

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

January 13, 2014

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: Michael J. Lovett
Superintendent of Schools

Date: January 2, 2014

A Student Recognition will be held on **Monday, January 13, 2014**, 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, January 13, 2014** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Seating New Board Member
3. Roll Call
4. Pledge of Allegiance
5. Reorganization of the School Board
6. Approve Agenda
7. 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 for Public Forum.

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 who wish 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. 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 contact 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 Registration Information for 2014-15
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policies:
 - a. School Board Policy 425, Staff Development
 - b. School Board Policy 504, Student Dress and Appearance
 - c. School Board Policy 603, Curriculum Development
 - d. School Board Policy 604, Instructional Curriculum

E. OPERATIONAL ITEMS

1. School Board Operating Procedures for 2014
2. School Board Members' Compensation for 2014
3. Appointment of Representative to the Northeast Metro 916 Intermediate School District's Board
4. Appointment of Representative to the East Metro Integration District 6067
5. School Board Committee Assignments
6. Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures
7. Official Publication for the School District for 2014
8. Action on Appointment of Compliance Officers
9. Action on Local Education Agency Authorization
10. Action on Designation of Legal Counsel

11. Action on H.B. Fuller STEM Mini-Grants
12. Finance Committee Assignments
13. Action on Policies:
 - a. School Board Policy 410, Family and Medical Leave Policy
 - b. School Board Policy 413, Harassment and Violence
 - c. School Board Policy 522, Student Sex Non-Discrimination
 - d. School Board Policy 524, Electronic Technologies Acceptable Use Policy

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Oath of Office
MEETING DATE: January 13, 2014
SUGGESTED DISPOSITION: Procedural Item
CONTACT PERSON(S): Dr. Michael Lovett, Superintendent

The following Oath of Office will be administered by Janet Newberg, School Board Chair, to elected School Board member Don Mullin.

OATH OF OFFICE

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 624 to the best of my judgment and ability.

AGENDA ITEM: **Reorganization of the School Board**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Procedural Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Janet Newberg will facilitate the selection of Board Chair. The elected Board chair will then facilitate the selection of Vice-Chair, Clerk, and Treasurer for 2014.

The new officers must be nominated and elected:

- a. **Chair** Nominations are now in order for the office of chair.

Board member _____ nominate _____

Voice Vote: _____

- b. **Vice-Chair** Nominations are now in order for the office of vice-chair.

Board member _____ nominate _____

Voice Vote: _____

- c. **Clerk** Nominations are now in order for the office of clerk.

Board member _____ nominate _____

Voice Vote: _____

- d. **Treasurer** Nominations are now in order for the office of treasurer.

Board member _____ nominate _____

Voice Vote: _____

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **January 13, 2014**
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: January 13, 2014
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, December 9, 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 7:01 p.m.
- 2 Roll Call- Present: *Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg*

Ex-Officio: Lovett
Cabinet: Present – Daniels, Garrison, Law, Picha, Vette, Wehrkamp, Willcoxon, Sr.
- 3 Pledge of Allegiance.
- 4 Hiniker moved, Swanson seconded to approve the agenda. *Voice vote: all ayes. Motion carried.*
- 5 Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on November 11, and work-study session on November 25;
 - 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**
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

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

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

C. INFORMATION ITEMS

1. Update on Welcome to White Bear Events – Marisa Vette, Director of Communications and Community Relations, along with Nancy Melquist representing Early Childhood, Sara Svir, representing our elementary schools, Bob McDowell and Noel Schmidt representing our middle schools and Don Bosch representing our high school, presented on “Welcome to White Bear Week” opportunities. Events from early childhood through high school will be occurring after the first of the year. Information is available on our District website, www.isd624.org, or you may contact any of the District’s schools.
2. Superintendent’s Report – Dr. Lovett reported on the following:
 - Prior to tonight’s meeting, the Board recognized students and their coaches/mentors who have earned state-wide recognition including our Cheerleading team who are State Champions for the fourth straight year and students who performed a play called “It’s Our School, Too” at a national conference. Congratulations to all!
 - Teacher of the Year nominations are due January 17 and are available on the District website.
 - 2014-15 registration events will be held throughout the month of January at all levels including Early Childhood, Elementary, Middle School and High School. More information is available on the District website and will also be in the White Bear Press and Vadnais Press.

- Holiday concerts – District students are preparing for holiday concerts. Check out the District’s Activities Calendar for upcoming choir and band concerts at our schools.
- Emergency School Closing information due to weather have a variety of modes of communication to get the information to our families: Voicemail messages through our parent alert system, notice on the District website and on the District’s Facebook and Twitter pages, on the School Closing Hotline (at 651-407-7540) as well as alerts in the media.

Our Student Board Representative advised that winter sports have begun, fundraising is occurring at many of our schools particularly focusing on families in need as well as many other activities coordinated by groups including Student Council and National Honor Society. The cast and crew of our fall school musical, *Once Upon a Mattress*, won a record twenty awards from the Hennepin Theatre Trust and lastly PSAT results will be available this week.

All families are wished a wonderful winter break. More information on the above may be found on the District website: www.isd624.org.

D. DISCUSSION ITEMS

1. Presentation of Information Relating to the Truth in Taxation Hearing Requirements
Pete Willcoxon, Executive Director of Business Services, presented Truth-in-Taxation information as a part of this Board meeting.
2. Open Forum for Public Input on Truth-in-Taxation Presentation – No one spoke at the Open Forum.
3. First Reading of School Board Policy 410, Family and Medical Leave Policy
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 January 13, 2014 School Board meeting agenda or subsequent meeting agenda for approval.
4. First Reading of School Board Policy 413, Harassment and Violence
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 January 13, 2014 School Board meeting agenda or subsequent meeting agenda for approval.
5. First Reading of School Board Policy 522, Student Sex Non-Discrimination
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 January 13, 2014 School Board meeting agenda or subsequent meeting agenda for approval.
6. First Reading of School Board Policy 524, Electronic Technologies Acceptable Use Policy
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 January 13, 2014 School Board meeting agenda or subsequent meeting agenda for approval.

E. OPERATIONAL ITEMS

1. Shevik motioned and Kimball seconded to approve the recommendation by administration that the School Board certify its 2013 payable 2014 property tax levy in the amount of \$36,134,861.51. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
2. Storey motioned and Swanson seconded to approve the recommended changes by administration to high school courses for 2014-15. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
3. Hiniker motioned and Shevik seconded to approve the recommended graduation credit requirements effective for the graduating class of 2015 and subsequent classes be as follows:

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

Roll call vote: ayes: Shevik, Storey, Swanson, Hiniker, Newberg, nays: Chapman, Kimball. Motion carried.
4. Kimball motioned and Swanson seconded to approve the Middle Level Program recommendations for 2014-15. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
5. Hiniker motioned and Storey seconded to accept fourteen Brosious Teaching Grants in the total amount of \$32,247.75. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
6. Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures. *This item was removed from the agenda. No action taken.*
7. Swanson motioned and Chapman seconded to approve the 2013-15 Contract with the White Bear Lake Extended Day Association. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
8. Shevik motioned and Hiniker seconded to approve the 2013-14 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. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
9. Swanson motioned and Kimball seconded to approve the contract extension for the superintendent from July 1, 2014 and ending June 30, 2017. **Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.**
- 10-11. Chapman motioned and Shevik second to approve Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse; Policy 415, Mandated Reporting of

Maltreatment of Vulnerable Adults, and Policy 424, License Status as recommended by the administration. *Roll call vote: ayes: Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg, nays – none. Motion carried.*

- F. BOARD FORUM** – Kimball wished everyone Happy Holidays and thanked our staff and volunteers for all that they do. Each Board member in turn thanked Board member Shevik for his years of service, insightful comments and dedication to serving our community and wished him well. All are grateful that he will continue to serve on the District Finance Committee. Swanson reported that there are many wonderful community events to look forward in the coming months including the Polar Plunge and Bearly Open.
- G. ADJOURNMENT** - Shevik moved; Newberg seconded to adjourn the meeting at 8:29 p.m. *Voice vote: All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers
MEETING DATE: January 13, 2014
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 - December**

	<u>12/13/2013</u>	<u>12/31/2013</u>
Direct Deposit 371066-372455	1,571,737.44	
U.S. Treasury (FICA, Medicare, withholding)	588,902.10	
MN State Income Tax	96,157.43	
PERA	90,794.19	
TRA	257,937.40	
ING	2,517.27	
American Funds	73,020.25	
White Bear Lake Teacher's Association	34,543.39	
Direct Deposit 372456-373841		1,591,631.15
U.S. Treasury (FICA, Medicare, withholding)		591,703.45
MN State Income Tax		97,348.65
PERA		92,098.91
TRA		260,661.26
ING		2,517.21
American Funds		73,341.95
White Bear Lake Teacher's Association		34,559.85
Extended Day Dues		565.35

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400692	ADAMS, LINDA J	12/03/2013	135.03
131400693	ALLEN, STEVEN H	12/03/2013	255.00
131400694	ARCHAMBEAU, NICOLE MD	12/03/2013	42.15
131400695	BATAGLIA, DAVID A	12/03/2013	120.18
131400696	BERNIER, CARYN S	12/03/2013	50.00
131400697	BOGENHOLM, SHERRY J	12/03/2013	100.00
131400698	BOWERMASTER, TRACI G	12/03/2013	55.00
131400699	CARDENAS, DAVID ANTHONY	12/03/2013	510.00
131400700	CHAPLIN, MARILEE A	12/03/2013	180.00
131400701	CONNER, RACHAEL AM	12/03/2013	255.00
131400702	COTTS, DANIELLE N	12/03/2013	255.00
131400703	DAHLEM, TERESA	12/03/2013	765.00
131400704	DEUEL, LYN M	12/03/2013	46.00
131400705	DOMBROVSKI, NOAH P	12/03/2013	29.97
131400706	DUOOS, KIRSTEN M	12/03/2013	479.17
131400707	DYMIT, MARIE S	12/03/2013	81.36
131400708	EGEMO, PATRICIA ANN	12/03/2013	45.77
131400709	ESBOLDT, LISA A	12/03/2013	118.65
131400710	FANG, JIN	12/03/2013	800.00
131400711	FELTON, LORI A	12/03/2013	102.72
131400712	GUENTHER, LAURA L	12/03/2013	25.71
131400713	HAMMEKEN, GRACIELA E	12/03/2013	1,018.97
131400714	HANSON, MARILYN LOUCKS	12/03/2013	145.49
131400715	HEALY, JASON CHARLES	12/03/2013	1,081.67
131400716	HEIR, EMILY S	12/03/2013	510.00
131400717	HERMANN, TIMOTHY J	12/03/2013	245.00
131400718	HICKMAN, JESSICA M	12/03/2013	125.88
131400719	HOEG, SCOTT A	12/03/2013	56.78
131400720	HOFF, ERIN J	12/03/2013	96.12
131400721	HOWARD, JENNIFER A	12/03/2013	29.95
131400722	JOHNSON, BRIGETTE M	12/03/2013	45.20
131400723	JOHNSON, CORTNEY K	12/03/2013	510.00
131400724	JOHNSON, LINETTE L	12/03/2013	246.34
131400725	JONES, NANCY A	12/03/2013	255.00
131400726	JORGENSON, AMY L	12/03/2013	244.64
131400727	KEESE, CAITLIN R	12/03/2013	60.00
131400728	KEESE, JENNIFER R	12/03/2013	81.97
131400729	KEESE, MATTHEW D	12/03/2013	319.96
131400730	KELLER, KARLA M	12/03/2013	687.80
131400731	KROCAK, NANCY J	12/03/2013	72.32
131400732	LARSON, SCOTT A	12/03/2013	127.97
131400733	LAU, LAI F	12/03/2013	668.54
131400734	LAW, DAVID W	12/03/2013	390.00
131400735	LEMON, SARAH E	12/03/2013	510.00
131400736	LILLIE, KRISTEN	12/03/2013	56.62
131400737	LITTLE, LEANNE M	12/03/2013	50.85
131400738	LOCH, STACEY LYNN	12/03/2013	255.00
131400739	LOVETT, MICHAEL J	12/03/2013	239.02
131400740	LUBRANT, NANCY JEAN	12/03/2013	45.00
131400741	MAHONEY, SUSAN L C	12/03/2013	107.31

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400742	MALWITZ, REBECCA ANN	12/03/2013	724.05
131400743	MARSH, KATHERINE M	12/03/2013	71.19
131400744	MCGARTHWAITE, NICOLE M	12/03/2013	94.34
131400745	MCGRAW, SABINE K	12/03/2013	175.15
131400746	MORTENSEN, KIM K	12/03/2013	120.00
131400747	MUMBLEAU, ANGELA C	12/03/2013	510.00
131400748	MUNDELL, KARLA J	12/03/2013	125.15
131400749	NASVIK, CRAIG S	12/03/2013	177.05
131400750	NAVIS, NANCY L	12/03/2013	110.00
131400751	OGRADY, CATHY SUE	12/03/2013	603.67
131400752	OPATZ, AMY L	12/03/2013	255.00
131400753	OYEN, JENNIFER M	12/03/2013	510.00
131400754	PERRON, MEGAN M	12/03/2013	510.00
131400755	PETERSEN, JILL M	12/03/2013	28.26
131400756	PICHA, CHRISTINA K	12/03/2013	98.90
131400757	PIERRE, CHRISTINA K	12/03/2013	99.00
131400758	PINNOW, PAIGE E	12/03/2013	188.09
131400759	PLAISTED, KAYNA R	12/03/2013	98.88
131400760	PLASTER, MARK ANTHONY	12/03/2013	100.57
131400761	PRESSELLER, TRACY A	12/03/2013	217.25
131400762	PRZYBYLSKI, NANCY S	12/03/2013	255.00
131400763	PUODZIUNAS, DIANE M	12/03/2013	136.00
131400764	QUINN, CHRISTINE A	12/03/2013	111.28
131400765	RASMUSSEN, JEAN H	12/03/2013	37.05
131400766	RULLI, CYNTHIA JO	12/03/2013	42.66
131400767	SAGDALEN, NATALIE R	12/03/2013	140.00
131400768	SALENGER, SETH A	12/03/2013	98.10
131400769	SAMUELSON, BETH A	12/03/2013	200.01
131400770	SANNY, JOHN H	12/03/2013	276.19
131400771	SCHLOSSER, GABRIELLE A	12/03/2013	100.00
131400772	SCHMIDT, HEATHER RAE	12/03/2013	76.75
131400773	SICARD, HEIDI M	12/03/2013	40.00
131400774	SKUPA, NANCY A	12/03/2013	115.00
131400775	SMUNK, MARY M	12/03/2013	108.50
131400776	SOLHEIM, KARI L	12/03/2013	687.80
131400777	STIRLING, CONNIE B	12/03/2013	102.39
131400778	TATE, JO E	12/03/2013	2,018.95
131400779	THEISSEN, MARK N	12/03/2013	255.00
131400780	THOM, NANCY L	12/03/2013	69.80
131400781	TOUSSAINT, JANEL PHYLLIS	12/03/2013	48.59
131400782	TRIGGS, CARLA M	12/03/2013	105.23
131400783	VOSS, KAREN D	12/03/2013	227.86
131400784	WALES, ROBIN R	12/03/2013	53.96
131400785	WALSH, HEIDI A	12/03/2013	510.00
131400786	WILDMAN HILAL, ANDREA L	12/03/2013	337.99

95 ACH

Check(s) For a Total of

23,705.77

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	95	ACH	Checks For a Total of	23,705.77
	0	Computer	Checks For a Total of	0.00
Total For	95	Manual, Wire Tran, ACH & Computer	Checks	23,705.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	23,705.77

Check Nbr	Vendor Name	Check Date	Check Amount
48480	1ST LINE/LEEWES VENTURES LLC	12/05/2013	387.75
48481	1ST AYD CORP	12/05/2013	10.63
48482	AARP DRIVER SAFETY PROGRAM	12/05/2013	296.00
48483	ABEE INC	12/05/2013	3,580.00
48484	ACDA OF MN	12/05/2013	420.00
48485	AEP CONNECTIONS	12/05/2013	125.00
48486	ALL SEASONS RENTAL	12/05/2013	11.70
48487	AMAZON	12/05/2013	1,073.30
48488	AMAZON	12/05/2013	217.47
48489	AMAZON	12/05/2013	706.99
48490	AMAZON	12/05/2013	175.07
48491	AMAZON	12/05/2013	653.70
48492	AMER LEGACY PUBLISHING	12/05/2013	17.79
48493	AMERICAN MESSAGING	12/05/2013	113.57
48494	AMER RED CROSS	12/05/2013	2,322.00
48495	APEX LAMPS	12/05/2013	820.54
48496	APPLIED ENVIRONMENTAL SCI INC	12/05/2013	3,357.50
48497	ARRIOLA, MARK	12/05/2013	135.00
48498	AT & T MOBILITY	12/05/2013	673.12
48499	ATOMIC ARCHITECTURAL SHEET MET	12/05/2013	29,815.28
48500	BARNES & NOBLE	12/05/2013	420.28
48501	BARNETT WB CHRYSLER JEEP DODGE	12/05/2013	353.21
48502	BENCHMARK EDUCATION COMPANY	12/05/2013	9,990.00
48503	BERRY BLENDZ - EDEN PRAIRIE	12/05/2013	472.50
48504	BUSINESS IMPACT GROUP	12/05/2013	1,675.33
48505	BLICK ART MATERIALS	12/05/2013	576.01
48506	BOEHLKE, MARGARET	12/05/2013	100.00
48507	BROWN INDUSTRIES INC	12/05/2013	196.03
48508	THE BUG COMPANY	12/05/2013	16.00
48509	THE BUREAU	12/05/2013	305.00
48510	CAPOCASA, JOSEPH M	12/05/2013	114.00
48511	CDW GOVERNMENT INC	12/05/2013	1,274.95
48512	CENGAGE LEARNING	12/05/2013	946.28
48513	CENTURY RESOURCES INC	12/05/2013	892.39
48514	CERTIFIED LABORATORIES	12/05/2013	362.58
48515	CHASE, WENDY	12/05/2013	137.85
48516	THE CHILDREN'S THEATRE COMPANY	12/05/2013	500.00
48517	CLASSROOMDIRECT	12/05/2013	54.54
48518	CONSTRUCTION MANAGEMENT BUILDI	12/05/2013	31,568.69
48519	COHEN, BRENDEN	12/05/2013	114.00
48520	COMCAST	12/05/2013	43.90
48521	COMMUNITY SERVICES & RECREATIO	12/05/2013	395.00
48522	CONCORDIA LANGUAGE VILLAGES	12/05/2013	1,800.00
48523	CONNEY SAFETY	12/05/2013	43.60
48524	CONSTANTINE DANCE CLASSES	12/05/2013	1,131.90
48525	CONTINENTAL CLAY CO	12/05/2013	692.62
48526	CONTINENTAL RESEARCH CORP	12/05/2013	266.10
48527	COOL AIR MECHANICAL	12/05/2013	61,811.75
48528	COPY IMAGES INC	12/05/2013	5,184.80
48529	Vendor Continued Check	12/05/2013	0.00

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48530	COPY IMAGES INC	12/05/2013	789.41
48531	COVERT, ELLIOTT CHARLES	12/05/2013	180.00
48532	CUB FOODS OF WHITE BEAR TWSHP	12/05/2013	284.72
48533	CUMMINS NPOWER LLC	12/05/2013	193.98
48534	CUSTOM DRYWALL	12/05/2013	11,290.75
48535	DAKA CORP	12/05/2013	14,284.20
48536	Vendor Continued Check	12/05/2013	0.00
48537	Vendor Continued Check	12/05/2013	0.00
48538	DALCO CORPORATION	12/05/2013	11,556.62
48539	DELTA EDUCATION	12/05/2013	83.37
48540	DEMCO INC	12/05/2013	213.45
48541	DESIGN IN MIND INC	12/05/2013	566.85
48542	DESIGNER SIGN SYSTEMS INC	12/05/2013	2,310.00
48543	DISCOUNT SCHOOL SUPPLY	12/05/2013	403.10
48544	DIVERSIFIED SNACK DISTRIBUTION	12/05/2013	3,142.35
48545	DONATELLI'S	12/05/2013	1,073.39
48546	DOOR SERVICE COMPANY	12/05/2013	89,225.00
48547	EBERHARDT, TERI	12/05/2013	147.00
48548	EDUCATION TO GO	12/05/2013	334.00
48549	EDGEWOOD MARKETING GROUP	12/05/2013	508.70
48550	EVANS, JOHN	12/05/2013	700.00
48551	FASTENAL COMPANY	12/05/2013	85.40
48552	FEDEX	12/05/2013	156.17
48553	FESTIVAL FOODS-KNOWLAN'S	12/05/2013	698.50
48554	FIALA, CHRIS	12/05/2013	114.00
48555	FLINN SCIENTIFIC INC	12/05/2013	1,217.31
48556	FLORIDA NATL HIGH ADVENTURE	12/05/2013	3,255.00
48557	FOLLETT EDUCATIONAL SERVICES	12/05/2013	999.20
48558	FOLLETT SOFTWARE COMPANY	12/05/2013	128.67
48559	FOY, DENNIS J	12/05/2013	1,815.00
48560	FRATTALONES HARDWARE STORES	12/05/2013	34.19
48561	FREDERICKSON, KYLE	12/05/2013	1,000.00
48562	FREY	12/05/2013	548.74
48563	GALCO	12/05/2013	47.82
48564	GALLAGHERS NORTHWESTERN TIRE C	12/05/2013	150.00
48565	GARDEN & ASSOCIATES INC	12/05/2013	1,425.00
48566	GECKO MICROSOLUTIONS	12/05/2013	570.00
48567	GOOGLE INC	12/05/2013	320.83
48568	GORHAM OIEN MECHANICAL	12/05/2013	13,243.00
48569	GRAFFIC TRAFFIC LLC	12/05/2013	310.00
48570	Vendor Continued Check	12/05/2013	0.00
48571	Vendor Continued Check	12/05/2013	0.00
48572	GRAINGER	12/05/2013	2,094.34
48573	GRANDMA'S BAKERY INC	12/05/2013	91.88
48574	GRAPHIC EDGE	12/05/2013	371.41
48575	GREATAMERICA FINANCIAL SERVICE	12/05/2013	437.44
48576	GROUP TRAVEL PLANNERS	12/05/2013	19,842.00
48577	HAGEN, JACOB DAWSON	12/05/2013	10.00
48578	HANRAHAN, ALICIA	12/05/2013	135.00
48579	HEADSETS.COM INC	12/05/2013	32.90

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48580	HEMPLER, NICOLE	12/05/2013	75.00
48581	HERDER, JIM	12/05/2013	57.00
48582	HISDAHL INC	12/05/2013	291.50
48583	Vendor Continued Check	12/05/2013	0.00
48584	Vendor Continued Check	12/05/2013	0.00
48585	HOGLUND BUS AND TRUCK CO	12/05/2013	2,000.91
48586	HOME DEPOT CREDIT SERVICES	12/05/2013	184.21
48587	HOUGHTON MIFFLIN HARCOURT	12/05/2013	265.80
48588	I-STATE TRUCK CENTER	12/05/2013	21.97
48589	INSIGHT INVESTMENTS LLC	12/05/2013	281.45
48590	INTEGRA TELECOM	12/05/2013	469.02
48591	INTL BACCALAUREATE ORGANIZATIO	12/05/2013	10,898.00
48592	INVENTORY MGMT PARTNERS LLC	12/05/2013	2,360.00
48593	JACKI BRICKMAN INC	12/05/2013	1,200.00
48594	JOHNSON, BRANDON JAMES	12/05/2013	180.00
48595	JOHNSON CONTROLS INC	12/05/2013	593.00
48596	K12 TRANSPORTATION MGMT SERVIC	12/05/2013	535.96
48597	KATH FUEL OIL SERVICE CO	12/05/2013	30,226.54
48598	KELLINGTON CONSTRUCTION INC	12/05/2013	18,598.63
48599	KELVIN LP	12/05/2013	475.45
48600	KENDALL HUNT PUBLISHING	12/05/2013	371.15
48601	KENT AUTOMOTIVE	12/05/2013	329.68
48602	KIMBALL MIDWEST	12/05/2013	2,056.95
48603	KOWALSKIS MARKET	12/05/2013	83.40
48604	KRAFT CONTRACTING & MECHANICAL	12/05/2013	5,580.00
48605	KULENKAMP, DAVID	12/05/2013	356.40
48606	KULLY SUPPLY COMPANY	12/05/2013	1,356.41
48607	L & D SIGN	12/05/2013	651.50
48608	LANCETTE, ANTHONY R	12/05/2013	77.00
48609	LANGENBACH, BECKIE ANN	12/05/2013	25.00
48610	LANO EQUIPMENT INC	12/05/2013	1,260.13
48611	LEARNING A-Z	12/05/2013	99.95
48612	LEGO EDUCATION	12/05/2013	321.00
48613	LEGO EDUCATION	12/05/2013	1,037.13
48614	LEW ELECTRIC INC	12/05/2013	40,375.00
48615	LHB INC	12/05/2013	32,455.00
48616	LIBRARY STORE INC	12/05/2013	61.95
48617	LIDS TEAM SPORTS	12/05/2013	83.70
48618	LIGHTSPEED TECH INC	12/05/2013	3,381.00
48619	LINDBERG, AMY	12/05/2013	935.00
48620	LOFFLER	12/05/2013	53.00
48621	L T G POWER EQUIPMENT	12/05/2013	64.95
48622	LUTHERAN SOCIAL SERVICE/FGP	12/05/2013	150.00
48623	MAILFINANCE INC	12/05/2013	445.71
48624	MALLEY, DAVID	12/05/2013	57.00
48625	MARSHALL, MICHAEL K	12/05/2013	75.00
48626	MASA JOBSITE	12/05/2013	1,173.00
48627	MATHCOUNTS FOUNDATION	12/05/2013	30.00
48628	MATHEMATICAL OLYMPIADS	12/05/2013	99.00
48629	MCDONOUGH'S WATERJETTING AND	12/05/2013	3,055.36

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48630	MCGRAW-HILL COMPANIES	12/05/2013	70.84
48631	MED COMPASS	12/05/2013	802.00
48632	MEISINGER CONSTRUCTION CO	12/05/2013	250.00
48633	MENARDS-MAPLEWOOD	12/05/2013	171.41
48634	MERZER MALP, SHEILA	12/05/2013	165.00
48635	METRO DINING CLUB	12/05/2013	2,015.00
48636	METRO SOUND AND LIGHTING	12/05/2013	490.40
48637	MID CITY SERVICES - INDUSTRIAL	12/05/2013	1,992.02
48638	MIDWEST BUS PARTS INC	12/05/2013	1,138.28
48639	MILL CITY MUSEUM	12/05/2013	654.00
48640	MINVALCO INC	12/05/2013	1,358.08
48641	MN CONWAY FIRE & SAFETY	12/05/2013	227.50
48642	Vendor Continued Check	12/05/2013	0.00
48643	Vendor Continued Check	12/05/2013	0.00
48644	MN DEPT OF LABOR & INDUSTRY	12/05/2013	650.00
48645	MN HISTORICAL SOCIETY	12/05/2013	75.00
48646	MUEDEKING, ELIJAH PARK	12/05/2013	79.99
48647	MURPHY, LYNNE M	12/05/2013	270.00
48648	NASCO	12/05/2013	8.10
48649	NCPERS MINNESOTA	12/05/2013	320.00
48650	NCS PEARSON INC	12/05/2013	2,110.18
48651	NELSON, DON	12/05/2013	150.00
48652	NEOFUNDS BY NEOPOST	12/05/2013	1,000.00
48653	NORCENTRONIX DISTRIBUTING	12/05/2013	235.00
48654	NORTH MEMORIAL URGENT CARE	12/05/2013	774.00
48655	NORTHERN STAR COUNCIL, BSA	12/05/2013	104.00
48656	OFFICEMAX INCORPORATED	12/05/2013	502.23
48657	OLYMPIC COMMUNICATIONS, INC.	12/05/2013	522.50
48658	ORIENTAL TRADING CO INC	12/05/2013	153.19
48659	OXYGEN SERVICE CO INC	12/05/2013	23.92
48660	PAMS LUNCHROOM LLC	12/05/2013	7,194.59
48661	PARSHALL, DANIELLE M	12/05/2013	56.50
48662	PATIENT TOOLS INC	12/05/2013	141.00
48663	PAUL THE PLUMBER INC	12/05/2013	185.00
48664	PAYSCALE INC	12/05/2013	9,749.00
48665	PRAIRIE DU CHIEN AREA SCHOOLS	12/05/2013	166.95
48666	PENCILS.COM	12/05/2013	302.14
48667	PETERSON BROS ROOFING & CONST	12/05/2013	1,680.00
48668	PHELPS, MADELINE MAY	12/05/2013	180.00
48669	PICTURE THAT!	12/05/2013	165.00
48670	PITNEY BOWES PURCHASE POWER	12/05/2013	100.00
48671	PITNEY BOWES PURCHASE POWER	12/05/2013	1,000.00
48672	PITNEY BOWES INC	12/05/2013	967.50
48673	POCKET NURSE	12/05/2013	47.35
48674	POSTMASTER	12/05/2013	200.00
48675	PRESS PUBLICATIONS	12/05/2013	293.70
48676	PRO-ED INC	12/05/2013	73.70
48677	PROJECTORZONE.COM	12/05/2013	3,905.75
48678	RATWIK ROSZAK & MALONEY PA	12/05/2013	2,408.00
48679	READ NATURALLY INC	12/05/2013	327.80

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48680	RED BALLOON BOOKSHOP	12/05/2013	234.99
48681	RED CEDAR STEEL ERECTORS INC	12/05/2013	1,748.00
48682	REGENTS OF THE UNIV OF MN	12/05/2013	163.80
48683	RICE LAKE CONSTRUCTION GRP	12/05/2013	105,853.75
48684	RICOH AMERICAS CORP	12/05/2013	437.81
48685	RISDALL MARKETING GROUP	12/05/2013	2,720.00
48686	ROEMELING, LISA	12/05/2013	149.00
48687	ROGER VADNAIS PLUMBING	12/05/2013	315.00
48688	ROSE, DIANA	12/05/2013	80.48
48689	ROSE FLORAL AND GREENHOUSE INC	12/05/2013	226.50
48690	RUPP ANDERSON SQUIRES & WALDSP	12/05/2013	82.00
48691	S & T OFFICE PRODUCTS INC	12/05/2013	457.81
48692	SAFETYFIRST PLAYGROUND SURFACI	12/05/2013	3,540.10
48693	SAFeway DRIVING SCHOOL	12/05/2013	4,410.00
48694	SAM'S CLUB/GEMB	12/05/2013	747.32
48695	SAM'S CLUB/GEMB	12/05/2013	7.72
48696	SAM'S CLUB/GEMB	12/05/2013	1,418.53
48697	SAM'S CLUB/GEMB	12/05/2013	27.80
48698	SAM'S CLUB/GEMB	12/05/2013	132.82
48699	SANTILLANA USA	12/05/2013	2,797.11
48700	SCHINDLER ELEVATOR CORP	12/05/2013	1,162.55
48701	SCHMITT MUSIC COMPANY	12/05/2013	28.75
48702	SCHOLASTIC INC	12/05/2013	131.67
48703	SCHWANS	12/05/2013	462.55
48704	SECURITAS SEC SVCS USA INC	12/05/2013	1,462.73
48705	SENTRY SYSTEMS INC	12/05/2013	360.00
48706	SCHOOL NUTRITION ASSOC (SNA)	12/05/2013	46.75
48707	SNAP-ON TOOLS	12/05/2013	67.50
48708	SOUTH ST PAUL HIGH SCHOOL	12/05/2013	175.00
48709	SOUTHEASTERN PERFORMANCE APPAR	12/05/2013	925.55
48710	SOUTHWEST HIGH SCHOOL	12/05/2013	105.00
48711	SPORTSCON LLC	12/05/2013	28,738.00
48712	SPRINT	12/05/2013	699.61
48713	ST CATHERINE UNIVERSITY	12/05/2013	800.00
48714	ST ELIZABETH ANN SETON SCHOOL	12/05/2013	1,217.50
48715	STANLEY SECURITY SOLUTIONS INC	12/05/2013	185.89
48716	STAPLES ADVANTAGE	12/05/2013	1,304.76
48717	STATE SUPPLY CO	12/05/2013	1,264.78
48718	STEINBRECHER PAINTING INC	12/05/2013	16,910.00
48719	STEPPINGSTONE THEATRE	12/05/2013	519.50
48720	STREAMLINE DESIGN INC	12/05/2013	464.00
48721	SUCCESS BEYOND THE CLASSROOM	12/05/2013	1,295.00
48722	SVL SERVICE CORPORATION	12/05/2013	270.29
48723	TA SCHIFSKY & SONS INC	12/05/2013	244.98
48724	TAMARACK NATURE CENTER	12/05/2013	430.75
48725	TDS METROCOM - MN	12/05/2013	7,436.13
48726	TEACHERS COLLEGE PRESS	12/05/2013	189.97
48727	TELIN TRANSPORTATION GROUP LLC	12/05/2013	2,628.00
48728	THERAPY SHOPPE	12/05/2013	43.40
48729	TIERNEY BROTHERS INC	12/05/2013	7,933.94

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48730	TOP TALENT SOLUTIONS	12/05/2013	1,964.31
48731	TRADE PRESS INC	12/05/2013	2,408.00
48732	TRANS-MISSISSIPPI BIO SUPPLY	12/05/2013	138.56
48733	TRAVEL LEADERS	12/05/2013	1,093.64
48734	TREETOP PUBLISHING INC	12/05/2013	26.50
48735	TRIO SUPPLY COMPANY	12/05/2013	12,056.65
48736	TRUCK UTILITIES MFG CO	12/05/2013	279.06
48737	TRUSTED EMPLOYEES	12/05/2013	2,649.00
48738	TWIN CITIES MAGIC AND COSTUME	12/05/2013	279.96
48739	TWIN CITY OUTDOOR SERVICES	12/05/2013	650.00
48740	U.S. ENERGY SERVICES INC	12/05/2013	29,754.05
48741	U.S. SCHOOL SUPPLY INC	12/05/2013	675.00
48742	UHL CO INC	12/05/2013	355.00
48743	UNIVERSITY OF MINNESOTA	12/05/2013	13,485.00
48744	US FOODS CULINARY EQUIP & SUPP	12/05/2013	244.56
48745	VADNAIS HEIGHTS SPORTS COMPLEX	12/05/2013	15,660.00
48746	VANGUILDER, CRAIG	12/05/2013	77.00
48747	VENBURG TIRE CO	12/05/2013	1,080.34
48748	VERIZON WIRELESS	12/05/2013	883.42
48749	VERUS CORP	12/05/2013	1,056.82
48750	VISI	12/05/2013	525.00
48751	WARD, DARRELL E	12/05/2013	254.60
48752	WB AREA EMERGENCY FOOD SHELF	12/05/2013	315.00
48753	WHITE BEAR CENTER FOR THE ARTS	12/05/2013	7,200.00
48754	WHITE BEAR TOWNSHIP	12/05/2013	1,631.23
48755	WBLA EDUCATIONAL FOUNDATION	12/05/2013	1,951.96
48756	WHEELER HARDWARE COMPANY	12/05/2013	356.25
48757	WHISLER, ERIC	12/05/2013	135.00
48758	WINDSTREAM	12/05/2013	2,603.18
48759	WL HALL COMPANY	12/05/2013	68,400.00
48760	WRAZIDLO, LEAH	12/05/2013	77.00
48761	XCEL ENERGY	12/05/2013	79,280.38
48762	XEROX CORPORATION	12/05/2013	301.83
48763	YOUTH PERFORMANCE CO	12/05/2013	455.00
48764	Vendor Continued Check	12/05/2013	0.00
48765	Vendor Continued Check	12/05/2013	0.00
48766	ZIROMEDIA	12/05/2013	19,240.00
287	Computer	Check(s) For a Total of	1,033,642.23

Check Nbr	Vendor Name	Check Date	Check Amount
41292	WHITE BEAR HOCKEY ASSOC	12/05/2013	23,999.95
1	Void	Check(s) For a Total of	23,999.95

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	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
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Total For	287	Manual, Wire Tran, ACH & Computer	Checks	1,033,642.23
Less	1	Voided	Checks For a Total of	23,999.95
			Net Amount	1,009,642.28

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48767	AIG	12/06/2013	5,376.28
48768	AMERICAN UNITED LIFE	12/06/2013	57,719.49
48769	AMERIPRISE FINANCIAL SERVICES	12/06/2013	14,168.86
48770	AXA EQUITABLE	12/06/2013	35,808.49
48771	EDUCATION MN ESI BILLING TRUST	12/06/2013	26,363.24
48772	GREAT LAKES HIGHER EDUC GUARAN	12/06/2013	286.90
48773	IUOE LOCAL 70	12/06/2013	2,180.43
48774	MESSERLI & KRAMER PA	12/06/2013	391.00
48775	METRO ECSU	12/06/2013	400.00
48776	METROPOLITAN LIFE	12/06/2013	3,065.79
48777	MN CHILD SUPPORT	12/06/2013	2,260.50
48778	MN DEPT OF REVENUE	12/06/2013	172.00
48779	MN WRESTLING EVENTS, LLC	12/06/2013	250.00
48780	THE ROSE LAW FIRM, PLLC	12/06/2013	564.00
48781	SCHOOL SERVICE EMPLOYEES	12/06/2013	5,644.00
48782	US DEPT OF EDUCATION	12/06/2013	348.81
48783	Vendor Continued Check	12/06/2013	0.00
48784	VANGUARD SMALL BUSINESS SERVIC	12/06/2013	22,904.72
18	Computer	Check(s) For a Total of	177,904.51

PAYROLL

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
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Less	0	Voided	Checks For a Total of	0.00
			Net Amount	177,904.51

Check Nbr	Vendor Name	Check Date	Check Amount
48785	MN DEPT OF LABOR & INDUSTRY	12/13/2013	304.00
48786	RAMSEY COUNTY RECORDER	12/13/2013	46.00
48787	RAMSEY COUNTY RECORDER	12/13/2013	46.00
48788	WELCOME WAGON	12/13/2013	726.00
48789	WELCOME WAGON	12/13/2013	1,821.12
5	Computer	Check(s) For a Total of	2,943.12

	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
	5	Computer	Checks For a Total of	2,943.12
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	2,943.12
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,943.12

Check Summary

ACH

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131400787	ADAMS, LINDA J	12/17/2013	35.00
131400788	ANDERSON, MELISSA KAY	12/17/2013	91.53
131400789	ASPER, STEVEN M	12/17/2013	308.75
131400790	BAUER, CARA C	12/17/2013	128.85
131400791	BERNIER, CARYN S	12/17/2013	122.61
131400792	CHAKOLIS, RICHARD A	12/17/2013	70.58
131400793	CLYMER, BETH E	12/17/2013	25.00
131400794	CULLEN, CRAIG J	12/17/2013	60.20
131400795	DALLY, PENNY WONG	12/17/2013	38.49
131400796	DENUCCI, KRISTINA E	12/17/2013	71.11
131400797	DERBY, SARA A	12/17/2013	167.99
131400798	DOEBLER, DAYNE WD	12/17/2013	323.46
131400799	ELIAS, JENNIFER J	12/17/2013	124.52
131400800	ELINGER, ROXANNE JOY	12/17/2013	180.00
131400801	ENGSTRAN, PAUL A	12/17/2013	363.20
131400802	ERICKSON, KELLY A	12/17/2013	91.25
131400803	FINK, AVIS A	12/17/2013	216.31
131400804	FISHER, PHILLIP E	12/17/2013	185.32
131400805	GARRISON, MARK S	12/17/2013	1,467.20
131400806	GESE, SANDRA JEANNE	12/17/2013	67.80
131400807	GORIS, PAMELA L	12/17/2013	75.00
131400808	GRITZMACHER, SHAWN W	12/17/2013	256.50
131400809	HAGESTUEN, FAITH M	12/17/2013	25.00
131400810	HANSON, MARILYN LOUCKS	12/17/2013	80.00
131400811	HEALY, JASON CHARLES	12/17/2013	76.48
131400812	HOFF, ERIN J	12/17/2013	32.19
131400813	HUBBARD, MICHELLE K	12/17/2013	42.15
131400814	IRGENS, LINDA S	12/17/2013	143.24
131400815	JOHNSON, CORTNEY K	12/17/2013	214.74
131400816	KATH, ABBY J	12/17/2013	86.36
131400817	KNUTSON, CASSANDRA M	12/17/2013	40.63
131400818	KOVACS, JAMIE L	12/17/2013	112.66
131400819	KOWITZ, MARY J	12/17/2013	9.00
131400820	KRUSEMARK, CARY L	12/17/2013	405.91
131400821	LAMWERS, LINDSAY M	12/17/2013	415.47
131400822	LARSON, BOBBIE JEAN	12/17/2013	150.00
131400823	LARSON, JOHN FRANCIS	12/17/2013	355.67
131400824	LAW, DAVID W	12/17/2013	176.49
131400825	LOVETT, MICHAEL J	12/17/2013	229.98
131400826	LUBRANT, NANCY JEAN	12/17/2013	33.39
131400827	LYONS, CHRISTOPHER A	12/17/2013	30.79
131400828	MALWITZ, REBECCA ANN	12/17/2013	1,072.27
131400829	MCGLYNN, MARISA K	12/17/2013	21.48
131400830	MCGRANE, MARY E	12/17/2013	130.00
131400831	MELQUIST, NANCY J	12/17/2013	333.19
131400832	MILLER, MOLLY M	12/17/2013	89.27
131400833	MISGEN, MARK A	12/17/2013	440.43
131400834	MUELLER, JUDITH K	12/17/2013	102.15
131400835	MUNDELL, GERALD K	12/17/2013	664.33
131400836	MURPHY, MARY W	12/17/2013	89.99

Check Summary

ACH

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131400837	NADEAU, TARI T	12/17/2013	180.00
131400838	NATHANSON, DAVID E	12/17/2013	129.99
131400839	NORDWALL, ERIK T	12/17/2013	146.34
131400840	OLAUGHLIN, KATHLEEN R	12/17/2013	95.97
131400841	OLMSTEAD, DIANE M	12/17/2013	91.25
131400842	OLSON, DAVID J	12/17/2013	180.00
131400843	PICHA, CHRISTINA K	12/17/2013	61.02
131400844	PIERRE, CHRISTINA K	12/17/2013	38.05
131400845	PLANA, CHRISTINE M	12/17/2013	68.13
131400846	REED, TAMMY L	12/17/2013	34.53
131400847	RIDER, ANGELA L	12/17/2013	264.97
131400848	ROTHE, JULIE N	12/17/2013	195.00
131400849	SAMUELSON, BETH A	12/17/2013	63.85
131400850	SCHMIDT, HEATHER RAE	12/17/2013	28.07
131400851	SCHWARTZ, DAVID A	12/17/2013	42.94
131400852	SEHR, DEBRA JEAN	12/17/2013	39.96
131400853	SIEBENALER, KEVIN R	12/17/2013	172.33
131400854	SIMSHAUSER, KIMBERLY P	12/17/2013	193.80
131400855	SKOGEN, MATTHEW K	12/17/2013	4,696.60
131400856	STIRLING, CONNIE B	12/17/2013	55.72
131400857	SVIR, SARA A	12/17/2013	93.22
131400858	SYNAN, ERIN K	12/17/2013	31.63
131400859	THEISSEN, ALLISON MARIE	12/17/2013	510.00
131400860	THIBAUT, DEBRA S	12/17/2013	510.00
131400861	TROSKE, CARRIE L	12/17/2013	35.60
131400862	VAVRICKA, ROCHELLE L	12/17/2013	10.00
131400863	VETTE, MARISA AA	12/17/2013	65.00
131400864	VOGT, NANCY L	12/17/2013	56.55
131400865	WHITBY, SANDRA LYNN	12/17/2013	51.00
131400866	WHITE, THOMAS R	12/17/2013	53.37
131400867	WILLCOXON SR, PETER	12/17/2013	475.50
131400868	ZWONITZER, LORA JEANNE	12/17/2013	510.00

82 ACH Check(s) For a Total of 19,254.32

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	82	ACH	Checks For a Total of	19,254.32
	0	Computer	Checks For a Total of	0.00
Total For	82	Manual, Wire Tran, ACH & Computer	Checks	19,254.32
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	19,254.32

Check Nbr	Vendor Name	Check Date	Check Amount
48790	1ST LINE/LEEWES VENTURES LLC	12/19/2013	244.50
48791	A-1 HYDRAULIC SALES & SERVICE	12/19/2013	292.07
48792	AARP DRIVER SAFETY PROGRAM	12/19/2013	378.00
48793	AARP DRIVER SAFETY PROGRAM	12/19/2013	250.00
48794	AARP DRIVER SAFETY PROGRAM	12/19/2013	100.00
48795	ABBOTT PAINT & CARPET INC	12/19/2013	23.48
48796	ADVANCED DISPOSAL - ST PAUL-G5	12/19/2013	79.26
48797	AGROPUR INC	12/19/2013	23,701.60
48798	ALVAREZ, KATE	12/19/2013	56.00
48799	AMAZON	12/19/2013	4,382.57
48800	AMAZON	12/19/2013	446.20
48801	AMAZON	12/19/2013	259.63
48802	AMAZON	12/19/2013	137.51
48803	AMERIPRIDE SERVICES	12/19/2013	719.18
48804	ANDERSON, BARCLAY H	12/19/2013	70.40
48805	ANDERSON, PATRICIA	12/19/2013	70.76
48806	ANOKA HIGH SCHOOL	12/19/2013	225.00
48807	APPLE COMPUTER INC	12/19/2013	21,256.00
48808	APPLE VALLEY HIGH SCHOOL	12/19/2013	125.00
48809	APPLIED ENVIRONMENTAL SCI INC	12/19/2013	1,277.60
48810	ARMSTRONG HIGH SCHOOL	12/19/2013	220.00
48811	ART EDUCATORS OF MN	12/19/2013	220.00
48812	BARNITT, JUDITH	12/19/2013	29.75
48813	BARTHOLD	12/19/2013	1,777.50
48814	BENSON, PAT	12/19/2013	17.00
48815	BEST, RANDY	12/19/2013	77.00
48816	BUSINESS IMPACT GROUP	12/19/2013	5,548.24
48817	BINNS, GARY L	12/19/2013	74.00
48818	BINSFIELD, JEANNE OR NEAL	12/19/2013	1,397.50
48819	BLB CONSULTING LLC	12/19/2013	2,025.00
48820	BLICK ART MATERIALS	12/19/2013	222.72
48821	BLIN, JOHN	12/19/2013	74.00
48822	BLUEBIRD SCREEN PRINT	12/19/2013	1,013.50
48823	BRAMSCHER, JUDEE	12/19/2013	36.60
48824	BROOKES PUBLISHING CO	12/19/2013	250.52
48825	THE BUG COMPANY	12/19/2013	16.00
48826	BUREAU OF EDUCATION & RESEARCH	12/19/2013	229.00
48827	CAP ELECTRIC INC	12/19/2013	5,450.00
48828	CARLSON, DIANE	12/19/2013	75.00
48829	CARR, DAVID	12/19/2013	17.00
48830	CASILLAS, MARCO ANTONIO	12/19/2013	7.00
48831	CDW GOVERNMENT INC	12/19/2013	1,407.74
48832	CENTURYLINK	12/19/2013	262.00
48833	CHAMPLIN PARK HIGH SCHOOL	12/19/2013	225.00
48834	CHERMAK, COLLEEN	12/19/2013	79.50
48835	CHRYSLER, MARGARET	12/19/2013	12.75
48836	CITI-CARGO & STORAGE CO INC	12/19/2013	85.00
48837	CLARK, CYNTHIA JEAN	12/19/2013	181.90
48838	COCA-COLA BOTTLING MIDWEST CO	12/19/2013	2,001.84
48839	COMCAST	12/19/2013	5.28

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48840	COMCAST	12/19/2013	74.60
48841	COMCAST	12/19/2013	74.60
48842	CONCORDIA LANGUAGE VILLAGES	12/19/2013	504.00
48843	CONNEY SAFETY	12/19/2013	1,628.01
48844	CONTINENTAL CLAY CO	12/19/2013	418.84
48845	COON RAPIDS HIGH SCHOOL	12/19/2013	200.00
48846	COOPS SPORTSWEAR	12/19/2013	961.00
48847	Vendor Continued Check	12/19/2013	0.00
48848	COPY IMAGES INC	12/19/2013	1,130.38
48849	COURTNEY, MARK	12/19/2013	112.00
48850	CROWNE PLAZA	12/19/2013	1,128.24
48851	CTB INC	12/19/2013	62.00
48852	CUB FOODS OF WHITE BEAR TWSHP	12/19/2013	283.72
48853	CUB FOODS OF WOODBURY	12/19/2013	465.60
48854	Vendor Continued Check	12/19/2013	0.00
48855	CUMMINS NPOWER LLC	12/19/2013	1,574.94
48856	CUSTOM IMAGE	12/19/2013	649.50
48857	DAHLQUIST, JOYCE	12/19/2013	63.96
48858	Vendor Continued Check	12/19/2013	0.00
48859	Vendor Continued Check	12/19/2013	0.00
48860	Vendor Continued Check	12/19/2013	0.00
48861	DALCO CORPORATION	12/19/2013	20,773.99
48862	DAVY, MARY	12/19/2013	57.80
48863	DEJARLAIS, MARILYN	12/19/2013	152.98
48864	DELEON, PAUL	12/19/2013	133.00
48865	DEVETTER DESIGN GROUP	12/19/2013	3,411.00
48866	DEX MEDIA EAST INC	12/19/2013	132.61
48867	DISCOUNT SCHOOL SUPPLY	12/19/2013	127.97
48868	DOMEI,ER, MARILYN	12/19/2013	45.37
48869	DOMINOS PIZZA	12/19/2013	42.33
48870	DOMINOS PIZZA	12/19/2013	379.94
48871	DONATELLI'S	12/19/2013	780.00
48872	DUFFY, JEAN	12/19/2013	42.50
48873	EARLY, SHERRY	12/19/2013	31.06
48874	EAST METRO INTEGRATION DIST 60	12/19/2013	11,814.93
48875	ECKROTH MUSIC	12/19/2013	110.31
48876	ECM PUBLISHERS INC	12/19/2013	399.00
48877	ELERT AND ASSOCIATES	12/19/2013	162.50
48878	ERIKSON, SCOTT	12/19/2013	96.00
48879	ESSENTRA SPEC TAPES	12/19/2013	34.44
48880	FALVEY, KAY	12/19/2013	123.25
48881	FASTENAL COMPANY	12/19/2013	79.78
48882	FESTIVAL FOODS-KNOWLAN'S	12/19/2013	441.74
48883	FIRST STUDENT INC	12/19/2013	157,055.74
48884	FIRST TECHNOLOGIES INC	12/19/2013	12,300.00
48885	FLINN SCIENTIFIC INC	12/19/2013	1,790.08
48886	FLIPS GYMNASTICS LLC	12/19/2013	1,225.00
48887	THE FLORAL TRUNK	12/19/2013	52.00
48888	FORCIER, ELSIE	12/19/2013	47.30
48889	FORD & HARRISON LLP	12/19/2013	770.50

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48890	FRATTALONES HARDWARE STORES	12/19/2013	806.29
48891	FRONTRUNNER EVENTS	12/19/2013	783.00
48892	FULLER, DONNA	12/19/2013	93.50
48893	G&K SERVICES	12/19/2013	810.44
48894	GALLAGHERS NORTHWESTERN TIRE C	12/19/2013	1,108.59
48895	GARVEY, PATRICIA	12/19/2013	67.57
48896	GEMINI ATHLETIC WEAR INC	12/19/2013	1,800.00
48897	GERADS, TRAVIS	12/19/2013	56.00
48898	GERGER, KAY	12/19/2013	15.26
48899	GMS INDUSTRIAL SUPPLIES INC	12/19/2013	95.70
48900	GOEBEL, DARRYL	12/19/2013	80.00
48901	GOOGLE INC	12/19/2013	320.83
48902	GOPHER	12/19/2013	513.44
48903	GRAFFIC TRAFFIC LLC	12/19/2013	4,393.00
48904	Vendor Continued Check	12/19/2013	0.00
48905	GRAINGER	12/19/2013	611.18
48906	GRANDMA'S BAKERY INC	12/19/2013	163.09
48907	GREATAMERICA FINANCIAL SERVICE	12/19/2013	783.55
48908	GROTH MUSIC CO	12/19/2013	95.37
48909	GRUN, TOM	12/19/2013	70.12
48910	GUERIN KERRY	12/19/2013	74.00
48911	GULENCHYN, MICHAEL	12/19/2013	135.00
48912	HAAG, LOIS	12/19/2013	113.55
48913	HAKALA, DANIEL	12/19/2013	114.00
48914	HALLBERG ENGINEERING INC	12/19/2013	14,986.24
48915	HANKINS, RYAN	12/19/2013	180.00
48916	HANSELL, JENNIFER	12/19/2013	72.00
48917	HANSON, DONNA	12/19/2013	342.70
48918	HEATHER, BRIAN	12/19/2013	80.00
48919	HEINEMANN	12/19/2013	37,380.90
48920	HENNING, PATRICK	12/19/2013	180.00
48921	HERC-U-LIFT	12/19/2013	5,899.00
48922	HOEFER, SHANE	12/19/2013	66.00
48923	Vendor Continued Check	12/19/2013	0.00
48924	HOGLUND BUS AND TRUCK CO	12/19/2013	1,765.16
48925	HOLMES, JEFF	12/19/2013	2,079.00
48926	HOMEWOOD SUITES BY HILTON FARG	12/19/2013	592.28
48927	HORN, BARBARA	12/19/2013	83.55
48928	HOUCK ED D, BONNIE D	12/19/2013	1,050.85
48929	HOWARD, JOAN A	12/19/2013	22.52
48930	HUDL	12/19/2013	400.00
48931	HUGO CITY OF	12/19/2013	150.00
48932	IA STATE UNIVERSITY	12/19/2013	75.00
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48939	IMAGINE DESIGN & CREATIVE	12/19/2013	3,000.00

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48940	INDIANA DEV TRAINING CTR OF LA	12/19/2013	2,952.41
48941	INNOVATIVE OFFICE SOLUTIONS	12/19/2013	4,821.03
48942	INTEGRA TELECOM	12/19/2013	150.00
48943	INVENTORY MGMT PARTNERS LLC	12/19/2013	3,355.07
48944	ISD #938 MAWSECO	12/19/2013	810.00
48945	IXL LEARNING	12/19/2013	199.00
48946	J & R SCHOOL SUPPLIES	12/19/2013	516.00
48947	JAKACKI, DOUG	12/19/2013	56.00
48948	JIMMY JOHNS #869	12/19/2013	60.55
48949	JOHNSON, JUDITH ANN	12/19/2013	251.00
48950	JOHNSON CONTROLS INC	12/19/2013	1,463.00
48951	JOHNSON, PAT	12/19/2013	63.75
48952	JOHNSON, PETER	12/19/2013	56.00
48953	JW PEPPER & SON INC	12/19/2013	366.33
48954	Vendor Continued Check	12/19/2013	0.00
48955	K PEARSON MECHANICAL LLC	12/19/2013	12,453.66
48956	KAISER, PHYLLIS	12/19/2013	68.64
48957	KARLSBURGER FOODS INC	12/19/2013	751.04
48958	KARRICK, KERRY H	12/19/2013	80.00
48959	KATH FUEL OIL SERVICE CO	12/19/2013	731.25
48960	KBC TOOLS AND MACHINERY	12/19/2013	532.19
48961	KELLERMAN, RICHARD	12/19/2013	80.00
48962	KENDALL HUNT PUBLISHING	12/19/2013	206.70
48963	KEPHART, MICHAEL	12/19/2013	114.00
48964	KIMBALL, KATIE	12/19/2013	75.00
48965	KLEM, JOSH	12/19/2013	74.00
48966	KNUTSON FLYNN & DEANS PA	12/19/2013	148.75
48967	KOLTES, GREGORY	12/19/2013	56.00
48968	KOREEN, GLORIA	12/19/2013	190.81
48969	KRAFT CONTRACTING & MECHANICAL	12/19/2013	6,099.38
48970	KRAUS ANDERSON CONSTRUCTION CO	12/19/2013	15,853.42
48971	L & D SIGN	12/19/2013	328.75
48972	LABELLE, PAUL H	12/19/2013	56.00
48973	LAKE COUNTRY BOOKSELLERS	12/19/2013	95.90
48974	LAKESHORE LEARNING MATERIALS	12/19/2013	92.05
48975	LANDS BEST FOODS	12/19/2013	4,706.15
48976	LARRICK, WOODROW LEVI	12/19/2013	26.00
48977	LARSON, MELANIE	12/19/2013	86.00
48978	LEARNINGS THINGS.COM	12/19/2013	80.20
48979	LEGO EDUCATION	12/19/2013	3,847.98
48980	LEVASSEUR, MARY	12/19/2013	17.00
48981	LIFETIME MEMORY PRODUCTS	12/19/2013	1,021.24
48982	LOEGERING, ARNITA	12/19/2013	28.25
48983	L T G POWER EQUIPMENT	12/19/2013	726.76
48984	MACKIN EDUCATIONAL RESOURCES	12/19/2013	152.40
48985	MN ASSOC OF COMM MENTAL	12/19/2013	140.00
48986	MAGNUSON CHRISTIAN SCHOOL	12/19/2013	1,860.00
48987	MAILFINANCE INC	12/19/2013	455.28
48988	MALLUEGE, SCOTT	12/19/2013	74.00
48989	MALMBORGS INC	12/19/2013	699.00

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48990	MARTIN, DUSTIN	12/19/2013	154.00
48991	MARTIN-MCALLISTER	12/19/2013	500.00
48992	MATHIESON, SARA	12/19/2013	63.75
48993	MCCHESNEY, D PAT	12/19/2013	23.80
48994	MCDONALD, MARIE	12/19/2013	280.06
48995	MCDONOUGH'S WATERJETTING AND	12/19/2013	1,362.00
48996	MN COMMUNITY EDUC ASSOC (MCEA)	12/19/2013	290.00
48997	MCGHEE, TASHIAUNNA CYNTHIA	12/19/2013	26.00
48998	ME SHARPE INC PUBLISHER	12/19/2013	264.00
48999	MEDICARE PREMIUM COLLECTION CT	12/19/2013	314.70
49000	MEDTOX LABORATORIES	12/19/2013	349.60
49001	METRO SOUND AND LIGHTING	12/19/2013	850.78
49002	MIDWEST BUS PARTS INC	12/19/2013	318.76
49003	MILASHIUS, ANTOINETTE A	12/19/2013	13.60
49004	MILLIGAN, THERESA J	12/19/2013	288.15
49005	MINNSPRA	12/19/2013	95.00
49006	Vendor Continued Check	12/19/2013	0.00
49007	MINVALCO INC	12/19/2013	1,530.14
49008	MN CONWAY FIRE & SAFETY	12/19/2013	2,735.00
49009	MN DEPT OF LABOR & INDUSTRY	12/19/2013	310.00
49010	MN EDUCATION JOB FAIR	12/19/2013	960.00
49011	MN ELEVATOR INC	12/19/2013	290.77
49012	MN ICE ARENA MANAGERS ASSOC	12/19/2013	150.00
49013	MN LANDSCAPE ARBORETUM	12/19/2013	164.00
49014	MN SWORD PLAY	12/19/2013	480.00
49015	MONTGOMERY, RUBY JEAN	12/19/2013	16.35
49016	MOORE, CYNTHIA A	12/19/2013	572.00
49017	MOREN, THOMAS	12/19/2013	63.75
49018	MOSCA, JEFF	12/19/2013	74.00
49019	MN OFFICE TECH GROUP	12/19/2013	684.09
49020	MN SCHOOL PSYCHOLOGISTS ASSOC	12/19/2013	295.00
49021	MURPHY, LYNNE M	12/19/2013	180.00
49022	MUSEUM OF SCIENCE	12/19/2013	642.00
49023	MUSIC THEATER INTL	12/19/2013	1,605.00
49024	NAPA AUTO PARTS	12/19/2013	3,001.95
49025	NATL GEOGRAPHIC BEE	12/19/2013	120.00
49026	NCS PEARSON INC	12/19/2013	245.05
49027	Vendor Continued Check	12/19/2013	0.00
49028	Vendor Continued Check	12/19/2013	0.00
49029	NORTH CENTRAL TRUCK EQUIPMENT	12/19/2013	302.64
49030	NORTHERN SAFETY CO INC	12/19/2013	232.23
49031	NORTHLAND APPLIANCE SERVICE	12/19/2013	210.49
49032	NORTHWEST SHEETMETAL CO OF ST	12/19/2013	3,402.34
49033	O'NEIL, LOIS	12/19/2013	229.40
49034	O'REILLY AUTOMOTIVE INC	12/19/2013	2,698.96
49035	OEGARD, DANIEL A	12/19/2013	135.00
49036	OEGARD, DAVID	12/19/2013	228.00
49037	OFFICE DEPOT	12/19/2013	262.07
49038	OFFICEMAX INCORPORATED	12/19/2013	251.06
49039	OLYMPIC COMMUNICATIONS, INC.	12/19/2013	142.50

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49040	Vendor Continued Check	12/19/2013	0.00
49041	ON SITE SANITATION INC	12/19/2013	21.84
49042	OXYGEN SERVICE CO INC	12/19/2013	23.40
49043	PARTSMASTER	12/19/2013	141.09
49044	PEARSON EDUCATION INC	12/19/2013	7,564.27
49045	PELLETIER, DANIEL T	12/19/2013	74.00
49046	PETERSON, RANDY	12/19/2013	380.00
49047	PROFESSIONAL GROUNDS MGMT SOCI	12/19/2013	175.00
49048	PICTURE THAT!	12/19/2013	165.00
49049	PINES SCHOOL	12/19/2013	23,389.65
49050	PITNEY BOWES PURCHASE POWER	12/19/2013	2,019.99
49051	PITNEY BOWES INC	12/19/2013	280.50
49052	POLAR CHEVROLET MAZDA	12/19/2013	267.97
49053	POSTMASTER	12/19/2013	92.00
49054	POSTMASTER	12/19/2013	645.00
49055	POSTMASTER	12/19/2013	1,200.00
49056	POTHEN, JENNIFER H	12/19/2013	44.81
49057	POULSON, JOHN W	12/19/2013	66.00
49058	POWELLS BOOKS	12/19/2013	1,022.81
49059	PRAXAIR DISTRIBUTION INC	12/19/2013	125.42
49060	PREMIUM WATERS INC	12/19/2013	113.70
49061	R & R SPECIALTIES INC	12/19/2013	421.15
49062	RAMSEY COUNTY	12/19/2013	8,126.61
49063	RANALLS, EILEEN	12/19/2013	34.95
49064	RATLIFF, GERALD	12/19/2013	137.30
49065	RED BALLOON BOOKSHOP	12/19/2013	363.67
49066	REDWOOD TOXICOLOGY LABORATORY	12/19/2013	95.00
49067	REHLING ANDERSON, LORIE	12/19/2013	10.20
49068	RHODY, BILL	12/19/2013	77.00
49069	RICE, VALERIE	12/19/2013	28.20
49070	RIEBAU, PATRICIA ANN	12/19/2013	495.00
49071	RILEY, AARON	12/19/2013	700.00
49072	RM COTTON COMPANY	12/19/2013	812.00
49073	ROETTGER, DORIS	12/19/2013	109.65
49074	RUMBLE ON THE RED LLC	12/19/2013	450.00
49075	S & T OFFICE PRODUCTS INC	12/19/2013	84.12
49076	SAARION, CARL A	12/19/2013	80.00
49077	SAFETYFIRST PLAYGROUND SURFACI	12/19/2013	1,525.00
49078	SAFEWAY DRIVING SCHOOL	12/19/2013	5,040.00
49079	SAIKO, KATHY	12/19/2013	71.40
49080	SALZMAN-HANKINS, SHARI	12/19/2013	180.00
49081	SAM'S CLUB/GEMB	12/19/2013	467.88
49082	SAM'S CLUB/GEMB	12/19/2013	721.31
49083	SARGENT-WELCH	12/19/2013	77.28
49084	SAVOY'S PIZZA	12/19/2013	1,536.00
49085	SCHINTZ, KATHLEEN M	12/19/2013	45.24
49086	SCHLAGER, KAYE G	12/19/2013	16.15
49087	SCHLUETER, DAVID C	12/19/2013	104.00
49088	SCHMIDT, JUSTIN	12/19/2013	74.00
49089	SCHMID, RITA	12/19/2013	65.75

Check Nbr	Vendor Name	Check Date	Check Amount
49090	SCHOOL SPECIALTY	12/19/2013	424.24
49091	SEARS COMMERCIAL ONE	12/19/2013	459.98
49092	SECURITAS SEC SVCS USA INC	12/19/2013	3,526.72
49093	SEEVER, GRAY	12/19/2013	165.00
49094	SENTRY SYSTEMS INC	12/19/2013	125.00
49095	SHIE, JEFFREY R	12/19/2013	135.00
49096	SHOPJIMMY.COM	12/19/2013	42.23
49097	SHRED-IT USA - MINNEAPOLIS	12/19/2013	362.38
49098	SIEMENS INDUSTRY INC	12/19/2013	332.52
49099	SKOGEN, MATTHEW K	12/19/2013	1,449.98
49100	SMITH, JAMES M	12/19/2013	77.00
49101	SOCIAL THINKING PUBLISHING	12/19/2013	290.20
49102	SORENSEN, JOAN	12/19/2013	12.74
49103	SOUTHERN PLAINS EDUC COOP	12/19/2013	1,375.00
49104	SPENCER, DOROTHY	12/19/2013	90.95
49105	ST CLOUD STATE UNIV - CH 215	12/19/2013	150.00
49106	STARTECH TELECOMMUNICATIONS	12/19/2013	424.95
49107	STATE SUPPLY CO	12/19/2013	1,220.44
49108	STAY TUNED PIANO SERVICES	12/19/2013	95.00
49109	STEINER, EILEEN A	12/19/2013	80.10
49110	STUEDEMANN, BRAD ERIC	12/19/2013	29.65
49111	SUBURBAN EAST CONF ALPINE SKI	12/19/2013	200.00
49112	SURPLUS SERVICES	12/19/2013	122.00
49113	SVL SERVICE CORPORATION	12/19/2013	2,221.32
49114	TEACHERS CURRICULUM INSTITUTE	12/19/2013	1,675.80
49115	TDS METROCOM - MN	12/19/2013	7,435.53
49116	TEACHERS COLLEGE PRESS	12/19/2013	74.18
49117	TEACHING STRATEGIES INC	12/19/2013	4,684.82
49118	THIELEN, DAWN	12/19/2013	75.00
49119	Vendor Continued Check	12/19/2013	0.00
49120	THYSSENKRUPP ELEVATOR CORP	12/19/2013	4,582.13
49121	TIERNEY BROTHERS INC	12/19/2013	515.23
49122	TIES	12/19/2013	801.00
49123	TOP TALENT SOLUTIONS	12/19/2013	380.52
49124	TOURVILLE, ELAINE	12/19/2013	73.29
49125	TRADE PRESS INC	12/19/2013	804.00
49126	TRAEGER, MARY	12/19/2013	44.79
49127	TRANS-MISSISSIPPI BIO SUPPLY	12/19/2013	206.50
49128	TRANSCEND UNITED TECH	12/19/2013	1,487.50
49129	TRAVEL LEADERS	12/19/2013	405.15
49130	T.R.F. SUPPLY CO	12/19/2013	316.90
49131	TWIN CITY OUTDOOR SERVICES	12/19/2013	300.00
49132	TYSON, ANTONIO	12/19/2013	80.00
49133	U.S. ENERGY SERVICES INC	12/19/2013	675.00
49134	ULINE	12/19/2013	197.57
49135	US FOODS CULINARY EQUIP & SUPP	12/19/2013	191.42
49136	VADNAIS HEIGHTS SPORTS COMPLEX	12/19/2013	6,930.00
49137	VAIL, GAYLE J	12/19/2013	238.85
49138	VALENTO, JOSEPH	12/19/2013	5.00
49139	VANDERBILT UNIVERSITY	12/19/2013	526.00

Check Nbr	Vendor Name	Check Date	Check Amount
49140	VARSITY SPIRIT FASHIONS	12/19/2013	2,427.35
49141	VEITH, DOUG	12/19/2013	74.00
49142	VERUS CORP	12/19/2013	1,650.00
49143	VIKING ELECTRIC SUPPLY	12/19/2013	8,238.80
49144	VILLAS AT GIANTS RIDGE	12/19/2013	689.56
49145	WASTE MANAGEMENT OF WI-MN	12/19/2013	14,740.75
49146	WATCH ME DRAW! LLC	12/19/2013	4,074.00
49147	WHITE BEAR BOWL	12/19/2013	123.00
49148	WHITE BEAR LOCKSMITH INC	12/19/2013	7.00
49149	WHITE BEAR LAKE (CITY OF)	12/19/2013	12,966.00
49150	WHITE BEAR LAKE (CITY OF)	12/19/2013	226.05
49151	WELLS FARGO SECURITIES LLC	12/19/2013	47,542.29
49152	WERF	12/19/2013	150.00
49153	WORLD'S FINEST CHOCOLATE INC	12/19/2013	3,020.00
49154	WRIGHT, MADELEINE F	12/19/2013	86.69
49155	WURZER, MARY JO	12/19/2013	39.10
49156	XEROX FINANCIAL SERVICES	12/19/2013	289.67
49157	XIONG, XUE	12/19/2013	160.00
49158	YANCURA, SUSAN C	12/19/2013	283.50
49159	YOUTH FRONTIERS	12/19/2013	1,690.00
370	Computer	Check(s) For a Total of	823,370.56

Check Nbr	Vendor Name	Check Date	Check Amount
44843	JONES SCHOOL SUPPLY CO INC	12/19/2013	126.00
47855	ULINE	12/19/2013	197.57
48478	POSTMASTER	12/19/2013	350.00
48741	U.S. SCHOOL SUPPLY INC	12/19/2013	675.00
48749	VERUS CORP	12/19/2013	1,056.82
5	Void	Check(s) For a Total of	2,405.39

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400869	ALLEN, STEVEN H	12/26/2013	522.74
131400870	ALLEN, SUSAN C	12/26/2013	510.00
131400871	ANDERSON, LEIGH A	12/26/2013	66.95
131400872	BAILEY, LUANN C	12/26/2013	46.00
131400873	BARTH, CARRIE M	12/26/2013	390.00
131400874	BEIRISE, KAREN B	12/26/2013	510.00
131400875	BERNDT, MICHELE R	12/26/2013	113.90
131400876	BLOM, JULIE M	12/26/2013	96.73
131400877	BOCOCK, GARY R	12/26/2013	1,307.28
131400878	BRUSKI, JERRILYN A	12/26/2013	59.99
131400879	BURKE, ERIN M	12/26/2013	21.47
131400880	BURNS, AMANDA K	12/26/2013	35.67
131400881	CHRISTENSEN, JOSEPH C	12/26/2013	122.48
131400882	DANIELS, KATHLEEN S	12/26/2013	548.93
131400883	DRIELING, CAROL R	12/26/2013	88.15
131400884	ELLETSON, KATHLEEN E	12/26/2013	194.51
131400885	GEFRE, DEBRA L	12/26/2013	146.25
131400886	GRANGER, BARBARA J	12/26/2013	61.99
131400887	HOUSE, MARILYN J	12/26/2013	240.62
131400888	KELLEY, DEBRA K	12/26/2013	65.00
131400889	LAW, DAVID W	12/26/2013	245.21
131400890	LEONARD, BRIAN J	12/26/2013	390.00
131400891	LIEKIS, KENNETH J	12/26/2013	214.42
131400892	MARTY, NICHOLAS B	12/26/2013	510.00
131400893	MCGLYNN, ANN M	12/26/2013	20.34
131400894	OTTAVIANI, AMY M	12/26/2013	72.78
131400895	PARSHALL, DANIELLE M	12/26/2013	48.03
131400896	PHETTEPLACE, WANDA M	12/26/2013	58.76
131400897	PICHA, CHRISTINA K	12/26/2013	45.77
131400898	PIERSON, CATHERINE A	12/26/2013	40.68
131400899	PLASTER, MARK ANTHONY	12/26/2013	104.53
131400900	RASMUSSEN, JEAN H	12/26/2013	335.82
131400901	RATLIFF, GERALD	12/26/2013	76.84
131400902	RITTENHOUSE, PAULA M	12/26/2013	1,522.76
131400903	SAMPOANG, DESSERAY R	12/26/2013	204.08
131400904	SCHWALBE, ANNE L	12/26/2013	524.92
131400905	SUKO, PATRICK J	12/26/2013	274.99
131400906	TATE, JO E	12/26/2013	261.32
131400907	TROSKE, CARRIE L	12/26/2013	25.43
131400908	VAUGHN, DEBRA JEAN	12/26/2013	195.00
131400909	VOGT, NANCY L	12/26/2013	81.36
131400910	WEHRKAMP, KRISTINE J	12/26/2013	65.00
131400911	XU, HUI	12/26/2013	231.88

43 ACH

Check(s) For a Total of

10,698.58

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	43	ACH	Checks For a Total of	10,698.58
	0	Computer	Checks For a Total of	0.00
Total For	43	Manual, Wire Tran, ACH & Computer	Checks	10,698.58
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,698.58

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
\$1,500 for needy families	Anonymous	Willow Lane Elementary School
\$200	White Bear Lake Rotary Foundation	White Bear Lake Area High School Adventure Club
\$500	Health Strategies	White Bear Lake Area High School Boys' Hockey Program
\$500	CMBR	White Bear Lake Area High School Boys' Hockey Program
\$500	Wachtler Law Office	White Bear Lake Area High School Boys' Hockey Program
\$500	Michael and JulieAnne Harvey	White Bear Lake Area High School Boys' Hockey Program
\$500	Reigstad & Associates, Inc.	White Bear Lake Area High School Boys' Hockey Program
\$4,660	Flashpoint Communications, LLC	White Bear Lake Area High School Band Program
\$297	WBL High School Wrestling Booster	White Bear Lake Area High School Wrestling Program
\$21.83	WBL High School Wrestling Booster	White Bear Lake Area High School Wrestling Program
\$300	White Bear Lake Lions Club	White Bear Lake Area High School Mariners
\$5,758.48 for SmartBoards	Willow Lane Elementary PTO	Willow Lane Elementary School
\$372.24 for transportation cost for field trip.	Lincoln School PTA	Lincoln Elementary School

\$5,000 for William L. Bruggeman, Jr. Scholarship	Diversified Dynamics Corp.	White Bear Lake Area High School Scholarships
\$705.29 for the Advanced National Studies Scholarship	St. Paul Foundation	White Bear Lake Area Public Schools
\$280.70	TRUiST	White Bear Lake Area School District

RECOMMENDATION: Accept donations.

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

PAULA BOLT – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/03/2013
Effective Date: 01/09/2014

JESSICA CROWTHER – Bus Aide, Bus Garage
Employed by District 624 since 09/17/1999
Effective Date: 12/23/2013

RAY FLINT, III – Program Assistant Leader, Vadnais Heights Elementary
Employed by District 624 since 10/01/2012
Effective Date: 01/10/2014

RETIREMENT – CLASSIFIED STAFF

TERESA CINIS – Computer Assistant, Otter Lake Elementary
Employed by District 624 since 09/20/1983
Effective Date: 02/01/2014

RETIREMENT – CERTIFIED STAFF

BARB BANERDT – Early Childhood Special Education Teacher, Normandy Park
Employed by District 624 since 01/27/1992
Effective Date: 02/01/2014

ELIZABETH BURKE – Special Education Teacher, Central Middle School
Employed by District 624 since 08/27/1990
Effective Date: 06/06/2014

LYNN ESKOW – Early Childhood Teacher, Normandy Park
Employed by District 624 since 08/22/2002
Effective Date: 06/06/2014

DAVID GROTHE – Elementary Teacher, Lincoln Elementary
Employed by District 624 since 08/25/1988
Effective Date: 06/06/2014

MARILYN HANSON – Teacher on Special Assignment–Special Services Coordinator, District Center
Employed by District 624 since 08/18/1983
Effective Date: 06/06/2014

CHERYL HEISE – Special Education Teacher, Otter Lake Elementary
Employed by District 624 since 08/21/1997
Effective Date: 06/06/2014

FULL - TIME LEAVE REQUEST – CLASSIFIED STAFF

MELISSA CARRAHER – Assistant Head Engineer, Lincoln Elementary
Employed by District 624 since 10/07/2013
Effective Date: 01/03/2014 through 04/03/2014

FULL - TIME LEAVE REQUEST - CERTIFIED STAFF

SHELLY DARR – Speech - Language Pathologist, Sunrise Park Middle School
Employed by District 624 since 08/25/2000
Effective Date: 09/17/2013 through 01/17/2014

MEGAN PERRY – Language Arts Teacher, Sunrise Middle School
Employed by District 624 since 08/24/2006
Effective Date: 2014-2015 school year

KELLY PETRASEK – Special Education Teacher, Lakeaires Elementary
Employed by District 624 since 01/21/2013
Effective Date: 12/09/2013 through 03/05/2014

ROBIN WALES – Special Education Teacher, Lincoln Elementary
Employed by District 624 since 08/23/1999
Effective Date: 2014-2015 school year

NEW PERSONNEL – CLASSIFIED STAFF

SAMUEL BIVENS – Pupil Support Assistant, High School – North Campus
\$16.65 / hr., 6.5 hrs. / 94 days \$10,173.15 (Pro-rated on \$19,480.50)
Effective Date: 01/08/2014

RAYMOND HAYES – Custodian, Matoska International
\$16.16 / hr., + .25 SD, 8.0 hrs. / 140 days \$18,379.19 (Pro-rated on \$34,132.80)
Effective Date: 12/16/2013

LAURIE MENCKE – Nutrition Services, Central Middle School
\$13.67 / hr., 3.5 hrs. / 113 days \$5,406.48 (Pro-rated on \$8,659.95)
Effective Date: 12/10/2013

NENG VUE – Nutrition Services, Central Middle School
\$13.67 / hr., 3.5 hrs. / 113 days \$5,310.79 (Pro-rated on \$8,659.95)
Effective Date: 12/12/2013

NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF

STEPHEN CASPERSON – Special Education Teacher, High School – North Campus
BA+60, Step 4 \$7,518.82 (Pro-rated on \$45,583.00)
Effective Date: 01/06/2014 through 02/18/2014

JENNIFER DICKHAUS – Elementary Education Teacher, Oneka Elementary
BA+60, Step 1 \$17,571.23 (Pro-rated on \$41,826.00)
Effective Date: 01/02/2014 through 04/30/2014

SAMANTHA HENDRICKSON – Special Education Teacher, Lakeaires Elementary
BA, Step 1 \$11,477.72 (Pro-rated on \$38,391.00)
Effective Date: 12/09/2013 through 03/05/2014

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 Registration Information for 2014-15**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

Marisa Vette, Director of Communications and Community Relations, will provide an update on registration information for 2014-15.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **January 14, 2014**
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: **School Board Policy 425, Staff Development**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 425, Staff Development, 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 establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the February 10, 2014 School Board meeting agenda or a subsequent meeting.

Approved: September 9, 2002

Revised: January 10, 2005

Revised: November 8, 2007

Revised: January 10, 2011

Revised: February 13, 2012

White Bear Lake Area
School District #624 Policy 425

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
 - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The committee also will include non-teaching staff, parents/**guardians** and administrators.
 - 2. Members of the Advisory Staff Development Committee shall be appointed by the School Board or designee. Committee members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The School Board will establish the Site Professional Development Committee.
 - 1. Members of the Site Professional Development Teams will be appointed by the principal. Team members shall serve a two-year term (this time period may be changed to accommodate individual school district needs) based upon nominations by board members, teachers, and paraprofessionals. The principal shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan, which will be reviewed and subject to approval by the School Board once a year.
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; ~~and~~
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
 - e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.

7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which will enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a yearly basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. ~~The~~ **Each** Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The superintendent or designee will review the site plan for consistency with the Staff Development Plan yearly.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers **annually** vote to waive the requirement to reserve basic revenue for staff development, the School District will comply with current state law for staff development funding.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. ~~This additional expenditure does not need to follow the allocation described in Part V. A. above.~~

- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a yearly basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. Prior to October 15 of each year, the School District and Site Staff Development Committee shall prepare a report of the previous fiscal year's staff development activities results and expenditures and submit it to the Commission of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and programs;
 - b. ~~in-service education,~~ **staff development training models,** workshops, and conferences; and

- c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

LEGAL REFERENCES: Minn. Stat. §120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. §120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination – Additional Staff Development and Salary)
Minn. Stat. §122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions – Additional Staff Development and Salary)
Minn. Stat. §122A.60 (Staff Development Program)
Minn. Stat. §122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. §126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (general Education Levy and Aid)

AGENDA ITEM: **School Board Policy 504, Student Dress and Appearance**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 504, Student Dress and Appearance, 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 enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the February 10, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: July 22, 1996
Revised: June 11, 2001
Revised: August 25, 2003
Revised: November 8, 2007
Revised: January 11, 2010
Revised: March 11, 2013

*White Bear Lake Area
School Board Policy 504*

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
1. Clothing that is too revealing, distracting, or disruptive to the educational process, e.g., "short shorts", skimpy tank tops, tops that expose the midriff, exposed undergarments, and other clothing that is not in keeping with community standards.
 2. Clothing bearing a message which is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, **badges, symbols**, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, ~~or which connotes~~ **evidences** gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in School Board Policy 413.

5. Any apparel or footwear that would damage school property.
 6. Hats/caps are not allowed to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy; medical situations or items worn on the head as a recognized religious practice.)
 7. Attire that indicates or suggests gang association. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of criminal gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- D. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not racist, sexist, lewd, vulgar, obscene, defamatory or profane, or do not advocate violence or harassment against others.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)

Hardwick v. Heyward, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C.)
Mar. 8, 2012)

Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)

McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415
(W.D. Okla. 1992)

Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)

Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, (N.D. Ill.
1987)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 525 (Violence Prevention)

AGENDA ITEM: **School Board Policy 603, Curriculum Development**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 603, Curriculum Development, 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 direction for continuous review and improvement of the school curriculum.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the February 10, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: October 27, 1997
Revised: June 11, 2001
Revised: December 14, 2009
Revised: January 10, 2011
Revised: February 13, 2012
Revised: March 11, 2013

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for **determining** the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall have **parent/guardian**, teacher, support staff, student, community resident, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of ~~programs of study~~ **courses of study from Kindergarten through grade twelve.**
 2. Identify ~~goals~~ **objectives** for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining the school district mission.
 4. Provide a program for ongoing monitoring of student achievement and progress.
5. Provide for **specific, particular**, and special needs of all members of the student community.

6. Integrate required and elective **course** standards in the scope and sequence of the district curriculum.
7. Meet all requirements of the Minnesota Department of Education and the No Child Left Behind Act.
 - D. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for school board review and approval.
 - E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

- Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Rule 3500.0550 (Inclusive Educational Program)
~~Minn. Rule 3501.0010—3501.0180 (Graduation Standards—Reading and Mathematics)~~
~~Minn. Rule 3501.0200—3501.0290 (Graduation Standards—Written Composition)~~
Minn. Rules Parts 3501.0505-3501.0640-3501.0655 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (~~repealed Minn. L. 2013, Ch. 116, Art. 2, § 22~~)
Minn. Rules parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

- WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 605 (Alternative Programs)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students)
WBLASB Policy 616 (School District System Accountability)
WBLASB Policy 617 (School District Ensurance of Preparatory and High School Standards)
WBLASB Policy 618 (Assessment of Student Achievement)
WBLASB Policy 619 (Staff Development for Standards)
WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: **School Board Policy 604, Instructional Curriculum**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 604, Instructional Curriculum, 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 the development of course offerings for students.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy to be placed on the February 10, 2014 School Board meeting agenda or a subsequent meeting.

-Adopted: September 8, 1997

Revised: January 10, 2011

Revised: March 11, 2013

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. ~~CURRICULUM GUIDELINES~~ GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading, writing and literature;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship;
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be gender neutral and multicultural.

~~C. The curriculum must include opportunities for all students to learn the Graduation Required Assessments for Diploma (GRAD) requirements and subject matter. The school district must develop a plan for remediation for a student who, after two retests, has not passed a specific GRAD.~~

~~D.C.~~ Elementary and middle schools shall offer at least three, and require at least two, of the following four areas **within the arts**: dance, music, theater, and visual arts.

High schools shall offer at least three, and require at least one, of the following five areas within the arts: media arts, dance, music, theater, and visual arts.

- ~~E~~.D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- ~~F~~.E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- ~~G~~.F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide at least one unit in cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) procedures as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
 - 1. In the school district's discretion, training and instruction may result in CPR certification.
 - 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross, and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
 - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their college and career interests and aspirations and develop a plan for a smooth and

successful transition to postsecondary education or employment. All students' plans must be designed to:

1. provide a comprehensive academic plan for completing a college and career-ready curriculum premised on meeting state and local academic standards and developing 21st century skills such as teamwork, collaboration, and good work habits;
2. emphasize academic rigor and high expectations;
3. help students identify personal learning styles that may affect their postsecondary education and employment choices;
4. help students gain access to postsecondary education and career options;
5. integrate strong academic content into career-focused courses and integrate relevant career-focused courses into strong academic content;
6. help students and families identify and gain access to appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarships;
7. help students and families identify collaborative partnerships of kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and employers that support students' transition to postsecondary education and employment and provide students with experiential learning opportunities; and
8. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local high school graduation requirements and be likely to ensure students succeed in employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select a career, career interest, employment goals, or related job training.

[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]

- Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)
Minn. Rules Part 3501.1110 (Opportunities to Learn and Remediation)
- Cross References:** WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 605 (Alternative Programs)

E. OPERATIONAL ITEMS

AGENDA ITEM: **2014 School Board Operating Procedures**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **School Board Chair**

Background:

At the organizational meeting of the White Bear Lake Area School Board the School Board approves the Rules of Order and Board Agenda format for the year.

Attached are the recommended Rules of Order and Board Agenda format.

Recommendation: Approve the Rules of Order and Board Agenda format for 2014.

RULES OF ORDER

Roll call vote shall be made on all items with any financial impact, and on any items where dissent is noted on a voice vote and a division of the house is requested.

Roll call votes shall always proceed alphabetically with the first member to be called rotated alphabetically at successive Board meetings.

Any item may be changed on the agenda, either in placement or in status (discussion, action...) by consensus or by passage of a motion to suspend the rules for that purpose.

Any items for which no written explanatory information is supplied in the Board packet, will be treated as items in the Public or Board Forum with no action unless the Board suspends the rules and places the item on the agenda for action.

The Chair and the Superintendent shall develop the meeting agenda. Board members may request items to be placed on an upcoming agenda by contacting the Chair, or in his or her absence the Superintendent by the Tuesday prior to the Board meeting. All written material and appropriate explanatory material for agenda items must be provided to the Superintendent's office by noon on the Wednesday prior to the meeting for inclusion in the agenda packet. If such written material is required and not provided in a timely manner, the topic may be pulled from the agenda.

Members of the public may make requests to have items placed on a Board agenda by contacting the Chair in the same manner as Board members. If the Chair does not honor the request, the request shall be made known to the Board and the Board shall determine the disposition of the request.

Robert's Rules of order will be followed except that:

- a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.
- b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.
- c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.

**BOARD AGENDA
2014**

A.	PROCEDURAL ITEMS	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
B.	<p>PUBLIC FORUM</p> <p><u>Public Forum Procedures</u></p> <p>During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum.</p> <ol style="list-style-type: none"> 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 who wish 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. 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 contact 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. 	During the Public Forum any person may address the School Board on a topic of interest or concern.

C.	INFORMATION ITEMS	No discussion
D.	DISCUSSION ITEMS	An instructional report, first reading of new policies, etc.
E.	OPERATIONAL ITEMS	All non-personnel action items.
G.	BOARD FORUM	Board “news”; same rules as Public Forum
H.	ADJOURNMENT	

AGENDA ITEM: **School Board Members' Compensation for 2014**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

Background:

Minnesota Statute 123.33, Subd. 12 states: “The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive compensation as may be fixed by the board.”

Listed below is the history of the White Bear School Board compensation rates.

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2013	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2012	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2011	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2010	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2009	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2008	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2007	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2006	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2005	\$4,500	\$4,900	\$4,700	\$4,900	\$4,700
2004	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2003	\$4,300	\$4,700	\$4,500	\$4,700	\$4,500
2002	\$4,200	\$4,600	\$4,400	\$4,600	\$4,400

It should be noted that the School Board has not increased their compensation since 2005. In a comparison of East Metro School Board compensation, White Bear Lake Area School Board is in the lowest one-third. An increase of compensation of \$100 per position would be approximately 2%.

Recommendation:

That the School Board act on compensation rates for 2014, as follows:

- a) Continue the same compensation levels in place from 2005 – 2013; or
- b) Act to increase compensation levels by \$100 per position as follows:

Year	Members	Chair	Vice-Chair	Clerk	Treasurer
2014	\$4,600	\$5,000	\$4,800	\$5,000	\$4,800

AGENDA ITEM: **Appointment of Representative For Northeast Metro 916 Intermediate School Districts Board**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our School Board to serve on the Northeast Metro 916 Intermediate School District Board. Currently, Janet Newberg serves on this board and we recommend that she continues to serve on the Northeast Metro 916 Intermediate School District Board for 2014.

RECOMMENDATION:

Approve Janet Newberg as our representative to the Northeast Metro 916 Intermediate School District Board for 2014.

AGENDA ITEM: Appointment of Representative For The East Metro
Integration District 6067 Board

MEETING DATE: January 13, 2014

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): School Board Chair

BACKGROUND:

Each year the White Bear Lake Area School Board appoints a member of our school board to serve on the East Metro Integration District 6067 Board. Currently Lori Swanson serves on this board and we recommend that she continues to serve on the East Metro Integration District 6067 Board for 2014.

RECOMMENDATION: Approve Lori Swanson as our representative to the East Metro Integration District 6067 Board for 2014.

AGENDA ITEM: **School Board Committees for 2014**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

Background:

The White Bear Lake Area School Board determines their committee assignments annually at the organizational meeting.

Recommendation:

Approve the School Board committee assignments for 2014.

Independent School District #624
White Bear Lake Area Schools

**2014
SCHOOL BOARD COMMITTEE ASSIGNMENTS**

Committees	Chapman	Hiniker	Kimball	Mullin	Newberg	Storey	Swanson
Association of Metropolitan School Districts (AMSD)			X			X	X
Community Curriculum Advisory Council	X			X			
Community Services Advisory Liaison						X	
Finance		X	X	X			
Metro ECSU	X						
Policy Committee			X		X		
Special Education Parent Advisory Liaison					X		
White Bear Educational Foundation		X					
Other District Boards							
East Metro Integration District #6067 Board							X
N.E. Metro District 916 Board					X		

Approved at the January __, 2014 School Board Meeting.

AGENDA ITEM: **Official Depositories for School District Funds
and Authorized Bank Accounts and Signatures**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent
Mary M. Vaske, Accountant**

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories for calendar year 2014 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<u>Account Name</u>	<u>Bank Name</u>	<u>Authorized Signers</u>
<u>Demand Deposit Account</u>	<u>PMA/MN TRUST ASSOCIATED</u>	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Dist. Petty Cash Acct	Bremer Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske
Cafeteria Account	Bremer Bank	Wayne Kazmierczak Mary M. Vaske
Central Petty Cash	Bremer Bank	Noel Schmidt Debra Sehr
Sunrise Petty Cash	Bremer Bank	Carrie Barth Linda Adams

North Petty Cash	Bremer Bank	Donald Bosch Dion Harriman Rebekka McCormick
South Petty Cash	Bremer Bank	Timothy Wald Brian Leonard Susan Johnson

*Facsimile signature to be used: with all three signatures required.

Electronic Transfers

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
General/Payroll Account	Associated Bank	Michael J. Lovett Wayne Kazmierczak Mary M. Vaske
Business Account	Bremer Bank	Wayne Kazmierczak. Mary M. Vaske

RECOMMENDATION: Approve

AGENDA ITEM: **Official Newspaper for 2014**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Background:

In past years, legal notices and minutes have been published in the *White Bear Press*. In addition, the full minutes are available on the district's website www.isd624.org.

A proposal has been submitted by Press Publications to name the *White Bear Press*, *Vadnais Heights Press*, and *The Citizen* as the official school district/legal publication newspaper for 2014. The *White Bear Press* will increase from \$14.55 per column inch to \$14.85 per column inch, the *Vadnais Heights Press* will increase from \$7.45 per column inch to \$7.60 per column inch; and *The Citizen* free of charge because of the shift of *The Citizen* to a request paper.

A proposal was received from the Lillie Suburban Newspaper to bid on public notice publication services in the *Shoreview-Vadnais Heights Bulletin* for the Vadnais Heights area. They service Vadnais Heights only. Rate for minutes, advertisements for bids, and other notices are as follows: \$2.50 per column inch for a one-time publication and \$2.25 per column inch for each additional publication.

Our recommendation below is based on our review of Minnesota Statutes pertaining to the requirements of the School District's official newspaper and conversations with staff from the Minnesota School Boards Association.

Recommendations:

That the School Board approve the *White Bear Press* as the legal publication for the White Bear Lake Area Public Schools for 2014.

AGENDA ITEM: **Appointment of Compliance Officers**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

Some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

District ADA/504 Coordinator:
Kathleen Daniels
Director of Special Services
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

District Human Rights Officer:
Chris Picha
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

Title IX Coordinator:
Chris Picha
Director of Human Resources
White Bear Lake Area Public Schools
4855 Bloom Avenue
White Bear Lake, MN 55110

RECOMMENDATION:

Approve the appointment of Chris Picha, Director of Human Resources, as the District Human Rights Officer and Title IX Coordinator, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: Local Education Agency Authorization

MEETING DATE: January 13, 2014

SUGGESTED DISPOSITION: Operational Item

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

Background:

The School Board of White Bear Lake Area Schools has authorized Dr. Michael Lovett at a monthly meeting on January 13, 2014 as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2014. The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs.

Recommendation: To authorize Dr. Michael Lovett as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2013.

AGENDA ITEM: **Designation of Legal Counsel**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**
Dr. Michael Lovett, Superintendent

Background:

At our organizational meeting the School Board of White Bear Lake Area Public Schools designates: *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; Karen Kepple at Northeast Metro 916; and others as needed* as our legal counsel for calendar year 2014. Authorized personnel to contact legal counsel includes: school board chair, superintendent, assistant superintendent, director of finance and operations, director of human resources, director of special services, director of community services, director of communications and community relations and director of technology.

Recommendation: The School Board approves *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; Karen Kepple at Northeast Metro 916; and others as needed* for 2013. The School Board approves authorized personnel to contact legal counsel, including: school board chair, superintendent, assistant superintendent, executive director of business services, director of human resources, director of special services, director of community services, and director of communications and community relations.

AGENDA ITEM: **Action on STEM Mini-Grants from H.B. Fuller**
MEETING DATE: **January 13, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

Listed below are mini-grants funded from H.B. Fuller Foundation to support Science/Technology/Engineering/Mathematics (STEM) instruction in the White Bear Lake Area School District.

The H.B. Fuller STEM Mini-Grants provide materials to support classroom instruction. Five White Bear Lake middle school science grant applications were funded this year, totaling \$29,708. Teachers from Central Middle School and Sunrise Park Middle School whose projects have been funded include:

- a. Chris Lyons, Central Middle School
Laser engraving machine
- b. Joseph Dimeglio, Central Middle School
MakerBot 3D printer
- c. Carol Hultman, Central Middle School
10 hot plates and 24 traffic cones
- d. Julie Hopkins, Sunrise Middle School
18 iPads and a charging station
- e. Lindsay Lawmers, Sunrise Middle School
20 Google Nexus 7 Tablets

RECOMMENDATION:

Accept the STEM mini-grants from H.B. Fuller in the amount of \$29,708.

AGENDA ITEM: Finance Committee Appointments
MEETING DATE: January 13, 2014
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON: Pete Willcoxon Sr.
Executive Director of Business Services

The White Bear Lake Area School District Finance Committee has been in existence for over fifteen years. The committee composition consists of the Superintendent, the Executive Director of Business Services, three members of the School Board (one being the Treasurer) and five members of the community.

The community members must consist of three members of the business community. Administration recommends Brian Sweeney, CPA with HLB Tautges Redpath, Ltd.; Gregg Larson, former school board member and financial executive; and Robert Shevik, former school board member and an employee of SEH, Inc.; be appointed to continue in these positions.

The committee must also include one member, with financial background/knowledge from another governmental unit within the District. Administration recommends that Mike Ericson, former Hugo city administrator, be appointed to continue in this position.

Finally the committee must include one other community member at large. Administration recommends that Jesse Lewis, a former school board member and retired employee of MDE, be appointed to continue in this position.

Recommendation:

It is recommended that the School Board appoint the recommended members to the Finance Committee.

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

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

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

RECOMMENDATION:

To approve School Board Policies 410, Family and Medical Leave Policy, as recommended by the administration.

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.1.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 ~~condition~~ **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: **Action on School Board Policy 413, Harassment and Violence**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

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

RECOMMENDATION:

To approve School Board Policy 413, Harassment and Violence, as recommended by the administration.

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;~~

- e. ~~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: **Action on School Board Policy 522, Student Sex Non-Discrimination**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 522, Student Sex Non-Discrimination, was reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for action. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

To approve School Board Policy 522, Student Sex Non-Discrimination, as recommended by the administration.

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: **Action on School Board Policy 524, Electronic Technologies Acceptable Use Policy**

MEETING DATE: **January 13, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policies Policy 524, Electronic Technologies Acceptable Use Policy, was reviewed by the School Board Policy Committee, had a first reading in December, and is recommended for action. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

To approve School Board Policy 524, Electronic Technologies Acceptable Use Policy, as recommended by the administration.

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)