

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

February 10, 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: Dr. Michael J. Lovett
Superintendent of Schools

Date: February 4, 2014

A meeting of the White Bear Lake Area School Board will be held on **Monday, February 10, 2014** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Update on Capital Projects Planning
2. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. Policy 406, Public and Private Personnel Data
 - b. Policy 419, Tobacco-Free Environment
 - c. Policy 515, Protection & Privacy of Pupil Records

E. OPERATIONAL ITEMS

1. Action on Revised School Calendar for 2013-14
2. Action on School Board 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
3. Action on Cabinet Compensation for 2013-15

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **February 10, 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
- g) Resolution Proposing Discipline of a Teacher

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: February 10, 2014
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Lori Swanson, 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, January 13, 2014 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Newberg called the meeting to order at 7:05 p.m.
- 2 Seating of New Board Member - Chair Janet Newberg gave oath of office to newly elected Board member Don Mullin.
- 3 Roll Call- Present: *Storey, Swanson, Hiniker, Kimball, Mullin, Newberg*
Absent: **Chapman**
Ex-Officio: Lovett
Cabinet: Present – Daniels, Garrison, Law, Picha, Vette, Wehrkamp, Willcoxon
- 4 Pledge of Allegiance
- 5 Reorganization of the School Board

Cathy Storey motioned and Hiniker seconded to accept Janet Newberg, Chair; George Kimball, Vice-Chair, Lori Swanson, Clerk, and Chris Hiniker, Treasurer for 2014.
Voice vote: all ayes. Motion carried. Newberg assumed the Chair.

- 6 Swanson moved, Hiniker seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
- 7 Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on December 9, 2013;
 - 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 personnel issues to include:
 - **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 Petrsek – 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

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

- B. PUBLIC FORUM** – George Hill, community member from White Bear Lake, spoke on the J. Stanley and Doris Hill Legacy Award. The award is a celebration of community volunteerism. It was created to acknowledge each year a citizen who emulates the volunteering spirit of both J. Stanley and Doris Hill. The award is jointly-sponsored by the White Bear Lake Area Educational Foundation, the Mahtomedi Area Educational Foundation and the Century College Foundation. Nominations forms are available on the respective Foundation websites. The deadline for nominations is Friday, February 21, 2014.

C. INFORMATION ITEMS

1. Update on Registration Information for 2014-15 – Presentation of registration information and events by Marisa Vette, Director of Communications and Community Relations. Information included Welcome to White Bear events for early childhood through high school. Director Vette also showed the informational videos on the district's elementary- and middle-school programs. All registration information is online on the district's website at www.isd624.org.
2. Superintendent's Report - Dr. Lovett reported on the following:
 - Prior to tonight's meeting, the Board recognized the cast, crew and orchestra members of White Bear Lake Area High School's fall musical "Once Upon a Mattress," which received 20 awards from Hennepin Theatre Trust's SpotLight Music Theatre Program. This is the fifth consecutive year our fall musical has received accolades from Hennepin Theatre Trust's SpotLight Music Theatre Program, and we received the highest number of awards in the State of Minnesota.
 - Teacher of the Year nominations are due January 17, and forms are available on the district's website.
 - 2014-15 registration events will be happening throughout the month of January. Families are encouraged to visit the district's website and note information in the White Bear Press. Families are also strongly encouraged to visit our schools.
 - The White Bear Lake Area High School's one-act play, "The Legend of Sleepy Hollow," will be performed for the community on January 22 at White Bear Lake Area High School – North Campus Theater. Performances will be at 7:00 p.m., 8:00 p.m. and 9:00 p.m. There is no cost to attend the performances.
 - Student School Board Representative, Kidus Ketema, provided the following information:
 - It is important to dress warmly on these cold winter days. The Closet, sponsored by the White Bear Lake Area Educational Foundation, has an ample supply of winter gear for students in need. Anyone in need of warm clothing may contact The Closet at closetwblaef@gmail.com;

- School counselors are currently visiting classrooms and providing information on high school registration for the 2014-2015 school year. All class registrations must be submitted by January 31, 2014;
- National Honor Society, Student Council and Ambassadors student-volunteers have been very busy raising funds for H2O for Life;
- Winter high school co-curricular activities are ongoing and doing well

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

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

These policies will be placed on the February 10 School Board meeting or subsequent meeting for approval.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Mullin seconded to approve the 2014 School Board Operating Procedures. *Voice vote: all ayes. Motion carried.*
2. Swanson motioned and Mullin seconded to approve the School Board Members' Compensation to remain at the same compensation levels in place since 2005. *Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg nays – none; Motion carried.*
3. Storey motioned and Hiniker seconded to approve the appointment of Janet Newberg as ISD 624's representative to the Northeast Metro 916 Intermediate School District's Board. *Voice vote: all ayes. Motion carried.*
4. Kimball motioned and Mullin seconded to approve the appointment of Lori Swanson as ISD 624's representative to the East Metro Integration District 6067. *Voice vote: ayes. Motion carried.*
5. Swanson motioned and Storey seconded to approve the School Board Committee Assignments for 2014. *Voice vote: all ayes. Motion carried.*
6. Hiniker motioned and Kimball seconded to approve the official depositories for the School District funds and authorized bank accounts and signatures for 2014. *Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg; nays – none; Motion carried.*
7. Mullin motioned and Swanson seconded to approve the White Bear Press as the official publication for the School District for 2014. *Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg; nays – none; Motion carried.*
8. Storey motioned and Hiniker seconded to approve the appointment of Chris Picha, Director

of Human Resources, as the District Human Rights Officer, and Kathleen Daniels, Director of Special Services, as the District ADA/504 Coordinator in conformance with School Board policies. ***Voice vote: all ayes. Motion carried.***

9. Swanson motioned and Hiniker seconded to approve authorizing 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 2014. ***Voice vote: all ayes. Motion carried.***
 10. Kimball motioned and Mullin seconded to approve the designation of legal counsel to 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 2014. 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, and Director of Technology. ***Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg; nays – none; Motion carried.***
 11. Swanson motioned and Storey seconded to accept the five H.B. Fuller STEM Mini-Grants, totalling \$29,708 as recommended by the administration. ***Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg; nays – none; Motion carried.***
 12. Hiniker motioned and Mullin seconded to approve the appointment of the following community members to the Finance Committee of the White Bear Lake Area Public Schools: 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.; Mike Ericson, former Hugo city administrator, and Jesse Lewis, a former school board member and retired employee of MDE. ***Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg; nays – none; Motion carried.***
 13. Swanson moved and Hiniker seconded to approve School Board Policy 410, Family and Medical Leave Policy; School Board Policy 413, Harassment and Violence; School Board Policy 522, Student Sex Non-Discrimination; and School Board Policy 524, Electronic Technologies Acceptable Use Policy as recommended by the administration. ***Roll call vote: ayes: Storey, Swanson, Hiniker, Kimball, Mullin, Newberg; nays – none; Motion carried.***
- F. BOARD FORUM** – Kimball recognized retiring staff and thanked them for their respective years of service to the district. Swanson encouraged the community to participate in the BEAR'ly Open on February 1, 2014 (proceeds benefit White Bear Area Emergency Food Shelf) and the Polar Plunge on January 25, 2014 (proceeds benefit Special Olympics).
- G. ADJOURNMENT** - Hiniker moved and Newberg seconded to adjourn the meeting at 8:02 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Lori Swanson, Clerk

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

A special School Board meeting of the White Bear Lake Area School Board was held on Monday, January 27, 2014 at 4:35 p.m. in Room 201 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to Order – Newberg called the meeting to order at 4:35 p.m.
2. Roll Call - Present: Storey, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg
Ex-Officio: Lovet
Cabinet: Law and Picha
Administrators: Dr. Robert McDowell, Principal, Sunrise Park Middle School
Legal Counsel: Margaret Skelton
3. Storey moved, Swanson seconded to approve the agenda.

Hinker moved, Chapman seconded to close the meeting at 4:37 p.m. to consider non-public data pursuant to Minnesota Statutes 13D.05. *Voice vote: All ayes. Motion carried.*

B. OPERATIONAL ITEMS

1. Preliminary Consideration of Allegations Against an Employee Pursuant to Minn. Stat. 13D.05 subd. 2(b).

Following discussion of the above, Mullin moved, Storey seconded to adjourn the closed portion of the meeting at 5:12 p.m. *Voice vote: All ayes. Motion carried.*

Open meeting resumed at 5:12 p.m. All parties in attendance, as listed above, with the exception of McDowell, who left the meeting following the closed session.

2. Action of Resolution of Pending Litigation – Picha provided an update on pending litigation with regard to a former district employee. Chapman moved, Hiniker seconded to accept administration’s recommendation to approve the resolution for a confidential settlement agreement with the former employee. *Roll call vote; ayes: Storey, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg; nays none. Motion carried.*

- C. ADJOURNMENT** – Hiniker moved, Newberg seconded to adjourn the meeting at 5:21 p.m. *Voice vote: All ayes. Motion carried.*

Submitted by: Lori Swanson, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, January 27, 2014 at 5:35 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Newberg called the meeting to order at 5:35 p.m.

Roll Call – Present: Storey, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg

Ex-Officio: Lovett

Cabinet: Present: Law, Garrison, Picha, Wehrkamp, Kazmierczak, Willcoxon

B. DISCUSSION ITEMS

1. School Board/Superintendent Goal Updates:

- a) Goal 2: Ongoing Financial Stewardship and Budget Management – Kazmierczak and Willcoxon provided a financial forecast presentation that included enrollment trends and projections, as well as the number of births reported in Ramsey County and in White Bear Lake 2008-2013. Enrollment drives over 81 percent of the district's revenue through the general education revenue, operating levy and location equity revenue, which is a new category – not a new revenue source. District enrollment and staffing trends are expected to remain stable. The presentation also provided information on revenue and expenditure assumptions and resulting fund balances through 2018-2019.

2. Vision and Process for Allocation of Capital Project Funds – Law and Garrison provided a presentation on the projected allocation of capital projects funds over the next five years in the four designated areas: repair and replacement of large musical instruments (\$75,000-\$90,000 annually), science and other lab equipment (\$35,000-\$45,000 annually), media, textbooks and digital tools to support student instruction (\$400,000-\$500,000 annually), and technology/infrastructure upgrades and replacement of equipment (\$800,000-\$900,000 annually). The district will continue to monitor and adjust technology audit and plan recommendations to ensure continuous efficiencies. Infrastructure and related updates are necessary to support the skills of 21st Century Leaders (collaboration, communication, critical thinking and creativity). Law and Garrison highlighted some of the work that has been done to date in this regard.

3. Potential After School Academic Partners – Law and Wehrkamp highlighted a potential pilot program with the school district, Community Services and the YMCA to provide additional academic and social/emotional services to students after the regular school day. The services would be supervised and taught under the direction of licensed staff. The pilot would also include a parent education component. Currently, the district independently provides site-driven targeted services to students, but programs vary from year-to-year and site-to-site. While current programming provided through Targeted Services is showing very positive student growth on MAP tests, more students would be served through the proposed pilot program as it would be available to students at all elementary sites throughout the district. The board encouraged administration to continue exploring the proposed pilot program with the YMCA.

Hiniker moved, Newberg seconded to close the meeting at 7:26 p.m. to consider strategy for labor negotiations including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

Voice vote: All ayes. Motion carried.

Attendees moved to Room 201.

Meeting attendees: School Board members: Storey, Swanson, Chapman, Hiniker, Mullin, Newberg. Absent: Kimball. Also present: Lovett, Picha, Kazmierczak, Willcoxon, and Chuck Corliss, The Center for Efficient School Operations.

Meeting was reconvened and recording began at 7:37 p.m.

4. Negotiation Study Session – Picha and Mr. Corliss provided information on the status of negotiations with the district's bus drivers. Corliss left the meeting at conclusion of the discussion at 8:08 p.m., and discussion continued with regard to negotiations with the district clerical employees, paraprofessionals and confidential employees.

Hiniker left the meeting at 8:15 p.m.

The meeting was temporarily stopped at 8:20 p.m. to change tapes in the tape recorder. At that time, Picha, Kazmierczak and Willcoxon left the meeting.

The meeting resumed at 8:24 p.m. with a new tape, and the board continued discussion regarding Cabinet salaries.

- C. **ADJOURNMENT** – Storey moved, Newberg seconded to adjourn the meeting at 8:37 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: Monthly Check Registers
MEETING DATE: February 10, 2014
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Wayne Kazmierczak, Director of Finance and Operations
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 - January

	<u>1/13/2014</u>	<u>1/15/2014</u>	<u>1/29/2014</u>	<u>1/31/2014</u>
Direct Deposit 373842-375195		1,507,860.53		
U.S. Treasury (FICA, Medicare, withholding)		577,003.84		
MN State Income Tax		92,360.89		
PERA		88,133.68		
TRA		258,094.52		
ING		2,517.27		
American Funds		70,025.97		
White Bear Lake Teacher's Association		34,615.37		
State of MN - Unemployment Insurance	5,848.10			
Bond Payments - Wells Fargo			9,105,018.75	
Direct Deposit 375196-376565				1,533,237.76
U.S. Treasury (FICA, Medicare, withholding)				582,614.46
MN State Income Tax				92,919.80
PERA				89,728.26
TRA				259,599.98
ING				2,517.27
American Funds				69,877.81
White Bear Lake Teacher's Association				34,584.47

Check Summary
PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
49160	AIG	12/20/2013	5,673.34
49161	AMAZON	12/20/2013	250.94
49162	AMERICAN UNITED LIFE	12/20/2013	57,782.96
49163	AMERIPRISE FINANCIAL SERVICES	12/20/2013	14,168.86
49164	AXA EQUITABLE	12/20/2013	37,032.94
49165	THE CHILDREN'S THEATRE COMPANY	12/20/2013	720.00
49166	EDUCATION MN ESI BILLING TRUST	12/20/2013	26,430.48
49167	ESSENTIAL SKILLS	12/20/2013	196.00
49168	GREAT LAKES HIGHER EDUC GUARAN	12/20/2013	286.90
49169	GURSTEL CHARGO ATTORNEYS AT LA	12/20/2013	4.00
49170	IUOE LOCAL 70	12/20/2013	2,180.43
49171	LOFFLER COMPANIES INC	12/20/2013	1,886.79
49172	MESSERLI & KRAMER PA	12/20/2013	391.00
49173	METROPOLITAN LIFE	12/20/2013	3,065.79
49174	MN CHILD SUPPORT	12/20/2013	2,260.50
49175	MN DEPT OF REVENUE	12/20/2013	172.00
49176	POSTMASTER	12/20/2013	2,420.00
49177	THE ROSE LAW FIRM, PLLC	12/20/2013	564.00
49178	SCHOOL SERVICE EMPLOYEES	12/20/2013	5,645.18
49179	US DEPT OF EDUCATION	12/20/2013	348.81
49180	VANGUARD SMALL BUSINESS SERVIC	12/20/2013	22,737.84
49181	XCEL ENERGY	12/20/2013	82,288.61
22	Computer	Check(s) For a Total of	266,507.37

PAYROLL

	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
	22	Computer	Checks For a Total of	266,507.37
Total For	22	Manual, Wire Tran, ACH & Computer	Checks	266,507.37
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	266,507.37

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400912	ANDERSON, JULIE C	01/08/2014	46.00
131400913	ANDERSON, MARGARET ANN	01/08/2014	171.48
131400914	ANGELLIS, DEEDRA K	01/08/2014	44.96
131400915	BALGORD, CHRISTINE A	01/08/2014	810.00
131400916	BARTH, CARRIE M	01/08/2014	108.48
131400917	BRENNAN-JOST, JOAN M	01/08/2014	212.44
131400918	CULLEN, CRAIG J	01/08/2014	115.82
131400919	DERAAD, MAX D	01/08/2014	845.44
131400920	DERBY, SARA A	01/08/2014	149.14
131400921	DYMIT, MARIE S	01/08/2014	69.93
131400922	ENGSTRAN, PAUL A	01/08/2014	40.00
131400923	FANG, JIN	01/08/2014	800.00
131400924	FINK, AVIS A	01/08/2014	170.42
131400925	GRAY, DONALD E	01/08/2014	247.42
131400926	GULLICK, DANIEL E	01/08/2014	59.33
131400927	HANZAL, DAVID C	01/08/2014	118.78
131400928	HEISE, CHERYL L	01/08/2014	183.07
131400929	HOEG, SCOTT A	01/08/2014	38.14
131400930	JOHNSTONE, PAMELA M	01/08/2014	510.00
131400931	KASS, DONA MARIE	01/08/2014	151.14
131400932	KATH, ABBY J	01/08/2014	555.00
131400933	KELLEY, DEBRA K	01/08/2014	65.00
131400934	KRUSEMARK, CARY L	01/08/2014	567.98
131400935	LARSON, SCOTT A	01/08/2014	157.35
131400936	LOVETT, MICHAEL J	01/08/2014	61.64
131400937	MICKELSON, DANIELLE M	01/08/2014	306.24
131400938	NICHOLAS, SHANNON M	01/08/2014	255.00
131400939	OGDEN, TERESA LYNN	01/08/2014	510.00
131400940	PIERRE, CHRISTINA K	01/08/2014	127.69
131400941	QUAAS, BETH A	01/08/2014	104.52
131400942	REED, TAMMY L	01/08/2014	30.05
131400943	REEVES, BROOKE E	01/08/2014	255.00
131400944	STIRLING, CONNIE B	01/08/2014	30.51
131400945	THOM, NANCY L	01/08/2014	510.00
131400946	WACHLAROWICZ, JOHN D	01/08/2014	184.98
131400947	WEDELL, THERESA K	01/08/2014	138.43
131400948	WILLIAMS, LAURA L	01/08/2014	865.72

37 ACH Check(s) For a Total of 9,617.10

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	37	ACH	Checks For a Total of	9,617.10
	0	Computer	Checks For a Total of	0.00
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	9,617.10
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,617.10

Check Nbr	Vendor Name	Check Date	Check Amount
49182	ABBOTT PAINT & CARPET INC	01/09/2014	45.62
49183	ADRENALINE FUNDRAISING	01/09/2014	873.60
49184	ADVANCED WIRELESS COMMUNICATIO	01/09/2014	172.40
49185	AGC NETWORKS INC	01/09/2014	887.50
49186	AGROPUR INC	01/09/2014	19,536.35
49187	ALVAREZ, KATE	01/09/2014	56.00
49188	AMAZON	01/09/2014	45.30
49189	AMAZON	01/09/2014	1,771.34
49190	AMAZON	01/09/2014	481.07
49191	AMAZON	01/09/2014	1,796.64
49192	AMAZON	01/09/2014	158.55
49193	AMAZON	01/09/2014	795.34
49194	AMERICAN MESSAGING	01/09/2014	113.65
49195	AMERIPRIDE SERVICES	01/09/2014	731.53
49196	ANDERSON, BARCLAY H	01/09/2014	53.55
49197	ANKER, SUSAN K	01/09/2014	602.53
49198	APPLIED ENVIRONMENTAL SCI INC	01/09/2014	2,103.60
49199	ARCADE ASPHALT CO	01/09/2014	12,360.00
49200	ASPER, STEVEN M	01/09/2014	4,353.15
49201	ASSOC FOR FACILITIES ENGINEERI	01/09/2014	390.00
49202	AT & T MOBILITY	01/09/2014	673.12
49203	ATOMIC ARCHITECTURAL SHEET MET	01/09/2014	46,684.42
49204	AVON BUSINESS FORMS & PROMOTIO	01/09/2014	145.70
49205	BARTHOLD	01/09/2014	1,728.00
49206	BATTERIES PLUS	01/09/2014	53.37
49207	BEKI COOKS CAKES	01/09/2014	125.00
49208	BENCHMARK EDUCATION COMPANY	01/09/2014	2,128.50
49209	BERRY BLENDZ - EDEN PRAIRIE	01/09/2014	562.50
49210	BEST BUY BUSINESS ADVANTAGE AC	01/09/2014	265.73
49211	BEST WESTERN PLUS INN ON THE P	01/09/2014	296.78
49212	BEST WESTERN PLUS	01/09/2014	166.07
49213	BOND TRUST SERVICES CORP	01/09/2014	1,350.00
49214	BRAATEN, HAROLD A	01/09/2014	66.00
49215	BRAATEN, MICHEL	01/09/2014	8.50
49216	BREEMS, EDWARD	01/09/2014	21.25
49217	BROWN, RAYMOND	01/09/2014	61.00
49218	BRUE, MARK	01/09/2014	148.00
49219	BUDDE, DEREK	01/09/2014	114.00
49220	CARDWELL, EMILY	01/09/2014	1,135.84
49221	CAREY, MARK	01/09/2014	80.00
49222	CAREY, MATTHEW	01/09/2014	56.00
49223	CARLSON WAGONLIT TRAVEL	01/09/2014	42,400.00
49224	CARTRIDGES DIRECT	01/09/2014	202.98
49225	CDW GOVERNMENT INC	01/09/2014	1,374.46
49226	CENTER FOR EFFICIENT SCHOOL OP	01/09/2014	17,500.00
49227	CENTURY RESOURCES INC	01/09/2014	4,397.61
49228	CHAMP, TODD	01/09/2014	74.00
49229	CHARLES THOMPSON MEMORIAL HALL	01/09/2014	581.29
49230	CHRYSLER, MARGARET	01/09/2014	42.50
49231	CLINCH, KATIE JENKINS	01/09/2014	110.75

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49232	CONSTRUCTION MANAGEMENT BUILDI	01/09/2014	45,468.60
49233	COBORNS DELIVERS	01/09/2014	299.31
49234	COCA-COLA BOTTLING MIDWEST CO	01/09/2014	1,338.36
49235	COLLER, RONALD	01/09/2014	135.00
49236	COMCAST	01/09/2014	43.90
49237	COMO PARK ZOO AND CONSERVATORY	01/09/2014	250.00
49238	CONNEY SAFETY	01/09/2014	58.55
49239	COOL AIR MECHANICAL	01/09/2014	62,533.28
49240	Vendor Continued Check	01/09/2014	0.00
49241	COPY IMAGES INC	01/09/2014	13,774.39
49242	Vendor Continued Check	01/09/2014	0.00
49243	COPY IMAGES INC	01/09/2014	653.85
49244	CUSTOM DRYWALL	01/09/2014	32,046.35
49245	DAHLQUIST, JOYCE	01/09/2014	8.50
49246	Vendor Continued Check	01/09/2014	0.00
49247	Vendor Continued Check	01/09/2014	0.00
49248	DALCO CORPORATION	01/09/2014	8,608.91
49249	DANICH, EMILY	01/09/2014	66.00
49250	DEJARLAIS, MARILYN	01/09/2014	87.74
49251	DELLWOOD HILLS GOLF CLUB	01/09/2014	3,302.28
49252	Vendor Continued Check	01/09/2014	0.00
49253	DELTA DENTAL PLAN OF MN	01/09/2014	62,722.80
49254	DEMCO INC	01/09/2014	60.45
49255	DIVERSIFIED SNACK DISTRIBUTION	01/09/2014	3,961.44
49256	DIVISION V SHEET METAL INC	01/09/2014	13,813.00
49257	DOMINOS PIZZA	01/09/2014	204.73
49258	DONATELLI'S	01/09/2014	236.72
49259	DOOLEY, JESSICA	01/09/2014	80.00
49260	DOOR SERVICE COMPANY	01/09/2014	1,246.00
49261	DOVENMUEHLER, DALE	01/09/2014	74.00
49262	ECKROTH MUSIC	01/09/2014	152.00
49263	F&N OPERATIONS LLC	01/09/2014	59.92
49264	FAISON, JOHN	01/09/2014	74.00
49265	FALVEY, KAY	01/09/2014	7.65
49266	FIALA, CHRIS	01/09/2014	114.00
49267	FIRST TECHNOLOGIES INC	01/09/2014	1,000.00
49268	THE FLORAL TRUNK	01/09/2014	105.00
49269	FORCIER, ELSIE	01/09/2014	26.77
49270	FRATTALONES HARDWARE STORES	01/09/2014	582.45
49271	FRIESE, TIM	01/09/2014	74.00
49272	FULLER, DONNA	01/09/2014	17.00
49273	G&K SERVICES	01/09/2014	810.44
49274	GALLAGHERS NORTHWESTERN TIRE C	01/09/2014	1,255.57
49275	GARDEN & ASSOCIATES INC	01/09/2014	155.00
49276	GARVEY, PATRICIA	01/09/2014	15.94
49277	GENERAL PARTS LLC	01/09/2014	5.17
49278	GIANTS RIDGE GOLF & SKI RESORT	01/09/2014	280.00
49279	GILBERT, RACHEL ANN	01/09/2014	63.28
49280	GLAZIER FOOTBALL CLINICS	01/09/2014	369.00
49281	GLUR, DARREN	01/09/2014	114.00

Check Nbr	Vendor Name	Check Date	Check Amount
49282	GOEBEL, DARRYL	01/09/2014	160.00
49283	GOLDCOM INC	01/09/2014	376.93
49284	GOODIN COMPANY	01/09/2014	170.62
49285	GORHAM OIEN MECHANICAL	01/09/2014	4,978.00
49286	GRAFFIC TRAFFIC LLC	01/09/2014	884.00
49287	Vendor Continued Check	01/09/2014	0.00
49288	GRAINGER	01/09/2014	2,266.80
49289	GRANDMA'S BAKERY INC	01/09/2014	29.32
49290	GRAPHIC OPTIONS LLC	01/09/2014	1,922.68
49291	GREAT RIVER OFFICE PRODUCTS	01/09/2014	100.82
49292	GREATAMERICA FINANCIAL SERVICE	01/09/2014	832.47
49293	GREDER, ANDY	01/09/2014	80.00
49294	GROFF, ANTHONY	01/09/2014	61.00
49295	GROTH MUSIC CO	01/09/2014	91.73
49296	GROUP HEALTH INC - WORKSITE	01/09/2014	181.50
49297	GUTHRIE THEATER	01/09/2014	475.00
49298	HAAG, LOIS	01/09/2014	41.65
49299	HAAS, WAYNE	01/09/2014	300.00
49300	HAMPTON INN AMES	01/09/2014	210.68
49301	HANSON, DONNA	01/09/2014	43.35
49302	HAUTMAN, CHRISTOPHER M	01/09/2014	889.00
49303	Vendor Continued Check	01/09/2014	0.00
49304	Vendor Continued Check	01/09/2014	0.00
49305	Vendor Continued Check	01/09/2014	0.00
49306	HEALTHPARTNERS	01/09/2014	1,138,809.47
49307	HEATHER, BRIAN	01/09/2014	80.00
49308	HERMES, MARK W	01/09/2014	74.00
49309	HILTON GARDEN INN	01/09/2014	123.20
49310	HISDAHL INC	01/09/2014	10.50
49311	HOEFER, SHANE	01/09/2014	66.00
49312	Vendor Continued Check	01/09/2014	0.00
49313	Vendor Continued Check	01/09/2014	0.00
49314	HOGLUND BUS AND TRUCK CO	01/09/2014	2,843.04
49315	HOME DEPOT CREDIT SERVICES	01/09/2014	691.31
49316	HORN, BARBARA	01/09/2014	6.80
49317	HOUGHTON MIFFLIN HARCOURT	01/09/2014	383.80
49318	HUEBSCH, URSULA	01/09/2014	4.25
49319	HUGO EQUIPMENT CO	01/09/2014	93.24
49320	Vendor Continued Check	01/09/2014	0.00
49321	Vendor Continued Check	01/09/2014	0.00
49322	Vendor Continued Check	01/09/2014	0.00
49323	Vendor Continued Check	01/09/2014	0.00
49324	Vendor Continued Check	01/09/2014	0.00
49325	IFD	01/09/2014	110,111.34
49326	INTEGRA TELECOM	01/09/2014	319.02
49327	INVENTORY MGMT PARTNERS LLC	01/09/2014	1,455.11
49328	JALEN PUBLISHING	01/09/2014	50.00
49329	JANSEN, BRIAN	01/09/2014	114.00
49330	JIMMY JOHNS #869	01/09/2014	180.25
49331	JOHNSON, JUDITH ANN	01/09/2014	265.00

Check Nbr	Vendor Name	Check Date	Check Amount
49332	JOHNSON CONTROLS INC	01/09/2014	678.50
49333	JOHNSON, PAT	01/09/2014	5.10
49334	JW PEPPER & SON INC	01/09/2014	70.93
49335	K PEARSON MECHANICAL LLC	01/09/2014	670.00
49336	K12 TRANSPORTATION MGMT SERVIC	01/09/2014	85,579.95
49337	KAISER, PHYLLIS	01/09/2014	6.80
49338	KARLSBURGER FOODS INC	01/09/2014	201.66
49339	KATH FUEL OIL SERVICE CO	01/09/2014	25,011.10
49340	KC BEVCO	01/09/2014	135.00
49341	KELLINGTON CONSTRUCTION INC	01/09/2014	17,687.81
49342	KELLY, JASON	01/09/2014	96.00
49343	KIMBALL MIDWEST	01/09/2014	652.85
49344	KITTELSON MARKETING CO INC	01/09/2014	1,713.60
49345	KNUTSON FLYNN & DEANS PA	01/09/2014	828.75
49346	KOPPEL, KELSIE	01/09/2014	75.00
49347	KOREEN, GLORIA	01/09/2014	31.45
49348	KRAFT CONTRACTING & MECHANICAL	01/09/2014	735.00
49349	KUBES, TOM	01/09/2014	77.00
49350	KUYPER, VONNIE	01/09/2014	8.50
49351	LAKESHORE LEARNING MATERIALS	01/09/2014	246.15
49352	LALIBERTE, MARK	01/09/2014	56.00
49353	LANDS BEST FOODS	01/09/2014	2,742.45
49354	LARSON, MELANIE	01/09/2014	75.00
49355	LASSILA, BECKY M	01/09/2014	55.82
49356	LEE, CHARLOTTE L	01/09/2014	254.00
49357	LEE, SYLVIA	01/09/2014	5.52
49358	LEVASSEUR, MARY	01/09/2014	8.50
49359	LONG LAKE CONSERVATION CENTER	01/09/2014	17,064.00
49360	LSI CORP OF AMERICA INC	01/09/2014	17,328.00
49361	L T G POWER EQUIPMENT	01/09/2014	1,005.53
49362	Vendor Continued Check	01/09/2014	0.00
49363	Vendor Continued Check	01/09/2014	0.00
49364	Vendor Continued Check	01/09/2014	0.00
49365	Vendor Continued Check	01/09/2014	0.00
49366	MADISON NATIONAL LIFE	01/09/2014	41,338.37
49367	MALLOY/MONTAGUE/KARNOWSKI & CO	01/09/2014	15,367.00
49368	MAPLELAG RESORT	01/09/2014	2,080.00
49369	MARTIN-MCALLISTER	01/09/2014	500.00
49370	MN CENTER FOR BOOK ARTS	01/09/2014	565.00
49371	MN CHEERLEADING COACHES ASSOC	01/09/2014	610.00
49372	MCCHESNEY, D PAT	01/09/2014	21.25
49373	MCDONALD, MARIE	01/09/2014	27.20
49374	MCDONOUGH'S WATERJETTING AND	01/09/2014	2,720.05
49375	MN ELEMENTARY SCH PRIN ASSOC	01/09/2014	350.00
49376	MN ELEMENTARY SCH PRIN ASSOC	01/09/2014	1,635.00
49377	METRO COMMUNITY EDUC DIRECTORS	01/09/2014	100.00
49378	MID CITY SERVICES - INDUSTRIAL	01/09/2014	1,972.00
49379	MIDAMERICA ADMIN & RETIREMENT	01/09/2014	3,115.00
49380	MIDWEST BUS PARTS INC	01/09/2014	150.16
49381	MILASHIUS, ANTOINETTE A	01/09/2014	12.75

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49382	MILLIGAN, THERESA J	01/09/2014	55.25
49383	MINDWARE	01/09/2014	207.39
49384	MINVALCO INC	01/09/2014	843.25
49385	MN CONWAY FIRE & SAFETY	01/09/2014	227.50
49386	MN HISTORICAL SOCIETY	01/09/2014	330.00
49387	MN NURSERY & LANDSCAPE ASSOC	01/09/2014	164.00
49388	MN PREMIER PUBLICATIONS	01/09/2014	1,416.00
49389	MN UTILITIES & EXCAVATING	01/09/2014	18,301.75
49390	MOREN, THOMAS	01/09/2014	17.00
49391	MN SCHOOL BOARDS ASSN	01/09/2014	325.00
49392	NAC MECHANICAL & ELECTRICAL SE	01/09/2014	12,730.55
49393	NORTH AMER ASSOC OF EDUC NEGOT	01/09/2014	212.50
49394	NAYSMITH, MARLON PETER	01/09/2014	50.00
49395	NCPERS MINNESOTA	01/09/2014	304.00
49396	NCS PEARSON INC	01/09/2014	46.60
49397	NELSON, JOSEPHINE	01/09/2014	6.80
49398	NELSON, RICK	01/09/2014	270.00
49399	NELSON, TIMOTHY MICHAEL	01/09/2014	114.00
49400	Vendor Continued Check	01/09/2014	0.00
49401	Vendor Continued Check	01/09/2014	0.00
49402	Vendor Continued Check	01/09/2014	0.00
49403	NORTH CENTRAL TRUCK EQUIPMENT	01/09/2014	1,341.16
49404	NORTH MEMORIAL URGENT CARE	01/09/2014	116.00
49405	NORTH STAR BANK	01/09/2014	7,150.00
49406	Vendor Continued Check	01/09/2014	0.00
49407	NORTHEAST METRO INTERMEDIATE D	01/09/2014	135,215.14
49408	NORTHFIELD LINES	01/09/2014	239.33
49409	NORTHWEST SHEETMETAL CO OF ST	01/09/2014	3,728.57
49410	O'NEIL, LOIS	01/09/2014	23.80
49411	O'REILLY AUTOMOTIVE INC	01/09/2014	1,311.96
49412	OFFICE DEPOT	01/09/2014	117.79
49413	OFFICEMAX INCORPORATED	01/09/2014	146.35
49414	ONSITE AUTO GLASS	01/09/2014	125.00
49415	OSMAN, BADASO	01/09/2014	80.00
49416	PAMS LUNCHROOM LLC	01/09/2014	6,114.65
49417	PAR CODE SYMBOLOGY INC	01/09/2014	475.07
49418	PARKOS CONSTRUCTION CO INC	01/09/2014	18,298.56
49419	PCS REVENUE CONTROL SYSTEMS IN	01/09/2014	4,850.00
49420	PDK INTL	01/09/2014	90.00
49421	PEARSON EDUCATION INC	01/09/2014	544.41
49422	PELLETIER, DANIEL T	01/09/2014	74.00
49423	PETERSON BROS ROOFING & CONST	01/09/2014	641.27
49424	PIERSON, KAREN	01/09/2014	75.00
49425	PINZ	01/09/2014	390.00
49426	PITNEY BOWES INC	01/09/2014	98.97
49427	POLAR CHEVROLET MAZDA	01/09/2014	6.95
49428	POPE, CAROL	01/09/2014	5.10
49429	POSTMASTER	01/09/2014	138.00
49430	POULSON, JOHN W	01/09/2014	66.00
49431	POWER LIFT INC	01/09/2014	420.00

Check Nbr	Vendor Name	Check Date	Check Amount
49432	PRAXAIR DISTRIBUTION INC	01/09/2014	122.05
49433	PREFERRED LEGAL SERVICES	01/09/2014	102.12
49434	PRESS PUBLICATIONS	01/09/2014	298.28
49435	PROJECTORZONE.COM	01/09/2014	184.00
49436	QUALITY RESOURCE GROUP INC	01/09/2014	199.40
49437	R & R SPECIALTIES INC	01/09/2014	54.00
49438	RATWIK ROSZAK & MALONEY PA	01/09/2014	3,404.94
49439	REASON	01/09/2014	478.74
49440	REICH, LINDA	01/09/2014	74.80
49441	RICE LAKE CONSTRUCTION GRP	01/09/2014	64,051.85
49442	RICOH AMERICAS CORP	01/09/2014	437.81
49443	ROBERTS, STANLEY	01/09/2014	56.00
49444	ROETTGER, DORIS	01/09/2014	8.50
49445	ROSENTHAL BROS INC	01/09/2014	11,110.00
49446	RUDDYS PARTY TOWN INC	01/09/2014	124.42
49447	SAIKO, KATHY	01/09/2014	40.80
49448	SAINTS NORTH MAPLEWOOD	01/09/2014	472.00
49449	SAM'S CLUB/GEMB	01/09/2014	210.22
49450	SAM'S CLUB/GEMB	01/09/2014	265.21
49451	SAM'S CLUB/GEMB	01/09/2014	1,805.92
49452	SAM'S CLUB/GEMB	01/09/2014	72.74
49453	SCANTRON CORPORATION	01/09/2014	510.95
49454	SCHIRRMESTER, MONIKA	01/09/2014	22.52
49455	SCHMIDT, RACHEL J	01/09/2014	508.04
49456	SCHMID, RITA	01/09/2014	50.00
49457	SCHOCHET, HANNAH M	01/09/2014	325.00
49458	SCHUMACHER, THOMAS	01/09/2014	80.00
49459	SCHWANTES, JUSTIN	01/09/2014	77.00
49460	SHIE, JEFFREY R	01/09/2014	135.00
49461	SHOPJIMMY.COM	01/09/2014	13.38
49462	SMARTDRAW SOFTWARE LLC	01/09/2014	246.95
49463	SCHOOL NUTRITION ASSOC (SNA)	01/09/2014	65.75
49464	SOLBERG, BEVERLY JEAN	01/09/2014	380.00
49465	SOLBERG, MATT	01/09/2014	74.00
49466	SOUTHWEST BINDING & LAMINATING	01/09/2014	330.75
49467	SPECIAL PAY TRUST AUL	01/09/2014	139,564.04
49468	SPRINT	01/09/2014	652.10
49469	ST PAUL LINOLEUM & CARPET COMP	01/09/2014	360.00
49470	STATE SUPPLY CO	01/09/2014	1,066.32
49471	STEINBRECHER PAINTING INC	01/09/2014	18,240.00
49472	STEINER, EILEEN A	01/09/2014	63.75
49473	STEPPINGSTONE THEATRE	01/09/2014	75.00
49474	STILLWATER HIGH SCHOOL	01/09/2014	95.00
49475	STORYBOARD FILMS	01/09/2014	2,260.00
49476	SUBWAY	01/09/2014	364.44
49477	SUPERIOR TILE & TERRAZZO INC	01/09/2014	24,700.00
49478	SVAC, NICK	01/09/2014	77.00
49479	SYNOVIA	01/09/2014	5,460.00
49480	TA SCHIFSKY & SONS INC	01/09/2014	29,735.00
49481	TEACHERS COLLEGE PRESS	01/09/2014	37.07

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49482	TEACHERS DISCOVERY	01/09/2014	553.64
49483	TEACHING STRATEGIES INC	01/09/2014	223.78
49484	THUL, BRIAN	01/09/2014	154.00
49485	TIERNEY BROTHERS INC	01/09/2014	538.02
49486	TIGER OAK PUBLICATIONS	01/09/2014	30.00
49487	TOP TALENT SOLUTIONS	01/09/2014	507.36
49488	TRADE PRESS INC	01/09/2014	93.00
49489	TRADING PHRASES	01/09/2014	70.49
49490	TRAFFIC SAFETY STORE	01/09/2014	189.92
49491	TRANS-MISSISSIPPI BIO SUPPLY	01/09/2014	116.10
49492	TREETOP PUBLISHING INC	01/09/2014	516.84
49493	TRIO SUPPLY COMPANY	01/09/2014	10,009.04
49494	TRUSTED EMPLOYEES	01/09/2014	2,152.00
49495	TWIN CITY ACOUSTICS INC	01/09/2014	10,413.90
49496	TWIN CITY HARDWARE	01/09/2014	846.50
49497	U.S. ENERGY SERVICES INC	01/09/2014	72,186.99
49498	UHL CO INC	01/09/2014	725.00
49499	UNIVERSITY OF MINNESOTA	01/09/2014	6,815.00
49500	UNIVERSITY OF MN CEED	01/09/2014	300.00
49501	US FOODS CULINARY EQUIP & SUPP	01/09/2014	455.04
49502	VADNAIS HEIGHTS SPORTS COMPLEX	01/09/2014	17,103.75
49503	VAIL, GAYLE J	01/09/2014	24.65
49504	VEITH, DOUG	01/09/2014	74.00
49505	VERIZON WIRELESS	01/09/2014	918.54
49506	VISI	01/09/2014	525.00
49507	VORT CORPORATION	01/09/2014	201.60
49508	WALDOCH SPORTS INC	01/09/2014	11,400.00
49509	WALSTAD, PATRICIA	01/09/2014	14.44
49510	WALSWORTH PUBLISHING CO	01/09/2014	4,500.00
49511	WARD, DARRELL E	01/09/2014	265.00
49512	WATERPARK OF AMERICA	01/09/2014	1,100.00
49513	WHITE BEAR BOWL	01/09/2014	132.00
49514	WHITE BEAR AREA YMCA	01/09/2014	14,541.50
49515	WHISLER, ERIC	01/09/2014	135.00
49516	WIMER, MARY KATHRYN	01/09/2014	150.00
49517	WINFIELD, F STEPHEN	01/09/2014	74.00
49518	WL HALL COMPANY	01/09/2014	28,500.00
49519	WOLLAN SR, TOM	01/09/2014	74.00
49520	WOODRICH III, WARD F	01/09/2014	75.00
49521	WORLD CUP SUPPLY INC	01/09/2014	25.82
49522	WRIGHT, MADELEINE F	01/09/2014	25.50
49523	WYCO/DBA REEDS SALES & SERVICE	01/09/2014	79.95
49524	YOUTH ENRICHMENT LEAGUE	01/09/2014	1,944.00
49525	ZAHL PETROLEUM MAINTENANCE CO	01/09/2014	22.63

344 Computer Check(s) For a Total of 2,655,132.60

Check Nbr	Vendor Name	Check Date	Check Amount
49013	MN LANDSCAPE ARBORETUM	01/09/2014	164.00
1	Void	Check(s) For a Total of	164.00

	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
	344	Computer	Checks For a Total of	2,655,132.60
Total For	344	Manual, Wire Tran, ACH & Computer	Checks	2,655,132.60
Less	1	Voided	Checks For a Total of	164.00
			Net Amount	2,654,968.60

Check Summary
PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
49526	AIG	01/09/2014	5,840.02
49527	AMERICAN UNITED LIFE	01/09/2014	57,782.96
49528	AMERICAN UNITED LIFE	01/09/2014	3,000.00
49529	AMERIPRISE FINANCIAL SERVICES	01/09/2014	14,153.86
49530	AXA EQUITABLE	01/09/2014	36,953.64
49531	DUFFY, JEAN	01/09/2014	12.75
49532	EDUCATION MN ESI BILLING TRUST	01/09/2014	25,688.07
49533	GREAT LAKES HIGHER EDUC GUARAN	01/09/2014	279.53
49534	IUOE LOCAL 70	01/09/2014	2,132.63
49535	MESSERLI & KRAMER PA	01/09/2014	813.00
49536	METROPOLITAN LIFE	01/09/2014	3,065.79
49537	MN CHILD SUPPORT	01/09/2014	2,418.35
49538	THE ROSE LAW FIRM, PLLC	01/09/2014	399.63
49539	SCHOOL SERVICE EMPLOYEES	01/09/2014	5,640.02
49540	US DEPT OF EDUCATION	01/09/2014	356.51
49541	VANGUARD SMALL BUSINESS SERVIC	01/09/2014	23,154.74
49542	WBLA EDUCATIONAL FOUNDATION	01/09/2014	3,629.50
17	Computer	Check(s) For a Total of	185,321.00

Check Summary

PAYROLL

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	17	Computer	Checks For a Total of	185,321.00
Total For	17	Manual, Wire Tran, ACH & Computer	Checks	185,321.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	185,321.00

Check Nbr	Vendor Name	Check Date	Check Amount
49543	AMI/USA	01/10/2014	1,600.00
1	Computer	Check(s) For a Total of	1,600.00

	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
	1	Computer	Checks For a Total of	1,600.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,600.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,600.00

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400949	ADAMS, LINDA J	01/21/2014	61.18
131400950	ANDERSON, JULIE C	01/21/2014	92.00
131400951	BARTH, CARRIE M	01/21/2014	69.99
131400952	BATENHORST, LYNSEY K	01/21/2014	1,120.98
131400953	BLOOM, WILLIAM J	01/21/2014	200.86
131400954	BRANHAM, CHELSEY J	01/21/2014	22.60
131400955	CAPAN, NANCY A	01/21/2014	108.50
131400956	CAVA, DAVID F	01/21/2014	105.59
131400957	CHAKOLIS, RICHARD A	01/21/2014	455.00
131400958	CLYNE, KRISTINE L	01/21/2014	93.44
131400959	DAHLEM, TERESA	01/21/2014	876.00
131400960	DANIELS, KATHLEEN S	01/21/2014	300.12
131400961	DEEN, DENISE T	01/21/2014	480.25
131400962	DESTACHE, DANIEL JAMES	01/21/2014	245.25
131400963	DEUEL, LYN M	01/21/2014	24.98
131400964	ECKTON, DANA MP	01/21/2014	331.55
131400965	EGEMO, PATRICIA ANN	01/21/2014	45.63
131400966	FANG, JIN	01/21/2014	800.00
131400967	FERNANDEZ, KEVIN M	01/21/2014	432.15
131400968	FINK, AVIS A	01/21/2014	40.00
131400969	FORTIER, AMBER R	01/21/2014	341.16
131400970	GALLATIN, EMILY K	01/21/2014	233.59
131400971	GAMBONI, RICHARD A	01/21/2014	80.00
131400972	GETTY, JOSEPH P	01/21/2014	30.24
131400973	GRITZMACHER, SHAWN W	01/21/2014	182.81
131400974	HANSON, MARILYN LOUCKS	01/21/2014	87.58
131400975	HARRIMAN, DION D	01/21/2014	145.77
131400976	HEANEY, CYNTHIA L	01/21/2014	107.93
131400977	HOFTIEZER, MICHELLE R	01/21/2014	48.59
131400978	IVEY, JEFFREY D	01/21/2014	90.89
131400979	JACOBS, HEATHER A	01/21/2014	727.17
131400980	JOHNSON, AMY J	01/21/2014	83.62
131400981	JOHNSON, KIRK W	01/21/2014	142.34
131400982	JOHNSON, SADIE R	01/21/2014	90.83
131400983	JONES, JACQUELINE A	01/21/2014	70.86
131400984	JORGENSON, AMY L	01/21/2014	143.49
131400985	KEARNEY YEE, CARRIE L	01/21/2014	92.13
131400986	KEESE, MATTHEW D	01/21/2014	173.65
131400987	KENT, SHEILA B	01/21/2014	123.17
131400988	KIRSCHLING, JULIENNE R	01/21/2014	99.18
131400989	KRUEGER, LAURA J	01/21/2014	326.30
131400990	LEMIEUX, TAMARA M	01/21/2014	162.72
131400991	LINDEMER, BARBARA J	01/21/2014	30.56
131400992	LOVETT, MICHAEL J	01/21/2014	943.10
131400993	MARSH, KATHERINE M	01/21/2014	78.62
131400994	MARTINSON, KARA S	01/21/2014	146.34
131400995	MATTSON, CARLA RUTH	01/21/2014	83.98
131400996	MELQUIST, NANCY J	01/21/2014	166.74
131400997	MERHAR, BRIAN P	01/21/2014	1,132.40
131400998	MICKELSON, DANIELLE M	01/21/2014	195.00

Check Summary

ACH

Check Nbr	Vendor Name	Check Date	Check Amount
131400999	MULLALY, REBECCA L	01/21/2014	203.97
131401000	MUSSER, BEVERLY D	01/21/2014	286.96
131401001	MUSTAR, ELISABETH J	01/21/2014	242.73
131401002	NASVIK, CRAIG S	01/21/2014	68.49
131401003	NEWELL, MARGARET MARY	01/21/2014	46.75
131401004	OROURKE, JULIE A	01/21/2014	90.97
131401005	PEARSON, JILL M	01/21/2014	195.00
131401006	PERRON, MEGAN M	01/21/2014	935.80
131401007	PICHA, CHRISTINA K	01/21/2014	400.24
131401008	QUELLO, LORI E	01/21/2014	315.02
131401009	RATLIFF, GERALD	01/21/2014	170.24
131401010	SAMUELSON, BETH A	01/21/2014	52.84
131401011	SAMUELSON, RICHARD T	01/21/2014	143.00
131401012	SCHMIDT, DEBRA SUE	01/21/2014	80.03
131401013	SCHWARTZ, DAVID A	01/21/2014	42.82
131401014	SCHWIRTZ, BRENDON M	01/21/2014	1,005.25
131401015	SEEBBA, PAUL T	01/21/2014	512.90
131401016	SICARD, HEIDI M	01/21/2014	30.00
131401017	SIMSHAUSER, KIMBERLY P	01/21/2014	170.07
131401018	THOMPSON, JEAN MARIE	01/21/2014	185.57
131401019	TOUSSAINT, JANEL PHYLLIS	01/21/2014	89.27
131401020	VASKE, MARY M	01/21/2014	390.00
131401021	VETTE, MARISA AA	01/21/2014	341.27
131401022	VUE, NENG	01/21/2014	73.57
131401023	WEHRKAMP, KRISTINE J	01/21/2014	65.00

75 ACH Check(s) For a Total of 18,404.59

Check Summary

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	75	ACH	Checks For a Total of	18,404.59
	0	Computer	Checks For a Total of	0.00
Total For	75	Manual, Wire Tran, ACH & Computer	Checks	18,404.59
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	18,404.59

Check Nbr	Vendor Name	Check Date	Check Amount
49544	1ST LINE/LEEWES VENTURES LLC	01/23/2014	916.25
49545	ACOUSTICS ASSOCIATES	01/23/2014	790.00
49546	ACT INC	01/23/2014	250.00
49547	ADVANCED DISPOSAL - ST PAUL-G5	01/23/2014	79.39
49548	AMAZON	01/23/2014	122.90
49549	AMAZON	01/23/2014	1,471.29
49550	AMAZON	01/23/2014	3,226.71
49551	AMAZON	01/23/2014	111.54
49552	AMAZON	01/23/2014	101.69
49553	AMAZON	01/23/2014	14.87
49554	AMERICAN TIME & SIGNAL CO	01/23/2014	166.85
49555	ANCHOR PAPER CO	01/23/2014	75.00
49556	Vendor Continued Check	01/23/2014	0.00
49557	APPLE COMPUTER INC	01/23/2014	6,808.85
49558	APPLIED ENVIRONMENTAL SCI INC	01/23/2014	6,837.15
49559	ARMSTRONG, DOUG	01/23/2014	103.00
49560	ARTS & CUSTOM PUBLISHING CO IN	01/23/2014	450.00
49561	AMER SPEECH LANG HEARING ASSOC	01/23/2014	225.00
49562	AVON BUSINESS FORMS & PROMOTIO	01/23/2014	99.85
49563	BAKER, JENNA ELIZABETH	01/23/2014	155.00
49564	THE BAKKEN MUSEUM	01/23/2014	1,410.00
49565	BARNES & NOBLE	01/23/2014	528.20
49566	BARNETT WB CHRYSLER JEEP DODGE	01/23/2014	72.87
49567	BAUDVILLE	01/23/2014	566.49
49568	BEISSWENGER'S HARDWARE	01/23/2014	3.95
49569	BENCHMARK EDUCATION COMPANY	01/23/2014	3,159.00
49570	BEST BUY BUSINESS ADVANTAGE AC	01/23/2014	2,052.42
49571	BILL WEIGEL SIGNS	01/23/2014	25.00
49572	BIOCLEAN MOBILE WASH INC	01/23/2014	494.30
49573	BITTNER, MARK	01/23/2014	74.00
49574	BLB CONSULTING LLC	01/23/2014	1,360.00
49575	BLICK ART MATERIALS	01/23/2014	1,104.31
49576	BLUE BELL ENTERPRISES INC	01/23/2014	5,788.72
49577	BOTHWELL, SUSAN MARY	01/23/2014	16.05
49578	BOYER TRUCKS	01/23/2014	393.48
49579	BRINK, RUTH	01/23/2014	25.00
49580	BROWN, ANDRE	01/23/2014	144.00
49581	BRUESKE, KARL A	01/23/2014	80.00
49582	THE BUG COMPANY	01/23/2014	16.00
49583	CAPOCASA, WILLIAM J	01/23/2014	80.00
49584	CAREY, MATTHEW	01/23/2014	56.00
49585	CARTFORD LANGUAGE SERVICES	01/23/2014	300.00
49586	CARTRIDGES DIRECT	01/23/2014	74.99
49587	CDW GOVERNMENT INC	01/23/2014	2,035.53
49588	CENTURYLINK	01/23/2014	263.82
49589	CHILDREN'S HEALTH MARKET INC	01/23/2014	24.20
49590	CITI-CARGO & STORAGE CO INC	01/23/2014	85.00
49591	COMCAST	01/23/2014	74.60
49592	COMCAST	01/23/2014	85.16
49593	CONNEY SAFETY	01/23/2014	45.06

Check Nbr	Vendor Name	Check Date	Check Amount
49594	CONTINENTAL RESEARCH CORP	01/23/2014	168.63
49595	COOK, BRANDON MICHAEL	01/23/2014	20.00
49596	Vendor Continued Check	01/23/2014	0.00
49597	COPY IMAGES INC	01/23/2014	19,957.57
49598	Vendor Continued Check	01/23/2014	0.00
49599	COPY IMAGES INC	01/23/2014	1,353.98
49600	CORBETT, CHARLES DAVID	01/23/2014	80.00
49601	COSTA RICA EDUC PROGRAMS	01/23/2014	420.00
49602	CRONIN, CHAD M	01/23/2014	66.00
49603	CTB INC	01/23/2014	3,093.00
49604	CUB FOODS OF WHITE BEAR TWSHP	01/23/2014	359.04
49605	CUB FOODS OF WOODBURY	01/23/2014	318.81
49606	CULLIGAN BOTTLED WATER	01/23/2014	143.10
49607	CUMMINS NPOWER LLC	01/23/2014	175.28
49608	Vendor Continued Check	01/23/2014	0.00
49609	Vendor Continued Check	01/23/2014	0.00
49610	DALCO CORPORATION	01/23/2014	8,308.78
49611	DECKER INC	01/23/2014	198.00
49612	DEISTING, ASHLEY	01/23/2014	74.00
49613	DELL MARKETING LP	01/23/2014	832.47
49614	DELTA EDUCATION	01/23/2014	282.74
49615	DEMORETT, ANDREW	01/23/2014	74.00
49616	DESIGNER SIGN SYSTEMS INC	01/23/2014	1,653.08
49617	DHARMA TRADING COMPANY	01/23/2014	143.26
49618	DIEDE, STEVEN ALLEN	01/23/2014	20.00
49619	DOMINOS PIZZA	01/23/2014	57.75
49620	DOMINOS PIZZA	01/23/2014	124.49
49621	DONATELLI'S	01/23/2014	919.79
49622	DOOR SERVICE COMPANY	01/23/2014	5,853.00
49623	DREAMBOX	01/23/2014	500.00
49624	DVS RENEWAL	01/23/2014	43.00
49625	ECKROTH MUSIC	01/23/2014	42.00
49626	ELECTRIC MOTOR REPAIR	01/23/2014	617.56
49627	EMEDCO COMPANY INC	01/23/2014	831.64
49628	EPS/SCHOOL SPEC LITERACY	01/23/2014	166.93
49629	ERICKSON, ALLEN	01/23/2014	8.00
49630	F&N OPERATIONS LLC	01/23/2014	1,012.01
49631	FAIRVIEW	01/23/2014	7,233.33
49632	FESTIVAL FOODS-KNOWLAN'S	01/23/2014	1,209.13
49633	FINN SISU	01/23/2014	255.20
49634	FIRST STUDENT INC	01/23/2014	17,982.84
49635	FLORIN, JOLYN A	01/23/2014	578.00
49636	FOLLETT LIBRARY RESOURCES	01/23/2014	1,119.02
49637	FRESHWATER, ANDREW	01/23/2014	144.00
49638	FAIRVIEW SPORTS & ORTHOPEDIC C	01/23/2014	185.00
49639	FULTON PRODUCTIONS	01/23/2014	500.00
49640	FUN AND FUNCTION	01/23/2014	53.93
49641	GALLAGHERS NORTHWESTERN TIRE C	01/23/2014	860.26
49642	GAME WORLD	01/23/2014	1,425.00
49643	GARDEN & ASSOCIATES INC	01/23/2014	248.75

Check Nbr	Vendor Name	Check Date	Check Amount
49644	GATOR SIGNS	01/23/2014	64.00
49645	GILLUND ENTERPRISES	01/23/2014	283.10
49646	GLOBAL INDUSTRIAL	01/23/2014	395.29
49647	GLYNN, TOM	01/23/2014	80.00
49648	GOOGLE INC	01/23/2014	321.75
49649	GOPHER	01/23/2014	69.85
49650	GOVT FINANCE OFFICERS ASSOC	01/23/2014	280.00
49651	GRAFFIC TRAFFIC LLC	01/23/2014	3,646.00
49652	GRAINGER	01/23/2014	2,084.14
49653	GRANDMA'S BAKERY INC	01/23/2014	184.50
49654	GREATAMERICA FINANCIAL SERVICE	01/23/2014	812.91
49655	GROTH MUSIC CO	01/23/2014	55.75
49656	HAAS MUSICAL INSTRUMENT REPAIR	01/23/2014	92.85
49657	HAGEN, MARCIA SUE	01/23/2014	85.00
49658	HALLBERG ENGINEERING INC	01/23/2014	8,279.50
49659	HAMLIN UNIVERSITY	01/23/2014	200.00
49660	HAMPTON INN IOWA CITY/UNIV ARE	01/23/2014	274.52
49661	HANDWRITING WITHOUT TEARS	01/23/2014	1,212.47
49662	HANSON, EUGENE	01/23/2014	432.00
49663	HANSON, GORDY	01/23/2014	74.00
49664	HARRISON DAVE	01/23/2014	143.00
49665	HASTINGS MIDDLE SCHOOL	01/23/2014	115.00
49666	HAWLEY, RICK	01/23/2014	20.00
49667	HEIMERL, JULIE	01/23/2014	39.00
49668	HERC-U-LIFT	01/23/2014	850.00
49669	HERMES, MARK W	01/23/2014	80.00
49670	HILDI INC	01/23/2014	11,730.00
49671	HISDAHL INC	01/23/2014	272.75
49672	Vendor Continued Check	01/23/2014	0.00
49673	Vendor Continued Check	01/23/2014	0.00
49674	HOGLUND BUS AND TRUCK CO	01/23/2014	4,886.06
49675	HONG DE LION DANCE ASSOC	01/23/2014	300.00
49676	HOOKER, RAYNARD	01/23/2014	144.00
49677	HOUSE OF PRINT	01/23/2014	6,413.18
49678	HUBBS, KRIS	01/23/2014	76.95
49679	HUMANEX VENTURES	01/23/2014	5,951.00
49680	HUPERT, DANA C	01/23/2014	20.00
49681	HYATT AT OLIVE 8	01/23/2014	789.49
49682	IDEAL PRINTERS	01/23/2014	732.67
49683	INDIANA DEV TRAINING CTR OF LA	01/23/2014	2,330.85
49684	INNOVATIVE OFFICE SOLUTIONS	01/23/2014	11,277.25
49685	INSIGHT INVESTMENTS LLC	01/23/2014	5,000.00
49686	INTEGRA TELECOM	01/23/2014	487.50
49687	INTL READING ASSOC	01/23/2014	59.00
49688	ISD #832 MAHTOMEDI SCHOOL DIST	01/23/2014	280.00
49689	ISD #938 MAWSECO	01/23/2014	810.00
49690	JAYTECH INC	01/23/2014	1,296.20
49691	JIMMY'S CONFERENCE & BANQUET C	01/23/2014	500.00
49692	JOHNSON, JIM	01/23/2014	74.00
49693	JOHNSON MARIANNE E	01/23/2014	20.00

Check Nbr	Vendor Name	Check Date	Check Amount
49694	JOSTENS INC	01/23/2014	5,600.00
49695	JUNIOR LIBRARY GUILD	01/23/2014	342.00
49696	JUST TWO BIKES	01/23/2014	62.47
49697	JW PEPPER & SON INC	01/23/2014	107.89
49698	K PEARSON MECHANICAL LLC	01/23/2014	667.72
49699	K12 TRANSPORTATION MGMT SERVIC	01/23/2014	17,500.00
49700	KARLSBURGER FOODS INC	01/23/2014	484.02
49701	KATH FUEL OIL SERVICE CO	01/23/2014	155.75
49702	KAY, CAROLYN MARIE	01/23/2014	297.00
49703	KBC TOOLS	01/23/2014	105.00
49704	KOEGER, JOHN J	01/23/2014	96.00
49705	KOVACS, JOHN	01/23/2014	20.00
49706	KRAFT CONTRACTING & MECHANICAL	01/23/2014	2,617.14
49707	KRAUS ANDERSON CONSTRUCTION CO	01/23/2014	14,757.95
49708	LAKEVIEW ELECTRICAL SERVICES	01/23/2014	375.00
49709	LEARNING OPPORTUNITIES INC	01/23/2014	354.33
49710	LEHNER, KEN	01/23/2014	240.00
49711	LERNER PUBLISHING GROUP	01/23/2014	523.46
49712	LIBERTY CLASSICAL ACADEMY	01/23/2014	1,529.23
49713	LIBRARY STORE INC	01/23/2014	121.87
49714	LIBRARY VIDEO COMPANY	01/23/2014	26.90
49715	LIDS TEAM SPORTS	01/23/2014	588.10
49716	LIFETIME MEMORY PRODUCTS	01/23/2014	973.50
49717	LRP PUBLICATIONS	01/23/2014	34.95
49718	LUECK, DOUGLAS	01/23/2014	10.00
49719	M.A. APPAREL & PROMOTIONS	01/23/2014	39.98
49720	MN ASSOC OF COMM MENTAL	01/23/2014	10.00
49721	MACSWAIN, JIM	01/23/2014	103.00
49722	MN ASSOC OF GOVERNMENT COMMUNI	01/23/2014	115.00
49723	MARSON, DAVID	01/23/2014	74.00
49724	MASA	01/23/2014	405.00
49725	MASS	01/23/2014	15.00
49726	MN ASSOC OF SECONDARY SCHOOL P	01/23/2014	57.00
49727	MATTSON, TODD	01/23/2014	74.00
49728	MAY, RUSTY	01/23/2014	50.00
49729	MN COMMUNITY EDUC ASSOC (MCEA)	01/23/2014	1,383.00
49730	ME SHARPE INC PUBLISHER	01/23/2014	265.00
49731	THE MEDI-KID CO	01/23/2014	155.93
49732	MEDTOX LABORATORIES	01/23/2014	73.60
49733	MENTH, MICHAEL	01/23/2014	432.00
49734	METRO ECSU	01/23/2014	50.00
49735	METROPOLITAN PRINCIPALS ACADEM	01/23/2014	1,800.00
49736	MID CITY SERVICES - INDUSTRIAL	01/23/2014	125.39
49737	MIDAMERICA ADMIN & RETIREMENT	01/23/2014	2,088.00
49738	MINVALCO INC	01/23/2014	1,096.24
49739	MN MUSIC EDUCATORS ASSOC	01/23/2014	115.00
49740	MN CONTINUING LEGAL EDUC (CLE)	01/23/2014	725.00
49741	MN DEPT OF HEALTH	01/23/2014	45.00
49742	MN ELEVATOR INC	01/23/2014	290.77
49743	MN MOBILE TELEPHONE CO INC	01/23/2014	99.00

Check Nbr	Vendor Name	Check Date	Check Amount
49744	MN POLLUTION CONTROL AGENCY	01/23/2014	322.80
49745	MINNESOTA REVENUE	01/23/2014	564.00
49746	MN TRUE TEAM TRACK & FIELD	01/23/2014	190.00
49747	MOELLER, MICHELLE	01/23/2014	37.00
49748	MOORE, CYNTHIA A	01/23/2014	572.00
49749	MP NEXLEVEL LLC	01/23/2014	130.00
49750	MPLS PUBLIC SCHOOLS	01/23/2014	10,126.54
49751	MN PARK & SPORTS TURF MANAGERS	01/23/2014	50.00
49752	MSTP	01/23/2014	180.00
49753	MUNSON, KIRK	01/23/2014	168.00
49754	MUSIC CONNECTION INC	01/23/2014	230.20
49755	NAC MECHANICAL & ELECTRICAL SE	01/23/2014	1,558.65
49756	NATL ASSOC OF SECONDARY SCHOOL	01/23/2014	361.00
49757	NATL CAMERA EXCHANGE & VIDEO	01/23/2014	2,239.90
49758	NATL MAH JONGG LEAGUE INC	01/23/2014	24.00
49759	NATL CHEERLEADERS ASSOC	01/23/2014	2,925.00
49760	NOONAN, CHRISTINE	01/23/2014	39.00
49761	Vendor Continued Check	01/23/2014	0.00
49762	Vendor Continued Check	01/23/2014	0.00
49763	NORTH CENTRAL TRUCK EQUIPMENT	01/23/2014	4,503.73
49764	NORTH MEMORIAL URGENT CARE	01/23/2014	286.00
49765	NORTH SUBURBAN TOWING	01/23/2014	1,590.00
49766	NORTHEAST METRO INTERMEDIATE D	01/23/2014	81,328.78
49767	NORTHERN DOOR COMPANY	01/23/2014	339.90
49768	NOW MICRO INC	01/23/2014	7,400.00
49769	NORTHWEST SHEETMETAL CO OF ST	01/23/2014	2,485.10
49770	NYSTROM PUBLISHING CO INC	01/23/2014	1,103.68
49771	OFFICE DEPOT	01/23/2014	177.35
49772	ON SITE SANITATION INC	01/23/2014	309.00
49773	OSTERDYK, MACKENZIE	01/23/2014	10.00
49774	OVERBY, LANDON D	01/23/2014	312.00
49775	OXYGEN SERVICE CO INC	01/23/2014	24.18
49776	PAHL, MIKE	01/23/2014	192.50
49777	PEARSON EDUCATION INC	01/23/2014	43.81
49778	PETERSON BILL	01/23/2014	61.00
49779	PETERS, BRIAN	01/23/2014	56.00
49780	PETERSON BROS ROOFING & CONST	01/23/2014	1,144.17
49781	PFAU, PATRICK	01/23/2014	77.00
49782	PHOENIX SCHOOL COUNSELING LLC	01/23/2014	5,817.35
49783	PITNEY BOWES	01/23/2014	618.00
49784	PM ENTERPRISES	01/23/2014	425.00
49785	POSTMASTER	01/23/2014	598.00
49786	POULSON, JOHN W	01/23/2014	66.00
49787	PROGRESSIVE ENERGY CORP	01/23/2014	290.00
49788	PROKOSCH, LUCAS JOSEPH	01/23/2014	20.00
49789	PROM MANAGEMENT GRP INC	01/23/2014	1,000.00
49790	R & R SPECIALTIES INC	01/23/2014	34.50
49791	RATWIK ROSZAK & MALONEY PA	01/23/2014	3,349.29
49792	REED, QUINTIN	01/23/2014	312.00
49793	REEVES, LINDA	01/23/2014	39.00

Check Nbr	Vendor Name	Check Date	Check Amount
49794	REHAB SEMINARS	01/23/2014	465.00
49795	REHBEIN TRANSIT INC	01/23/2014	1,569.60
49796	RENNER, STEPHEN	01/23/2014	171.40
49797	RICHARDSON, SUSAN	01/23/2014	130.00
49798	ROBBINS SPORTS & ATHLETICS	01/23/2014	1,183.90
49799	ROE, MICHAEL J	01/23/2014	17.00
49800	ROSE, DIANA	01/23/2014	20.00
49801	ROSE, KEON	01/23/2014	168.00
49802	ROSEN PUBLISHING GROUP	01/23/2014	733.00
49803	ROSEVILLE AREA SCHOOLS	01/23/2014	18,169.59
49804	ROW-LOFF PRODUCTIONS	01/23/2014	74.00
49805	SALEM PRESS INC	01/23/2014	756.00
49806	SAMPSON, NICOLE ANN	01/23/2014	35.95
49807	SAX, JODIE	01/23/2014	20.00
49808	SCHLOMANN, AL	01/23/2014	143.00
49809	SCHMITZ, KRIS	01/23/2014	39.00
49810	SCHMID, RITA	01/23/2014	29.98
49811	SCHOOL CHECK IN	01/23/2014	150.00
49812	SCHOOLFINANCES.COM	01/23/2014	200.00
49813	SECURITAS SEC SVCS USA INC	01/23/2014	273.92
49814	SEEVER, GRAY	01/23/2014	165.00
49815	SENTRY SYSTEMS INC	01/23/2014	125.00
49816	SHAND, CONNIE	01/23/2014	39.00
49817	SHANEY, LEIGHTON ROBERT	01/23/2014	20.00
49818	SHOPJIMMY.COM	01/23/2014	13.35
49819	SIMPSON, KEVIN	01/23/2014	61.00
49820	Vendor Continued Check	01/23/2014	0.00
49821	SCHOOL NUTRITION ASSOC (SNA)	01/23/2014	206.00
49822	SNA	01/23/2014	2.00
49823	ST ANDREWS LUTHERAN CHURCH	01/23/2014	570.00
49824	ST ANDREWS LUTHERAN CHURCH	01/23/2014	720.00
49825	STANGL, PAUL	01/23/2014	135.00
49826	STANLEY SECURITY SOLUTIONS INC	01/23/2014	1,325.04
49827	STARR, DWAYNE	01/23/2014	74.00
49828	STATE SUPPLY CO	01/23/2014	658.10
49829	STAY TUNED PIANO SERVICES	01/23/2014	442.00
49830	STEEL, TERESA A	01/23/2014	19.00
49831	STEPANIAK, CORY	01/23/2014	114.00
49832	SUBURBAN SPORTSWEAR LLC	01/23/2014	1,094.00
49833	SUBWAY	01/23/2014	157.50
49834	SURVEYMONKEY.COM	01/23/2014	200.00
49835	TDS METROCOM - MN	01/23/2014	7,296.99
49836	TEACHING STRATEGIES INC	01/23/2014	44.95
49837	TELIN TRANSPORTATION GROUP LLC	01/23/2014	25.78
49838	TERWEY, JASON	01/23/2014	96.00
49839	THIELEN, DAWN ASHLEE	01/23/2014	99.00
49840	THOMAS, MAC	01/23/2014	61.00
49841	THYSSENKRUPP ELEVATOR CORP	01/23/2014	674.13
49842	TIES	01/23/2014	762.50
49843	TOP TALENT SOLUTIONS	01/23/2014	887.88

Check Nbr	Vendor Name	Check Date	Check Amount
49844	TRADE PRESS INC	01/23/2014	3,139.00
49845	TRANE US INC	01/23/2014	201.25
49846	TRANS-MISSISSIPPI BIO SUPPLY	01/23/2014	255.68
49847	TRAVEL LEADERS	01/23/2014	767.77
49848	TREBESCH, GUY	01/23/2014	74.00
49849	TRUCK UTILITIES MFG CO	01/23/2014	13,841.88
49850	TURCOTTE, AMBER	01/23/2014	99.00
49851	TURFWERKS INC	01/23/2014	61.74
49852	TWIN CITY JANITOR SUPPLY CO	01/23/2014	675.74
49853	TYSON, ANTONIO	01/23/2014	61.00
49854	U.S. ENERGY SERVICES INC	01/23/2014	675.00
49855	UNITED STATES TREASURY	01/23/2014	25.58
49856	UNITED TRUCK & EQUIPMENT	01/23/2014	278.50
49857	UNIVERSITY OF WI RIVER FALLS	01/23/2014	99.00
49858	US FOODS CULINARY EQUIP & SUPP	01/23/2014	143.32
49859	UTAH STATE UNIV	01/23/2014	150.00
49860	CITY OF VADNAIS HEIGHTS	01/23/2014	1,829.55
49861	VEDOY, CHRISTOPHER ARILD	01/23/2014	20.00
49862	VERIZON WIRELESS	01/23/2014	35.06
49863	VIKING ELECTRIC SUPPLY	01/23/2014	5,614.35
49864	VIKING INDUSTRIAL CENTER	01/23/2014	4,760.23
49865	VOIT, JORDAN	01/23/2014	80.00
49866	WAGNER, MARTINA	01/23/2014	533.75
49867	WASTE MANAGEMENT OF WI-MN	01/23/2014	15,412.16
49868	WHITE BEAR GLASS INC	01/23/2014	252.00
49869	WHITE BEAR RENTAL EQUIPMENT	01/23/2014	52.38
49870	WHITE BEAR TRAVEL	01/23/2014	20,952.30
49871	WHITE BEAR AREA CHAMBER	01/23/2014	285.00
49872	WHITE BEAR LAKE (CITY OF)	01/23/2014	2,943.12
49873	WHITE BEAR LAKE (CITY OF)	01/23/2014	15,310.15
49874	WHITE BEAR LAKE SPORTS CENTER	01/23/2014	1,610.00
49875	WBLAHS SENIOR PARTY	01/23/2014	2,080.00
49876	WEATHERBY, DARRICK	01/23/2014	144.00
49877	WEST PAYMENT CENTER	01/23/2014	314.04
49878	WETTSTEIN, MELANIE JOANN	01/23/2014	30.00
49879	WILD MOUNTAIN	01/23/2014	1,750.00
49880	WOOD, NADIA	01/23/2014	10.00
49881	XCEL ENERGY	01/23/2014	49,859.16
49882	XEROX CORPORATION	01/23/2014	35.61
49883	XEROX FINANCIAL SERVICES	01/23/2014	289.67
49884	YANCURA, SUSAN C	01/23/2014	146.32
49885	ZAPPA III, FRED ANTHONY	01/23/2014	176.00
49886	ZEPHYR GRAF-X	01/23/2014	1,585.81
49887	ZIEGLER INC	01/23/2014	6,187.60
344	Computer	Check(s) For a Total of	580,074.29

	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
	344	Computer	Checks For a Total of	580,074.29
Total For	344	Manual, Wire Tran, ACH & Computer	Checks	580,074.29
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	580,074.29

Check Summary
PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
49888	AIG	01/24/2014	6,160.52
49889	AMERICAN UNITED LIFE	01/24/2014	57,800.29
49890	AMERICAN UNITED LIFE	01/24/2014	517,500.00
49891	AMERIPRISE FINANCIAL SERVICES	01/24/2014	14,153.86
49892	AXA EQUITABLE	01/24/2014	36,432.96
49893	EDUCATION MN ESI BILLING TRUST	01/24/2014	26,357.76
49894	GREAT LAKES HIGHER EDUC GUARAN	01/24/2014	279.53
49895	IUOE LOCAL 70	01/24/2014	2,090.93
49896	MESSERLI & KRAMER PA	01/24/2014	454.00
49897	METROPOLITAN LIFE	01/24/2014	3,065.79
49898	MN CHILD SUPPORT	01/24/2014	3,097.68
49899	PARK SQUARE THEATRE	01/24/2014	2,254.00
49900	SCHOOL SERVICE EMPLOYEES	01/24/2014	5,701.51
49901	US DEPT OF EDUCATION	01/24/2014	356.51
49902	VANGUARD SMALL BUSINESS SERVIC	01/24/2014	23,104.76
49903	WBLA EDUCATIONAL FOUNDATION	01/24/2014	884.50
16	Computer	Check(s) For a Total of	699,694.60

Check Summary

PAYROLL

	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
	16	Computer	Checks For a Total of	699,694.60
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	699,694.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	699,694.60

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: **February 10, 2014**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$100	Dan McNeil, Executive Director PeaceMaker Minnesota	Willow Lane Elementary School
\$129.90	Wells Fargo Community Support Campaign	Willow Lane Elementary School
\$500 For Reading Buddy Program	Redeemer Lutheran Church	Willow Lane Elementary School
\$325 for Excellent Event	Dale Duthoy and Janet Newberg	White Bear Lake Area High School South Campus
\$1,068 for new carpet	White Bear High School Gymnastics Booster Club	White Bear Lake Area High School Gymnastics Program
\$100 for White Bar Water for Life	Judy Cedar	White Bear Lake Area High School
\$3,000 for varsity football program equipment	White Bear Lions Club	White Bear Lake Area High School Football Program
\$500	Premier Banks	White Bear Lake Area Public Schools
\$3,000 for boys' basketball program	WBL Basketball Association	White Bear Lake Area High School
\$4,876.10 for girls' basketball program	WBL Basketball Association	White Bear Lake Area High School
\$200 for One Act Play	Gavin and Kathleen Burnham	White Bear Lake Area High School
\$280.70	TRUiST	White Bear Lake Area Public Schools
\$100 gift card for Bear Cafe	Target	White Bear Lake Area School District Special Services Department
\$150 gift card for Bear Cafe	Walmart	White Bear Lake Area School District Special Services Department

15 pounds of meat for hot beef sandwiches for Bear Cafe	Flicker Meat	White Bear Lake Area School District Special Services Department
\$32,224.50 for Senior Center Programs	Community Members (see attached list)	White Bear Lake Area Public Schools Community Services Senior Program

RECOMMENDATION: Accept donations.

White Bear Lakes Community Services and Recreation
Senior Center Donations - December 2013 / January 2014

DONOR		DONATION	
Anonymous		\$	300.00
Anonymous		\$	50.00
Anonymous		\$	25.00
James and Doris	Ahlberg	\$	20.00
Elizabeth	Ahlberg	\$	25.00
Linda and Robert	Albert	\$	50.00
Elwood & Judy	Anderson	\$	25.00
Martin & Jean	Annoni	\$	100.00
Roger and Theresa	Bacon	\$	50.00
John	Barton	\$	50.00
Terry	Beckjorden	\$	25.00
Bart and Sharon	Benshoof	\$	20.00
Dianne and Gary	Berglund	\$	50.00
Timothy and Rhinda	Binzer	\$	25.00
Jeff and Terry	Blees	\$	25.00
Henry J.	Blomquist	\$	25.00
Dave & Viki	Bosin	\$	25.00
Janet	Bowser	\$	25.00
Dennis & Judith	Brewer	\$	100.00
John McCormick	Bridget Sperl	\$	100.00
Kristen and Edward	Brodie	\$	25.00
Mary and Daniel	Brott	\$	25.00
Mary	Bryan-Day	\$	100.00
Ruth M.	Bullis	\$	30.00
Mary L.	Burdick	\$	30.00
Bob	Cadalbert	\$	25.00
Larry	Carlson	\$	30.00
Jerome	Carter	\$	25.00
Duane and Susan	Chavie	\$	25.00
Norman I.	Christensen	\$	100.00
Susan	Clancy	\$	20.00
Cynthia	Clark	\$	15.00
Lois	Clausen	\$	25.00
Kenneth & Delpha	Close	\$	30.00
Marilyn S.	Cole	\$	20.00
Charles	Collova Jr.	\$	35.00
Amy and Bill	Corner	\$	30.00
Debbie and Thomas	Crompton	\$	30.00
Sheila	Cunningham	\$	500.00
Martha	Cunningham	\$	250.00
Jack	Curtis	\$	25.00
Jill and Thomas	Dalhoff	\$	20.00
Robert and Virginia	Dippel	\$	50.00
Gregory and Holly	Dunsmore	\$	30.00
Gail	Dvorak	\$	200.00
Ralph	Ebbott	\$	100.00
Kathy and Fred	Eberwine	\$	125.00
Delores	Elliott	\$	25.00
Judy and Lene	Erickson	\$	25.00

White Bear Lakes Community Services and Recreation
Senior Center Donations - December 2013 / January 2014

DONOR		DONATION	
Andrew	Ervin	\$	50.00
Elizabeth	Espe Knipping	\$	250.00
Ruth	Fagen	\$	20.00
Lyn and Carol	Farley	\$	20.00
Robert and Penny	Feneis	\$	25.00
Jogn	Fortier	\$	50.00
Albert	Foust	\$	20.00
John and Mary	Frawley	\$	20.00
Beth	Galde	\$	30.00
Beth	Galde	\$	30.00
Anna	Gallagher	\$	25.00
Tim and Micky	Garvey	\$	250.00
James and Gudrun	Gavin	\$	50.00
James	Gephart	\$	25.00
Sandra	Gibson	\$	25.00
D.J.	Gilbertson	\$	100.00
Deborah	Glasrud Lentsch	\$	10,000.00
Robert & Kathleen	Goff	\$	30.00
J.	Grubbs	\$	50.00
Gloria	Hacker	\$	25.00
Donna	Hagemeier	\$	25.00
Marcia	Hagen	\$	30.00
Gail	Hanscom	\$	50.00
Laura	Hansen	\$	50.00
Harold and Ardes	Hanson	\$	50.00
Marion	Hardy	\$	50.00
B.C.	Hart	\$	25.00
Marion	Hastings	\$	50.00
Mary and Louis	Hauser	\$	100.00
Eugene	Heltemes	\$	50.00
Douglas & Colleen	Herberg	\$	25.00
	Hilderman	\$	50.00
Brian	Hill	\$	50.00
Tom and Kate	Hill	\$	25.00
Marjil L.	Hoffman	\$	30.00
Walter "Mike"	Hooker	\$	25.00
David	Howard	\$	25.00
Abby	Howe	\$	25.00
Richard and Gloria	Ingberg	\$	25.00
Lisa	James	\$	50.00
Michael and Vera	Jansen	\$	100.00
Ruth	Janzen	\$	50.00
Brien and Deborah	Johnson	\$	25.00
Richard	Johnson	\$	10.00
Gregg and Roxie	Johnson	\$	30.00
Sharon	Johnson	\$	75.00
Dorothy	Johnson	\$	50.00
Douglas H.	Johnson	\$	50.00
Janice	Johnstone	\$	50.00
Nanette	Jones	\$	30.00

White Bear Lakes Community Services and Recreation
Senior Center Donations - December 2013 / January 2014

DONOR		DONATION	
John and Jane	Jones	\$	25.00
Joan	Jungkunz	\$	75.00
Cyril and Susan	Kapsner	\$	100.00
Colette and Tom	Kelly	\$	50.00
Dana and Lori	Klimp	\$	50.00
C.M. and C.H.	Knoche	\$	20.00
C.M. and C.H.	Knoche	\$	20.00
Jeanne	Koeckeritz	\$	25.00
Kay	Koehnen	\$	30.00
Laurie	Koscianski	\$	100.00
May G.	Kramer	\$	50.00
Donald and Donna	Landsverk	\$	35.00
Elaine	LaPointe	\$	25.00
Lynette and Michael	Larkin	\$	50.00
Paula	Larson	\$	25.00
Lillian M	Lee	\$	25.00
Earline	Lemon	\$	25.00
Margaret	Lilla	\$	30.00
Vandora	Linck	\$	25.00
Shirley	Lockbeam	\$	50.00
Donald and Steven	Longhenry	\$	25.00
Charles	Lott	\$	25.00
Elizabeth	Luebker	\$	250.00
Ruth	Luh	\$	54.50
Ellen	Maas	\$	25.00
John	Madden	\$	50.00
Michael	Marttila	\$	30.00
Virginia	Matthey	\$	25.00
Patricia	Mattson	\$	30.00
Ralph D.	Maves	\$	25.00
Stephen	McGarthwaite	\$	50.00
Deb	McGuire	\$	50.00
Maureen	Mckiernan	\$	50.00
Nancy	McMullen	\$	25.00
Christy	McNulty	\$	50.00
Elizabeth	McNulty	\$	10.00
Mary	Mengel	\$	50.00
Kelly and Peter	Merriman	\$	50.00
Bruce and Leeann	Meyer	\$	30.00
Joseph and Patricia	Mikacevich	\$	25.00
Marceline	Mitchell	\$	10.00
Nancy	Mohahan	\$	50.00
Robert J.	Moore	\$	250.00
Tracy and Doris	Morrison	\$	50.00
Virginia	Morrow	\$	20.00
Christy	Naylon	\$	25.00
Kerry and Patty	Nelson	\$	50.00
Carla	Nielsen	\$	50.00
Sally	Novak	\$	25.00

White Bear Lakes Community Services and Recreation
Senior Center Donations - December 2013 / January 2014

DONOR		DONATION	
Stacy	O'Fallon	\$	50.00
Dorothy	Olson	\$	25.00
Sandra	Olson	\$	100.00
Arlin	Paulson	\$	25.00
Betty	Pelletier	\$	25.00
Dorothy	Peters	\$	25.00
Stanley and Charie	Petersen	\$	25.00
Gordan and Susan	Peterson	\$	250.00
Mark	Peterson	\$	50.00
Janet	Peterson	\$	50.00
William and Patricia	Peterson	\$	50.00
Mary	Petrick	\$	25.00
Jennifer	Pfeil	\$	50.00
Ken and Barb	Phelps	\$	100.00
Dotti	Piotrowski	\$	50.00
Muriel	Pollock	\$	15.00
Patricia	Ponath	\$	25.00
Cheryl	Preisler	\$	50.00
Roger and Esther	Price	\$	25.00
Marlys S.	Proulx	\$	50.00
Robert and Carole	Przybylski	\$	25.00
Tami	Rangel	\$	100.00
David & Carol	Rankin	\$	25.00
Rex and Renee	Redmer	\$	20.00
Richard and Rita	Renslow	\$	25.00
Laudy	Ribar	\$	100.00
David	Robinson	\$	50.00
Jan and Charlie	Roeser	\$	50.00
Reyne M.	Rofuth	\$	100.00
Mary	Ross	\$	100.00
Jim and Judy	Ross	\$	25.00
Gloria	Sandberg	\$	25.00
Mary	Schaeffer	\$	25.00
Larry and Rita	Schmid	\$	30.00
Victoria	Schoeller	\$	25.00
Lois	Schoenthaler	\$	25.00
Bonnie and Cass	Selden	\$	75.00
Bob	Sevenich	\$	25.00
Doug	Shepard	\$	100.00
Bruce	Shirley	\$	250.00
Tom and Mary	Shultz	\$	50.00
Beverly J.	Slater	\$	50.00
Diane	Smith	\$	20.00
Fran and Rich	Smith	\$	30.00
Sally	Smith	\$	25.00
James and Darlene	Snyder	\$	30.00
James and Loretta	Stark	\$	10.00
Eileen	Steiner	\$	25.00
Phyllis	Storberg	\$	200.00

White Bear Lakes Community Services and Recreation
Senior Center Donations - December 2013 / January 2014

DONOR		DONATION	
Rick and Cathy	Storey	\$	25.00
Dorothy	Suchor	\$	25.00
Sandra and John	Sutter	\$	100.00
Mary	Swanson	\$	25.00
Phyllis	Swenson	\$	50.00
Judith	Szalapski	\$	30.00
Deb	Tacheny	\$	100.00
Peggy	Tansom	\$	10.00
Roger	Tatting	\$	5.00
Janice	Templin	\$	50.00
Terri and Mark	Toner	\$	100.00
Brian and Jill	Tonn	\$	100.00
Nancy	Trevino	\$	50.00
Libby	Tweedale	\$	25.00
Shirley	Van Hout	\$	25.00
Jen	Vojtech	\$	50.00
Dorothy	Von Drashek	\$	25.00
Deb	Walker	\$	25.00
Gerald and Patricia	Wilharber	\$	25.00
J.M.	Williams	\$	25.00
Robert and Pamela	Winkler	\$	200.00
Constance and John	Winterhalter	\$	25.00
Paul and Darlene	Wolleat	\$	20.00
Marc	Zastera	\$	25.00
Ruth M.	Zieper	\$	50.00
American Legion Post 168		\$	50.00
Komi Global Technologies LLC		\$	5,000.00
Metro Meals on Wheels		\$	1,375.00
McIntyre Revocable Trust		\$	50.00
Polar Chevrolet Mazda		\$	100.00
St. Stephen Lutheran Church		\$	2,750.00
Telecom Pioneers MN Chapter #18		\$	250.00
White Bear Eye Clinic		\$	100.00
White Bear Lake Lions Club		\$	1,900.00
White Bear Lake Lions Club		\$	1,000.00
Total Donations		\$	34,224.50

AGENDA ITEM: **Field Trip Requests**
 MEETING DATE: **February 10, 2014**
 SUGGESTED DISPOSITION: **Consent Agenda**
 CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
February 20-22, 2014 Adrian's Resort Lake of the Woods, MN	Brian Merhar	South Campus Adventure Club	2	6	Total cost per student: \$0 Student Portion: \$0 Other Source(s): Donation by Resort Owner	Personal Van	Team building and outdoor education.
Friday, March 7, 2014 – Wed., March 19, 2014 France Tour	Janel Toussaint, Lauren Rheault & Kara Martinson	South Campus French Class	3	19	Total cost per student: \$1900 Student Portion: \$1900 Other Source(s): Parents/Students	Delta Airlines	To create and nurture international friendships using the language the students have been studying. To explore history while visiting French sites and monuments. To discover French culture while comparing and contrasting it to their own.

Saturday, March 8, 2014 – Friday, March 14, 2014 Houston, TX	George Shannon	North High School	0	12-16	Total cost per student: \$800 Student Portion: \$50 This funding is provided through Achievement and Integration Aid. Other Source(s): Equity/Integration	YMCA	Focusing on our largest achievement gap, this activity will provide post high school education exposure with a cultural lens as these students visit several historically black colleges and universities. This is aligned to our college and career readiness focus and also ensuring that every student have a plan for post high school success.
Thurs., March 27, 2014 – Sat., March 29, 2014 Marriott Hotel Minneapolis, MN	Bob McDowell	Sunrise MS	2	10 - 15	Total cost per student: \$345 Student Portion: \$245.00 Other Source(s): Fundraising by students F/R will receive 50% off final total per student.	Coach Bus	White Bear Area YMCA Youth in Government is an optional field trip for students that participate in afterschool programming at Sunrise. Students will be assigned a nation and will do research on those national policies which will help students gain skills in public speaking, research habits, and increase their confidence. Students will also gain experience through fundraising and how fundraising is a key element for being involved in government.
Wednesday, May 28, 2014 – Friday, May 30, 2014 Camp Icaghowan St, Amery, WI	Beth Lilja	Willow Lane 5 th Grade	3	81	Total cost per student: \$125 Student Portion: Goal is to completely reduce the cost for each student with fundraising. Other Source(s): Fundraising PTO funds (if needed)	District Buses	Team building, culminating experience for current 5 th grade class. Environmental education lessons provided.

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

DENAE KRAUSE – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 11/21/2011
Effective Date: 02/07/2014

ANNIE MATZKE – Program Leader, Oneka Elementary
Employed by District 624 since 10/19/2011
Effective Date: 02/20/2014

RETIREMENT – CLASSIFIED STAFF

CYNTHIA RULLI – Administrative Assistant – Director of Special Services, District Center
Employed by District 624 since 08/28/1991
Effective Date: 04/30/2014

SUZANNE SEVERSON – Computer Assistant, Oneka Elementary
Employed by District 624 since 08/26/2008
Effective Date: 06/06/2014

RESIGNATIONS/TERMINATION - CERTIFIED STAFF

JENNIFER BABIASH – Health Teacher, High School-North Campus
Employed by District 624 since 08/21/2003
Effective Date: 06/06/2014

JENNIFER BOND – ELL Teacher, Otter Lake Elementary
Employed by District 624 since 08/21/2003
Effective Date: 06/06/2014

TIMOTHY BROWN – Language Arts Teacher, High School-South Campus
Employed by District 624 since 01/26/2004
Effective Date: 06/06/2014

RETIREMENT – CERTIFIED STAFF

MAX DERAAD – Elementary Principal, Otter Lake Elementary
Employed by District 624 since 07/01/1991
Effective Date: 08/01/2014

KATHRYN THOMPSON – Kindergarten Teacher, Hugo Elementary
Employed by District 624 since 08/22/1974
Effective Date: 06/06/2014

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

DENISE DEEN – ECSE Teacher, Normandy Park
From .7 f.t.e. to 1.0 f.t.e
Effective Date: 02/03/2014

FULL - TIME LEAVE REQUEST - CERTIFIED STAFF

JUDITH BIDDLE – Elementary Teacher, Oneka Elementary
Employed by District 624 since 08/27/1990
Effective Date: 01/08/2014 through 02/21/2014

HANNAH PADDOCK – Kindergarten Teacher, Hugo Elementary
Employed by District 624 since 08/27/2009
Effective Date: 01/02/2014 through 06/06/2014

DENISE RYAN – Special Education Teacher, Birch Lake Elementary
Employed by District 624 since 08/23/1999
Effective Date: 01/20/2014 through 03/07/2014

ERICA SUCHY – Mathematics Teacher, High School-North Campus
Employed by District 624 since 08/25/2005
Effective Date: 12/03/2013 through 02/28/2014

NEW PERSONNEL – CLASSIFIED STAFF

GARRETT LEWIS – Program Assistant Leader, Oneka Elementary
\$12.68 / hr., 3.0 hrs. / 101 days \$3,842.04 (Pro-rated on \$9,738.24)
Effective Date: 02/10/2014

MAURISA SCHAULS-DANGERFIELD – Part Time Cook, Central Middle School
\$13.67 / hr., 3.5 hrs. / 92 days \$4,401.74 (Pro-rated on \$8,659.95)
Effective Date: 01/15/2014

NEW PERSONNEL – CERTIFIED STAFF

LUBNA ABU-SHARKH – .45 EL Teacher, Hugo Elementary and Matoska International
BA+60, Step 1 \$9,459.35 (Pro-rated on \$41,826.00)
Effective Date: 01/17/2014

NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF

SAMANTHA HENDRICKSON – Elementary Teacher, Lakeaires Elementary
BA, Step 1 \$10,884.04 (Pro-rated on \$38,391.00)
Effective Date: 03/24/2014 through 06/06/2014

SALLY HERMES – ECSE Teacher, Hugo Elementary
MA+60, Step 13 \$21,807.86 (Pro-rated on \$77,628.00)
Effective Date: 02/03/2014 through 06/06/2014

COLLEEN PARKER – Special Education Teacher, Sunrise Park Middle School
BA+60, Step 10 \$8,887.54 (Pro-rated on \$54,736.00)
Effective Date: 01/27/2014 through 03/07/2014

SHANA RIERA – Elementary Teacher, Matoska International
MA, Step 12 \$10,638.35 (Pro-rated on \$64,495.00)
Effective Date: 11/25/2013 through 02/07/2014

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION PROPOSING DISCIPLINE OF TEACHER

WHEREAS, the Board of Directors has reviewed a draft of a letter to a teacher, informing the teacher of proposed discipline by the School District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Independent School District, No 624, White Bear Lake as follows:

1. The attached letter setting forth the proposed discipline of a teacher and the basis therefore is hereby approved by the Board of Directors.
2. Pursuant to Minn. Stat. §13.43, subd. 2, the attached letter is private data on the teacher until final disposition of the proposed disciplinary action.
3. The Superintendent is authorized to sign the attached letter on behalf of the Board of Directors.
4. The Superintendent is directed to serve a copy of the attached letter on the teacher and place a copy in the School District's personnel file on the teacher.

The motion for the adoption of the foregoing Resolution was duly seconded by _____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted.

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 Capital Projects Planning**
MEETING DATE: **February 10, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**
Wayne Kazmierczak, Director of Finance and Operations

BACKGROUND:

The administration will provide an update on the Capital Projects planning.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **February 10, 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 406, Public and Private Personnel Data**

MEETING DATE: **February 10, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policies 406, Public and Private Personnel Data, 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 guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 3, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012
Revised: _____

*White Bear Lake Area
School District #624 Policy 406*

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

- F. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- G. “Public” means that the data is available to anyone who requests it.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

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

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

B. The following information on applicants for employment ~~or advisory board/ commission positions~~ is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;

4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants is are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. ~~Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.~~ Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;

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

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with ~~individuals within the entity (school district)~~ school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation

Services.

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

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.

- L. Private personnel data shall be disclosed to the Department of Employment and Economic Development ~~Department of Economic Security~~ for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation or termination of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Director of Human Resources as the authority responsible for personnel data. If you have any questions, contact the Director of Human Resources.

IX. RELEASE FORM

Employee authorization for release form will appear as “Attachment A” to this policy.

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

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

AGENDA ITEM: **School Board Policy 419, Tobacco-Free Environment**
MEETING DATE: **February 10, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 419, Tobacco-Free environment, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 3, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: December 14, 2009
Revised: November 14, 2011
Revised: _____

White Bear Lake Area
School District #624 Policy 419

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. ~~It shall be a~~ **A** violation of this policy ~~occurs~~ **occurs** ~~for~~ **when** any student, teacher, administrator, other school personnel, **volunteer**, visitor to the school district or person ~~to~~ **smokes** or **uses** tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes employee vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. ~~It shall be a~~ **A** violation of this policy ~~for any~~ **occurs when any** enrolled student ~~to~~ **possesses** any type of tobacco, tobacco-related device, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, **other** school personnel, **volunteer, visitor** or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture **and/or** are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.
- E. Instruction to discourage the use of tobacco shall be included in the education provided for all students. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development

activities to effectively deliver the education program as planned.

III. DEFINITIONS

- A. “Electronic Cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Smoking” means inhaling or exhaling smoke and/or vapor from any lighted cigar, cigarette, pipe, electronic cigarette whether or not it contains nicotine, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted ~~smoking~~ tobacco or plant product intended for inhalation ~~equipment~~.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking.

IV. EXCEPTION

- A. ~~It shall not be a violation of this policy for~~ A violation of this policy does not occur when an Native American ~~Indian~~ adult lights tobacco on school district property as a part of a traditional Native American ~~Indian~~ spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals including visitors on school premises shall adhere to this policy.

- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. The school district will develop a method of discussing this policy with students and employees.
- B. This policy shall appear in the student and staff handbook.
- C. Appropriate signage shall be posted throughout the district and building entrances and other highly visible locations.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

Legal References: Minn. Stat. § 144.413, Subd. 1b and 4 (Definitions)
 Minn. Stat. § 144.416 (Responsibilities of Proprietors)
 Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)
 Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

WBLASB Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and
Behavior

AGENDA ITEM: **School Board Policy 515, Protection & Privacy of Pupil Records**

MEETING DATE: **February 10, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policies 515, Protection & Privacy of Pupil Records, 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 school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the March 3, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: September 8, 1997

White Bear Lake Area School District #624 Policy 515

Revised: June 12, 2000

Revised: April 9, 2001

Revised: September 9, 2002

Revised: May 9, 2005

Revised: November 8, 2007

Revised: January 14, 2008

Revised: March 8, 2010

Annual Review: September 12, 2011

Annual Review: September 10, 2012

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act [FERPA]) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 - 1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

A. B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

B. C. Dates of Attendance

“Dates of attendance”, as referred to in “Directory **Information,**” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

C.D. Directory Information

“Directory information” means information contained in an education record of a student **which** ~~that~~ would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: **the** student’s name, photograph, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. **According to statute,** Directory information does not include: ~~a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student’s parent or guardian.~~

1. **a student’s social security number;**
2. **a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;**
3. **a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;**
4. **personally identifiable data which references religion, race, color, social position, or nationality; or**
5. **data collected from nonpublic school students, other than those who receive shared time educational services unless written consent is given by**

the student's parent or guardian.

6. The school district has also determined the following items are not directory information.

a. Student's address

b. Student's telephone numbers

c. Student's date and place of birth

d. Student's email address

D.E. Education Records

1. ~~What constitutes "education records."~~ Education records mean those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. ~~What does not constitute an education records.~~ The term "eEducation records" does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;

- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

E.F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

F.G. Juvenile Justice System

"Juvenile Justice System" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

G.H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
4. Perform a task directly related to responding to a request for data.

H.I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

H.J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identify of the student to whom the education record relates.

H.K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

H.L. Responsible Authority

“Responsible authority” means the district's superintendent or designee.

H.M. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor.

M.N. Student

“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

N.O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

O.P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's

privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of students' names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and

shall include:

- a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

f. specific as to the purpose or purposes for which the information may be used by any of the parties named in ~~clause 5e.~~ above, both at the time of the disclosure and at any time in the future; and

g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L., which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent.

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines to have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions, provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
- 2.3. To officials of other schools, school districts, or post-secondary

educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX), suspension and expulsion information pursuant to section ~~7165~~4155 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The record also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with section XV of this policy;

~~3-4.~~ To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

~~4-5.~~ In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

~~5-6.~~ To state and local officials or authorities to whom such information is specifically ~~required~~ **allowed** to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records

are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

- 6-7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization **who have a legitimate interest in the information**, ~~and~~ the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be ~~returned or~~ destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five **(5)** years.;
- 7-8. To accrediting organizations in order to carry out their accrediting functions;
- 8-9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
- 9-10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the

existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) ~~or~~ an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If ~~in addition,~~ if the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonable necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers.
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.;

19. To the principal **or administrator of the school** where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171. Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notice from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian, ~~as part of the student's permanent education record released or to another school district or educational agency to which the student is transferring.~~;
20. To the principal **or administrator of the school** where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be

further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition ~~that is not a disposition order~~ and the county attorney or juvenile court notifies the superintendent of such action; ~~or~~

21. ~~Information provided to the school district concerning sex offenders and other individuals required to register in accordance with the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and applicable federal guidelines.~~

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency case worker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 405b of Title 25) who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. **Nonpublic School Students**

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
 3. A parent or eligible student may not opt out of the directory information disclosures to: ~~prevent the school district from disclosing or requiring the student to disclose the student's name, identifier, or school district e-mail address in a class in which the student is enrolled.~~
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
 4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and

5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, **written copies of** reports pertaining to a neglected, and/or physically, and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The individual subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken

for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individual

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. **Chemical Abuse Records**

To the extent the school district maintains records of the identity, diagnosis,

prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access, ~~upon request~~, to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40, *et. seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The School District will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within 60 days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the ~~responsible authority~~ Superintendent of Schools or designee, in writing by *October 1* each year. The written request must include the following information.

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;

5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to ~~the public;~~ ~~including~~ military recruiters and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonable likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this Section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A of this Section does not prevent the school district from disclosing personally identifiable information under Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI of this policy; and
 - b. The school district has complied with the record keeping requirements of Section XIII of this policy.
2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, ~~except for disclosures made pursuant to court orders or lawfully issued subpoenas,~~ disclosure of director information under Section VII of this policy, disclosures to a parent or student, disclosures to parents of a dependent student, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; ~~and~~
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable

information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this Section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, ~~or~~ an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parents of an eligible student **who is also a dependent student** who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this Section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this Section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon

the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place there the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
- b. the cost of the labor required to prepare the copies;
- c. any schedule of standard copying charges established by the school district in its normal course of operations;
- d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to

computers and microfilm systems; and

e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent **or, in the case of a student with a disability, impair** the parent or eligible student from exercising their right to inspect or review the student's education records.

6. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be \$2.00 (actual search/retrieval and copying costs) plus postage, if that is involved.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy ~~or other~~ rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within **thirty (30)** days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this **S**ection.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C of this Section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under ~~Subdivision B~~ Subdivision B of this Section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this Section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minn. Stat. Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices official means superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the School District's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy, Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this Section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or

eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
 4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA; and the rules promulgated thereunder;
 5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
7. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification To Parents Or Eligible Students Who Are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40 - 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171. Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
~~42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)~~
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 519 (Interviews of Students by Outside Agencies)
WBLASB Policy 520 (Student Surveys)

WBLASB Policy 529 (Notification to Staff Regarding Placement of Students with Violent Behavior)

WBLASB Policy 711 (Videotaping on School Bus)

WBLASB Policy 906 (Community Notification of Predatory Offenders)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Revised School Calendar for 2013-14**

MEETING DATE: **February 10, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The school calendar is annually adopted by the School Board prior to April 1 of the prior year after meeting the legal requirement of “meeting and conferring” with the teacher representatives, and broadly gaining input from students, staff, and parents.

In January of 2014, school was cancelled 4 times due to weather related urgencies, once by the Governor of the State of Minnesota, and the other 3 days by the school superintendent, consistent with decisions made by all other area school superintendents.

In White Bear Lake, as with other area school districts, the administration has evaluated the legal requirements for making up time, and instructional imperatives for adding instructional time.

In a session between the administration and the Teachers Association on Monday, January 27, administration and representatives of the Teachers Association identified a framework for discussion. The administration proposed the conversion of two days (February 14 and April 4) which were set aside for teacher professional development or teacher planning, to be converted to school days.

During the week of January 27 the district administration reviewed the plan with direct reports; our human resources director notified the leadership of employee unions of what was being considered, and the Teachers Association had an opportunity to review the proposal with the leadership of that group.

After reviewing the initial feedback and meeting again with the Teachers Association, on Thursday, January 30, the District sent a communication to all staff and community to alert them to plan for school on February 14 and April 4.

Early notification is important given the approaching February 14 date.

Rationale for selection of days:

The four lost school days in January represented 2 days in the first semester and 2 days lost at the beginning of the second semester. At the secondary level, where classes are on a semester basis, by adding two instructional days in second semester we are able to develop a revised calendar for alternating “A” and “B” days at the middle school, and a revised six day schedule for our elementary schools.

The reworking of the second semester calendar allows students to have the proper number of classes for each subject and appropriately adjusted teacher preparation time.

Other Considerations:

Members of the administration continue to work with the Teachers Association to work out the details on how to address preparation time and the scheduling of spring conferences and associated issues.

Current plans are to keep Pre-K and 6-12 conferences for the dates scheduled, and K-5 conferences will be scheduled for April, with specific dates to be determined on a site-by-site basis.

It is likely that other modifications in the calendar will be resolved by a “memorandum of understanding” and between the school district and individual employee groups.

RECOMMENDATION:

Take action on the recommendation to convert February 14 and April 4 to school days as shown in the attached calendar, and reschedule K-5 conferences to April.



PROPOSED
UPDATED **2013-14**
CALENDAR

White Bear Lake Area Schools

- August 21-22.....New Teacher Orientation
- August 26-29..... Teacher Work Day & Professional Development
- August 27..... Convocation

- September 2 No School - Labor Day
- September 3 First Day of School (Grades 1-12)
- September 3-4 Kindergarten Orientation
- September 5 First Day of School (K & K+)

- October 10 Parent Conferences (Pre K-12)
- October 14-15 Parent Conferences (Pre K-12)
- October 17-18 No School - Education Minnesota Conference

- November 1 End of First Quarter
- November 4 No School - Teacher Work Day
- November 28-29 No School - Thanksgiving Break

- December 23-31 No School - Winter Break

- January 1 No School - Winter Break
- January 17 End of Second Quarter
End of First Semester
- January 20 No School - MLK, Jr. Day
Teacher Work Day
- January 21 No School - Professional Development

- February 14..... Added Student School Day
- February 17..... No School - Presidents Day
- February 27..... Parent Conferences (Pre K, 6-12)**

- March 3..... Parent Conferences (Pre K)**
- March 4..... Parent Conferences (6-12)**
- March 6..... Parent Conferences (Pre K, 6-12)**
- March 10-14..... No School - Spring Break

- April 4 End of Third Quarter
- April 4 Added Student School Day
- April 18..... No School

- May 5..... No School - Professional Development
- May 26..... No School - Memorial Day

- June 5..... Last Day of School (All Students)
End of Fourth Quarter
End of Second Semester
- June 6..... Graduation
Teacher Work Day

** Elementary spring conferences are being rescheduled for April

Approved by the School Board on February 11, 2013

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JULY						
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DECEMBER						
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First/Last Day of School	No School for Students	Parent/Teacher Conference
End of Quarter/Semester	District Center Closed	Added Student School Day

AGENDA ITEM: **School Board Policy 425, Staff Development**
MEETING DATE: **February 10, 2014**
SUGGESTED DISPOSITION: **Operational 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, had a first reading in January, and is recommended for action. 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:

Approve School Board Policies 425, Staff Development, as recommended by the administration.

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: **February 10, 2014**
SUGGESTED DISPOSITION: **Operational 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, had a first reading in January and is recommended for action. 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:

Approve School Board Policies 504, Student Dress and Appearance, as recommended by the administration.

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: **February 10, 2014**
SUGGESTED DISPOSITION: **Operational 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, had a first reading in January, and is recommended for action. 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:

Approve School Board Policies 603, Curriculum Development, as recommended by the administration.

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: **February 10, 2014**
SUGGESTED DISPOSITION: **Operational 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, had a first reading in January, and is recommended for action. 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:

Approve School Board Policies 604, Instructional Curriculum, as recommended by the administration.

-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)

AGENDA ITEM: **Action on 2013-15 Contracts with Members of Cabinet**
MEETING DATE: **February 10, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

Superintendent's Cabinet members consist of the following positions: assistant superintendent, director of finance and operations, director of human resources, director of special services, director of community services and recreation, director of communications and community relations and director of technology.

In December of 2013, the School Board approved individual contracts for Cabinet members for 2013-14: assistant superintendent, director of human resources, director of special services, director of communications and community relations and director of technology. This evening's action includes some additional modifications to the 2013-14 contract year.

Two positions were newly hired in 2013 (Director of Finance and Operations and Director of Community Services and Recreation). No changes were made to those contracts.

This evening's action includes contracts for all seven positions for the 2014-15 school year.

RECOMMENDATION:

Approve individual contracts for the 2013-15 period for members of the Superintendent's Cabinet as described above.