

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

April 14, 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: April 1, 2014

A Student Recognition will be held on **Monday, April 14, 2014**, at **6:15 p.m.** in the Community Room at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, April 14, 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) Write Off of Uncollectible NSF Checks

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. International Student Travel and Partnership Reports
 - a. Meaux, France
 - b. Hangzhou, China
 - c. Costa Rica
2. Presentation on Google Leadership Symposium
3. Superintendent's Report

D. DISCUSSION ITEMS

1. Update on Budgetary Planning for 2014-15 School Year
2. Overview of Planning to Consider Language Immersion Program
3. First Reading of School Board Policies
 - a. Policy 418, Drug-Free Workplace/Drug-Free School
 - b. Policy 503, Student Attendance
 - c. Policy 900, Partnerships

E. OPERATIONAL ITEMS

1. Action on Non-Renewal of Probationary Licensed Staff
2. Action on Student Nursing Clinical Program Agreement - Century College
3. Action on Tentative Agreement with Non-Affiliated Employees
4. Action on Tentative Agreement with Administrative Association
5. Action on Acceptance of Foundation Grants – Glasrud Family Fellowship
6. Action on School Board Policies
 - a. Policy 405, Veteran's Preference
 - b. Policy 422, Policies Incorporated by Reference
 - c. Policy 515, Protection & Privacy of Pupil Record

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **April 14, 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) Write Off of Uncollectible NSF Checks

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: April 14, 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, March 3, 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 7:06 p.m.
- 2 Roll Call - Present: ***Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson***
Ex-Officio: Lovett
Cabinet: Present: Daniels, Garrison, Kazmierczak, Picha, Vette, Wehrkamp
- 3 Pledge of Allegiance
- 4 Hiniker moved and Chapman seconded to approve the agenda, as amended, as follows:
Operational Item E-6: Policy 515, Protection & Privacy of Pupil Record, was removed from tonight's agenda so as to allow administration sufficient time to address additional questions raised by a board member. ***Voice vote: all ayes. Motion carried.***
- 5 Swanson moved and Storey seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on February 10, 2014, and work-study session on February 24, 2014.
 - 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 field trip requests;
 - passage of resolution to approve personnel issues to include:
 - **RESIGNATIONS/TERMINATION – CLASSIFIED STAFF**
Michelle Boyd – Bus Driver, Bus Garage
Employed by District 624 since 10/06/2011
Effective Date: 02/12/2014
Huong Nguyen – Pupil Support Assistant, Normandy Park
Employed by District 624 since 09/03/2013
Effective Date: 02/18/2014
John Vichich – Assistant Head Custodian Engineer, Willow Lane Elementary
Employed by District 624 since 03/27/2013
Effective Date: 02/28/2014
 - **RESIGNATIONS/TERMINATION - CERTIFIED STAFF**
Brad Engen – Social Studies Teacher, Sunrise Park Middle School
Employed by District 624 since 08/21/1997
Effective Date: 02/08/2014 (Death)
Theresa Gulbransen – Psychologist, Normandy Park
Employed by District 624 since 08/26/2010
Effective Date: 03/06/2014
Kayleen Baskin – Associate Principal, High School-North Campus
Employed by District 624 since 07/01/2012
Effective Date: 02/28/2014

- **RETIREMENTS – CLASSIFIED STAFF**
Linda Schmidt – Behavior Management Assistant, Otter Lake Elementary
 Employed by District 624 since 09/05/2000
 Effective Date: 03/18/2014
- **FULL - TIME LEAVE REQUEST – CLASSIFIED STAFF**
Debra Currier – Pupil Support Assistant, Lincoln Elementary
 Employed by District 624 since 09/05/2000
 Effective Date: 12/05/2013 through 02/17/2014
Jami Dustin – Pupil Support Assistant, High School-North Campus
 Employed by District 624 since 01/28/2013
 Effective Date: 02/04/2014 through 04/04/2014
- **FULL - TIME LEAVE REQUEST – CERTIFIED STAFF**
Rachel Clark – Business Education Teacher, High School-South Campus
 Employed by District 624 since 08/24/2011
 Effective Date: 12/18/2013 through 06/06/2014
Staci Docken – Psychologist, Vadnais Heights Elementary
 Employed by District 624 since 08/24/2006
 Effective Date: 12/26/2013 through 03/14/2014
Erin Maas – Elementary Teacher, Oneka Elementary
 Employed by District 624 since 08/26/2004
 Effective Date: 02/10/2014 through 05/03/2014
- **NEW PERSONNEL – CLASSIFIED STAFF**
Anita Beier – Bus Aide, Bus Garage
 \$15.49 / hr., 5.0 hrs. / 70 days \$5,421.50 (Pro-rated on \$13,321.40)
 Effective Date: 02/18/2014
Lawrence Hanson – Assistant Head Engineer, High School-North Campus
 \$19.76 / hr. + .25 SD, 8.0 hrs. / 95 days \$15,207.60 (Pro-rated on \$41,620.80)
 Effective Date: 02/18/2014
- **NEW PERSONNEL – CERTIFIED STAFF**
Dawn Walker – Psychologist, Willow Lane Elementary
 MA+60, Step 13 \$26,409.52 (Pro-rated on \$77,628.00)
 Effective Date: 03/03/2014
- **NEW PERSONNEL – PROFESSIONAL STAFF**
Dan Roeser – Supervisor, Custodial Staff and Risk Management, District Center
 \$25,396.00 (Pro-rated on \$93,000.00)
 Effective Date: 03/24/2014
- **NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF**
Leah Armstrong – Elementary Teacher, Oneka Elementary
 BA, Step 1 \$11,873.50 (Pro-rated on \$38,391.00)
 Effective Date: 03/17/2014 through 06/06/2014
Shana Riera – Elementary Teacher, Oneka Elementary
 MA, Step 12 \$18,783.33 (Pro-rated on \$64,495.00)
 Effective Date: 02/10/2014 through 05/02/2014
Rose Wright – Elementary Teacher, Birch Lake Elementary
 BA, Step 1 \$10,785.10 (Pro-rated on \$38,391.00)
 Effective Date: 01/09/2014 through 03/31/2014

B. PUBLIC FORUM

School district employees, Pat Wise, Christine Peters and Michelle Hubbard expressed their concerns as to the status of the clerical and paraprofessional contracts for 2013-2015.

C. INFORMATION ITEMS

- Superintendent's Report – Lovett highlighted the student recognition ceremony that took place immediately preceding the board meeting. Students were recognized for their tremendous honors and accomplishments in band, choir, Scholastic Art, gymnastics, Nordic ski, boys' swim and dive and wrestling. Lovett also made mention of the revised school calendar for the 2013-14 school calendar, which includes added school days (February 14 and April 4) due to weather-related school closings earlier this year.
- Student School Board representative, Kidus Ketema, reminded everyone of spring break the following week, and he congratulated student athletes in wrestling, girls' basketball and boys' hockey. He also highlighted our high school students' active involvement in raising funds for H2O for Life to build a well in Kenya.

D. DISCUSSION ITEMS

1. Presentation on Review and Comment Summary for Projects Scheduled in Fiscal Years 2015, 2016, and 2017
 - Kazmierczak summarized the alternative facilities projects planned for 2015, 2016 and 2017. Information was provided on the proposed 10-year plan, which is continually updated as to district needs and priority of projects. The proposed projects for 2015, 2016 and 2017 have been submitted to MDE for required review and comment.
2. Presentation on Bond Pre-Sale Report and Approval of Resolution of Intent to Sell Bonds
 - Kazmierczak provided an overview of the proposed resolution of intent to sell bonds. White Bear Lake Area Schools is one of only 25 school districts in Minnesota to qualify for alternative facilities bonding based on total square footage and age of the district's buildings. The district's goal is to maintain level taxes from year-to-year, and the district expects to get competitive rates due to its AA bond rating.
3. Presentation on Achievement and Integration Plan for 2014-15
 - Lovett noted that White Bear Lake Area Schools has been a part of the 10-member East Metro Integration District 6067 since 2002. Districts within the collaborative receive additional funding, and each year the districts must submit their Equity and Integration Revenue Plan to MDE. Detailed revenue and programming information was highlighted and provided in the board packet.
4. First Reading of School Board Policies:
 - a. Policy 405, Veteran's Preference
 - b. Policy 422, Policies Incorporated by Reference
 - c. Policy 900, PartnershipsThese policies will be placed on the April 14 School Board agenda for action.

E. OPERATIONAL ITEMS

1. Kimball motioned and Mullin seconded to approve the school calendar for 2014-15. **Voice vote: All ayes. Motion carried.**
2. Hiniker motioned and Storey seconded to approve resolution authorizing district administration to submit review and comment summary for projects scheduled in fiscal years 2015, 2016, and 2017 **Roll call vote: ayes: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson; nays: none. Motion carried.**

3. Storey motioned and Kimball seconded to approve the resolution stating the intention of the School Board to issue general obligation bonds to finance projects included in the district's approved ten-year facility plan; covenanting and obligating the district to be bound by and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee the payment of the principal and interest on the bonds. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson; nays: none. Motion carried.**
4. Swanson motioned and Hiniker seconded to approve the Achievement and Integration Plan for 2014-15. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson; nays: none. Motion carried.**
5. Mullin motioned and Chapman seconded to approve the agreement with Confidential group. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson; nays: none. Motion carried.**
6. Chapman motioned and Storey seconded to approve the revised School Board policies as recommended by the administration and Policy Committee.
 - a. Policy 406, Public and Private Personnel Data
 - b. Policy 419, Tobacco-Free Environment**Roll call vote: ayes: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson; nays: none. Motion carried.**
7. Hiniker motioned and Mullin seconded to approve the 2013-15 Contract International Union of Operating Engineers Local 70, Custodians/Maintenance Employees. **Roll call vote: ayes: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson; nays: none. Motion carried.**

F. BOARD FORUM – Kimball recognized retiring staff and thanked them for their years of service.

G. ADJOURNMENT – Hiniker motioned and Newberg seconded to adjourn the meeting at 7:53 p.m.

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, March 24, 2014 at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Call to Order – Newberg called the meeting to order at 5:39 p.m.

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

Ex-Officio: Michael J. Lovett, Superintendent of Schools

Cabinet: Picha, Kazmierczak, Wehrkamp, Law, Daniels, Vette, Garrison

Administrators: Ann Malwitz, Professional Learning and Development Coordinator,
Don Bosch, Principal – WBLAHS North Campus, Jon Anderson, Community
Services

B. DISCUSSION ITEMS

1. School Board/Superintendent and Strategic Plan Goals – Lovett provided a brief overview of the status of ongoing school board/superintendent goals and strategic plan goals using the district's goals-driven dashboard.
2. Strategic Plan Update
 - a. Strategy II.1: Update on Elementary World Language, including immersion. Malwitz provided an overview of the district's implementation plan for elementary immersion programming. Discussion included the next phase of the study, which will include a community interest survey, a study of leadership capacity assessment and development, financing, transportation and measurement of academic success. Next update: Early fall, 2014.
 - b. Strategy III.11: Secondary facilities will be evaluated and recommendations will be made that improve programs and reduce transitions, including a cost benefit analysis of a single campus high school. Lovett, Kazmierczak, Anderson, Bosch and Garrison presented the preliminary framework for continuation of the evaluation. Issues to consider include facility renovation and improvement, technology integration, design, programmatic innovations, performing arts spaces and athletic facilities, student transitions, attendance boundaries to address the current imbalance between the north and south portions of the district, and consideration of appropriate start times. A broad-based task force will be formed to continue the secondary facilities evaluation and recommendations. Next update: April work-study session.

3. Update on Goal 2: Ongoing Financial Stewardship and Budget Management.
Kazmierczak provided an overview of the process of developing the district's budget for FY 2015.

ADJOURNMENT – Hiniker moved, Chapman seconded to adjourn the work-study session at 7:34 p.m. ***Voice vote: All ayes. Motion carried.***

4. Negotiation Study Session. A closed session of the school board was convened by Newberg at 7:36 p.m. in Room 201 of District Center, to consider strategy for labor negotiations pursuant to Minnesota Statutes 179.A.01 to 179.A.25. Board member attendees: Chapman, Hiniker, Kimball, Mullin, Newberg, Storey, Swanson. Administration attendees: Lovett, Picha, Kazmierczak. Also present: Chuck Corliss and Arlin Hvding of The Center for Efficient School Operations. Corliss and Hvding left the meeting following update on bus driver contract negotiations. Contract negotiation discussion continued with regard to non-affiliated employees, paraprofessionals and clerical groups.

- C. **ADJOURNMENT** - Hiniker moved, Newberg seconded to adjourn the negotiations study session at 9:20 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: **Monthly Check Registers**
MEETING DATE: **April 14, 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 - March

	<u>3/14/2014</u>	<u>3/31/2014</u>
Direct Deposit 379355-380779	1,628,948.08	
U.S. Treasury (FICA, Medicare, withholding)	604,971.27	
MN State Income Tax	95,499.40	
PERA	92,318.78	
TRA	266,515.92	
ING	2,133.94	
American Funds	70,278.70	
White Bear Lake Teacher's Association	34,574.64	
Direct Deposit 380780-382121		1,545,955.92
U.S. Treasury (FICA, Medicare, withholding)		588,222.72
MN State Income Tax		93,958.79
PERA		93,947.03
TRA		259,903.44
ING		2,233.94
American Funds		71,496.40
White Bear Lake Teacher's Association		35,062.85

Check Nbr	Vendor Name	Check Date	Check Amount
50657	ASSOCIATED BANK	02/28/2014	6,000.00
50658	LORENZ BUS SERVICE INC	02/28/2014	9,997.00
50659	US BANK	02/28/2014	3,012.00
50660	WHITE BEAR LAKE CITY	02/28/2014	402.61
4	Computer	Check(s) For a Total of	19,411.61

	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
	4	Computer	Checks For a Total of	19,411.61
Total For	4	Manual, Wire Tran, ACH & Computer Checks		19,411.61
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		19,411.61

Check Nbr	Vendor Name	Check Date	Check Amount
131401164	ABU-SHARKH, LUBNA MF	03/04/2014	77.84
131401165	ALLEN, STEVEN H	03/04/2014	5.00
131401166	ANDERSON, MARGARET ANN	03/04/2014	125.16
131401167	ASPER, STEVEN M	03/04/2014	302.98
131401168	BENJAMIN-BECK, KAREN P	03/04/2014	57.70
131401169	BERNIER, CARYN S	03/04/2014	78.96
131401170	BOWERMASTER, TRACI G	03/04/2014	149.00
131401171	BURKE, ERIN M	03/04/2014	34.74
131401172	COOPER, DEREK L	03/04/2014	19.00
131401173	CULLEN, CRAIG J	03/04/2014	163.52
131401174	DAHL, CHRISTINE S	03/04/2014	46.89
131401175	DANIELS, KATHLEEN S	03/04/2014	412.90
131401176	DENUCCI, KRISTINA E	03/04/2014	60.92
131401177	DERBY, SARA A	03/04/2014	107.00
131401178	DEUEL, LYN M	03/04/2014	49.00
131401179	EGEMO, PATRICIA ANN	03/04/2014	35.28
131401180	FANG, JIN	03/04/2014	800.00
131401181	FINK, AVIS A	03/04/2014	249.84
131401182	FISHER, PHILLIP E	03/04/2014	192.64
131401183	FREBURG, BETH R	03/04/2014	40.32
131401184	GAMBONI, RICHARD A	03/04/2014	40.00
131401185	GILBERT, RACHEL A	03/04/2014	27.44
131401186	GION, MARTI L	03/04/2014	38.08
131401187	HAMERNICK, MICHAEL D	03/04/2014	185.12
131401188	HAMMEKEN, GRACIELA E	03/04/2014	6.00
131401189	HARRIMAN, DION D	03/04/2014	732.93
131401190	HARRIMAN, GRETCHEN E	03/04/2014	736.71
131401191	HAWKINSON, STEVEN A	03/04/2014	188.18
131401192	HERMANN, TIMOTHY J	03/04/2014	578.66
131401193	HOEG, SCOTT A	03/04/2014	40.32
131401194	HOOK, JACKIE M	03/04/2014	123.75
131401195	HORAZDOVSKY, LEILA JOANNE	03/04/2014	365.17
131401196	HOSMER, JESSICA A	03/04/2014	75.84
131401197	JOHNSON, BRIGETTE M	03/04/2014	85.40
131401198	JOHNSON, JENNIFER R	03/04/2014	100.00
131401199	KELLEY, DEBRA K	03/04/2014	223.45
131401200	KENTFIELD, KELLY S	03/04/2014	31.92
131401201	KERL, RUTH M	03/04/2014	35.28
131401202	KIRSCHLING, JULIENNE R	03/04/2014	35.00
131401203	LAMWERS, LINDSAY M	03/04/2014	19.00
131401204	LAW, DAVID W	03/04/2014	136.64
131401205	LIEKIS, KENNETH J	03/04/2014	223.67
131401206	LOCKWOOD, KEITH H	03/04/2014	217.11
131401207	LOVETT, MICHAEL J	03/04/2014	97.00
131401208	MCGRAW, TIMOTHY P	03/04/2014	192.96
131401209	MEUWISSEN, PAUL WILLIAM	03/04/2014	77.26
131401210	MISGEN, MARK A	03/04/2014	5.00
131401211	NELSON, MARGARET R	03/04/2014	186.32
131401212	NEUHAUS, STEPHANIE B	03/04/2014	23.44
131401213	NORDENSTROM, CARLA L	03/04/2014	205.71

Check Nbr	Vendor Name	Check Date	Check Amount
131401214	NORTON, EMILY L	03/04/2014	208.43
131401215	NYREN, DELROY E	03/04/2014	302.55
131401216	PARSHALL, DANIELLE M	03/04/2014	56.00
131401217	PETERSON, BETSY J	03/04/2014	69.43
131401218	PICHA, CHRISTINA K	03/04/2014	685.35
131401219	PINNOW, PAIGE E	03/04/2014	154.89
131401220	PLANA, CHRISTINE M	03/04/2014	60.44
131401221	POUPORE, JULIANNE	03/04/2014	43.79
131401222	RASCHKE, LINDSAY A	03/04/2014	35.49
131401223	REEVES, BROOKE E	03/04/2014	49.10
131401224	RICHARDSON, SUSAN	03/04/2014	65.00
131401225	ROSSITER, DANIEL J	03/04/2014	310.28
131401226	SALENGER, SETH A	03/04/2014	352.28
131401227	SAMUELSON, BETH A	03/04/2014	81.76
131401228	SCHMIDT, DEBRA SUE	03/04/2014	20.79
131401229	SKOGEN, MATTHEW K	03/04/2014	449.84
131401230	STIRLING, CONNIE B	03/04/2014	30.00
131401231	SVIR, SARA A	03/04/2014	1,488.47
131401232	SWITZER, LISA MARIE	03/04/2014	266.01
131401233	TATE, JO E	03/04/2014	49.90
131401234	TOLONEN, CLAY S	03/04/2014	46.56
131401235	TOUSSAINT, JANEL PHYLLIS	03/04/2014	47.88
131401236	VILLWOCK, ROBIN S	03/04/2014	60.25
131401237	WACHLAROWICZ, JOHN D	03/04/2014	36.69
131401238	WEHRKAMP, KRISTINE J	03/04/2014	137.63
131401239	WILHELMY, MARIE F	03/04/2014	314.70
131401240	XU, HUI	03/04/2014	66.95
131401241	ZHOU, CAIYUN	03/04/2014	68.73
78	ACH	Check(s) For a Total of	13,601.24

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	78	ACH	Checks For a Total of	13,601.24
	0	Computer	Checks For a Total of	0.00
Total For	78	Manual, Wire Tran, ACH & Computer Checks		13,601.24
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		13,601.24

Check Nbr	Vendor Name	Check Date	Check Amount
50661	1ST AYD CORP	03/06/2014	55.28
50662	A CHANCE TO GROW	03/06/2014	61.90
50663	AARP DRIVER SAFETY PROGRAM	03/06/2014	425.00
50664	AARP DRIVER SAFETY PROGRAM	03/06/2014	500.00
50665	ACCURATE LABEL DESIGNS	03/06/2014	78.95
50666	ADDERLEY, DONALD	03/06/2014	114.00
50667	AGOSTO INC	03/06/2014	8,370.00
50668	AMAZON	03/06/2014	206.91
50669	AMAZON	03/06/2014	1,149.55
50670	AMAZON	03/06/2014	86.86
50671	AMAZON	03/06/2014	31.80
50672	AMAZON	03/06/2014	366.00
50673	AMAZON	03/06/2014	975.38
50674	AMAZON	03/06/2014	72.44
50675	AMAZON	03/06/2014	304.23
50676	AMAZON	03/06/2014	199.40
50677	AMAZON	03/06/2014	152.88
50678	AMERICAN FLAGPOLE & FLAG CO	03/06/2014	186.98
50679	AMERICAN MESSAGING	03/06/2014	98.78
50680	AMERICAN TIME & SIGNAL CO	03/06/2014	715.90
50681	AMERIPRIDE SERVICES	03/06/2014	706.68
50682	ANDERSON, BARCLAY H	03/06/2014	25.50
50683	APPLE COMPUTER INC	03/06/2014	300.00
50684	ARROWWOOD RESORT & CONF CTR	03/06/2014	95.12
50685	ASSOC FOR SUPERVISION & CURRIC	03/06/2014	79.00
50686	ASTLEFORD INTERNATIONAL TRUCKS	03/06/2014	21.60
50687	AT & T MOBILITY	03/06/2014	895.30
50688	AVON BUSINESS FORMS & PROMOTIO	03/06/2014	55.97
50689	BANCROFT, JULIE	03/06/2014	158.14
50690	BARNES, FRED	03/06/2014	144.00
50691	BARTHOLD	03/06/2014	1,561.50
50692	BATTERIES PLUS BULBS	03/06/2014	177.78
50693	BESEMAN, TERRY	03/06/2014	74.00
50694	BUSINESS IMPACT GROUP	03/06/2014	1,049.64
50695	BLB CONSULTING LLC	03/06/2014	1,420.00
50696	BLICK ART MATERIALS	03/06/2014	814.48
50697	BOCK, SUSAN MARIE	03/06/2014	242.00
50698	BOWMAN, DON	03/06/2014	56.00
50699	BOYER TRUCKS	03/06/2014	896.56
50700	BRINSON, STEVEN	03/06/2014	74.00
50701	BROTHERS FIRE PROTECTION	03/06/2014	760.00
50702	CAMBROOKE FOODS LLC	03/06/2014	241.40
50703	CAPOCASA, WILLIAM J	03/06/2014	80.00
50704	CAPTURE VIDEO	03/06/2014	170.00
50705	CARDWELL, EMILY	03/06/2014	607.81
50706	CASAM LLC	03/06/2014	434.85
50707	CDW GOVERNMENT INC	03/06/2014	2,462.12
50708	CHAMPION YOUTH	03/06/2014	1,058.92
50709	CIRCUS JUVENTAS	03/06/2014	1,540.00
50710	CITI-CARGO & STORAGE CO INC	03/06/2014	85.00

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50711	CLASS 5 INC	03/06/2014	13,095.50
50712	COCA-COLA BOTTLING MIDWEST CO	03/06/2014	1,373.76
50713	COMBS, DEWAYNE	03/06/2014	96.00
50714	COMCAST	03/06/2014	43.90
50715	COMPAS INC	03/06/2014	760.00
50716	CONNETT, LUCILLE	03/06/2014	10.00
50717	CONNEY SAFETY	03/06/2014	173.74
50718	CONWAY, DAVID E	03/06/2014	114.00
50719	COOL AIR MECHANICAL	03/06/2014	48,730.25
50720	Vendor Continued Check	03/06/2014	0.00
50721	COPY IMAGES INC	03/06/2014	13,774.39
50722	Vendor Continued Check	03/06/2014	0.00
50723	COPY IMAGES INC	03/06/2014	1,225.78
50724	CRISIS PREVENTION INSTITUTE IN	03/06/2014	150.00
50725	CRYSTEEL TRUCK EQUIPMENT	03/06/2014	268.98
50726	CUB FOODS OF WHITE BEAR TWSHP	03/06/2014	58.56
50727	CUB FOODS OF WOODBURY	03/06/2014	145.02
50728	CULLIGAN BOTTLED WATER	03/06/2014	117.00
50729	CURRICULUM ASSOCIATES LLC	03/06/2014	32.99
50730	Vendor Continued Check	03/06/2014	0.00
50731	Vendor Continued Check	03/06/2014	0.00
50732	Vendor Continued Check	03/06/2014	0.00
50733	DALCO CORPORATION	03/06/2014	10,548.98
50734	DECKER INC	03/06/2014	360.38
50735	DEGARDNER, RICK	03/06/2014	114.00
50736	DEJARLAIS, MARILYN	03/06/2014	87.98
50737	DELTA EDUCATION	03/06/2014	156.05
50738	DEMCO INC	03/06/2014	127.27
50739	DICK POND ATHLETICS	03/06/2014	396.75
50740	DIVERSIFIED SNACK DISTRIBUTION	03/06/2014	4,267.23
50741	DIVISION V SHEET METAL INC	03/06/2014	60,315.50
50742	DOHERTY STAFFING SOLUTIONS	03/06/2014	1,226.12
50743	DOMINOS PIZZA	03/06/2014	759.50
50744	EASTBAY	03/06/2014	1,130.37
50745	EBSCO	03/06/2014	399.00
50746	EDUCATION TO GO	03/06/2014	134.50
50747	ENDURANCE FLAG CO	03/06/2014	176.00
50748	F&N OPERATIONS LLC	03/06/2014	1,550.58
50749	FEDEX	03/06/2014	19.93
50750	Vendor Continued Check	03/06/2014	0.00
50751	FIRST STUDENT INC	03/06/2014	171,569.22
50752	THE FLORAL TRUNK	03/06/2014	53.00
50753	FOLLETT EDUCATIONAL SERVICES	03/06/2014	3,356.80
50754	FOLLETT LIBRARY RESOURCES	03/06/2014	47.93
50755	FOTRONIC CORP	03/06/2014	240.95
50756	FRATTALONES HARDWARE STORES	03/06/2014	926.48
50757	FRESHWATER, ANDREW	03/06/2014	168.00
50758	FULLER, DONNA	03/06/2014	21.25
50759	GALLAGHERS NORTHWESTERN TIRE C	03/06/2014	688.95
50760	GALLAGHER, MATT	03/06/2014	56.00

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50761	GALVIN JAMES B	03/06/2014	70.00
50762	GARDEN & ASSOCIATES INC	03/06/2014	310.00
50763	GARVEY, PATRICIA	03/06/2014	11.69
50764	GE CAPITAL RETAIL BANK	03/06/2014	309.78
50765	GOEBEL, DARRYL	03/06/2014	80.00
50766	GOOGLE INC	03/06/2014	321.75
50767	GOPHER	03/06/2014	30.95
50768	GRAFFIC TRAFFIC LLC	03/06/2014	265.00
50769	Vendor Continued Check	03/06/2014	0.00
50770	GRAINGER	03/06/2014	1,242.01
50771	GRANDMA'S BAKERY INC	03/06/2014	141.72
50772	GREAT RIVER OFFICE PRODUCTS	03/06/2014	137.06
50773	GREATAMERICA FINANCIAL SERVICE	03/06/2014	508.02
50774	GROTH MUSIC CO	03/06/2014	97.20
50775	GROUP HEALTH INC - WORKSITE	03/06/2014	181.50
50776	GROUP TRAVEL PLANNERS	03/06/2014	19,998.00
50777	GUERIN KERRY	03/06/2014	109.00
50778	HAAS MUSICAL INSTRUMENT REPAIR	03/06/2014	62.28
50779	HANSON, EUGENE	03/06/2014	240.00
50780	HARDWARE DISTRIBUTORS LTD	03/06/2014	212.36
50781	HARRIS JR, ROBERT	03/06/2014	96.00
50782	HAUGLAND, DARIN	03/06/2014	74.00
50783	HEIMBACH, RICHELE FAYE	03/06/2014	5.99
50784	HELLEN, ROBERT	03/06/2014	132.00
50785	HERMANN, KATHY	03/06/2014	30.00
50786	HISDAHL INC	03/06/2014	15.00
50787	Vendor Continued Check	03/06/2014	0.00
50788	HOGLUND BUS AND TRUCK CO	03/06/2014	535.55
50789	HOOKER, RAYNARD	03/06/2014	240.00
50790	HOUCK ED D, BONNIE D	03/06/2014	2,101.70
50791	HOUGHTON MIFFLIN HARCOURT	03/06/2014	162.36
50792	IDC AUTOMATIC	03/06/2014	206.75
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50797	IFD	03/06/2014	132,942.15
50798	IMAGINE DESIGN & CREATIVE	03/06/2014	3,800.00
50799	INTEGRA TELECOM	03/06/2014	319.02
50800	INTERMEDIATE DISTRICT 287	03/06/2014	1,073.08
50801	JC ENVIRONMENTAL & DEMOLITION	03/06/2014	360.00
50802	JIMMY JOHNS #869	03/06/2014	183.25
50803	JOHN DEERE FINANCIAL	03/06/2014	286.83
50804	JOHNSON, GERALD	03/06/2014	74.00
50805	JOHNSON, JUDITH ANN	03/06/2014	265.00
50806	JOHNSON CONTROLS INC	03/06/2014	593.00
50807	JOHNSON, VIRGINIA CONATI	03/06/2014	452.10
50808	JW PEPPER & SON INC	03/06/2014	61.98
50809	JWOOD SPORTS FLOORING LLC	03/06/2014	642.20
50810	K JOHNSON CONSTRUCTION	03/06/2014	12,720.50

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50811	K PEARSON MECHANICAL LLC	03/06/2014	3,713.24
50812	K12 TRANSPORTATION MGMT SERVIC	03/06/2014	73,575.92
50813	KARLSBURGER FOODS INC	03/06/2014	126.54
50814	KATH FUEL OIL SERVICE CO	03/06/2014	634.25
50815	KLEIN, CAROL	03/06/2014	35.00
50816	KOREEN, GLORIA	03/06/2014	12.75
50817	KOWALSKIS MARKET	03/06/2014	436.43
50818	KRAFT CONTRACTING & MECHANICAL	03/06/2014	832.95
50819	L & D SIGN	03/06/2014	1,168.10
50820	LAKES COUNTRY SERVICE COOP	03/06/2014	99.00
50821	LALIBERTE, MARK	03/06/2014	56.00
50822	LAWSON PRODUCTS INC	03/06/2014	96.70
50823	LEE, CHARLOTTE L	03/06/2014	254.00
50824	LEGER INTERACTIVE LLC	03/06/2014	37.50
50825	LEHNER, KEN	03/06/2014	96.00
50826	LEISTIKOW, BRIAN	03/06/2014	96.00
50827	LEW ELECTRIC INC	03/06/2014	37,790.15
50828	LOFFLER	03/06/2014	427.63
50829	LOGAN, JOHN	03/06/2014	80.00
50830	L T G POWER EQUIPMENT	03/06/2014	990.90
50831	M.A. APPAREL & PROMOTIONS	03/06/2014	95.97
50832	MACKIN EDUCATIONAL RESOURCES	03/06/2014	1,009.57
50833	MAERTENS, KEVIN	03/06/2014	74.00
50834	MALLUEGE, SCOTT	03/06/2014	74.00
50835	MARIS LLC	03/06/2014	480.00
50836	MASTERGRAPHICS, INC	03/06/2014	495.00
50837	MATH MASTERS OF MINNESOTA	03/06/2014	255.00
50838	MATHIESON, SARA	03/06/2014	17.00
50839	MCDONALD, MARIE	03/06/2014	46.75
50840	MCDONOUGH'S WATERJETTING AND	03/06/2014	609.25
50841	MN COMMUNITY EDUC ASSOC (MCEA)	03/06/2014	199.00
50842	MENTH, MICHAEL	03/06/2014	240.00
50843	MID CITY SERVICES - INDUSTRIAL	03/06/2014	1,807.95
50844	MIDWEST BUS PARTS INC	03/06/2014	932.54
50845	MINVALCO INC	03/06/2014	254.40
50846	MIXED BLOOD THEATRE	03/06/2014	2,119.00
50847	MN CONWAY FIRE & SAFETY	03/06/2014	227.50
50848	MN POLLUTION CONTROL AGENCY	03/06/2014	502.00
50849	MN SPORTSMAN	03/06/2014	16.97
50850	MN STATE COLLEGES & UNIV	03/06/2014	150.00
50851	MN ZOO	03/06/2014	240.00
50852	MOBILE RADIO ENGINEERING INC	03/06/2014	146.00
50853	MODEL ME KIDS LLC	03/06/2014	94.80
50854	MN OFFICE TECH GROUP	03/06/2014	157.73
50855	MUSIC CONNECTION INC	03/06/2014	26.98
50856	NARDINI FIRE EQUIPMENT CO INC	03/06/2014	80.05
50857	NEOFUNDS BY NEOPOST	03/06/2014	1,000.00
50858	NEW PRAGUE ARCHERY CLUB	03/06/2014	147.00
50859	Vendor Continued Check	03/06/2014	0.00
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50861	NORTH CENTRAL TRUCK EQUIPMENT	03/06/2014	1,834.37
50862	NORTH SUBURBAN TOWING	03/06/2014	600.00
50863	NORTHERN FOREST PRODUCTS LLC	03/06/2014	2,170.33
50864	NORTHWEST SHEETMETAL CO OF ST	03/06/2014	5,495.32
50865	OFFICE DEPOT	03/06/2014	588.35
50866	OUSLEY, HERSHEL	03/06/2014	96.00
50867	OXYGEN SERVICE CO INC	03/06/2014	18.00
50868	PAMS LUNCHROOM LLC	03/06/2014	7,137.17
50869	PAPA MURPHY'S PIZZA	03/06/2014	137.00
50870	PARK SQUARE THEATRE	03/06/2014	420.00
50871	PARKOS CONSTRUCTION CO INC	03/06/2014	6,473.30
50872	PARTS NOW ! LLC	03/06/2014	67.80
50873	PAULSON, ADAM	03/06/2014	96.00
50874	PEARSON EDUCATION INC	03/06/2014	3,090.33
50875	PERSZYK, RAE	03/06/2014	32.00
50876	PERZEL, JOE	03/06/2014	80.00
50877	PESI	03/06/2014	169.99
50878	PIONEER	03/06/2014	169.50
50879	PITNEY BOWES PURCHASE POWER	03/06/2014	1,108.99
50880	PITNEY BOWES INC	03/06/2014	229.00
50881	POLAR CHEVROLET MAZDA	03/06/2014	154.22
50882	POSSEHL, KIRK K	03/06/2014	180.00
50883	POSTMASTER	03/06/2014	49.00
50884	POSTMASTER	03/06/2014	220.00
50885	POSTMASTER	03/06/2014	2,940.00
50886	QUALITY RESOURCE GROUP INC	03/06/2014	81.50
50887	QUILL CORPORATION	03/06/2014	53.97
50888	R & R SPECIALTIES INC	03/06/2014	34.50
50889	RAMSEY COUNTY	03/06/2014	3,812.50
50890	RAMSEY COUNTY LEAGUE OF LOCAL	03/06/2014	200.00
50891	RATWIK ROSZAK & MALONEY PA	03/06/2014	3,155.50
50892	REED, QUINTIN	03/06/2014	264.00
50893	REGENTS OF THE UNIV OF MN	03/06/2014	11.20
50894	REGION 4AA	03/06/2014	1,594.00
50895	REHBEIN TRANSIT INC	03/06/2014	665.12
50896	REICH, LINDA	03/06/2014	37.40
50897	THE RETROFIT COMPANIES INC	03/06/2014	5,299.39
50898	RICHARDSON, ERIC D	03/06/2014	120.00
50899	RICHARDSON, GENE	03/06/2014	56.00
50900	ROAST & BREW	03/06/2014	238.00
50901	ROETTGER, DORIS	03/06/2014	12.75
50902	ROSEMOUNT HIGH SCHOOL	03/06/2014	150.00
50903	ROSETTA STONE	03/06/2014	179.00
50904	RUIZ JR, TONY	03/06/2014	114.00
50905	S & S WORLDWIDE	03/06/2014	106.40
50906	SAFEWAY DRIVING SCHOOL	03/06/2014	8,505.00
50907	SAIKO, KATHY	03/06/2014	15.30
50908	SAM'S CLUB/GEMB	03/06/2014	1,061.29
50909	SAM'S CLUB/GEMB	03/06/2014	854.82
50910	SAM'S CLUB/GEMB	03/06/2014	34.96

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50911	SCANTRON CORPORATION	03/06/2014	230.82
50912	SCHINDLER ELEVATOR CORP	03/06/2014	690.33
50913	SCHLUETER, DAVID C	03/06/2014	100.00
50914	SCHMITT MUSIC COMPANY	03/06/2014	104.65
50915	SCHOLASTIC INC	03/06/2014	17.48
50916	SCHOOL SPECIALTY	03/06/2014	122.97
50917	SCIENCE MUSEUM OF MINNESOTA	03/06/2014	552.00
50918	SEEVER, GRAY	03/06/2014	165.00
50919	SENTRY SYSTEMS INC	03/06/2014	450.00
50920	SHOREVIEW COMMUNITY CENTER	03/06/2014	709.36
50921	SKYWARD INC	03/06/2014	16,630.00
50922	SMILEMAKERS INC	03/06/2014	29.97
50923	Vendor Continued Check	03/06/2014	0.00
50924	Vendor Continued Check	03/06/2014	0.00
50925	SCHOOL NUTRITION ASSOC (SNA)	03/06/2014	525.25
50926	SNA	03/06/2014	46.75
50927	SOUTHWEST BINDING & LAMINATING	03/06/2014	340.36
50928	SPENCER, DOROTHY	03/06/2014	32.30
50929	SPRINT	03/06/2014	593.57
50930	ST4LEARNING	03/06/2014	99.00
50931	STARFALL PUBLICATIONS	03/06/2014	270.00
50932	STATE OF MINNESOTA DEPT OF PUB	03/06/2014	125.00
50933	STILLWATER HIGH SCHOOL	03/06/2014	45.00
50934	STONE, KATHY A	03/06/2014	450.00
50935	STUDENT SUPPLY	03/06/2014	297.08
50936	SUPERIOR TILE & TERRAZZO INC	03/06/2014	15,276.00
50937	TA SCHIFSKY & SONS INC	03/06/2014	3,325.00
50938	TERWEY, JASON	03/06/2014	192.00
50939	TEXAS INSTRUMENTS INC	03/06/2014	86.00
50940	THELEN HEATING & ROOFING INC	03/06/2014	11,400.00
50941	THURNBECK STEEL FABRICATION	03/06/2014	3,752.50
50942	TIERNEY BROTHERS INC	03/06/2014	3,533.02
50943	TIES	03/06/2014	145.00
50944	TRADE PRESS INC	03/06/2014	420.00
50945	TRANS-MISSISSIPPI BIO SUPPLY	03/06/2014	259.97
50946	TREETOP PUBLISHING INC	03/06/2014	77.50
50947	TRIO SUPPLY COMPANY	03/06/2014	12,189.60
50948	TRUSTED EMPLOYEES	03/06/2014	1,729.00
50949	TWIN CITY ACOUSTICS INC	03/06/2014	570.00
50950	TWIN CITY JANITOR SUPPLY CO	03/06/2014	98.00
50951	TWIN CITIES TRANSPORT & RECOVER	03/06/2014	175.00
50952	U.S. ENERGY SERVICES INC	03/06/2014	107,132.35
50953	UHL CO INC	03/06/2014	1,566.80
50954	UNIVERSITY OF MINNESOTA ATHLET	03/06/2014	200.00
50955	UNIVERSITY OF MINNESOTA	03/06/2014	4,495.00
50956	UPS FREIGHT	03/06/2014	25.00
50957	US FOODS CULINARY EQUIP & SUPP	03/06/2014	1,306.38
50958	VADNAIS HEIGHTS SPORTS COMPLEX	03/06/2014	10,300.00
50959	VAIL, GAYLE J	03/06/2014	31.45
50960	VEITH, DOUG	03/06/2014	109.00

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50961	VENDINI INC	03/06/2014	495.00
50962	VISI	03/06/2014	525.00
50963	WARD, DARRELL E	03/06/2014	265.00
50964	WB AREA EMERGENCY FOOD SHELF	03/06/2014	85.23
50965	WHITE BEAR CENTER FOR THE ARTS	03/06/2014	7,350.00
50966	WHITE BEAR LOCKSMITH INC	03/06/2014	121.52
50967	WHITE BEAR MONTESSORI	03/06/2014	542.00
50968	WHITE BEAR AREA YMCA	03/06/2014	20,286.50
50969	WI CENTER FOR EDUC PRODUCTS &	03/06/2014	22.00
50970	WELLS CONCRETE	03/06/2014	11,797.10
50971	WHEELER HARDWARE COMPANY	03/06/2014	1,140.00
50972	WILLCOXON SR, PETER	03/06/2014	524.50
50973	WINFIELD, F STEPHEN	03/06/2014	74.00
50974	WINNICK SUPPLY	03/06/2014	86.06
50975	WL HALL COMPANY	03/06/2014	848.00
50976	WOLTERS KLUWER LAW & BUSINESS	03/06/2014	465.00
50977	WTG TERRAZZO & TILE INC	03/06/2014	3,847.50
50978	WYZCO GROUP INC	03/06/2014	220.00
50979	YANCURA, SUSAN C	03/06/2014	498.43
50980	YOUTH FRONTIERS	03/06/2014	3,190.00
320	Computer	Check(s) For a Total of	996,884.07

Check Nbr	Vendor Name	Check Date	Check Amount
50097	NEW PRAGUE ARCHERY CLUB	03/06/2014	343.00
1	Void	Check(s) For a Total of	343.00

	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
	320	Computer	Checks For a Total of	996,884.07
Total For	320	Manual, Wire Tran, ACH & Computer Checks		996,884.07
Less	1	Voided	Checks For a Total of	343.00
		Net Amount		996,541.07

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50981	ACKERNECHT, BETH	03/06/2014	19.00
50982	AICHELE, CRAIG JOSEPH	03/06/2014	17.00
50983	ALBRECHT, DEAN	03/06/2014	19.00
50984	ALLGOOD, DONNA M	03/06/2014	36.00
50985	ALTMAN, JANENE EMILY	03/06/2014	19.00
50986	AMBLI, LISA	03/06/2014	18.00
50987	AMESBURY, DAN	03/06/2014	19.00
50988	ANDERSON, SHANNON A M	03/06/2014	20.00
50989	ANDRES, KARA	03/06/2014	6.00
50990	ANDREWS, SHANE	03/06/2014	19.00
50991	ANGELLIS, DEEDRA K	03/06/2014	19.00
50992	ANORVE-ANDRESS, SHERYL	03/06/2014	25.00
50993	APFEL, SHARI	03/06/2014	17.00
50994	ARCAND, MARNIE	03/06/2014	20.00
50995	ARNDT, KEN	03/06/2014	22.00
50996	BAKER, SHAFT	03/06/2014	20.00
50997	BAKKEN, BRUCE JEFFERY	03/06/2014	18.00
50998	BARRETT, JENNIFER	03/06/2014	19.00
50999	BARRY, MARIAMA DALANDA	03/06/2014	19.00
51000	BASS, MATTHEW	03/06/2014	17.00
51001	BENERT, LINDA A	03/06/2014	5.00
51002	BENGTSON, COURTNEY ANN	03/06/2014	18.00
51003	BENNER, JESSICA KAY	03/06/2014	19.00
51004	BERG, JOAN	03/06/2014	17.00
51005	BERGSTROM, DALE J	03/06/2014	19.00
51006	BERLIN, RAYMOND	03/06/2014	20.00
51007	BERRISFORD, TINA	03/06/2014	18.00
51008	BERRYHILL, JANET	03/06/2014	19.00
51009	BEYER, ELIZABETH	03/06/2014	8.00
51010	BIEHN, GARY	03/06/2014	20.00
51011	BLAESING, REBECCA	03/06/2014	36.00
51012	BLAIR, LEAH ZUSAN	03/06/2014	18.00
51013	BOIS, JENNIFER J	03/06/2014	19.00
51014	BOSOMPEN, EMMANUEL BAFFOUR	03/06/2014	18.00
51015	BOUDREAU, HOLLY	03/06/2014	18.00
51016	BOWERS, JESSICA J	03/06/2014	19.00
51017	BRAUN, ANDREW	03/06/2014	17.00
51018	BREEN, KATHLEEN	03/06/2014	18.00
51019	BREUER, CATHERINE	03/06/2014	19.00
51020	BRIER, LYNDA	03/06/2014	17.00
51021	BROMEN, SHAWN RAYMOND	03/06/2014	17.00
51022	BROWN, ALANA LOUISE	03/06/2014	19.00
51023	BROWN, ERIK PAUL	03/06/2014	20.00
51024	BROWN, MEWNIKA S	03/06/2014	6.00
51025	BROWN, PETER A	03/06/2014	8.00
51026	BRUTON, SANDRA R	03/06/2014	17.00
51027	BUSH, JANELL DAWN	03/06/2014	19.00
51028	CAFLISCH, SUE	03/06/2014	8.00
51029	CAIRL, JENNIFER ANN	03/06/2014	18.00
51030	CALLANDER, CYNTHIA J	03/06/2014	17.00

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51031	CARLSON, SUE	03/06/2014	19.00
51032	CARROLL, JOHN ANDREW	03/06/2014	24.00
51033	CASE, STANLEY	03/06/2014	18.00
51034	CASILLAS, MARCO ANTONIO	03/06/2014	30.00
51035	CASTREN, SHARON	03/06/2014	18.00
51036	CERMAK, RAYMOND L	03/06/2014	18.00
51037	CHEM, REATTHON SAMEDY	03/06/2014	18.00
51038	CHISM, CHRISTINA	03/06/2014	19.00
51039	CHRISTENSEN, AMY CHRISTINE	03/06/2014	20.00
51040	CINTELLA, TRISHA	03/06/2014	38.00
51041	CLARK, SCOTT	03/06/2014	18.00
51042	CLENDENON, KASEY	03/06/2014	18.00
51043	CLINCH, KATIE JENKINS	03/06/2014	6.00
51044	COLBY, CURTIS	03/06/2014	6.00
51045	COLEMAN, CARRIE ANN	03/06/2014	19.00
51046	COMSTOCK, MIKE	03/06/2014	19.00
51047	CONNER, CYNTHIA	03/06/2014	17.00
51048	CONSTANT, MICHELLE	03/06/2014	19.00
51049	COOK, CHARLES	03/06/2014	37.00
51050	COOLIDGE, DENNIS	03/06/2014	18.00
51051	COPELAND, DONALD G	03/06/2014	17.00
51052	CORCORAN, SUSAN	03/06/2014	18.00
51053	CORFITS, SEAN MICHAEL	03/06/2014	17.00
51054	COYAN, PAUL	03/06/2014	18.00
51055	CREA, CATHERINE	03/06/2014	17.00
51056	CUNNINGHAM, BRIAN	03/06/2014	5.00
51057	DAHL, JOEY	03/06/2014	16.00
51058	DAHL, MARY	03/06/2014	19.00
51059	DAILEY, CAREY	03/06/2014	20.00
51060	DAUK, DIANE L	03/06/2014	20.00
51061	DECRAMER, LESLIE MARIE	03/06/2014	20.00
51062	DEHOOP, MELISSA	03/06/2014	18.00
51063	DELCASTILLO, DENA LYNN	03/06/2014	20.00
51064	DELEON, SABRINA ANN	03/06/2014	18.00
51065	DEUTSCH, CATHERINE	03/06/2014	22.00
51066	DEWELL, MELISSA A	03/06/2014	17.00
51067	DEYO, MICHELLE	03/06/2014	17.00
51068	DIAN, JILL	03/06/2014	20.00
51069	DILLARD, CHARMELLE	03/06/2014	19.00
51070	DOBIER, DARREN JAMES	03/06/2014	18.00
51071	DOMRONGWATTANAKUL, NATTHAPONG	03/06/2014	36.00
51072	DOUGHTY, KIM R	03/06/2014	19.00
51073	DUNCANSON, JEFFREY MICHAEL	03/06/2014	17.00
51074	DUNDAS-MONGRUE, AUDREY	03/06/2014	18.00
51075	DUNHAM, JENNIFER	03/06/2014	19.00
51076	DVORAK, GWYNDOLYN	03/06/2014	18.00
51077	EASTBURN, MIA	03/06/2014	19.00
51078	EBBERT, JULIA V	03/06/2014	18.00
51079	EDWARDS, AMIE	03/06/2014	19.00
51080	EICHLER, LAURIE LEA	03/06/2014	19.00

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51085	ENGSTRAN, CHRISTINA	03/06/2014	18.00
51086	ENRIGHT, JULIE	03/06/2014	18.00
51087	EPPS-WILBORN, WILLAR A	03/06/2014	18.00
51088	ERICKSON, CHRISTOPHER	03/06/2014	22.00
51089	EVANS, ANNE	03/06/2014	20.00
51090	EVANS, TERESA L	03/06/2014	19.00
51091	EVGEN, KATHY	03/06/2014	17.00
51092	FARAH, HILARY ANN	03/06/2014	19.00
51093	FIEBING, CORY	03/06/2014	19.00
51094	FIKE, JEFFREY	03/06/2014	5.00
51095	FISCHER, JULIE	03/06/2014	18.00
51096	FLEMING, JENNIFER ANN	03/06/2014	18.00
51097	FLEMING, RANDY	03/06/2014	20.00
51098	FLEMONS, ANGELIQUE RENEA	03/06/2014	20.00
51099	FLETCHER, ANGELA	03/06/2014	19.00
51100	FOLLMER, MELONY ANNE	03/06/2014	5.00
51101	FONDOW, JAMIE LAWRENCE	03/06/2014	19.00
51102	FORTMAN, KRISTINE KAY	03/06/2014	22.00
51103	FOSSE, CINDI	03/06/2014	5.00
51104	FRANTA, BRIAN	03/06/2014	20.00
51105	FROEMMING, SARAH	03/06/2014	18.00
51106	FURLONG, KRISTIN R	03/06/2014	21.00
51107	GADDINI, JOHN	03/06/2014	6.00
51108	GAGNELIUS, DAWN MARIE	03/06/2014	36.00
51109	GALLOWAY JR, JUAN	03/06/2014	19.00
51110	GALVIN, DANIEL BRIAN	03/06/2014	21.00
51111	GAMBINO, STEVE	03/06/2014	18.00
51112	GAMRADT, ERIC EDWARD	03/06/2014	6.00
51113	GILBERT, ANGELA MARIE	03/06/2014	19.00
51114	GILBERT, DENISE	03/06/2014	5.00
51115	GLAVAN, ANDREW	03/06/2014	30.00
51116	GLENDENNING, CHRISTI	03/06/2014	18.00
51117	GONION, MELISSA	03/06/2014	20.00
51118	GOODREID, HEIDI	03/06/2014	18.00
51119	GRANT, PATRICK J	03/06/2014	18.00
51120	GREEN, CARIN M	03/06/2014	39.00
51121	GREEN, SYLVIA LATOYA	03/06/2014	18.00
51122	GRIEBEL, DAVID CHARLES	03/06/2014	19.00
51123	GRISSOM, ANTHONY R	03/06/2014	20.00
51124	GRONSBURG, CHRISTINE	03/06/2014	18.00
51125	GUENTHER, JEFFREY	03/06/2014	18.00
51126	GUETZKOW, LISA ANN	03/06/2014	17.00
51127	GUTIERREZ, MARIA	03/06/2014	18.00
51128	HACKMAN, DAVID ERIC	03/06/2014	19.00
51129	HAFNER, KATIE J	03/06/2014	19.00
51130	HAFOKA, SIONE	03/06/2014	19.00

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51132	HANG, PHOUA	03/06/2014	18.00
51133	HANK, DAWN	03/06/2014	22.00
51134	HANSEN, KATHLEEN	03/06/2014	17.00
51135	HANSEN, KENDRA M	03/06/2014	17.00
51136	HANSON, GENO	03/06/2014	19.00
51137	HANSON, KRISTINE MARIE	03/06/2014	30.00
51138	HARRIS, FELICIA	03/06/2014	18.00
51139	HAUSKER, MICHELLE MARIE	03/06/2014	18.00
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51143	HEIMER, KEITH	03/06/2014	17.00
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51145	HODEN, COLLEEN ERIN MCCLUSKEY	03/06/2014	18.00
51146	HOFELD-PONGRATZ, JAMEA	03/06/2014	19.00
51147	HOFFMAN, GREGORY PETER	03/06/2014	19.00
51148	HOLZBACH, GODFREY	03/06/2014	6.00
51149	HONG, TRICIA	03/06/2014	18.00
51150	HOWELL, LISA	03/06/2014	39.00
51151	HUGHES, MICHAEL THOMAS	03/06/2014	19.00
51152	HUYNH, NGHIA THIEN	03/06/2014	20.00
51153	INGRAM, GALADRIEL V	03/06/2014	18.00
51154	JACKSON, CHRISTEL	03/06/2014	19.00
51155	JAKKOLA, BRYON	03/06/2014	19.00
51156	JENNINGS, RANDY	03/06/2014	20.00
51157	JENNRICH, MICHAEL ALLEN	03/06/2014	5.00
51158	JOHNSON, DANIELLE JANINE	03/06/2014	18.00
51159	JOHNSON, EMILY ELIZABETH	03/06/2014	17.00
51160	JOHNSON, HOLLY	03/06/2014	19.00
51161	JOHNSON, KRISTIE	03/06/2014	18.00
51162	JOHNSON, MARIANNE	03/06/2014	24.00
51163	JOHNSON, RACHEL	03/06/2014	18.00
51164	JOHNSON, THERESA A	03/06/2014	19.00
51165	JUELICH, PAUL	03/06/2014	19.00
51166	JUREK, SHELLY	03/06/2014	20.00
51167	KARNES, DAWN	03/06/2014	22.00
51168	KATSERES, NICOLE M	03/06/2014	19.00
51169	KAUFFMAN, KENNETH	03/06/2014	18.00
51170	KAUFMAN, CATHERINE LYNN	03/06/2014	18.00
51171	KELLY, MEAGAN	03/06/2014	18.00
51172	KERRIGAN-KRODEL, JUDITH	03/06/2014	6.00
51173	KETTUNEN, MEGAN ELIZABETH	03/06/2014	18.00
51174	KHAN, RUBINA	03/06/2014	19.00
51175	KIM, JESSICA	03/06/2014	18.00
51176	KLOC, JEFFERY	03/06/2014	36.00
51177	KNUTH, BECKY	03/06/2014	19.00
51178	KNUTSON, BILLIE	03/06/2014	19.00
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51180	KOENIG, WENDY	03/06/2014	19.00

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51184	KONIAR, KIM CAROL	03/06/2014	5.00
51185	KONISZCZUK, RICK	03/06/2014	18.00
51186	KROSKA, MARK	03/06/2014	20.00
51187	KUHN, JEANNE	03/06/2014	20.00
51188	KVIDERA, JOSEPH	03/06/2014	20.00
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51194	LARSON, KRISTINE	03/06/2014	17.00
51195	LARSON, MATTHEW GRANT	03/06/2014	19.00
51196	LARUE, DEBORAH	03/06/2014	18.00
51197	LE BLANC, SHANNON SUZANNE	03/06/2014	18.00
51198	LEARNED, MICHAEL JAMES	03/06/2014	18.00
51199	LEE, DAO	03/06/2014	20.00
51200	LEE, IRIYA T	03/06/2014	19.00
51201	LEE, KA KARYN	03/06/2014	18.00
51202	LEE, KIA K	03/06/2014	20.00
51203	LEE, NAO CHOUA	03/06/2014	20.00
51204	LEE, NOU	03/06/2014	19.00
51205	LEE, SEAN	03/06/2014	20.00
51206	LEE, STEVE	03/06/2014	20.00
51207	LEE, XENG	03/06/2014	18.00
51208	LEE, XIONG PAO	03/06/2014	38.00
51209	LEE, XOCHITL	03/06/2014	19.00
51210	LEGRAND, PAUL	03/06/2014	19.00
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51219	LILLIE, CHAD	03/06/2014	30.00
51220	LINDQUIST, TAMMY	03/06/2014	36.00
51221	LITTLE, KRISTIN NICOLE	03/06/2014	20.00
51222	LOLL, CLARA	03/06/2014	19.00
51223	LOPEZ, PENEE J	03/06/2014	18.00
51224	LOR, KOU DANNY	03/06/2014	18.00
51225	LUND, THERESA LEEANN	03/06/2014	20.00
51226	LUNDY, JACQUELINE	03/06/2014	34.00
51227	LYON, JAMES E	03/06/2014	20.00
51228	MAGEE, RICHARD	03/06/2014	18.00
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51234	MARKS, JOHN	03/06/2014	18.00
51235	MARSHALL, BERNARD	03/06/2014	18.00
51236	MARTINS, ARINOLA	03/06/2014	18.00
51237	MARTIN, THOMAS	03/06/2014	19.00
51238	MASSA, JAYMI E	03/06/2014	18.00
51239	MATHISEN, DALE	03/06/2014	18.00
51240	MATSON, DANIEL J	03/06/2014	18.00
51241	MCBRIDE, WILLIAM CARLYLE	03/06/2014	18.00
51242	MCCUE, YVONNE C	03/06/2014	17.00
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51244	MCELMURY, JACY JAMES	03/06/2014	5.00
51245	MCGLADDERY, TIMOTHY DAVID	03/06/2014	30.00
51246	MCQUISTON, LAURIE	03/06/2014	18.00
51247	MEINKE, CRAIG	03/06/2014	6.00
51248	MENK, BRYCE	03/06/2014	19.00
51249	MERINO, ADRIANA	03/06/2014	18.00
51250	MERSCH, MOLLY	03/06/2014	19.00
51251	MESSERSCHMIDT, BRADLEY ALLEN	03/06/2014	37.00
51252	MEYER, GEORGINE STEPHANIE	03/06/2014	19.00
51253	MILAND, TRACY	03/06/2014	5.00
51254	MILLER, EMILY K	03/06/2014	49.00
51255	MITCHELL, DYSHAWN KENTRELL	03/06/2014	17.00
51256	MOORE, MARTIN THOMAS	03/06/2014	19.00
51257	MORAN, LANCE	03/06/2014	17.00
51258	MOREN, JACKIE	03/06/2014	18.00
51259	MORIN, PATTI	03/06/2014	18.00
51260	MORRIS-THOMPSON, JANET ANN	03/06/2014	19.00
51261	MORTEL, AMY	03/06/2014	19.00
51262	MORTINSEN, CHRIS	03/06/2014	37.00
51263	MOTZKO, WAYNE	03/06/2014	19.00
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51265	MUELLER, TANJA	03/06/2014	18.00
51266	MURPHY, TABITHA	03/06/2014	20.00
51267	MURRAY, MEGAN	03/06/2014	18.00
51268	NELSON, JENNIFER	03/06/2014	19.00
51269	NELSON, MELISSA	03/06/2014	25.00
51270	NELSON, PATRICIA ANN	03/06/2014	19.00
51271	NELSON, SANDI	03/06/2014	36.00
51272	NETO, JENNIFER MARIE	03/06/2014	19.00
51273	NGUYEN, A DONG	03/06/2014	19.00
51274	NGUYEN, THUY	03/06/2014	18.00
51275	NISTLER, DEB	03/06/2014	17.00
51276	NORD, AMY	03/06/2014	20.00
51277	NORMAN, HEATHER LYNN	03/06/2014	19.00
51278	NOWLAND, SUNDAY	03/06/2014	19.00
51279	NUORALA, JENNIFER ANNE	03/06/2014	19.00
51280	NYBERG, JOHN	03/06/2014	19.00

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51284	O'FLANAGAN, BRENDON BARRY	03/06/2014	18.00
51285	OCZAK, STEVEN JOSEPH	03/06/2014	5.00
51286	OJEDA, ANDREA	03/06/2014	18.00
51287	OKANOVIC, FIKRETA	03/06/2014	19.00
51288	OKUKU, STELLA	03/06/2014	19.00
51289	OLCHEFSKE, REX	03/06/2014	19.00
51290	OLIVARES, BARRY	03/06/2014	20.00
51291	OLSON, ABBY ANN	03/06/2014	18.00
51292	OLSON, ERIC	03/06/2014	5.00
51293	OLSON, KATHY	03/06/2014	19.00
51294	OLSON, MARC	03/06/2014	20.00
51295	OLUSI, ADEOLA	03/06/2014	18.00
51296	OMAN, VERONICA	03/06/2014	19.00
51297	OTTERSON, DARNELL J	03/06/2014	19.00
51298	PALMER-BOTHUN, LISA	03/06/2014	18.00
51299	PAULSON, KELLY	03/06/2014	18.00
51300	PEREZ BARCENAS, ARMANDO	03/06/2014	20.00
51301	PEREZ, CLAUDIA	03/06/2014	20.00
51302	PERREIRA, JULIE	03/06/2014	18.00
51303	PERRON, LINDSEY	03/06/2014	19.00
51304	PERSON, WENDY E	03/06/2014	18.00
51305	PETERSON, BRIAN	03/06/2014	19.00
51306	PETERSEN, LONA	03/06/2014	18.00
51307	PETERSON, PHILLIP	03/06/2014	20.00
51308	PHILIPPI, CHRISTOPHER J	03/06/2014	19.00
51309	PILLA, DONALD	03/06/2014	18.00
51310	PINETEH, REGULA	03/06/2014	19.00
51311	PODEWILS, KATIE	03/06/2014	41.00
51312	POESCHL, COLLEEN	03/06/2014	19.00
51313	POETSCH, BRYAN	03/06/2014	18.00
51314	POLLARD, LENORA	03/06/2014	18.00
51315	POORE, KENNETH AMES	03/06/2014	18.00
51316	POTHEN, JENNIFER	03/06/2014	24.00
51317	POWELL-MATTA, RENEE	03/06/2014	18.00
51318	QUICK, AUBRIE MARIE	03/06/2014	19.00
51319	QUINLAN, KIMBERLY A	03/06/2014	19.00
51320	RADEMACHER, JEFFREY	03/06/2014	18.00
51321	RAMIREZ, PRISCILLA	03/06/2014	18.00
51322	RANCOUR, DAVID	03/06/2014	18.00
51323	REDMOND, COURTNEY	03/06/2014	19.00
51324	REINHARDT, AMBER	03/06/2014	19.00
51325	RENSTED, JAY	03/06/2014	6.00
51326	REYES, JENIDIA	03/06/2014	19.00
51327	RICHTER, KARI R	03/06/2014	19.00
51328	RIEDEL, JAMES	03/06/2014	19.00
51329	RING, SARA	03/06/2014	19.00
51330	RIOS ALMARAZ, ANTONIO	03/06/2014	18.00

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51332	RIVARD, VINCENT JAMES	03/06/2014	5.00
51333	ROACH, THERESA MARIE	03/06/2014	17.00
51334	ROHLINGER, JANNA	03/06/2014	17.00
51335	ROHRER, PAUL	03/06/2014	8.00
51336	ROMANOWSKI, CHARLENE	03/06/2014	38.00
51337	ROSE, MELISSA	03/06/2014	19.00
51338	ROSENOW, LAURISA	03/06/2014	24.00
51339	ROSILLO, STEPHANIE CHRISTINE	03/06/2014	19.00
51340	RUDRUD, SCOTT RICHARD	03/06/2014	19.00
51341	RUNGE-HUNT, LAURA A	03/06/2014	18.00
51342	RUPPRECHT, ANDREW	03/06/2014	22.00
51343	RUSLER, DIANNE M	03/06/2014	26.00
51344	RUSS, FLORENCE	03/06/2014	19.00
51345	SAIKO, SCOTT	03/06/2014	19.00
51346	SALISBURY, TAMMY M	03/06/2014	30.00
51347	SANDA, WESLEY DEAN	03/06/2014	19.00
51348	SANDERS, SHAWN	03/06/2014	23.00
51349	SCHAFFER, JODI ANN	03/06/2014	19.00
51350	SCHAFFER, NICOLE LYNN	03/06/2014	5.00
51351	SCHARFF, SARAH ALICE	03/06/2014	18.00
51352	SCHMITZ, DEANNA	03/06/2014	39.00
51353	SCHMIDT, STEPHANIE	03/06/2014	38.00
51354	SCHOELLER, REBECCA	03/06/2014	22.00
51355	SCHOELLER JR, RUSSELL JAMES	03/06/2014	6.00
51356	SCHROEDER, ROBERT	03/06/2014	18.00
51357	SCHUG, ROBERT	03/06/2014	22.00
51358	SCHULTZ, BRENDA R.	03/06/2014	19.00
51359	SCHULER, PAUL	03/06/2014	18.00
51360	SCHURR, SARA ELLEN	03/06/2014	8.00
51361	SCHWARTZ, KAREN	03/06/2014	6.00
51362	SERERO, MARIA GUADALUPE	03/06/2014	19.00
51363	SHAH, HEIDI	03/06/2014	19.00
51364	SHAW, CHRISTINE MARIE	03/06/2014	18.00
51365	SHERMAN, LISA	03/06/2014	19.00
51366	SHEVCHUK, MANDY	03/06/2014	8.00
51367	SHIBRU, SABA T	03/06/2014	18.00
51368	SHIELD, CAROL	03/06/2014	20.00
51369	SIKORSKI, WILLIAM	03/06/2014	19.00
51370	SINN, GINA	03/06/2014	19.00
51371	SMITH, CAROLINE	03/06/2014	19.00
51372	SMITH, JASMINE LETONYA	03/06/2014	19.00
51373	SOBOTA, JENNIFER	03/06/2014	18.00
51374	SOMMERS, ANDY	03/06/2014	17.00
51375	SORENSEN, AMBER	03/06/2014	18.00
51376	SORENSEN, KATHLEEN M	03/06/2014	18.00
51377	SPIESS, LISA M	03/06/2014	6.00
51378	SPRINGER, JENNIFER	03/06/2014	47.00
51379	STAHLCKER, BRADLEY	03/06/2014	17.00
51380	STANTON, EVELYN	03/06/2014	19.00

Check Nbr	Vendor Name	Check Date	Check Amount
51381	STANTON, TRACI	03/06/2014	19.00
51382	STEBBINS, JENNIFER	03/06/2014	5.00
51383	STENDER, DEB	03/06/2014	19.00
51384	STENEN, DANIEL	03/06/2014	19.00
51385	STENSRUD, LYNN	03/06/2014	18.00
51386	STEVER, MELANIE ELIZABETH	03/06/2014	19.00
51387	STIGNEY, ROBERT	03/06/2014	22.00
51388	STOUT, DAN	03/06/2014	19.00
51389	STOUT, SANDRA MARIA	03/06/2014	18.00
51390	STUMPNER, JODI L	03/06/2014	30.00
51391	SULEJ, BENJAMIN	03/06/2014	19.00
51392	SWENSON, LISA KALEVA	03/06/2014	19.00
51393	SYLVESTER, TRAVIS	03/06/2014	19.00
51394	TAIWO, BUSHIRAT	03/06/2014	6.00
51395	TANTTU, JENNIFER	03/06/2014	38.00
51396	TESSIER, LISA B	03/06/2014	19.00
51397	THAO, LUE	03/06/2014	20.00
51398	THAO, SHAWN ADAM	03/06/2014	36.00
51399	THAO, TOUA	03/06/2014	18.00
51400	THAO, YANG	03/06/2014	37.00
51401	THOMAZIN, CHRIS	03/06/2014	17.00
51402	TISCHLER, TRACEY	03/06/2014	20.00
51403	TOBECK, PATRICIA ANN	03/06/2014	22.00
51404	TOLESSA AYANA, BEKABIL	03/06/2014	18.00
51405	TONN, KIMBERLY M	03/06/2014	19.00
51406	TORMANEN, DAVIN	03/06/2014	40.00
51407	TREFT, HEATHER LYNN	03/06/2014	30.00
51408	TRUSLER, MICHAEL C	03/06/2014	19.00
51409	TSCHIDA, RICHARD	03/06/2014	38.00
51410	TUCKNER, KIM	03/06/2014	6.00
51411	TURENNE, JACOB L	03/06/2014	19.00
51412	TURNER, GERALD	03/06/2014	15.00
51413	TVEDT, ADAM CHRISTOPHER	03/06/2014	17.00
51414	TYREN, BRETT	03/06/2014	49.00
51415	USMAN, ARIF	03/06/2014	18.00
51416	VALENTO, RON	03/06/2014	18.00
51417	VANDERHYDE, KEITH MARCUS	03/06/2014	18.00
51418	VANG, CHA	03/06/2014	18.00
51419	VANG, CHA	03/06/2014	20.00
51420	VANG, GE KAO	03/06/2014	18.00
51421	VANG, IVY	03/06/2014	6.00
51422	VANG, JEFF	03/06/2014	36.00
51423	VANG, MAY	03/06/2014	18.00
51424	VANG, MY PANG K	03/06/2014	18.00
51425	VANG, NALY	03/06/2014	19.00
51426	VANG, SIA JOSIEPHINA	03/06/2014	18.00
51427	VANG, TOU	03/06/2014	17.00
51428	VANG, YER	03/06/2014	18.00
51429	VENDEL, STACY	03/06/2014	17.00
51430	VESEL, NATHAN LOUIS	03/06/2014	19.00

Check Nbr	Vendor Name	Check Date	Check Amount
51431	VITALE, JAMIE	03/06/2014	18.00
51432	VUE, MAYLEE	03/06/2014	17.00
51433	WAHLIN, JODI M	03/06/2014	20.00
51434	WALBY, ELIZABETH ANN	03/06/2014	5.00
51435	WALKER, MARGARET R	03/06/2014	20.00
51436	WALSH, FRANK J	03/06/2014	19.00
51437	WEBBER, DANIEL A	03/06/2014	17.00
51438	WEDDELL, CHRISTOPHER	03/06/2014	20.00
51439	WEIDNER, ELIZABETH C	03/06/2014	35.00
51440	WENZEL, RAYMOND	03/06/2014	18.00
51441	WEST, ANDREA	03/06/2014	19.00
51442	WEST, SHIRLEY D	03/06/2014	8.00
51443	WESTMAN, KERRY	03/06/2014	30.00
51444	WIELAND, TINA	03/06/2014	6.00
51445	WILD-SCHEIBEN, LISA	03/06/2014	18.00
51446	WILL, JENNIFER	03/06/2014	17.00
51447	WILLE, DANIEL J	03/06/2014	19.00
51448	WILLIAMS, NICOLEAN ELISHA	03/06/2014	18.00
51449	WILLIAMS, STEVE	03/06/2014	5.00
51450	WIRTH, SARA	03/06/2014	19.00
51451	WORNER, KRISTIN	03/06/2014	17.00
51452	WRIGHT, AMANDA	03/06/2014	6.00
51453	WRIGHT, ELIZABETH	03/06/2014	20.00
51454	WRONA, MICHAEL	03/06/2014	17.00
51455	XIONG, LANCE KNIE	03/06/2014	19.00
51456	XIONG, MICHELLE	03/06/2014	19.00
51457	XIONG, VIKKI THAI	03/06/2014	18.00
51458	YANG, MONEY NHIA	03/06/2014	17.00
51459	YANG, PANG SOUA	03/06/2014	18.00
51460	YANG, PANG KU	03/06/2014	17.00
51461	YANG, ZONG	03/06/2014	20.00
51462	YISMAW, MESKEREM	03/06/2014	19.00
51463	YOCH, FRANCINE MARY	03/06/2014	20.00
51464	ZARLING, DARRICK	03/06/2014	19.00
51465	ZEMKE, KIM	03/06/2014	41.00
51466	ZIMNIEWICZ, JAMES LOUIS	03/06/2014	22.00
51467	ZOBOROWSKI, HOLLY	03/06/2014	6.00
487	Computer	Check(s) For a Total of	9,248.00

	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
	487	Computer	Checks For a Total of	9,248.00
Total For	487	Manual, Wire Tran, ACH & Computer Checks		9,248.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		9,248.00

Check Nbr	Vendor Name	Check Date	Check Amount
51468	AIG	03/07/2014	6,021.63
51469	AMERICAN UNITED LIFE	03/07/2014	57,459.53
51470	AMERICAN UNITED LIFE	03/07/2014	5,750.00
51471	AMERIPRISE FINANCIAL SERVICES	03/07/2014	12,823.70
51472	AXA EQUITABLE	03/07/2014	37,198.32
51473	EDUCATION MN ESI BILLING TRUST	03/07/2014	26,462.79
51474	GREAT LAKES HIGHER EDUC GUARAN	03/07/2014	279.53
51475	GURSTEL CHARGO ATTORNEYS AT LA	03/07/2014	8.00
51476	IUOE LOCAL 70	03/07/2014	2,122.05
51477	MESSERLI & KRAMER PA	03/07/2014	212.00
51478	METROPOLITAN LIFE	03/07/2014	2,917.76
51479	MN CHILD SUPPORT	03/07/2014	2,612.30
51480	SCHOOL SERVICE EMPLOYEES	03/07/2014	5,607.90
51481	US DEPT OF EDUCATION	03/07/2014	356.51
51482	VANGUARD SMALL BUSINESS SERVIC	03/07/2014	22,578.57
51483	WBLA EDUCATIONAL FOUNDATION	03/07/2014	809.50
16	Computer	Check(s) For a Total of	183,220.09

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	183,220.09
Total For	16	Manual, Wire Tran, ACH & Computer Checks		183,220.09
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		183,220.09

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131401242	ASPER, STEVEN M	03/18/2014	275.94
131401243	BOWERMASTER, TRACI G	03/18/2014	348.64
131401244	BRISTOW, JILL K	03/18/2014	18.48
131401245	BURKE, GREGORY K	03/18/2014	100.00
131401246	BURRIS, LEANN K	03/18/2014	163.52
131401247	CHAKOLIS, RICHARD A	03/18/2014	93.52
131401248	CULLEN, CRAIG J	03/18/2014	80.08
131401249	DIMEGLIO, JOSEPH V	03/18/2014	183.75
131401250	DRIELING, CAROL R	03/18/2014	96.32
131401251	DYMIT, MARIE S	03/18/2014	80.64
131401252	ENGSTRAN, PAUL A	03/18/2014	40.00
131401253	FANG, JIN	03/18/2014	800.00
131401254	FITZSIMMONS, WENDY SUE	03/18/2014	31.97
131401255	GILBERT, RACHEL A	03/18/2014	39.20
131401256	HAMERNICK, MICHAEL D	03/18/2014	163.52
131401257	HAMILTON, CONSTANCE M	03/18/2014	71.76
131401258	HARRIMAN, GRETCHEN E	03/18/2014	100.00
131401259	HEALY, JASON CHARLES	03/18/2014	101.92
131401260	HOFF, ERIN J	03/18/2014	18.00
131401261	HURT, JON-MYCHAL B	03/18/2014	81.07
131401262	JOHNSON, LINDA K	03/18/2014	221.76
131401263	KAZMIERCZAK, WAYNE A	03/18/2014	530.52
131401264	KEESE, JENNIFER R	03/18/2014	56.75
131401265	KELLY, LYNDA L	03/18/2014	69.31
131401266	KERL, RUTH M	03/18/2014	15.12
131401267	KNUTSON, CASSANDRA M	03/18/2014	65.04
131401268	KOCHEVAR, MARGARET L	03/18/2014	27.64
131401269	LAMWERS, LINDSAY M	03/18/2014	91.64
131401270	LOVETT, MICHAEL J	03/18/2014	130.00
131401271	LYONS, CHRISTOPHER A	03/18/2014	56.90
131401272	MCCORMICK, REBEKKA ANNE	03/18/2014	43.89
131401273	MELQUIST, NANCY J	03/18/2014	215.01
131401274	MENCKE, LAURIE ANN	03/18/2014	166.31
131401275	MORTENSEN, KIM K	03/18/2014	95.00
131401276	MUELLER, JUDITH K	03/18/2014	37.78
131401277	NASVIK, CRAIG S	03/18/2014	525.16
131401278	NICHOLAS, SHANNON M	03/18/2014	32.22
131401279	NORDWALL, ERIK T	03/18/2014	80.36
131401280	OGRADY, CATHY SUE	03/18/2014	380.20
131401281	OROURKE, JULIE A	03/18/2014	86.52
131401282	PICHA, CHRISTINA K	03/18/2014	596.35
131401283	PITLIK, JENELLE C	03/18/2014	60.00
131401284	QUELLO, LORI E	03/18/2014	356.17
131401285	RATLIFF, GERALD	03/18/2014	131.04
131401286	RICHARDSON, SUSAN	03/18/2014	65.00
131401287	RITTENHOUSE, PAULA M	03/18/2014	188.50
131401288	SCHMIDT, HEATHER RAE	03/18/2014	64.13
131401289	SCHMIDT, NOEL N	03/18/2014	1,530.38
131401290	SEHR, DEBRA JEAN	03/18/2014	59.76
131401291	SINGLETON, ARNOLD EVAN	03/18/2014	79.00

Check Nbr	Vendor Name	Check Date	Check Amount
131401292	STEADLAND, KEITH DAVID	03/18/2014	264.98
131401293	STIRLING, CONNIE B	03/18/2014	52.08
131401294	SUNDER, CARRIE DAMON	03/18/2014	185.12
131401295	SWENSON, EVELYN J	03/18/2014	2,308.08
131401296	TRAVER, SHAWNA J	03/18/2014	355.41
131401297	TROSKE, CARRIE L	03/18/2014	50.88
131401298	VANG, CHA	03/18/2014	696.02
131401299	VETTE, MARISA AA	03/18/2014	425.20
131401300	WACHLAROWICZ, JOHN D	03/18/2014	36.69
131401301	WATTERS, LAURA J	03/18/2014	126.12
131401302	WEHRKAMP, KRISTINE J	03/18/2014	65.00
131401303	WHITE, THOMAS R	03/18/2014	87.20
131401304	WILLCOXON JR, PETER	03/18/2014	780.00
63	ACH	Check(s) For a Total of	14,378.57

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WHITE BEAR LAKE MN ISD #624

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03/18/14

Check Summary

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ACH

Check Nbr	Vendor Name	Check Date	Check Amount
40898	PITLIK, JENELLE C	03/18/2014	60.00
1	Void	Check(s) For a Total of	60.00

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	63	ACH	Checks For a Total of	14,378.57
	0	Computer	Checks For a Total of	0.00
Total For	63	Manual, Wire Tran, ACH & Computer Checks		14,378.57
Less	1	Voided	Checks For a Total of	60.00
		Net Amount		14,318.57

Check Nbr	Vendor Name	Check Date	Check Amount
51484	AARP DRIVER SAFETY PROGRAM	03/20/2014	640.00
51485	ACME TOOLS	03/20/2014	40,751.57
51486	AFTON ALPS SKI AREA	03/20/2014	288.00
51487	AGROPUR INC	03/20/2014	25,345.66
51488	AMAZON	03/20/2014	81.17
51489	AMAZON	03/20/2014	925.64
51490	AMAZON	03/20/2014	502.61
51491	AMAZON	03/20/2014	206.11
51492	AMON, MICHAEL LEE	03/20/2014	10.00
51493	APPLE COMPUTER INC	03/20/2014	2,217.20
51494	APPLIED ENVIRONMENTAL SCI INC	03/20/2014	12,365.65
51495	ARCADE ASPHALT CO	03/20/2014	21,885.00
51496	ARTS & CUSTOM PUBLISHING CO IN	03/20/2014	350.00
51497	BARNES & NOBLE	03/20/2014	53.74
51498	BARTHOLD	03/20/2014	954.00
51499	BATTERIES PLUS BULBS	03/20/2014	68.85
51500	BAUER, MIKE	03/20/2014	680.00
51501	BERRY BLENDZ - EDEN PRAIRIE	03/20/2014	945.00
51502	BEST BUY BUSINESS ADVANTAGE AC	03/20/2014	21,999.00
51503	BEST WESTERN WB COUNTRY INN	03/20/2014	608.00
51504	BIOCLEAN MOBILE WASH INC	03/20/2014	527.70
51505	BLICK ART MATERIALS	03/20/2014	283.01
51506	BLUE BELL ENTERPRISES INC	03/20/2014	5,240.28
51507	BLUEBIRD SCREEN PRINT	03/20/2014	664.32
51508	BOYER TRUCKS	03/20/2014	1,464.56
51509	BRAIN INJURY ASSOC OF MN	03/20/2014	100.00
51510	BRAKE & EQUIPMENT WAREHOUSE, I	03/20/2014	31.98
51511	BRIH DESIGN	03/20/2014	665.00
51512	CAPITAL ONE COMMERCIAL	03/20/2014	332.19
51513	CARLETON COLLEGE	03/20/2014	725.00
51514	CARTRIDGE WORLD	03/20/2014	289.78
51515	CCP INDUSTRIES INC	03/20/2014	346.58
51516	CDW GOVERNMENT INC	03/20/2014	2,995.00
51517	CENTURYLINK	03/20/2014	263.82
51518	CERTIFIED LABORATORIES	03/20/2014	539.93
51519	CHAMBERLIN, JAN	03/20/2014	36.90
51520	CHAMPIONSHIP BASKETBALL CLINIC	03/20/2014	270.00
51521	CLASSROOM PRODUCTS	03/20/2014	790.24
51522	CONSTRUCTION MANAGEMENT BUILDI	03/20/2014	54,900.72
51523	COMCAST	03/20/2014	28.98
51524	COMCAST	03/20/2014	74.60
51525	COMCAST	03/20/2014	74.60
51526	CONNEY SAFETY	03/20/2014	130.82
51527	CONTINENTAL CLAY CO	03/20/2014	853.34
51528	CONTINENTAL RESEARCH CORP	03/20/2014	572.30
51529	COOL AIR MECHANICAL	03/20/2014	8,645.00
51530	Vendor Continued Check	03/20/2014	0.00
51531	COPY IMAGES INC	03/20/2014	19,684.47
51532	COPY IMAGES INC	03/20/2014	895.99
51533	CUB FOODS OF WHITE BEAR TWSHP	03/20/2014	283.68

Check Nbr	Vendor Name	Check Date	Check Amount
51534	CUMMINS NPOWER LLC	03/20/2014	133.07
51535	Vendor Continued Check	03/20/2014	0.00
51536	Vendor Continued Check	03/20/2014	0.00
51537	Vendor Continued Check	03/20/2014	0.00
51538	DALCO CORPORATION	03/20/2014	10,314.20
51539	DIESEL COMPONENTS INC	03/20/2014	1,125.00
51540	DESIGNER SIGN SYSTEMS INC	03/20/2014	188.30
51541	DEVETTER DESIGN GROUP	03/20/2014	1,709.00
51542	DISCOUNT SCHOOL SUPPLY	03/20/2014	134.04
51543	DISCOVERY EDUCATION	03/20/2014	4,488.75
51544	DOHERTY STAFFING SOLUTIONS	03/20/2014	1,606.64
51545	DONATELLI'S	03/20/2014	70.70
51546	DOOR SERVICE COMPANY	03/20/2014	3,330.00
51547	EAST METRO INTEGRATION DIST 60	03/20/2014	31,064.96
51548	ECKROTH MUSIC	03/20/2014	616.19
51549	EJAZZLINES.COM	03/20/2014	202.08
51550	ENGSTRAN, STEVE	03/20/2014	65.00
51551	ERICKSON, KARI M	03/20/2014	10.00
51552	ESPECIAL NEEDS LLC	03/20/2014	19.90
51553	ESSENTIAL SKILLS	03/20/2014	416.95
51554	FAME AWARDS	03/20/2014	1,700.00
51555	FASTENAL COMPANY	03/20/2014	178.61
51556	FESTIVAL FOODS-KNOWLAN'S	03/20/2014	293.84
51557	FINN SISU	03/20/2014	64.00
51558	FITNESS FINDERS INC	03/20/2014	678.11
51559	FLINN SCIENTIFIC INC	03/20/2014	128.22
51560	FOREST LAKE HIGH SCHOOL	03/20/2014	182.85
51561	FRONTRUNNER EVENTS	03/20/2014	264.00
51562	G&K SERVICES	03/20/2014	832.46
51563	GALLAGHERS NORTHWESTERN TIRE C	03/20/2014	121.30
51564	GARTLAND, MERLAJEAN	03/20/2014	305.00
51565	GENERAL PARTS LLC	03/20/2014	130.55
51566	GEPHART TRUCKING	03/20/2014	8,796.00
51567	GOODIN COMPANY	03/20/2014	491.10
51568	GOOGLE INC	03/20/2014	321.75
51569	GOPHER	03/20/2014	676.26
51570	GRAFFIC TRAFFIC LLC	03/20/2014	6,368.50
51571	Vendor Continued Check	03/20/2014	0.00
51572	GRAINGER	03/20/2014	2,493.96
51573	GRANDMA'S BAKERY INC	03/20/2014	15.60
51574	GREAT AMER OPPORTUNITIES INC	03/20/2014	3,922.00
51575	GREATAMERICA FINANCIAL SERVICE	03/20/2014	1,137.36
51576	Vendor Continued Check	03/20/2014	0.00
51577	GROTH MUSIC CO	03/20/2014	346.61
51578	HAFOKA, SIONE	03/20/2014	19.00
51579	HALLBERG ENGINEERING INC	03/20/2014	13,198.36
51580	HANK, DAWN	03/20/2014	10.00
51581	Vendor Continued Check	03/20/2014	0.00
51582	Vendor Continued Check	03/20/2014	0.00
51583	HOGLUND BUS AND TRUCK CO	03/20/2014	3,173.59

Check Nbr	Vendor Name	Check Date	Check Amount
51584	IDC AUTOMATIC	03/20/2014	382.45
51585	IDEAL PRINTERS	03/20/2014	842.86
51586	IFD	03/20/2014	9,107.60
51587	IMAGE BUILDERS	03/20/2014	4,320.12
51588	INDIANA DEV TRAINING CTR OF LA	03/20/2014	2,952.41
51589	INTEGRA TELECOM	03/20/2014	1,175.00
51590	INTL BACCALAUREATE ORGANIZATIO	03/20/2014	699.00
51591	ISD #621 ECFE	03/20/2014	67.25
51592	JAYTECH INC	03/20/2014	167.17
51593	JIMMY JOHNS #869	03/20/2014	173.16
51594	JOHNSON CONTROLS INC	03/20/2014	849.50
51595	JUNIOR LIBRARY GUILD	03/20/2014	682.80
51596	JW PEPPER & SON INC	03/20/2014	175.99
51597	K PEARSON MECHANICAL LLC	03/20/2014	2,107.00
51598	K12 TRANSPORTATION MGMT SERVIC	03/20/2014	17,500.00
51599	KARLSBURGER FOODS INC	03/20/2014	634.26
51600	KATH FUEL OIL SERVICE CO	03/20/2014	77,425.60
51601	KAUR, AMARJIT	03/20/2014	10.00
51602	KENNEDY SCALES INC	03/20/2014	205.91
51603	KOWALSKIS MARKET	03/20/2014	72.07
51604	KRAFT CONTRACTING & MECHANICAL	03/20/2014	3,922.08
51605	LAKE COUNTRY BOOKSELLERS	03/20/2014	172.70
51606	LAKESHORE LEARNING MATERIALS	03/20/2014	255.55
51607	LANDS BEST FOODS	03/20/2014	4,706.65
51608	LANGUAGE LINE SERVICES	03/20/2014	34.68
51609	LEARNING FORWARD	03/20/2014	69.00
51610	LEARNING A-Z	03/20/2014	56.63
51611	LSI CORP OF AMERICA INC	03/20/2014	21,382.90
51612	MN ASSOC FOR CHILDREN'S MENTAL	03/20/2014	335.00
51613	MARKETFEST	03/20/2014	210.00
51614	MARTINEZ, CYNTHIA	03/20/2014	10.00
51615	MARTIN-MCALLISTER	03/20/2014	1,800.00
51616	MCDONOUGH'S WATERJETTING AND	03/20/2014	400.00
51617	MCDOWELL, SAVANAH MARIA	03/20/2014	50.00
51618	MN COMMUNITY EDUC ASSOC (MCEA)	03/20/2014	98.00
51619	MEDICARE PREMIUM COLLECTION CT	03/20/2014	1,153.90
51620	MID CITY SERVICES - INDUSTRIAL	03/20/2014	59.09
51621	MIDWEST BUS PARTS INC	03/20/2014	307.60
51622	MINNSPRA	03/20/2014	120.00
51623	MINVALCO INC	03/20/2014	2,197.86
51624	MIXED BLOOD THEATRE	03/20/2014	1,261.00
51625	MN MUSIC EDUCATORS ASSOC	03/20/2014	140.00
51626	MN ELEVATOR INC	03/20/2014	290.77
51627	MN FCA DULUTH OFFICE	03/20/2014	800.00
51628	MN HISTORICAL SOCIETY	03/20/2014	248.00
51629	MN POLLUTION CONTROL AGENCY	03/20/2014	25.00
51630	MN ASSOC FOR FAMILY & EARLY ED	03/20/2014	220.00
51631	MNASP-NCB	03/20/2014	1,000.00
51632	MOBILE RADIO ENGINEERING INC	03/20/2014	1,074.20
51633	MOORE, CYNTHIA A	03/20/2014	572.00

Check Nbr	Vendor Name	Check Date	Check Amount
51634	MN SCHOOL BOARDS ASSN	03/20/2014	198.00
51635	MN STATE HIGH SCHOOL CLAY TARG	03/20/2014	1,250.00
51636	MN SUPERINTENDENTS OFC PERSONN	03/20/2014	390.00
51637	MULAWA, AMY CHRISTINE	03/20/2014	75.00
51638	MUSIC THEATER INTL	03/20/2014	25.00
51639	NARDINI FIRE EQUIPMENT CO INC	03/20/2014	69.70
51640	NCS PEARSON INC	03/20/2014	373.82
51641	NEW PIG CORP	03/20/2014	237.53
51642	NORCENTRONIX DISTRIBUTING	03/20/2014	130.00
51643	NORTH STAR BANK	03/20/2014	7,150.00
51644	NORTHEAST METRO INTERMEDIATE D	03/20/2014	28,800.00
51645	NORTHWEST GRAPHIC SUPPLY CO	03/20/2014	508.69
51646	NOVINSKA, TOD	03/20/2014	125.00
51647	NATL SCHOOL PUBLIC RELATIONS A	03/20/2014	72.00
51648	NATL SCHOOL PUBLIC RELATIONS A	03/20/2014	648.00
51649	Vendor Continued Check	03/20/2014	0.00
51650	NORTHWEST SHEETMETAL CO OF ST	03/20/2014	4,607.70
51651	OFFICE DEPOT	03/20/2014	50.80
51652	OL MEXICO	03/20/2014	1,261.00
51653	ON SITE SANITATION INC	03/20/2014	21.00
51654	ORIENTAL TRADING CO INC	03/20/2014	62.99
51655	OUTDOOR-ENDEAVORS INC	03/20/2014	90.00
51656	OXYGEN SERVICE CO INC	03/20/2014	21.84
51657	PEARSON EDUCATION INC	03/20/2014	74.18
51658	PERRICCI, DONATO	03/20/2014	27.07
51659	PICTURE THAT!	03/20/2014	285.00
51660	PITNEY BOWES PURCHASE POWER	03/20/2014	1,020.99
51661	PITNEY BOWES INC	03/20/2014	271.00
51662	POSTMASTER	03/20/2014	500.00
51663	PRAXAIR DISTRIBUTION INC	03/20/2014	125.42
51664	PRESTIGE PROD/WB DANCE CENTER	03/20/2014	928.00
51665	PROFESSIONAL SERVICE INDUSTRIE	03/20/2014	325.00
51666	R & R SPECIALTIES INC	03/20/2014	34.50
51667	Vendor Continued Check	03/20/2014	0.00
51668	RAMSEY COUNTY	03/20/2014	1,423.81
51669	RATWIK ROSZAK & MALONEY PA	03/20/2014	3,679.92
51670	REDWOOD TOXICOLOGY LABORATORY	03/20/2014	148.95
51671	REED, BARBARA E	03/20/2014	50.00
51672	REGENTS OF THE UNIV OF MN	03/20/2014	10,896.57
51673	REGION 4AA	03/20/2014	1,662.00
51674	REHBEIN TRANSIT INC	03/20/2014	3,153.60
51675	REIF, ANTHONY	03/20/2014	10.00
51676	RENNER, STEPHEN	03/20/2014	17.10
51677	RESILITE	03/20/2014	8,420.00
51678	RICOH AMERICAS CORP	03/20/2014	450.96
51679	ROOF SPEC INC	03/20/2014	4,250.00
51680	SAELAND, TERRY	03/20/2014	53.20
51681	SAM'S CLUB/GEMB	03/20/2014	854.82
51682	SAM'S CLUB/GEMB	03/20/2014	434.52
51683	SCANTRON CORPORATION	03/20/2014	443.00

Check Nbr	Vendor Name	Check Date	Check Amount
51684	SCHARFF, SARAH ALICE	03/20/2014	10.00
51685	SCHOLASTIC BOOK FAIRS	03/20/2014	2,570.87
51686	SCHOOL CHECK IN	03/20/2014	165.00
51687	SENTRY SYSTEMS INC	03/20/2014	530.00
51688	SHIFFLER EQUIPMENT SALES INC	03/20/2014	132.74
51689	SHIRTS ON SITE	03/20/2014	382.50
51690	SIGHTLINE DISPLAYS LLC	03/20/2014	571.50
51691	SMITH HOUSE PRESS	03/20/2014	80.00
51692	SMRDEL, KATHY	03/20/2014	50.00
51693	Vendor Continued Check	03/20/2014	0.00
51694	SCHOOL NUTRITION ASSOC (SNA)	03/20/2014	220.00
51695	SNAP-ON	03/20/2014	214.95
51696	SOCIAL THINKING PUBLISHING	03/20/2014	83.55
51697	SOUTHWESTERN YOUTH SERVICES	03/20/2014	1,600.00
51698	SRIRAMA, VEERARAGHAVAN	03/20/2014	10.00
51699	ST PIUS X	03/20/2014	5,601.00
51700	STAGES THEATRE COMPANY	03/20/2014	910.00
51701	STATE SUPPLY CO	03/20/2014	351.18
51702	STENEN, DANIEL	03/20/2014	10.00
51703	STORYBOARD FILMS	03/20/2014	1,130.00
51704	SUOJA, KEVIN L	03/20/2014	300.00
51705	SWAN, AMY	03/20/2014	10.00
51706	TARGET	03/20/2014	580.00
51707	TDS METROCOM - MN	03/20/2014	7,317.24
51708	TELIN TRANSPORTATION GROUP LLC	03/20/2014	26.10
51709	Vendor Continued Check	03/20/2014	0.00
51710	THYSSENKRUPP ELEVATOR CORP	03/20/2014	4,731.02
51711	TIERNEY BROTHERS INC	03/20/2014	2,313.00
51712	TIES	03/20/2014	130.00
51713	TRADE PRESS INC	03/20/2014	197.00
51714	TRI-STATE BOBCAT	03/20/2014	1,475.00
51715	TROLLHAUGEN	03/20/2014	2,584.00
51716	TRUCK UTILITIES MFG CO	03/20/2014	28.00
51717	TWIN CITY HARDWARE	03/20/2014	357.12
51718	UNIVERSITY OF ST THOMAS	03/20/2014	425.00
51719	US DEPT OF HOMELAND SECURITY	03/20/2014	500.00
51720	US DEPT OF HOMELAND SECURITY	03/20/2014	325.00
51721	US FOODS CULINARY EQUIP & SUPP	03/20/2014	323.84
51722	VAIL, ANNE B	03/20/2014	510.00
51723	VANG, SAI	03/20/2014	38.80
51724	VERIZON WIRELESS	03/20/2014	61.03
51725	VERIZON WIRELESS	03/20/2014	35.14
51726	VISI	03/20/2014	525.00
51727	WALDOCH SPORTS INC	03/20/2014	128.16
51728	WASTE MANAGEMENT OF WI-MN	03/20/2014	15,488.75
51729	WAUMANDEE CREEK SEALANTS LLC	03/20/2014	7,253.25
51730	WAYFAIR LLC	03/20/2014	215.76
51731	WB AREA EMERGENCY FOOD SHELF	03/20/2014	96.26
51732	WHITE BEAR GLASS INC	03/20/2014	254.00
51733	WHITE BEAR RENTAL EQUIPMENT	03/20/2014	458.52

Check Nbr	Vendor Name	Check Date	Check Amount
51734	WHITE BEAR TOWNSHIP	03/20/2014	1,510.15
51735	WHITE BEAR LAKE (CITY OF)	03/20/2014	12,174.54
51736	WHITE BEAR LAKE (CITY OF)	03/20/2014	232.20
51737	WESTONKA ARCHERY BOOSTERS	03/20/2014	260.00
51738	WORTHLEY, SUZANNE	03/20/2014	805.00
51739	XEROX CORPORATION	03/20/2014	166.46
51740	XEROX FINANCIAL SERVICES	03/20/2014	289.67
51741	XIONG, YOUA	03/20/2014	10.00
51742	YMCA OF THE GREATER TWIN CITIE	03/20/2014	87,495.42
51743	YOUTH ENRICHMENT LEAGUE	03/20/2014	2,394.00
51744	ZIEGLER INC	03/20/2014	367.77
261	Computer	Check(s) For a Total of	749,177.73

Check Nbr	Vendor Name	Check Date	Check Amount
50917	SCIENCE MUSEUM OF MINNESOTA	03/20/2014	552.00
1	Void	Check(s) For a Total of	552.00

	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
	261	Computer	Checks For a Total of	749,177.73
Total For	261	Manual, Wire Tran, ACH & Computer Checks		749,177.73
Less	1	Voided	Checks For a Total of	552.00
		Net Amount		748,625.73

Check Nbr	Vendor Name	Check Date	Check Amount
51745	AIG	03/25/2014	6,171.63
51746	AMAZON	03/25/2014	329.51
51747	AMAZON	03/25/2014	306.87
51748	AMAZON	03/25/2014	95.43
51749	AMAZON	03/25/2014	1,363.58
51750	AMERICAN UNITED LIFE	03/25/2014	57,537.95
51751	AMERICAN UNITED LIFE	03/25/2014	4,500.00
51752	AMERIPRISE FINANCIAL SERVICES	03/25/2014	13,100.56
51753	AXA EQUITABLE	03/25/2014	36,858.96
51754	DELTA DENTAL PLAN OF MN	03/25/2014	63,099.50
51755	EDUCATION MN ESI BILLING TRUST	03/25/2014	26,462.79
51756	EHLERS	03/25/2014	110.00
51757	GREAT LAKES HIGHER EDUC GUARAN	03/25/2014	279.53
51758	GROUP TRAVEL PLANNERS	03/25/2014	6,854.00
51759	Vendor Continued Check	03/25/2014	0.00
51760	Vendor Continued Check	03/25/2014	0.00
51761	HEALTHPARTNERS	03/25/2014	1,117,094.47
51762	IUOE LOCAL 70	03/25/2014	2,139.90
51763	MAAP STARS	03/25/2014	715.00
51764	MESSERLI & KRAMER PA	03/25/2014	212.00
51765	METROPOLITAN LIFE	03/25/2014	2,917.76
51766	MN CHILD SUPPORT	03/25/2014	2,537.30
51767	SAM'S CLUB/GEMB	03/25/2014	426.46
51768	SCHOOL SERVICE EMPLOYEES	03/25/2014	5,662.74
51769	STAPLES ADVANTAGE	03/25/2014	3,057.71
51770	TRI-STATE BOBCAT	03/25/2014	81.74
51771	US DEPT OF EDUCATION	03/25/2014	356.51
51772	VANGUARD SMALL BUSINESS SERVIC	03/25/2014	22,739.95
51773	VIKING ELECTRIC SUPPLY	03/25/2014	5,573.18
51774	WBLA EDUCATIONAL FOUNDATION	03/25/2014	809.50
30	Computer	Check(s) For a Total of	1,381,394.53

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
	30	Computer	Checks For a Total of	1,381,394.53
Total For	30	Manual, Wire Tran, ACH & Computer Checks		1,381,394.53
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,381,394.53

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: **April 14, 2014**
 SUGGESTED DISPOSITION: **Operational Item**
 CONTACT PERSON(S): **Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$1,000 for Excellence Event	White Bear Lake Area Educational Foundation	White Bear Lake Area High School South Campus
\$325 for Excellence Event	Mike and Sylvia Lovett	White Bear Lake Area High School South Campus
\$325 for Excellence Event	Rotary eClub One	White Bear Lake Area High School South Campus
\$325 for Excellence Event	White Bear Lake Principals' Association	White Bear Lake Area High School South Campus
\$325 for Excellence Event	WBLAS Student Recognition Trust Fund	White Bear Lake Area High School South Campus
\$325 for Excellence Event	White Bear Lake Teachers Association	White Bear Lake Area High School South Campus
\$36 for School Supplies	TGK Automotive	Oneka Elementary School
\$540.97 transportation for three fieldtrips	Lincoln Elementary School PTA	Lincoln Elementary School
\$800	TRUiST	White Bear Lake Area Schools
\$140.35	TRUist	White Bear lake Area Schools
\$10,500 for coaches	WBL Hockey Alumni Association	White Bear Lake Area High School Boys' Hockey Program
\$100 for National Honor Society	Hugo Lions Club	White Bear Lake Area High School
\$3,000 for Girls Varsity Basketball	WBL Basketball Association	White Bear Lake Area High School Girls' Basketball Program
\$76.66	WBLA High School Wrestling Booster	White Bear Lake Area High School Wrestling Program

\$1,000	WBLA High School Wrestling Booster	White Bear Lake Area High School Wrestling Program
\$100 for Parent Advisory	Medtronic	Sunrise Park Middle School
\$25 for National Honor Society	White Bear Lake American Legion Auxiliary 168	White Bear Lake Area High School
\$275 for 2014 Wrestling State Tournament	Ice Bears Wrestling Club	White Bear Lake Area High School Wrestling Program
\$338.87 transportation for two fieldtrips	Willow Lane Elementary PTO	Willow Lane Elementary School
\$120.79 transportation for two fieldtrips	Lincoln Elementary PTA	Lincoln Elementary School
\$3,434.16	AUTOUPLINKUSA of MINNESOTA	White Bear Lake Area High School Boys' Basketball Program
\$4,500	WBL Girls Hockey Booster Club	White Bear Lake Area High School Girls' Hockey Program
Large Pan of Baked Mostaccioli with Meat Sauce for Bear Cafe	Donatelli's	White Bear Lake Area High School North Campus
\$36.90	Wells Fargo Foundation Educational Matching Gift Program	Sunrise Park Middle School
\$100	Allina Health Community Engagement Jessica Naumann	White Bear Lake Area High School North Campus Ambassador Program
\$6,244.61	See List Attached	White Bear Lake Area School District Community Services Senior Program
\$3,002 for Mary Dahle Leadership Scholarship Fund	White Bear Lake Area Educational Foundation	White Bear Lake Area High School South Campus

RECOMMENDATION: Accept donations.

Communtiy Services & Recreation
Donation to Senior Programming

Fair Isaac Corporation	San Diego	CA	\$	100.00	
Debra Walker	Maplewood	MN	\$	25.00	Spude Memorial
James and Kristine Craft	White Bear Lake	MN	\$	25.00	In memory of Mrs. Irene Olson
Chris and Viola Rozikes	White Bear Lake	MN	\$	25.00	
E.Keith Smelser	White Bear Lake	MN	\$	25.00	
Laura Harris	White Bear Lake	MN	\$	25.00	
Jacqueline Eha	St. Paul	MN	\$	25.00	
Lillian Palmer	White Bear Lake	MN	\$	20.00	In memory of Pat Spude
Patricia and Harold Mueller	White Bear Lake	MN	\$	15.00	
Rose Bayuk	White Bear Lake	MN	\$	10.00	In memory of Edward Bayuk
Dick and Nancene Getchel	White Bear Lake	MN	\$	50.00	
White Bear Lake Lions Club	White Bear Lake	MN	\$	1,900.00	
Mary Vatne	N. St. Paul	MN	\$	50.00	
White Bear Lake Liions Club	White Bear Lake	MN	\$	1,900.00	
Metro Meals on Wheels	Minneapolis	MN	\$	1,724.61	
Anonymous			\$	30.00	
Jerry & Gloria Peterson	White Bear Lake	MN	\$	50.00	
Robert or Diane Coderre	Hugo	MN	\$	100.00	
John Johnson	White Bear Lake	MN	\$	25.00	
Phyllis Benjamin	White Bear Lake	MN	\$	50.00	In memory of Stilwell "Ben" Benjamin
Leo and Anna Albertson	White Bear Lake	MN	\$	20.00	
Walter Nelson	White Bear Lake	MN	\$	25.00	
WJ Hooker	White Bear Lake	MN	\$	25.00	
				\$ 6,244.61	

AGENDA ITEM: Field Trip Request

MEETING DATE: April 14, 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
Thursday, April 10, 2014 – Friday, April 11, 2014 Ramada Mall of America Bloomington, MN	Mike Hammerick, Laura Watters, Craig Cullen	ALC MAAP Stars	2	12	Total cost per student: \$40 Student Portion: \$40 Other Source(s): Fundraising, Parents	District Transportation	Students will compete in career, leadership, and life-skills events. This event/competition is the culmination of a quarter 3 class taught at the ALC.
Saturday, April 12 2014 - Sunday, April 13, 2014 Honey Creek Lodge Wisconsin	Craig Nasvik	South Campus Golf Team	0	16	Total cost per student: \$227 Student Portion: \$170 Other Source(s): Fundraising, Parents, Golfers	District Transportation	Boys Golf Team will provide teambuilding opportunity and they will practice on 2 different golf courses: The Preserve for 18 rounds and Otter Creek for 18 rounds. This will take the place of the annual trip to Arizona.

Wednesday, May 7, 2014 – Sunday, May 11, 2014 Louisville, KY	Tim Hermann	WBL High School	0	30-35	Total cost per student: \$425 Student Portion: \$425 (depends on fundraising) Other Source(s): Fundraising, Parents	MN Coach Bus	Students will compete in the National NASP Tournament with approximately 10,800 archers.
Friday, May 16, 2014 – Saturday, May 17, 2014 Rochester, MN	Mindy Evers	South Campus Girls Lacrosse	0	30-35	Total cost per student: \$50 Student Portion: \$50 Other Source(s): Fundraising	District Transportation	Students will compete in two non-conference games.

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

JACKIE HOOK – Part Time Cook, Birch Lake Elementary
Employed by District 624 since 10/10/2012
Effective Date: 03/21/2014

LINDA IRGENS – Child Care Lead, Golfview ALC
Employed by District 624 since 09/12/2008
Effective Date: 03/21/2014

MANDY SAUNDERS – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 09/03/2013
Effective Date: 03/28/2014

RESIGNATIONS/TERMINATION - CERTIFIED STAFF

RACHEL GIFFORD – Kindergarten Teacher, Matoska International
Employed by District 624 since 08/22/2012
Effective Date: 06/06/2014

DAVID LAW - Assistant Superintendent, District Center
Employed by District 624 since 07/01/2007
Effective Date: 06/30/2014

NANCY MCGINLEY-MYERS – Spanish Teacher, Central Middle School
Employed by District 624 since 08/21/2008
Effective Date: 06/06/2014

RETIREMENTS – CLASSIFIED STAFF

LAURIE ERICKSON– Student Supervisor, High School-North Campus
Employed by District 624 since 10/17/2000
Effective Date: 06/05/2014

GLORIA HAGESTUEN– Bus Aide, Bus Garage
Employed by District 624 since 09/25/1995
Effective Date: 03/18/2014

PATRICIA KRUMM – Part Time Cook, High School-South Campus
Employed by District 624 since 11/01/1993
Effective Date: 06/06/2014

THERESA MILLIGAN – Pupil Support Assistant, Normandy Park
Employed by District 624 since 08/28/1979
Effective Date: 06/06/2014

RETIREMENTS – CERTIFIED STAFF

CRAIG CULLEN – Social Studies Teacher, Golfview ALC

Employed by District 624 since 08/24/2000

Effective Date: 06/06/2014

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF
--

KERRY FEIRN – Spanish Teacher, High School-North & South Campus

From 1.0 f.t.e. to .80 f.t.e.

Effective Date: 2014–2015 School Year

KRISTIN FRY – Language Arts Teacher, High School-South Campus

From 1.0 f.t.e. to .70 f.t.e.

Effective Date: 2014–2015 School Year

JENNIFER GERE – Music Teacher, Central and Sunrise Park Middle School

From 1.0 f.t.e. to .90 f.t.e.

Effective Date: 2014–2015 School Year

FULL - TIME LEAVE REQUEST – CERTIFIED STAFF
--

JENNIFER ELIAS – Elementary Education Teacher, Lakeaires Elementary

Employed by District 624 since 08/21/2008

Effective Date: 03/24/14 through 06/06/2014

JENNIFER ENGMAN – Special Education Teacher, Sunrise Park Middle School

Employed by District 624 since 08/24/2011

Effective Date: 2014–2015 School Year

KRISTIN HATLING – Science Teacher, High School-North Campus

Employed by District 624 since 08/22/2012

Effective Date: 01/22/2014 through 04/25/2014

JILLIAN HAUTMAN – Spanish Teacher, Hugo and Oneka Elementary

Employed by District 624 since 08/22/2012

Effective Date: 2014–2015 School Year

RACHAEL HOVEY – Elementary Education Teacher, Willow Lane Elementary

Employed by District 624 since 08/24/2006

Effective Date: 03/31/2014 through 06/06/2014

JENNIFER HOWARD – Mathematics Teacher, High School-North Campus

Employed by District 624 since 08/24/2006

Effective Date: 2014–2015 School Year

NATE HUNSINGER – Language Arts Teacher, High School-North Campus

Employed by District 624 since 08/21/2008

Effective Date: 2014–2015 School Year

AMANDA JESKE – Language Arts Teacher, Secondary

Third Year General Leave Request

Effective Date: 2014–2015 School Year

ABBY KATH – Kindergarten Teacher, Lincoln Elementary

Employed by District 624 since 08/26/2010

Effective Date: 02/11/2014 through 05/01/2014

RUTH KERL – Learning Skills Teacher, Oneka Elementary

Employed by District 624 since 08/22/2012

Effective Date: 03/17/2014 through 06/06/2014

CAROLYN LOUNSBERRY – Language Arts Teacher, Secondary

Fourth Year General Leave Request

Effective Date: 2014-2015 School Year

ANDREW MARTINSON – Mathematics Teacher, Secondary

Third Year General Leave Request

Effective Date: 2014-2015 School Year

HANNAH PADDOCK – Kindergarten Teacher, Hugo Elementary

Employed by District 624 since 08/22/2012

Effective Date: 2014-2015 School Year

ANDREA SHOUP – Guidance Counselor, Secondary

Second Year General Leave Request

Effective Date: 2014-2015 School Year

ANN ST. MARTIN – Elementary Education Teacher, Oneka Elementary

Employed by District 624 since 08/25/2005

Effective Date: 2014-2015 School Year

ERIN SYNAN – Science Teacher, Central Middle School

Employed by District 624 since 08/26/2010

Effective Date: 03/20/14 through 05/30/2014

KARI THALHUBER – Health Teacher, Secondary

Fourth Year General Leave Request

Effective Date: 2014-2015 School Year

LORA ZWONITZER – Elementary Education Teacher, Otter Lake Elementary

First Year General Leave Request

Effective Date: 2014-2015 School Year

PART - TIME LEAVE REQUEST – CERTIFIED STAFF
--

JOANNE ANDERSON – Elementary Education Teacher, Vadnais Heights Elementary

.20 Leave (.80 position)

Effective Date: 2014-2015 School Year

KARLA CUMMINGS – Social Studies Teacher, High School-South Campus

.30 Leave (.70 position)

Effective Date: 2014-2015 School Year

JANE EDGELL – ECSE Teacher, Normandy Park
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

ELIZABETH EVERT – Spanish Teacher, High School-North Campus
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

EMILY GALLATIN – TITLE Teacher, Willow Lane Elementary
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

WENDY HOERNEMANN – Science Teacher, High School-North Campus
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

NANCY KIRSCH-HIGGS – Special Education Teacher, Birch Lake Elementary
.40 Leave (.60 position)
Effective Date: 2014-2015 School Year

NICOLE MCGARTHWAITE – Social Studies Teacher, High School-South Campus
.40 Leave (.60 position)
Effective Date: 2014-2015 School Year

REBECCA PETERSON – Elementary Education Teacher, Lakeaires Elementary
.50 Leave (.50 position)
Effective Date: 2014-2015 School Year

LISA PHILLIPS – Special Education Teacher, High School-South Campus
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

PETER PITMAN – Science Teacher, High School-South Campus
.50 Leave (.50 position)
Effective Date: 2014-2015 School Year

ERICA SUCHY – Mathematics Teacher, High School-North Campus
.20 Leave (.80 position)
Effective Date: 2014-2015 School Year

STEPHANIE TOLLISON – Psychologist, Sunrise Park Middle School
.40 Leave (.60 position)
Effective Date: 2014-2015 School Year

NEW PERSONNEL – CLASSIFIED STAFF

JEANIA HASSEL – Behavior Management Assistant, Otter Lake Elementary
\$16.65 / hr., 6.5 hrs. / 38 days \$4,112.55 (Pro-rated on \$19,480.50)
Effective Date: 04/14/2014

JACKIE HOOK – Pupil Support Assistant, Normandy Park
\$16.65 / hr., 5.8 hrs. / 34 days \$4,104.22 (Pro-rated on \$17,020.46)
Effective Date: 04/03/2014

PATRICIA RIDLEY – Administrative Assistant-Director of Special Services, District Center
\$17.01 / hr., 8.0 hrs. / 61 days \$8,320.40 (Pro-rated on \$35,464.00)
Effective Date: 04/07/2014

MARY TERRY – Bus Driver, Bus Garage
\$16.49 / hr., 5.0 hrs. / 55 days \$4,534.75 (Pro-rated on \$14,263.85)
Effective Date: 03/17/2014

NEW PERSONNEL – CERTIFIED STAFF
--

ANGELA MARTIN – Interim Associate Principal Admin Intern, High School-North Campus
\$30,248.64 (Pro-rated on \$90,326.00)
Effective Date: 03/03/2014

NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF
--

JANE LYDEN – Language Arts Teacher, Sunrise Middle School
BA+60, Step 1 \$9,486.30 (Pro-rated on \$41,826.00)
Effective Date: 03/27/2014 through 05/27/2014

LEAH UNGER – Elementary Teacher, Willow Lane Elementary
MA, Step 4 \$9,448.14 (Pro-rated on \$46,999.00)
Effective Date: 04/15/2014 through 06/06/2014

AGENDA ITEM: **Action on Writing Off Uncollectible NSF Checks**

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Wayne Kazmierczak, Director of Finance and Operations**

Background:

The District's auditor recommends that the School Board approve the write off of uncollectible, non-sufficient funds (NSF) checks. A list of NSF checks is periodically submitted to the School Board for approval. Attached please find a list of uncollectible checks in the amount of \$1,031.83 that, after multiple collection attempts, have been determined to be uncollectible.

Recommendation:

Approve writing off \$1,031.83 of uncollectible NSF checks.

ISD #624, White Bear Lake **NSF Checks to be written off**

General Account:

Payor	Date	Building	Amount
Bakke, Annette M	11/1/2012	South	32.00
Bondeson, Lori L	4/3/2013	Comm. Services	50.00
Bondeson, Michael E	5/13/2013	Central	28.00
Corey, Linda M	5/14/2013	Central	28.00
DeHoop, Kathleen	8/22/2012	Sunrise	45.00
Dufresne-Iverson, Sara J	5/15/2012	Sunrise	20.00
Ellis, Parris	9/23/2013	Unknown	25.00
Florez, TM	5/11/2012	Central	29.00
Hable, Russell/Heidi	11/16/2012	Unknown	33.00
Husnik, Francis/Leanne	8/14/2012	North	117.00
Husnik, Francis/Leanne	8/14/2012	North	30.00
J & C Compania	6/5/2013	Central	30.00
Kinney, Stephanie J	4/5/2013	Sunrise	50.00
Kruse, Timothy/Nicole	1/8/2013	Central	30.00
Lee, Wendy	8/21/2012	North	24.00
McCorkel, Jill	1/10/2012	Comm. Services	65.00
McCorkel, Jill	7/31/2012	North	31.00
Millard, Stephen/Patricia	10/25/2012	Otter Lake	20.00
Millard, Stephen/Patricia	10/25/2012	Otter Lake	20.00
Mwassa, Joyce M	4/5/2012	Sunrise	45.00
Nordstrom, Kris	9/7/2013	Central	15.00
Ongstad, Erik C	3/15/2013	South	20.00
Owens, Christina M	11/21/2012	Central	25.00
Ryan, Heather R	10/4/2012	Unknown	31.50
Singh, Gail C	5/6/2012	South	40.00
Wigand, Claranne M	10/15/2012	Unknown	60.00
Total			<u>943.50</u>

Cafeteria Account:

Payor	Date	Amount
Lachman, Damon	12/2/2013	20.00
Lachman, Damon	12/12/2013	20.00
Larson, Heather	12/12/2011	13.33
Singh, Gail C	4/27/2012	15.00
Williams, Corethia	1/9/2012	20.00
Total		<u>88.33</u>

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: International Student Travel and partnership Reports

MEETING DATE: April 14, 2014

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Dr. Michael Lovett, Superintendent
Tim Wald, Principal, White Bear Lake Area High School-South Campus

Background:

For more than a decade the White Bear Lake Area Schools have had vibrant international partnerships connecting students in our World Language programs with students and families abroad.

During the summer of 2013, students from our German classes took a trip to Leipzig, Germany where they stayed with host families. German students visited our schools and community during the fall of 2012.

Last fall students from Meaux, France, a partnership in place for nearly two decades, came to White Bear Lake schools and community for a two week period in October. Over spring break, those students who had hosted French students travelled back to stay with the French families and experience the French culture and school.

Our partnership with the Hangzhou Language School began in the spring of 2010. Thus far seven White Bear Lake teachers have travelled to Hangzhou, but this is the first time a student trip has gone to China and this is the first time our students have been able to connect with students from Hangzhou Languages School.

Our Spanish students took a trip to Costa Rica, part of a long tradition of travelling within the Western Hemisphere to a Spanish speaking country and experiencing the Spanish language and culture.

This evening, South Campus Principal Tim Wald will introduce us to staff and students who have made these trips during spring break. You will have an opportunity to hear from the students and ask questions about how these experiences have become part of their education.

AGENDA ITEM: **Presentation on Google Leadership Symposium**
MEETING DATE: **April 14, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Mark Garrison, Director of Technology**

BACKGROUND:

On March 27th White Bear Lake Area Schools hosted the Google Leadership Symposium. This tremendously successful event included Googlers, speakers from White Bear Lake Area School District and Edina School District as well as over 70 educational leaders from around the state.

The morning included inspiring talks about White Bear Lake Area Schools, Google and the power of technology in education as well as a design thinking workshop designed by Google for Education and the Google X-Lab. The workshop had participants working in small breakout groups focused on making exponential change in education.

The afternoon featured classroom visits to White Bear Lake Area High School South and North Campuses and Otter Lake Elementary that allowed participants to see the powerful and innovative ways technology is being used in our District. The day closed with a spirited panel.

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **April 14, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: Update on Budgetary Planning for 2014-15 School Year
MEETING DATE: April 14, 2014
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Wayne Kazmierczak, Director of Finance and Operations

Background:

Annually the administration reviews the budgetary planning with the School Board prior to making a recommendation for the following year budget. At the March work-study session, the administration provided a structure and process for budgetary planning for the 2014-15 school year.

At Monday's meeting, administration will update that description providing a status on revenue, expenditure, and process.

A final budget for 2014-15 will be recommended at the June School Board meeting.

AGENDA ITEM: Overview of Planning to Consider Language Immersion Program

MEETING DATE: April 14, 2014

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Ann Malwitz, Professional Learning and Development
Coordinator
David Law, Assistant Superintendent
Dr. Lovett, Superintendent

Background:

During the 2011-2012 school year the Board approved recommendations of an Elementary World Language Program Review to add world language for all district elementary students. Spanish is currently being offered at five schools and Chinese at two schools.

The next phase of our planning considers the potential of adding one or more language immersion programs in the future. The review is an initiative that stems from the Strategic Plan, which call for *“all students will expand their global perspective through the study of world language and culture at the elementary schools.”*

Ann Malwitz will summarize the discussion we held at the work-study session of March 24, 2014 and describe the review process between now and September, when the administration will provide an update to the School Board

Implementation Plan for Elementary Immersion Program

Phase Two Planning Goal for 2014-2015:

During the second half of the year we will outline steps to be taken between this spring and next year to identify:

- Type of program
- Target language or languages
- Location(s)
- Model and specific implementation plan for starting an immersion program in the district Fall of 2015.

<i>Planning Process Components:</i>	<i>Activity:</i>	<i>Timeline:</i>	<i>Participants:</i>
Information Gathering and Development of Process Structure	- Identify process components for the development of an immersion program - Identify exemplary programming components for immersion - Identify current immersion programs around the metro area - Meet with immersion program directors and building administrators - Meet with immersion program experts (CARLA, U of M, Tara Fortune, Diane Tedick and colleagues) - Identify implementation process components and considerations. - Develop task force committee structure - Develop strategy for recruiting committee members	April - May, 2014	- Ann Malwitz - David Law - Elementary Principals - Early Childhood Program Supervisors - Elementary and Secondary World Language Reps. - Committee of Parents, Staff, and Community Members
Principal Education	- Build background knowledge on immersion programming - Deepen understanding of implantation process for effective immersion programming. - Meet with building administrators from immersion sites in other districts (i.e. Spring Lake Park, Roseville, Hopkins,) - Presentation by CARLA, U of M immersion consultants (i.e. Tara Fortune, Diane Tedick) - Attend CARLA Fall Immersion Conference (Fall 2014)	April - May, 2014	- Ann Malwitz - David Law - Elementary Principals - Early Childhood Program Supervisors - Elementary and Secondary World Language Reps.
Immersion Task Force	- Study best practice research - Study essential program components - Create parent survey - Conduct site visits - Determine district program components	May, 2014	- Ann Malwitz - David Law - Elementary Principals - Early Childhood Program Supervisors - Elementary and Secondary World Language Reps. - Committee of Parents, Staff, and Community Members
Update to School Board at Work Study Session	Provide overview of preliminary immersion program components	August, 2014	- Ann Malwitz - David Law - Elementary and Secondary World Language Reps.

Parent Survey	• Create survey to identify parent preferences for program type, language(s) and location for District 624 Immersion Program • Target families with early childhood and primary level students	• September, 2014	• Ann Malwitz • David Law • Elementary Principals • Early Childhood Supervisors • Marisa Vette • Elementary and Secondary World Language Reps. • Committee of Parents, Staff, and Community Members
Determine Program Structure	• Determine program structure - Type of program - Language(s) - Location(s) - Admissions process	• October, 2014	• Ann Malwitz • David Law • Early Childhood Program Supervisors • Elementary Principals • Marisa Vette • Elementary and Secondary World Language Reps. • Committee of Parents, Staff, and Community Members
Update to School Board at Work Study Session	• Provide overview of preliminary immersion program components	• October, 2014	• Ann Malwitz • David Law • Elementary and Secondary World Language Reps.
Formal Presentation of Program	• Elementary Principals • PTA Parent Group • Community Curriculum Advisory Committee • Work Study Session with School Board • Formal Presentation to School Board	• November - December, 2014	• Ann Malwitz • David Law • Elementary Principals • Early Childhood Program Supervisors • Marisa Vette • Elementary and Secondary World Language Reps. • Committee of Parents, Staff, and Community Members
Information Sessions for Families <i>(If approved by School Board)</i>	• Communicate program structure to community and families	• January, 2015	• Ann Malwitz • David Law • Elementary Principals • Early Childhood Program Supervisors • Elementary and Secondary World Language Reps. • Marisa Vette

AGENDA ITEM: **School Board Policy 418, Drug-Free Workplace/Drug-Free School**

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy 418, Drug-Free Workplace/Drug-Free School, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with Minnesota Statute.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 12, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: January 10, 2005
Revised: November 8, 2007

*White Bear Lake Area School
District 624 Policy 418*

418 DRUG-FREE AND ALCOHOL-FREE WORKPLACE/DRUG-FREE AND ALCOHOL FREE SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, ~~or~~ fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- ~~E.~~ **C.** "Possess" means to have one one's person, in one's effects, or in an area subject to one's control.
- ~~F.~~ **D.** "School district location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school

district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

- ~~C.~~ **E.** "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ~~D.~~ **F.** "Use" includes to sell, buy, **manufacture**, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. It shall not be violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which is **has a** currently ~~accepted as a medical~~ **accepted medical use as** treatment in the United States ~~if~~ **and** the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of school district policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. State. **§ 624.701, Subd. 1a** (experiments in laboratories; pursuant to a temporary license **to sell liquor issued** under Minnesota laws or possession after the purchase from such a temporary license holder.)

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

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

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

~~B.~~C. The Public

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

- Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor: On-Sale Licenses)
- Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. 624.701 (Liquor in Certain Building or Grounds)
~~41 U.S.C. 701-707 (Drug-Free Workplace Act)~~
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11 – 1308.15 (Controlled Substances)
34 C.F.R. Part 854 (Government-wide Requirements for Drug-Free Workplace)
- Cross Reference:** WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 416 (Drug and Alcohol Testing)
WBLASB Policy 417 (Chemical Use/Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 516 (Student Medication)

AGENDA ITEM: **School Board Policy 503, Student Attendance**
MEETING DATE: **April 14, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **David Law, Assistant Principal**

BACKGROUND:

School Board Policy 503, Student Attendance, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with Minnesota Statute.

The purpose of this policy is:

- The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 12, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: October 20, 1975

Revised: March 11, 1991

Revised: September 13, 1993

Revised: August 14, 1996

Revised: March 27, 2000

Revised: June 11, 2001

**White Bear Lake Area
School District #624 Policy 503**

Revised: August 25, 2003

Revised: December 13, 2010

Revised:

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. It is also the student's responsibility to request and complete any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is

the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

B. Attendance Policies

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Individual need as approved by school principal.

c. Consequences of Excused Absences

3. ~~Expectations Following Excused Absences~~

- (1) Students whose absences are excused are expected to request any work assigned while absent and required to make up all of this work or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Student work assigned during the absence must be completed within two (2) days per day of absence from the date of the student's return to school. Any work not completed within this period will be considered late and will be handled consistent with the teacher's late work practices. The building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- (3) Students are encouraged to use available technology, including web based communication, to stay current while absent.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent/guardian and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family, personal trips to schools or colleges (If the student and parent/guardian have been warned of an attendance issue or the absence has not been pre-approved by a school administrator.)
- (6) Absences resulting from cumulated unexcused tardies (3 tardies equals one-half day unexcused absence).

- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences include:

- (1) Completing work missed during the absence within a similar time frame and for the same credit as defined for excused absences. This work will be for credit unless the circumstances surrounding the absence warrant a grade reduction or no credit.
- (2) Appropriate discipline from the following list, based on the severity of the issue:
 - (i) Detention
 - (ii) Loss of student privileges
 - (iii) Placement on a supervised attendance program
 - (iv) Truancy petition to juvenile court for those under age 16
 - (v) Other appropriate consequences as determined by parent/guardian and school personnel.
 - (vi) Loss of parking privileges at secondary level
 - (vii) Restriction from participation in extracurricular activities
 - (viii) Saturday School
 - (ix) Make up time missed from school
 - (x) Out of school suspension
- (3) Agreed upon goals/plans as determined by the parent/guardian, student and school personnel.
- (4) Other appropriate consequences
 - (a) After three (3) cumulated unexcused absences in a school year, a student will be considered “continuing truant” and parent or guardian will be notified.
 - (b) After five (5) cumulated unexcused absences in a school year, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.
- (5) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (6) In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

C. Excessive Absences:

- 1. Definition: Students who are absent more than ten percent of student contact days at any time during the school year or any grading period may be considered to have excessive absences.

2. Procedures for addressing students with excessive absences
 - a. School calls parent/guardian to communicate attendance concerns
 - b. School will communicate with parents/guardians in writing concerning attendance concerns
 - c. School will schedule a meeting with parents/guardians and other appropriate school staff to create a plan to address attendance concerns.
 - d. If the student continues to have excessive absences, the school may choose to take the following steps:
 - (i) Consider the absences unexcused according the Minn. Stat. 120A.22, subd 12.
 - (ii) Refer the student to a truancy intervention program.

D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
 - a. Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, it is considered a half-day absence.
 - b. Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

2.3. Excused Tardiness.

Valid excuses for tardiness are:

- a. illness;
- b. serious illness in the student's immediate family;
- c. a death or funeral in the student's immediate family or of a close friend or relative;
- d. medical, dental, orthodontic, or counseling appointment;
- e. court appearances occasioned by family or personal action;
- f. physical emergency conditions such as fire, flood, storm, etc.;
- g. any tardiness for which the student has been excused in writing by an administrator or faculty member;

- h. family emergencies;
- i. individual need as approved by school principal.

3. Unexcused Tardiness.

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Examples of unexcused tardiness include but are not limited to:
 - (i) not approved by parent/guardian
 - (ii) Failure to comply with reporting requirements of the school district attendance procedures
 - (iii) work at home
 - (iv) work at a business
 - (v) missed bus
 - (vi) overslept
 - (vii) car trouble
 - (viii) doing homework
- c. Consequences of tardiness may include:
 - (i) Detention
 - (ii) Saturday School
 - (iii) Loss of parking
 - (iv) Suspension
 - (v) Other consequences as determined by parent/guardian and school personnel
 - (vi) Combining unexcused tardies into an unexcused absence and enforcing consequences accordingly. The district considers three (3) unexcused tardies are equivalent to one half-day unexcused absence.

E. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Program

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- 1. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 2. When students participate in any co-curricular and/or sports activity, they are required to be in attendance at school the entire day of the event, unless they are absent for one of the following reasons:
 - a. School related activity
 - b. Medical appointment (requires verification by the school office or attendance secretary)
 - c. One period (or less) in the school Health Office
 - d. Funeral or family medical/legal emergency (requires parent/guardian excuse)

- e. Student safety issues (to be reviewed by ~~the~~ WBL administrators)

If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration retains the right to request verification of any absences presented by a student or parent/guardian.

3. Students must not incur any unexcused absence (as outlined in the student attendance policy) the day after an event if the day is the next consecutive school day of the same week. If an unexcused absence is incurred for this next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular and/or sports event.

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students, parents/guardians, and staff at the commencement of each school year. This policy shall also be available upon request in each principal's office.

V. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
4. That this notification serves as the notification required by Minn. Stat. §120A.34;

5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent/guardian and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days **in a school year** if the child is in elementary school or for one or more class periods on seven school days **in a school year** if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)~~
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, **383 N.E. 2d 231** (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

AGENDA ITEM: **School Board Policy 900, Partnership**

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services and Recreation**

BACKGROUND:

School Board Policy 900, Partnership, has been created by the School Board Policy Committee and administration. Policy 900 is recommended for a first reading.

The purpose of this document is to guide the development of partnerships. It outlines the District's approach to engaging in partnership, allowing our partners to understand the principles and standards we are committing to.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the May 12, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: _____

White Bear Lake Area School
District #624 Policy 900

Revised: _____

900 PARTNERSHIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services and enrichment opportunities for students.

II. GENERAL STATEMENT OF POLICY

The school board encourages the development, implementation and evaluation of a comprehensive student, parent, family, school and community partnership initiative. The District will provide clear definitive roles of the various partners. The District will provide administrative leadership and vision, staff development and practices that are compatible with the beliefs outlined in this document. All partners agree to abide by district policies, including but not limited to policies addressing data privacy, discrimination, technology, drugs, alcohol and tobacco use, bullying and harassment.

III. DEFINITIONS

- A. Partnership: A relationship between the district and a non-district entity intended to have multiple contacts during the year or over multiple years, in which the connection results in benefits to the district that may or may not be possible without the partnership. Partnerships are intended to provide academic, enrichment, or supplemental services for students. All partnerships must be consistent with the mission of the district. This definition excludes enrichment field trips arranged as part of a class or student organization.
- B. White Bear Lake Area Schools does not define a partnership as:
- An arrangement made by the District with a third party to deliver one or more services on its behalf. This is a contract for services.
Example: Contracted transportation services with an outside company or carrier.
 - An intra-district collaboration involving school-to-school, program-to-program, or school-to-program partnering.
Example: High school students mentoring middle school students, academic enrichment courses being offered through Youth Enrichment, or student service projects for the senior center.

- School or program volunteers who serve in an individual capacity.
Example: An individual who serves as a reading buddy for a particular School.

IV. PARTNERSHIP OVERSIGHT

On an annual basis the superintendent or designee will do the following:

- A. Update the list of existing partnerships.
- B. Ensure all partners are in compliance with the partnership procedures identified in Addendum A.
- C. Review and approve applications for new partnerships.
- D. Review existing partnerships to evaluate the benefit(s) to students.
- E. Make changes as needed to improve existing partnerships, and take action to dissolve unproductive partnerships.
- F. Maintain a list of organizational needs for future partnership exploration.

White Bear Lake Area School District Partnership Process

The purpose of this document is to guide the development of partnerships. It outlines the District's approach to engaging in partnership, allowing our partners to understand the principles and standards we are committing to.

The District is fully committed to engaging in partnerships. We recognize the strength and value of effective partnerships in contributing to the educational growth and service opportunities for students.

This commitment is demonstrated by the District's current partnership involvement both formal and informal and is part of our District's Mission, which reads:

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 within a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

SECTION 1 - Introduction to the Partnership Process

1.1 Introduction

White Bear Lake Area School District recognizes the need for a consistent process for developing and maintaining partnership. This process sets out a framework that will assist staff when considering our engagement in partnership arrangements.

1.2 Purpose of Process

The purpose of this process is to enable the District, with its partners, to ensure that the partnerships are appropriate and have proper oversight. The process will ensure that when working in partnership:

- Identified needs or program enhancement goals are met;
- The purpose and expected outcomes for students are clear;
- Partnership activities and outcomes are monitored, reviewed and evaluated;
- Risks for the District and partner are identified and mutually understood;
- Each partnership maintains a relevance to its agreed purpose during its lifespan and has in place an effective exit strategy;

- Partnerships are properly empowered and their legal status understood;
- Reviews are undertaken to evaluate success in meeting objectives and identifying methods to improve effectiveness.

1.3 White Bear Lake Area Schools - Partnership Levels

District - A District partnership is a formalized agreement among multiple schools, sites and/or programs and a partner. District level partnerships are approved, organized, and managed by District-level department(s). District-level partnerships are funded by a partner, with District-level sources or a combination of the two, rather than building-level budgets.

Building/Program - A building or program partnership is a formalized agreement between an individual building or program and a partner. Building level partnerships may include formalized agreements that impact the entire school population, as well as agreements that impact just individual grade levels or classrooms. Building and program level partnerships are initially approved at the building level, and then recommendations are made to the district-level committee. The district-level committee helps evaluate which district policies may need to be considered and whether the partnership is one that is within administrative authority to decide or whether School Board authorization and approval is necessary. Upon proper authorization, the building/program level partnerships are then organized, and managed at the building/program level. Building and program level partnerships are funded entirely by the partner, through individual building/program budgets, through grant funding as authorized by the district or by some combination of each.

Section 2 – Working in Partnership

2.1 When is a partnership appropriate?

Partnership arrangements are appropriate when they have the potential to:

- Add value in the form of increased student learning and/or student experiences;
- Meet identified district needs or program enhancements which may not be possible through district resources alone and do not compromise our core programming; and
- Align with one or more of our district/building goals.

2.2 Managing and Reviewing Partnerships

Partnership work can be very rewarding for the district and students; however, it can also be difficult and resource intensive. Therefore, before taking on a new partnership, the following should be considered:

- Does the purpose of the potential partnership align with the district Mission, Strategic

Plan, and is it consistent with the district's Core Values?

- If the partnership occurs during student contact time, an evaluation must be done by an administrator to show that the benefit to each student participating in the partnership exceeds any detrimental impact to any student missing assigned classes.
- Is there a way for the district to meet the goals/objectives of the partnership on its own or with an existing partner that would be less labor intensive, more effective than starting a new partnership, or less intrusive on the academic day?
- For district-level partnerships, do the district-level partnership committee and members of Cabinet support this partnership?
- For building/program level partnerships, do the principal/supervisor and members of the building level partnership committee support this partnership?
- Does the risk assessment reveal that the partnership is relatively safe for the district to enter into?

Partnerships should be reviewed annually by the district or building/program partnership committee. The purpose of the review is to ensure that the partnership:

- is effectively doing what it set out to do;
- is still aligned with district/building/program goals, and
- implements necessary improvements over time.

Through the review process it may be identified that it is time for a partnership arrangement to cease, be substantially modified or for the district to leave a partnership arrangement. This can be for many different reasons:

- The partnership achieves all that it set out to do - goals/objectives are met.
- The partnership goals/objectives are no longer aligned with district strategic plan.
- On review, the partnership is not delivering the outputs and outcomes it was set up to do and a new approach needs to be explored.
- The partnership is replaced by another partnership or working arrangement.
- External funding/resources cease.
- On review an adverse level of risk of continuing the partnership is identified.
- The legal framework upon which the partnership was founded changes.
- The district reserves the right to leave a partnership at any time. The district will develop case by case exit strategies for situations where it wishes to withdraw from a partnership for any reason.

SECTION 3 - Tools for Identifying and Managing Partnerships

When entering into or reviewing a Partnership the district will use the following to guide its decision making.

3.1 Legal Status

Board approval is required initially for all contracts and agreements.

3.2 Finance and Resources

The Building and District Partnership Committee will consider the resource implications, existing partnerships, and Building and District priorities prior to making decisions on new partnerships or extending existing partnerships.

3.3 Roles of Partnership Committees

Each building will have its own partnership committee. This committee may be in addition to the school leadership team or a subpart thereof. Members should include the principal and staff members who understand the building's needs, vision, and priorities, as well as staff and financial resources. Building/Program level partnership committees will establish a routine for processing proposals. The committee will use the partnership review form and scoring rubric to determine viability of partnership proposals and provide a timely response to potential partners. This process will be similar to the process for district partnerships, but will be tailored to the needs of the program or school.

The District Partnership Team will meet quarterly, or as needed, to determine viability of proposed partnerships, identify areas of need in which partnerships could be pursued, and ensure that appropriate stakeholders are involved.

3.4 Communication in a Partnership Setting

Communication and marketing of partnerships shall be in accordance with the district's communication plan and at the discretion of the Director of Communications.

3.5 Information Sharing

The School District's Data Privacy Policy will apply to all partnerships consistent with applicable state and federal law.

SECTION 4 - Specific steps of the application process.

1. Complete the Partnership Application form.
2. Return form to either the building principal, program coordinator or district level partnership contact person.

3. The partnership application will be reviewed by the building partnership review committee. It will be evaluated in accord with the established criteria and forwarded to the district review committee for consideration. The district review committee will review all building level approved partnership applications. The district review committee will forward a recommendation to the superintendent and cabinet for review. Some partnerships may be approved at this level; others may need School Board approval prior to implementation.
4. Upon final approval of the superintendent or superintendent designee, or if appropriate, by the School Board, the building principal or program contact person will be notified of the decision whether or not to move forward with the partnership. A successful partnership proposal will require a Partnership Agreement form to be on file with both the building or program and the district review committee.

SECTION 5 – Appendix

- **Appendix 1** – White Bear Lake Area School District Partnership Application Form
- **Appendix 2** - White Bear Lake Area School District Partnership Agreement Form

E. OPERATIONAL ITEMS

AGENDA ITEM: Non-Renewal of Probationary Licensed Staff
 MEETING DATE: April 14, 2014
 SUGGESTED DISPOSITION: Operational Item
 CONTACT PERSON(S): Christina Picha, Director of Human Resources

Attached is a copy of a resolution that the District uses to terminate the contracts of probationary teachers in accordance with Minnesota Statute 122A.40, subd. 5. The individuals listed are probationary teachers whose contracts are to be terminated effective June 6, 2014, due to financial limitations, teachers returning from leave, reduction in need, contractual or other issues. **In some instances, contracts of the same or less f.t.e. will be recommended to fill future vacancies.**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Seniority Date</u>
Danielle Parshall	.20 Mathematics	ALC/North	08/21/2013
Emily Heir	Kindergarten	Birch Lake	08/21/2013
Jennifer Carroll	Language Arts	Central MS	08/21/2013
Lauren Rheault	.30 French	Central/North	08/22/2012
Kristin Hatling	.40 Science	North Campus	08/22/2012
Jackie Jones	.20 Industrial Tech	North/Sunrise	08/21/2013
Martin Mudek	Social Studies	North/South	08/21/2013
Hui Xu	.10 Chinese	North/South/Sunrise	08/22/2012
Kathleen O'Laughlin	.20 Music	Otter/Willow	11/18/2013
Margaret Landby	.30 German	Sunrise Park	08/21/2013
Ergenia Wills	Kindergarten	Willow Lane	09/17/2013

Member _____ introduced the following resolution and moved its adoption:

Danielle Parshall, Emily Heir, Jennifer Carroll, Lauren Rheault, Kristin Hatling, Jackie Jones, Martin Mudek, Hui Xu, Kathleen O’Laughlin, Margaret Landby and Ergenia Wills.

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING TEACHERS, WHO ARE PROBATIONARY TEACHERS.

WHEREAS, THE ABOVE NAMED TEACHERS ARE PROBATIONARY TEACHERS IN INDEPENDENT SCHOOL DISTRICT NO. 624,

BE IT RESOLVED by the School Board of Independent School District No. 624, that pursuant to Minnesota Statutes 122A.40, subd. 5, the teaching contracts of the above named teachers, are probationary teachers in Independent School District No. 624, are hereby terminated at the close of the current 2013-2014 school year and are not renewed for the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of the contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

TEACHER X
School Location

Dear **TEACHER X**,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 624, held on April 14, 2014, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2014-2015 school year. Said action of the Board is taken pursuant to M.S. 122A.40, subd.5.

Your termination is due to financial limitations, teachers returning from leave, reduction in need, contractual, or other issues. To receive a separate, official reason stating the afore-mentioned reasons for termination, you must submit your request within ten days after the receipt of this notice.

School Board of Independent School District 624

Chair or Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member, and upon vote being taken thereon, the following voted in favor thereof: and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

AGENDA ITEM: **Action on Student Nursing Clinical Program Agreement –
Century College**

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The attached memorandum of agreement between Century College and White Bear Lake Area School District #624 allows the district to enter into an agreement with Century College for the placement of students in the nursing clinical program.

RECOMMENDATION:

The administration recommends the School Board to accept the student nursing clinical program with Century College.

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

MEMORANDUM OF AGREEMENT

BETWEEN

CENTURY COLLEGE

AND

WHITE BEAR LAKE SCHOOL DISTRICT # 624

This Agreement is entered into between the State of Minnesota, acting through its **Board of Trustees of the Minnesota State Colleges and Universities**, on behalf of Century College (hereinafter "College/University"), and White Bear Lake School District #624 (hereinafter "Facility").

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established a Practical Nursing Program, Nursing Assistant Program, Associate Degree Program in Nursing, Baccalaureate Program in Nursing, Baccalaureate Program in Nursing for Registered Nurses, and/or a Nurse Refresher Program for qualified students preparing for and/or engaged in nursing careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable clinical facilities in general nursing for the educational needs of the nursing programs(s) of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified nursing personnel; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students of nursing enrolled at the College/University;

NOW, THEREFORE, it is mutually agreed by and between the College/University and the Facility:

I. COLLEGE/UNIVERSITY RESPONSIBILITIES

- A. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering one or more of the following programs: a Practical Nursing Program; a Nursing Assistant Program; an Associate Degree Program in Nursing; a Baccalaureate Program in Nursing; a Baccalaureate Program for Registered Nurses; and/or a Nurse Refresher Program. Each program shall

be either: 1) approved by the Minnesota Board of Nursing; and/or 2) approved by the Minnesota Department of Health.

- B. The College/University will supervise its students during the clinical experience program at the Facility, unless otherwise agreed to in writing by the parties. The College/University will provide its nursing faculty to effectively implement the clinical experience program at the Facility. The College/University will provide at least one nursing faculty member for approximately every ten (10) students while the students are in the clinical experience program at the Facility. The College/University faculty so assigned will hold current R.N. licensure valid in the State of Minnesota.
- C. The College/University faculty will be responsible for planning, directing and evaluating the students' learning experiences. The College/University faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.
- D. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- E. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program.
- F. The College/University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- G. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.
- H. The College/University will maintain a record of students' health examinations and current immunizations and shall obtain students' permission to submit data regarding their health status to the Facility.
- I. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

II. FACILITY RESPONSIBILITIES

- A. The Facility will maintain current accreditation by the Joint Commission on Accreditation of Health Care Organizations (d/b/a "The Joint Commission") or any other appropriate and required accrediting body.
- B. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student.
- C. The Facility will provide the College/University with a copy of its policies and regulations which relate to the clinical experience program.
- D. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.
- E. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.
- F. When available, physical space such as offices, conference rooms, and classrooms of the Facility may be used by the College/University faculty and students who are participating in the clinical experience program.
- G. The College/University faculty and students participating in the clinical experience program will be permitted to use the Facility's library in accordance with the Facility's policies.
- H. The Facility will make locker or cloak room facilities available for the College/University faculty and students during assigned clinical experience program hours. These facilities may be shared by other faculty and students.
- I. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- J. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which

discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

K. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The College/University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

III. MUTUAL RESPONSIBILITIES

- A. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.
- B. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

- C. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:
- a. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
 - b. Communication to familiarize the College/University faculty with the Facility's philosophy, policy and program expectations;
 - c. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
 - d. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
 - e. Communication to identify areas of mutual need or concern;
 - f. Communication to seek solutions to any problems which may arise in the clinical experience programs; and
 - g. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University's nursing curriculum.

D. **INSURANCE.** Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

a. **Commercial General Liability Insurance**

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

b. **Professional Liability Insurance**

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

c. **Additional Conditions:**

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

IV. STUDENT REQUIREMENTS

- A. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. A list of those students with positive Mantoux or negative rubeola/rubella results may, at the request of the Facility, be provided to the Facility.
- B. Students participating in the clinical experience program shall be encouraged to carry their own health insurance.
- C. Students participating in the clinical experience program shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

V. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE

- A. Any emergency medical care available at the Facility will be available to College/University faculty and students. College/University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College/University.
- B. Any College/University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the College/University faculty member or student who receives the treatment and not the responsibility of the Facility or the College/University.
- C. The Facility shall follow, for College/University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- D. College/University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

VI. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

VII. TERM OF AGREEMENT

This Agreement is effective on the later of February 1, 2014, or when fully executed, and shall remain in effect until February 1, 2019. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

VIII. FINANCIAL CONSIDERATION

- A. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- B. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

IX. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

X. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

XI. STATE AUDIT

The books, records, documents and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

XII. DATA PRIVACY

The Facility and College/University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this clause, the Facility must immediately notify the College/University. The College/University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

XIII. OTHER PROVISIONS: none

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY:

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

2. COLLEGE/UNIVERSITY:

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

AGENDA ITEM: Proposed 2013-15 Salary Rates
For Non-Affiliated Employees

MEETING DATE: April 14, 2014

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Christina Picha, Director of Human Resources
Wayne Kazmierczak, Director, Finance & Operations

BACKGROUND:

The District has approximately 25 employees that are not associated with any bargaining groups recognized by the Bureau of Mediation. These individuals are, for the most part, professional employees.

The Board has received in its previous correspondence the salaries or salary rates for these professional employees.

Chris Picha and Wayne Kazmierczak will be available to answer questions.

RECOMMENDATION:

Approve the proposed salaries and/or salary rates for the District's non-affiliated employees.

AGENDA ITEM: Tentative Agreements – 2013-2015 Contract
White Bear Lake Administrative Association

MEETING DATE: April 14, 2014

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Wayne Kazmierczak, Director of Finance & Opeartions
Christina Picha, Director of Human Resources

BACKGROUND:

The District has reached a tentative agreement with the White Bear Lake Administrative Association for the 2013-15 fiscal contract years.

The Board has received in its previous Correspondence details of the tentative agreement.

Wayne Kazmierczak and Christina Picha will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2013-15 Master Agreement with the White Bear Lake Administrative Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached tentative agreement on the 2013-2015 contract;

WHEREAS, the association has ratified the contract;

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

AGENDA ITEM: **Action on Acceptance of Foundation Grant**

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The following Glasrud Family Fellowship grant is being presented from the Foundation for acceptance.

The Foundation Explain that:

The Glasrud Family Fellowships provide funds for instructional staff to participate in experiences that are important to their professional growth and will make them better teachers. It is hoped that these fellowships will allow teachers to pursue professional development which would otherwise not be possible.

Recipient	Building	Purpose	Amount
Paul Meuwissen	Sunrise Middle School	Sunrise has implemented the Project Lead the Way curriculum that focuses on pre-engineering standards and concepts for grades 6-12. The International Technology Engineering Education Association Conference will expose Paul to the cutting edge technology and engineering for educators which he will be able to bring back to Sunrise staff. He will also use what he learns as he assists in the writing of a new 6 th & 7 th grade I.B. technology curriculum.	\$2,015.00

We have attached a list of the 2014 Glasrud Family Fellowship Grants that were awarded. The School Board only needs to approve the grant to Paul Meuwissen because he will need a substitute teacher when he attends the conference, all other recipients will be using their grants during non-school time.

Recommendation: To accept the Foundation grant as recommended by the administration.

2014 Glasrud Family Fellowship Grants

In 2004 Ted Glasrud, a 1933 graduate of White Bear High School, and his family made a generous contribution to the Foundation by establishing the Ted Glasrud Family Endowment. Mr. Glasrud was instrumental in helping to organize and create School District 624 and acted as the first School District 624 School Board Attorney. Mr. Glasrud and his family have been generous with many philanthropic contributions to their hometown community of White Bear Lake.

Ted Glasrud and his wife, Lorraine Glasrud, along with their children Sharon Glasrud, Theodore G. Glasrud, and Debra Lentsch, asked that the Glasrud Family Gift be used to create annual “Glasrud Family Fellowships” for teachers within School District 624. Grants are awarded to teachers for personal professional growth with the hope that these awards will allow teachers to pursue professional development which would otherwise not be possible.

The White Bear Lake Area Educational Foundation is proud to announce the following recipients of the 2014 Glasrud Family Fellowship Grants, totaling \$23,197.71:

1. **David Cava, Science teacher at South Campus**, completed a lengthy application and interview process and was chosen to represent Minnesota educators by teaching in Hangzhou, China, during the 2014 spring semester. He will teach conversational English and American culture in addition to teaching physics.
2. **Kendall Rutherford, Kindergarten teacher at Matoska International**, will travel to Bagamoyo, Tanzania, with Cross-Cultural Solutions, an international nonprofit volunteer organization. She will support a classroom teacher and provide lessons in English speaking, writing and reading.
3. **Abbe Eikenbary, Spanish teacher at Matoska International**, will spend time in the Galapagos Islands, Ecuador this summer to expand her perspective on Latin America and her Spanish communication. She will connect and collaborate with teaching colleagues from Ecuador and other countries.
4. **Amy Canniff, Business Education teacher at North Campus**, will attend the Clute Institute conference in Munich Germany this summer. She will gain an international perspective on business that she will bring back to her teaching in WBL. She will also visit a German high school and post-secondary institution to enhance her knowledge of international education.

5. **Paul Meuwissen, Technology Education teacher at Sunrise MS**, will attend the International Technology Engineering Education Association Conference. He will learn cutting edge technology and engineering concepts and use them in the new IB technology curriculum at Sunrise.
6. **Sara Martin, Language Arts teacher at North and South Campuses**, is the high school's new yearbook and newspaper advisor. To increase her knowledge on creating these publications, she will attend a journalism convention in San Diego, where she will learn the latest trends in technology and in teaching journalism.
7. **Sarah Swoboda, Spanish teacher at North and South Campuses**, will attend the Academia Buenos Aires Spanish course in Argentina. While there, she will focus on the language and culture of Argentina and bring personal connections back to her students.
8. **Lindsay Lamwers, Science teacher at Sunrise MS**, will travel to Germany to experience historical, scientific, and technology-related sites. She will visit museums, observatories and institutes to give her a better perspective on the historical aspect of science.
9. **Elizabeth Werner, Spanish teacher at Willow, Lakeaires and Hugo**, will attend the National Conference on Teaching Proficiency through Reading and Storytelling in Chicago. This methodology will help bring the Spanish language to her students in a more relatable manner.
10. **Hui Xu, Chinese teacher at the Secondary Schools**, will attend the American Council on Teaching Foreign Languages Conference. This instruction will help her build a strong and sustainable Chinese program in the District by learning how to increase students' global competence.

AGENDA ITEM: **School Board Policy 405, Veteran's Preference**
MEETING DATE: **April 14, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policies 405, Veteran's Preference, was reviewed by the School Board Policy Committee, had a first reading in March, and is recommended for action. The changes recommended are consistent with Minnesota Statute.

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provide preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

RECOMMENDATION:

Approve School Board Policies 405, Veteran's Preference, as recommended by the Policy Committee and administration.

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: January 9, 2012

White Bear Lake Area
School District #624 Policy 405

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct, or good faith abolishment of position. This paragraph does not apply to the position of teacher.

III. IMPLEMENTATION

- A. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ~~five~~ **ten** points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of ~~ten~~ **fifteen** points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran

and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- B. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- D. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- E. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- F. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- G. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)

Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

AGENDA ITEM: **School Board Policy 422, Policies Incorporated by Reference**

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policies 422, Policies Incorporated by Reference, was reviewed by the School Board Policy Committee, had a first reading in March, and is recommended for action. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION:

Approve School Board Policies 422, Policies Incorporated by Reference, as recommended by the Policy Committee and administration.

Adopted: August 27, 2001
Revised: August 25, 2003
Revised: January 10, 2005
Revised: November 8, 2007

*White Bear Lake Area
School Board Policy 422*

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

WBLASB Policy 102	Equal Educational Opportunity
WBLASB Policy 103	Complaints-Students, Employees, Parents, Other Persons
WBLASB Policy 206	Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
WBLASB Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
WBLASB Policy 305	Policy Implementation
WBLASB Policy 505	Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees
WBLASB Policy 507	Corporal Punishment
WBLASB Policy 510	Student Activities
WBLASB Policy 511	Student Fundraising
WBLASB Policy 517	Student Recruiting
WBLASB Policy 518	DNR-DNI Orders
WBLASB Policy 519	Interview of Students by Outside Agencies
WBLASB Policy 524	Internet Acceptable Use Policy
WBLASB Policy 525	Violence Prevention
WBLASB Policy 610	Field Trips
WBLASB Policy 710	Extracurricular Transportation
<u>WBLASB Policy 711</u>	<u>Video Surveillance on School Buses</u>
<u>WBLASB Policy 712</u>	<u>Video Surveillance Other Than on Buses</u>
WBLASB Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of ~~the various policies speak for themselves~~ all other policies may be applicable although not specifically listed above.

Legal References:

Cross References:

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

MEETING DATE: **April 14, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 515, Protection & Privacy of Pupil Records, was reviewed by the School Board Policy Committee, had a first reading in February, and is recommended for action. The changes recommended are consistent with those recommended by MSBA and members of the Policy Committee. This policy continues to define more restrictively than Minnesota state law.

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 approve School Board Policy 515, Protection & Privacy of Pupil Records, as recommended by the School Board Policy Committee and administration.

Adopted: September 8, 1997

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

White Bear Lake Area School District #624 Policy 515

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 "e**E**ducation 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.

~~I.~~**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 or 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.

~~J.~~**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.

~~K.~~**L.** Responsible Authority

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

~~L.~~**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.~~ ^{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 ~~S~~chool ~~D~~istrict 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 where 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.
 5. 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 Section.

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
6. 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)