 12 Foxnovo 3 in 1 cases (\$16 each) and \$700 worth of digital books.

6. Philip Wacker, Tanner Stevens, South Campus & ALC Physics and AP Physics 11th & 12th Project title: Modeling Physics with Technology; students impacted: 290; Amount awarded: \$2984.14

They would like to purchase from Vernier Software & Technology: Labquest 2 (4), Motion detector (4), force sensor (4), accelerometer (4), photogate (8) pulley attachment (4), Picket fence attachment (4), lab armor (4), labQ viewer software (1). This project will transform the current physics curriculum to a modeling-based curriculum. They will have hand-held equipment that will gather and analyze data. At this time, funding for this project is not available from another source. Should other funding become available later on, there is a plan in place to expand the effectiveness of this project.

7. Avis Fink, Evelyn Swenson, Renee Holt, Central Middle School 6-8 graders Project title: Coffee Cart Program; students impacted: 8-10+; Amount awarded: \$2,315.14

The coffee cart will be operated by middle school special ed students under direct supervision of licensed staff members. Central and District Center staff would call in orders to a designated phone line. Students would track sales, write down orders, and deliver orders. This program is modeled after a similar program at South. The vision is for the program to become self-sustaining.

8. Lee McGrath, Kristine Abrahamson, Jennifer Craigan, Kristen Erickson, LuAnne Oklobzija and Chris Dahl, Otter Lake Literacy/Poetry, 3rd-5th grades Project title: P.O.E.T.R.Y.; students impacted: 292; Amount awarded: \$2,740.19

Students in 3rd – 5th grades would use technology to learn the elements of poetry, and to analyze, write and share poetry. They are asking for a full day workshop with students and teachers (\$1,000), 10 sets of hands free computer clip on mini lapel microphone; 3 iPad air (to complete their current set of 12); 15 Pixie by Tecvh4Learning App; 15 Poets pad by Paragoni, LLC; 15 iF Poems by Clickworks Limited; 15 Classic Poems for Children App. Students will write, publish and record a reading of their poems. There will be a culminating Poetry Café Night.

9. Margaret Nelson, Shawn Gritzmacher, North & South Art Departments, 9-12 grades Project Title: Bamboo Intuos Pens & Touch Drawing Pads; students impacted: 900 per year; Amount awarded: \$1,990.00

They would like to purchase 10 drawing pads and pens, which comes with 4 software apps: Adobe Photoshop Elements 10, Autodesk Sketchbook Express, Artrage 3 Studio and Nik Color Efex Pro WE3. Built for computer based drawing and image, the system replicates the feeling of drawing with a pencil on paper.

10. Tyler McCormick, North Campus ASL 9th & 10th graders Project title: Using Technology in the Classroom; students impacted: 180; Amount awarded: \$1,705.95

In order to properly evaluate and assess student progress, video recording is ideal. Doubling the number of iPads available to the students and incorporating Apple TV provide the perfect vehicle to meet those needs. Currently the program uses 5 iPads acquired through a district technology initiative and the instructor uses his own iPad and personal Apple TV device. The iPads and Apple TV are used to evaluate the students' progress and as a test recording device, and students will use these devices to make and post videos via iMovie and You Tube. The instructor will purchase 5 refurbished iPad 2 w/ Wi-Fi 16 GB (\$319 each); 1 Apple TV (\$100).

11. Birch Lake Intervention Team Project title: Path to Proficiency Resources; students impacted: 60-100 each year; Amount awarded: \$2,996.90

These teachers would like to purchase Six Minute Solutions (K-5), Explode the Code (K-2), Orton-Gillingham (2and 3), Comprehension & fluency boxed cards (1-4), Benchmark Education Pathfinders Intervention Kit (K-2). They stated that they fall short in their current resources in the area of reading interventions. Their current literacy program lacks a sufficient number of books that will meet different reading levels.

12. Nancy Higgs, Megan Perron, Emily Heir, Kathleen Elletson, Kadi Groppoli, Birch Lake Kindergarten Project title: Hands on Handwriting – Kindergarten; students impacted: 50; Amount rewarded: \$1,374.26

This year there are 3 full day kindergarten classrooms. The students seem to have more needs and fewer skills than in the past in the areas of fine motor control, letter knowledge and school readiness skills. Three kindergarten teachers, the Occupational Therapist and the Special Ed teacher are requesting supplies to help bridge this gap.

13. Jackie Jones, Sunrise Park Project Title: LEGO Robotic Club Materials; students impacted: 30-40; Amount awarded: \$1,000.00

The club started 2 years ago at Sunrise with an average of 33 students at its weekly meetings and 40 enrolled. There is new technology available that will soon be required to compete in a FLL competition. This is the upgrade from the NXT intelligence brick to the EV3 brick, so they can start to prepare for when this is required to compete.

14. Chris Lyons, Central Project Topic: Central LEGO Robotics Club; students impacted 15-40 depending on interest; Amount awarded: \$3,000.00

Chris Lyons started the Sunrise LEGO Robotics Club. He was transferred to Central and would like to start a LEGO Robotics club there. This would complement the current club at Sunrise Park, and give all middle school students a similar experience as they enter high school at North Campus.

AGENDA ITEM: Action on 2013-14 Contracts with Members of Cabinet
MEETING DATE: December 9, 2013
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

Cabinet members consist of the following positions: Director of Finance and Operations, Assistant Superintendent, Director of Human Resources, Director of Special Services, Director of Community Services and Recreation, Director of Communications and Community Relations and Director of Technology. Two positions (Director of Finance and Operations and Director of Community Services and Recreation) are new hires and were hired at 2013-14 salaries.

The Board and superintendent have worked closely together in developing a compensation plan for these positions. Salaries for cabinet members are influenced by a market analysis of our surrounding districts and individual job responsibilities. The superintendent's cabinet members are not an organized group recognized by the Bureau of Mediation.

RECOMMENDATION:

Approve the proposed 2013-14 contracts with the individual members of the Superintendent's Cabinet.

RESOLUTION:

That the School Board approve the 2013-2014 individual contracts for Cabinet positions to include: Assistant Superintendent, Director of Human Resources, Director of Special Services, Director of Communications and Community Relations, and Director of Technology, and authorizes the Chair and Clerk to execute the agreements on behalf of the School Board.

AGENDA ITEM: Tentative Agreement – 2013-15 Contract
White Bear Lake Extended Day Association

MEETING DATE: December 9, 2013

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Christina Picha, Director of Human Resources
Peter Willcoxon, Executive Director of Business Services

BACKGROUND:

The District has reached a tentative agreement with the White Bear Lake Extended Day Association representing approximately 60 full-time and part-time licensed personnel. The unit ratified the tentative agreement on November 20, 2013.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Christina Picha and Peter Willcoxon will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2013-2015 Master Agreement with the White Bear Lake Extended Day Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 13-15 Contract;

WHEREAS, the Association has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2013-2015 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: Action on 2013-14 Contracts with Members of Cabinet
MEETING DATE: December 9, 2013
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

BACKGROUND:

Cabinet members consist of the following positions: Director of Finance and Operations, Assistant Superintendent, Director of Human Resources, Director of Special Services, Director of Community Services and Recreation, Director of Communications and Community Relations and Director of Technology. Two positions (Director of Finance and Operations and Director of Community Services and Recreation) are new hires and were hired at 2013-14 salaries.

The Board and superintendent have worked closely together in developing a compensation plan for these positions. Salaries for cabinet members are influenced by a market analysis of our surrounding districts and individual job responsibilities. The superintendent's cabinet members are not an organized group recognized by the Bureau of Mediation.

RECOMMENDATION:

Approve the proposed 2013-14 contracts with the individual members of the Superintendent's Cabinet.

RESOLUTION:

That the School Board approve the 2013-2014 individual contracts for Cabinet positions to include: Assistant Superintendent, Director of Human Resources, Director of Special Services, Director of Communications and Community Relations, and Director of Technology, and authorizes the Chair and Clerk to execute the agreements on behalf of the School Board.

AGENDA ITEM: Superintendent's Contract
MEETING DATE: December 9, 2013
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Janet Newberg, School Board Chair

BACKGROUND:

The contract for Dr. Michael Lovett is recommended by the School Board Chair and Vice Chair and has been reviewed by legal counsel.

RECOMMENDATION:

The School Board act to approve the contract extension for the superintendent from July 1, 2014 and ending June 30, 2017.

AGENDA ITEM: **School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

MEETING DATE: **December 9, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, was reviewed by the School Board Policy Committee, had a first reading in November and is recommended for action. The changes recommended are consistent with those recommended by MSBA.

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.

RECOMMENDATION:

To approve School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, as recommended by the administration.

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008

White Bear Lake Area School District #624 Policy 414
Revised: January 11, 2010
Revised: October 11, 2010
Revised: November 14, 2011

Annual Review: September 10, 2012

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. ~~It shall be~~ A violation of this policy **occurs when** ~~for~~ any school personnel, ~~as defined in this policy, to fail~~ to 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 of an event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. is 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 the event.
- B. “Child” means a person under the age of 18, and, for purposes of Minn. Stat. Ch.260C (Child Protection) **and Minn. State. Ch. 260D (Child in Voluntary Foster Care for Treatment)**, includes an individual under age 21 who is in foster care.
- C. “Immediately” means as soon as possible, but in no ~~circumstance~~ **event** longer than 24 hours.
- D. “Mandated reporter” means any school personnel, as defined in this policy, 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.
- ~~J.~~ E. “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.

E. F. "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 appropriate child care arrangements after considering factors such as the child's age, mental ability and physical condition; the 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.

K. G. "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.

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.H. "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. State § 121A.58.

- H.I. "School personnel" means professional employee or a professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- H.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, Sub. 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 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(s) or (b) (Registration of Predatory Offenders).
- H.K. "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 building principal or appropriate administrator and the local welfare agency, police department or county sheriff, or agency responsible for assisting or investigating maltreatment.
- 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 or 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, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. 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.

- D. 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.
- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- F. 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.
- G. 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. The reckless making of a false report may also result in employee discipline.

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, and/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 district, 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 VI. 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, 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 shall have 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. § 121A.67 (Aversive and Deprivation 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. § 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:

WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

AGENDA ITEM: **School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults**

MEETING DATE: **December 9, 2013**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, was reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for action. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

RECOMMENDATION:

To approve School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, as recommended by the administration.

Adopted: April 29, 1996

White Bear Lake Area School District #624 Policy 415

Revised: August 25, 2003

Revised: January 11, 2010

Annual Review: *August 8, 2011*

September 10, 2012

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the

facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- D. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- E. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- F. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- G. "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care ~~of~~ or services, including but not limited to, food, clothing, shelter, health care or supervision; which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- H. "School Personnel" means professional employees or their delegates ~~of the school district~~ engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.

- I. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) ~~or who~~ receives services at or from a licensed facility which serves adults as set for in Minn.Stat. § 626.5572, Subd. 21(a)(2); ~~who~~ (3) receives services at or from a licensed home care provider or home care provider service; or ~~who~~ (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment. ~~is unable adequately provide the person's own care or protect the person from maltreatment without assistance because of impairment of mental or physical function or emotional status.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caretaker, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *no public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally 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. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

AGENDA ITEM: **School Board Policy 424, License Status**
MEETING DATE: **December 9, 2013**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policy 424, License Status, was reviewed by the School Board Policy Committee, had a first reading in November, and is recommended for action. The changes recommended are consistent with those recommended by MSBA.

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

RECOMMENDATION:

To approve School Board Policy 424, License Status, as recommended by the administration.

Adopted: December 10, 2001

Revised: January 10, 2005

Revised: November 8, 2007

Annual Review: October 10, 2011

September 10, 2012

White Bear Lake Area School Board Policy #424

424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within a year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

- C. If it is discovered that a teacher's license has expired, the teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. §122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. §122A.22 District Verification of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment; Contracts; Termination
Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737
(Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D.
VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639, 1993 Minn. App.
Lexis 442