INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD AGENDA

September 12, 2011

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: September 1, 2011

A meeting of the White Bear Lake Area School Board will be held on **Monday, September 12, 2011** 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. Seating of Student Representative
5. Approve Agenda
6. Consent Agenda
   a) Approval of Minutes
   b) Payment of Invoices
   c) Correspondence
   d) Acceptance of Gifts
   e) Approve Field Trips
   f) Human Resources Items

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (4 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of other public comments should be avoided.
3. Those wishing to address the Board should fill out a card to be turned into the Clerk.
4. Questions may be asked on any topic, excluding those on the agenda.
5. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
6. A handout on the purpose of School Board meetings and the meeting process is available.
7. Citizens may be asked to address the school board on a particular subject during the discussion of that item.

8. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

C. INFORMATION ITEMS

1. Opening School Report -
   a. Summary/Highlights of August Workshops
   b. New Staff Profile
   c. Highlights of Summer Facility Projects
   d. Opening School Enrollment
      1) K-12
      2) Pre-school

2. Presentation of ASBO and GFOA Awards -

3. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

2. First Reading of Policy 208, Development, Adoption, and Implementation of Policies

3. First Reading of Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee, or Student

4. First Reading of Policy 530, Immunization Requirements

E. OPERATIONAL ITEMS

1. Action on School Board/Superintendent Goals for 2011-12

2. Annual Report on Curriculum, Instruction and Student Achievement

3. Second Reading of Policy 515, Protection and Privacy of Pupil Records

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

Agenda Item A-4
September 12, 2011
School Board Meeting

AGENDA ITEM:	**Induction of Student Representative**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Procedural Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent of Schools**

BACKGROUND:

Michelle York, 12th grade student at South Campus will serve as the Student Representative for the 2011-12 school year. She is involved in band, National Honor Society, and volleyball. Michelle also is the student liaison for the Band Council.

Emilee Desmet, 12th grade student at South Campus will serve as the Alternate Student Representative for the 2011-12 school year. She is the National Honor Society President and Cross-Age Mentor Coordinator. Emilee won the Harvard Book Award in her junior year for service and academic achievement.

Agenda Item A-6
September 12, 2011
School Board Meeting

AGENDA ITEM:	**Consent Agenda**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Procedural Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent**

Consent Agenda

a) Approval of Minutes

b) Payment of Invoices

c) Correspondence

d) Acceptance of Gifts

e) Field Trip Request(s)

f) Human Resources Items

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: **School Board Minutes**

MEETING DATE: **September 12, 2011**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **Cathy Storey, School Board Clerk**

Background:

The School Board minutes from last month's meeting is 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, August 8, 2011 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

1 Chair Swanson called the meeting to order at 7:03 p.m.

2. Roll Call- Present: ***Newberg, Shevik, Storey, Swanson, Chapman.***
Absent: Hiniker and Kimball

Ex-Officio: Lovett
Cabinet: Present – Guenther, Law, Picha, Willcoxon, Vette

3. Pledge of Allegiance

4. Newberg moved, Shevik seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***

5. Storey moved, Chapman seconded to approve the consent agenda consisting of:
- approval of minutes of regular meeting on July 11 and special work-study session on July 11;
- 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;
- approve field trips;
- passage of resolution to approve personnel issues to include:
  - Retirement – Classified Staff
    - Joan Cermak, Production Clerk, Sunrise Middle School, effective 8/1/11
  - Resignations – Classified Staff
    - Martha Charpentier, AV/Computer Assistant, North Campus, effective date: 7/11/11
    - Nicholas Nitti, Public Support Assistant, Transition Plus, effective date: 7/22/11
    - Matthew Riebow, Program Assistant Leader, effective date: 7/22/11
  - Resignations – Certified Staff
    - Brett Carlson – Social Studies Teacher, North Campus, effective date: 7/28/11
    - Emily Larsen – Mathematics Teacher, North Campus, effective date: 7/11/11
  - Change in Continuing Contract – Certified Staff
    - Thomas White – Social Worker, North Campus from .50 f.t.e. to 1.00 f.t.e., effective date: 2011-12 School Year
  - Leaves of Absence – Certified Staff
    - Stephanie Colores - .7 Spanish Teacher, Sunrise Middle School, effective date: 2011-12 School Year

- Part-Time Leave Request – Certified Staff
  - Jane Edgell – ECSE Teacher, Normandy Park, .30 leave (.70 position)
  - Nancy McGinley Myers – Spanish Teacher, Central Middle School, .40 leave (.60 position)
- New Personnel – Classified Staff
  - Mary Kass – Pupil Support Assistant, Sunrise Middle School, effective date: 8/1/11
  - Jill Tonn - .5 Early Childhood Billing Clerk, Normandy Park, effective date: 8/1/11
- New Personnel - Certified Staff
  - Rachel Clark – Business Education Teacher, South Campus, effective date: 2011-2012 School Year
  - Benjamin Drexler – Mathematics Teacher, North Campus, effective date: 2011-2012 School Year
  - Sarah Knorr – Science Teacher, North Campus, effective date: 2011-2012 School Year
  - Jennifer Misgen – .5 Kindergarten Teacher, Vadnais Heights Elementary effective date: 2011-2012 School Year
  - Kendall Rutherford – Kindergarten Teacher, Matoska International, effective date: 2011-2012 School Year
- Long Term Substitutes - Certified Staff
  - Ann Bergman-Ewing – Special Education Teacher, Golfview ALC effective date: 2011-2012 School Year
  - Michele Greenhalgh – .7 Language Arts Teacher, North Campus effective date: 2011-2012 School Year
  - Renee Holt – Special Education Teacher, Central Middle School effective date: 2011-2012 School Year
  - Seth Salenger – Mathematics Teacher, Golfview ALC effective date: 2011-2012 School Year
- New Personnel – Non Affiliated
  - Danielle Mickelson – Early Childhood Supervisor, Normandy Park effective date: 08/08/2011
- Other – Change In Assignments
  - Carol Tarsa – Administrative Intern (TOSA), North Campus, effective date: August 1, 2011

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

B. PUBLIC FORUM – Keith Warner, community member from Vadnais Heights, thanked the District for their support of the Relay for Life held on July 29 at South Campus. Over $235,000 was raised during the Relay. He also shared that the mini-Relay for Life held at Vadnais Elementary School this past spring may be expanded to additional schools.

C. INFORMATION ITEMS

1. Superintendent's Report – Dr. Lovett reported on the following:
   - We are eagerly preparing for the 2011-12 academic year. Leadership meetings take place this week, fall sports kick off next week, Opening Convocation will be held early

September and students will be welcomed back on September 6. The Activities Calendar will soon be available to District families.

- We have a local operating levy renewal on the November 8 ballot. Meetings will be held with legislators, municipality boards, staff, parents and community members regarding this renewal. A schedule of public meetings will soon be announced. Approximately 15% of our revenue comes from this local operating levy. In a time when the state plans to borrow 40% of our state revenue by shifting paying to the future, the stability provided by this revenue is critical to continuing on our current path of rapidly rising student achievement.
- Pete Willcoxon, Executive Director of Business Services, introduced Susan Richardson, Nutrition Services Coordinator. Ms. Richardson will work in a shared position half time with Roseville Area Schools and half time with our District. She overviewed several ideas to be implemented including a student focus group and menus that will assist students who have dietary restrictions.

More information may be found on the District website: www.whitebear.k12.mn.us

2. Acknowledge Award of Excellence from the National Public Relations Association – Marisa Vette, Director of Communications and Community Relations, presented awards she recently received from the National School Board Public Relations Association (NSPRA). They include: Award of Merit in the Marketing Materials category for our 2011-12 Registration materials; Award of Merit in the Calendar category for our 2010-11 Activities Calendar; Award of Excellence in the Annual Report category for our 2009-10 Annual Report. The District is one of only seven in the nation and the only one in the Midwest to receive the last award. The District has previously received Star awards from NSPRA for their 2010-11 Activities Calendar and Monthly Community e-Newsletter.

3. Highlights of Summer Programs – Dr. Lovett introduced Carrie Barth, associate principal at Sunrise Park Middle School, Paul Meuwissan, a STEM teacher at Sunrise Park, and Dr. Bob McDowell, principal at Sunrise Park Middle School. All spoke of the Summer Engineering Academy for middle school students which included our first girls' engineering camp. These engineering programs are part of our Project Lead the Way STEM initiatives. Two middle school students and one of their high school mentors spoke very positively of their experiences with the girls' engineering camp.

   Dr. Lovett introduced Fay Kotilinek, a German teacher in our high school program, who, along with several of her students, presented highlights of their summer trip to Germany and our on-going partnership with a school in Leipzig, Germany. Again, a very positive experience for all.

D. DISCUSSION ITEMS

1. Update on Measures of Student Success for the 2010-11 School Year – Dr. Lovett introduced Mary McGrane, Student and Instructional Assessment and Accountability Coordinator and David Law, Assistant Superintendent. Ms. McGrane provided a report on Measures of Student Success for the 2010-11 School Year. MCA results have been delayed this year due to the state shutdown, however, the State GRAD writing test results administered to ninth graders showed an increase to 96% in 2010-11. This ties us for the highest percentage of students passing in the East Metro area. MAP testing results show significant growth at all grade levels.

2. Preliminary Review of School Board/Superintendent Goals for 2011-12 – Dr. Lovett provided the School Board/Superintendent Goals for 2011-12. These will be further

discussed at the August 22 Board Work Study meeting and will be placed on the September 12 or subsequent Board meeting as an action item for approval.

3. Overview of 2011 Legislative Actions – Pete Willcoxon provided an overview of the significant changes in legislation this legislative session, how they will affect our District and how we will manage the changes.

4. Annual Review of School Board Policy 410, Family and Medical Leave Policy - The Board had an opportunity to provide an annual review as required by law of Policy 410, Family and Medical Leave Policy, and ask questions. There are no Minnesota School Boards Association (MSBA) or Cabinet requested changes to this policy.

5. Annual Review of School Board Policy 413, Harassment and Violence - The Board had an opportunity to provide an annual review as required by law of Policy 413, Harassment and Violence, and ask questions. There are no MSBA or Cabinet requested changes to this policy.

6. Annual Review of School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults - The Board had an opportunity to provide an annual review as required by law of Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, and ask questions. There are no MSBA or Cabinet requested changes to this policy.

7. First Reading of School Board Policy 515, Protection and Privacy of Pupil Records - The Board had an opportunity to provide an annual review as required by law of Policy 515, Protection and Privacy of Pupil Records, and ask questions. MSBA made grammatical changes only and Cabinet requested no changes to this policy. This policy will be placed on the September 12, 2011 or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Chapman motioned and Shevik seconded to approve the Joint Powers Agreement for Participating in Cooperative Purchasing with Roseville Area Schools, District #623. ***Roll call vote: ayes – Newberg, Shevik, Storey, Swanson, Chapman. Nays – none; motion carried.***

2. Newberg motioned, Storey seconded to approve Action on Food Service Bids for 2011-12. ***Roll call vote: ayes – Newberg, Shevik, Storey, Swanson, Chapman. Nays – none; motion carried.***

3. Shevik motions, Chapman seconded to approve Action on Calling for School District General Election. ***Roll call vote: ayes – Newberg, Shevik, Storey, Swanson, Chapman. Nays – none; motion carried.***

4. Storey motioned, Newberg seconded to approve Action on Student Teacher Agreement with St. Olaf College. ***Roll call vote: ayes – Newberg, Shevik, Storey, Swanson, Chapman. Nays – none; motion carried.***

F. BOARD FORUM – Swanson thanked community members and business leaders who supported the White Bear Lake Area Educational Foundation's recent golf tournament. Over $25,000 was raised in support of the Foundation and ultimately our students, staff and families.

G. ADJOURNMENT - Newberg motioned, and Shevik seconded to adjourn the meeting at 8:30 p.m. ***Voice vote: all ayes. Motioned carried.***

Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, August 22, 2011 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Swanson called the meeting to order at 5:34 p.m.

2. Roll Call – Present: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman

   Ex-Officio: Lovett
   Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon

B. DISCUSSION ITEMS

1. Update on School Board/Superintendent Objectives – Dr. Lovett and the Board discussed goals currently being considered with action on the goals anticipated at the September 12 Board meeting. These goals establish a clear framework for instructional, programmatic and financial accountability and ongoing improvements.

2. Overview of Student Achievement Results for 2010-11 – Dr. Lovett, David Law, Assistant Superintendent, and Mary McGrane, Student and Instructional Assessment and Accountability Coordinator, provided an overview of student achievement results. Ann Malwitz, Professional Learning and Development Coordinator, also provided input. We are still awaiting MCA results which have been delayed due to the state shutdown.

3. Communication Plan for Referendum Levy Renewal – Marisa Vette, Director of Communications and Community Relations, provided an update along with dates of presentations that will be made to staff groups, school sites and community groups to prepare for the renewal of the operating levy.

4. Negotiations Study Sessions – Chris Picha, Director of Human Resources, provided an update on negotiations.

C. ADJOURNMENT - Newberg motioned; Chapman seconded to adjourn the meeting at 8:03 p.m. **Voice vote:** ***All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-6(b)
September 12, 2011
School Board Meeting

AGENDA ITEM:	**Monthly Check Registers**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Consent Agenda**
CONTACT PERSON(S):	**Pete Willcoxon, Sr., Executive Director of Business Services** **Mary Vaske, Accountant**

Background:

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

Recommendation:

The administration recommends that the Board approve the payments itemized in the check registers.

White Bear Lake Area Schools
Electronic Transfers - August

	8/15/2011	8/31/2011
Direct Deposit 304289-304817	393,447.12	
U.S. Treasury (FICA, Medicare, withholding)	126,529.81	
MN State Income Tax	22,230.49	
PERA	43,992.28	
TRA	24,556.60	
ING	445.83	
Direct Deposit 304818-305342		395,084.04
U.S. Treasury (FICA, Medicare, withholding)		126,995.85
MN State Income Tax		22,387.20
PERA		44,751.28
TRA		26,251.04
ING		445.83
Extended Day Dues		635.50

Check Nbr	Vendor Name	Check Date	Check Amount
21683	AARP DRIVER SAFETY PROGRAM	08/04/2011	234.00
21684	ABLENET INC	08/04/2011	355.00
21685	AMAZON	08/04/2011	149.72
21686	AMERICAN MESSAGING	08/04/2011	113.46
21687	AMSTERDAM PRINTING & LITHO	08/04/2011	107.55
21688	ARMSTRONG TORSETH SKOLD & RYDE	08/04/2011	1,504.89
21689	AVON BUSINESS FORMS & PROMOTIO	08/04/2011	1,826.30
21690	BLICK ART MATERIALS	08/04/2011	3.59
21691	CHAPPELL CENTRAL INC	08/04/2011	63,239.60
21692	CHERMAK, COLLEEN	08/04/2011	19.55
21693	CHICAGO DISTRIBUTION CENTER	08/04/2011	678.71
21694	COPY IMAGES INC	08/04/2011	102.15
21695	COPY IMAGES INC	08/04/2011	105.68
21696	CTB INC	08/04/2011	7,023.00
21697	CUB FOODS OF WHITE BEAR TWSHP	08/04/2011	220.58
21698	Vendor Continued Check	08/04/2011	0.00
21699	DALCO CORPORATION	08/04/2011	3,256.44
21700	DEJARLAIS, MARILYN	08/04/2011	24.86
21701	DELTA EDUCATION	08/04/2011	152.65
21702	DISCOUNT SCHOOL SUPPLY	08/04/2011	392.77
21703	DOVER PUBLICATIONS INC	08/04/2011	14.83
21704	DOWNING, CHARLOTTE	08/04/2011	357.71
21705	EDUCATIONAL RESEARCH AND DEV	08/04/2011	11,701.60
21706	EMEDCO COMPANY INC	08/04/2011	3,455.45
21707	ENGSTRAN, PAUL	08/04/2011	40.00
21708	ERICKSON LYNN	08/04/2011	130.00
21709	FASTENAL COMPANY	08/04/2011	613.26
21710	FITCH, KATHLEEN K	08/04/2011	442.83
21711	FOSTER, CATHERINE A	08/04/2011	42.05
21712	FREDRICKSON, KYLE	08/04/2011	500.00
21713	GE MONEY BANK	08/04/2011	57.60
21714	GENERAL ASP	08/04/2011	125.00
21715	GILLUND ENTERPRISES	08/04/2011	173.76
21716	GOPHER	08/04/2011	1,990.58
21717	GRAVLEY, STEPHEN	08/04/2011	342.00
21718	GREATAMERICA LEASING CORP	08/04/2011	350.45
21719	GREEN VALUE NURSERY INC	08/04/2011	524.40
21720	HANSON, DONNA	08/04/2011	27.20
21721	Vendor Continued Check	08/04/2011	0.00
21722	HOGLUND BUS AND TRUCK CO	08/04/2011	1,999.05
21723	HOME DEPOT CREDIT SERVICES	08/04/2011	678.10
21724	HOUGHTON MIFFLIN HARCOURT	08/04/2011	3,024.29
21725	HUGO CITY OF	08/04/2011	2,506.08
21726	HUGO MILL	08/04/2011	793.50
21727	IMMEL, COLLEEN	08/04/2011	74.09
21728	INTEGRA TELECOM	08/04/2011	313.20
21729	JOHNSON, LINDA K	08/04/2011	24.99
21730	K PEARSON MECHANICAL LLC	08/04/2011	29,888.70
21731	K12 TRANSPORTATION MGMT SERVIC	08/04/2011	1,599.60
21732	KNUTSON FLYNN & DEANS PA	08/04/2011	890.00

Check Nbr	Vendor Name	Check Date	Check Amount
21733	KOECKERITZ, JEANNE	08/04/2011	48.82
21734	KOVACICH, DAN	08/04/2011	1,400.00
21735	LIDS TEAM SPORTS	08/04/2011	2,788.00
21736	LOEGERING, ARNITA	08/04/2011	42.50
21737	MARIS LLC	08/04/2011	480.00
21738	MEUWISSEN, PAUL	08/04/2011	52.47
21739	MIDAMERICA ADMIN & RETIREMENT	08/04/2011	4,555.00
21740	MIDWEST BUS PARTS INC	08/04/2011	825.18
21741	MILASHIUS, ANTOINETTE A	08/04/2011	10.20
21742	MN REC & PARK ASSN (MRPA)	08/04/2011	800.00
21743	MOUNTAIN MATH/LANGUAGE LLC	08/04/2011	911.40
21744	MUSIC THEATER INTL	08/04/2011	400.00
21745	NAC MECHANICAL & ELECTRICAL SE	08/04/2011	26,742.50
21746	NARDINI FIRE EQUIPMENT CO INC	08/04/2011	660.15
21747	NCPERS MINNESOTA	08/04/2011	496.00
21748	NEID, TIM	08/04/2011	21.00
21749	NESS ELECTRONICS INC	08/04/2011	672.09
21750	Vendor Continued Check	08/04/2011	0.00
21751	NORTH CENTRAL TRUCK EQUIPMENT	08/04/2011	2,330.68
21752	NORTHWEST EVALUATION ASSOC	08/04/2011	83,962.50
21753	OEM OPTIC INC	08/04/2011	903.52
21754	OFSTAD, JON	08/04/2011	41.07
21755	ON SITE SANITATION INC	08/04/2011	213.00
21756	ORIENTAL TRADING CO INC	08/04/2011	99.90
21757	PCS REVENUE CONTROL SYSTEMS IN	08/04/2011	11,029.68
21758	PEARSON EDUCATION INC	08/04/2011	5,786.22
21759	Vendor Continued Check	08/04/2011	0.00
21760	PETERSON BROS ROOFING & CONST	08/04/2011	29,331.75
21761	PETERSON, ESTHER	08/04/2011	13.60
21762	PLADSON ENVIRONMENTAL INC	08/04/2011	510.00
21763	POLAR CHEVROLET MAZDA	08/04/2011	1,021.82
21764	PREMIUM PAINTING SERVICES LLC	08/04/2011	18,000.00
21765	PRESS PUBLICATIONS	08/04/2011	42.45
21766	PROJECT LEAD THE WAY	08/04/2011	550.60
21767	PROJECT WISDOM	08/04/2011	539.00
21768	RA PEARSON & ASSOCIATES LLC	08/04/2011	6,617.00
21769	RAMSEY COUNTY	08/04/2011	971.07
21770	RATWIK ROSZAK & MALONEY PA	08/04/2011	1,768.00
21771	RICHARD ALAN PRODUCTIONS	08/04/2011	650.00
21772	RICOH AMERICAS CORP	08/04/2011	415.59
21773	SAINTS NORTH MAPLEWOOD	08/04/2011	269.50
21774	SAM'S CLUB/GEMB	08/04/2011	76.58
21775	SAM'S CLUB/GEMB	08/04/2011	34.04
21776	SCHERPING, KATHERINE S	08/04/2011	35.00
21777	SCHIRRMEISTER, MONIKA	08/04/2011	33.57
21778	SCHOLASTIC INC	08/04/2011	81,317.75
21779	SCHOLASTIC MAGAZINES	08/04/2011	411.69
21780	SCHOOL HEALTH CORP	08/04/2011	897.73
21781	SCHOOL PROJECT	08/04/2011	7,020.75
21782	SCHOOL SPECIALTY	08/04/2011	275.31

Check Nbr	Vendor Name	Check Date	Check Amount
21783	SCHOOL SERVICE INC	08/04/2011	347.19
21784	SHIFFLER EQUIPMENT SALES INC	08/04/2011	87.63
21785	SHOWMECABLES	08/04/2011	419.86
21786	SPENCER, DOROTHY	08/04/2011	12.75
21787	STATE SUPPLY CO	08/04/2011	1,996.71
21788	STEWART, SCOTT	08/04/2011	80.75
21789	SUBURBAN FLOOR COVERING	08/04/2011	5,058.00
21790	TAHO SPORTSWEAR INC	08/04/2011	593.28
21791	TALLY'S DOCKSIDE	08/04/2011	1,470.00
21792	TEKTON CONSTRUCTION CO	08/04/2011	45,855.36
21793	THUNDER COMMUNICATIONS DESIGN	08/04/2011	552.50
21794	TRADE PRESS INC	08/04/2011	356.00
21795	TRAEGER, MARY	08/04/2011	22.67
21796	TRI STATE BOBCAT	08/04/2011	201.40
21797	TRUSTED EMPLOYEES	08/04/2011	365.00
21798	TWIN CITY JANITOR SUPPLY CO	08/04/2011	89.00
21799	TWIN CITY NURSERY INC	08/04/2011	62.97
21800	U.S. ENERGY SERVICES INC	08/04/2011	759.00
21801	UPPER LAKES FOODS INC	08/04/2011	488.78
21802	VERIZON WIRELESS	08/04/2011	373.42
21803	VIKING ELECTRIC SUPPLY	08/04/2011	5,361.43
21804	WHITE BEAR GLASS INC	08/04/2011	280.00
21805	WILLIAM H SADLIER INC	08/04/2011	761.90
21806	WINDSTREAM	08/04/2011	2,603.18
21807	WL HALL COMPANY	08/04/2011	19,514.90
21808	XCEL ENERGY	08/04/2011	3,592.82
21809	XEROX CORPORATION	08/04/2011	133.42
21810	YANG, SHENG	08/04/2011	35.00

128 Computer Check(s) For a Total of 529,740.42

Check Nbr	Vendor Name	Check Date	Check Amount
21370	COUNTRY INN BY CARLSON	08/04/2011	457.10
21466	RATWIK ROSZAK & MALONEY PA	08/04/2011	13,530.13

2 Void Check(s) For a Total of 13,987.23

	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
	128	Computer	Checks For a Total of	529,740.42
Total For	128	Manual, Wire Tran, ACH & Computer Checks		529,740.42
Less	2	Voided	Checks For a Total of	13,987.23
			Net Amount	515,753.19

Payroll

Check Nbr	Vendor Name	Check Date	Check Amount
21811	AMERICAN FUNDS	08/09/2011	8,116.38
21812	AMERICAN UNITED LIFE	08/09/2011	750.00
21813	AMERIPRISE FINANCIAL SERVICES	08/09/2011	2,166.64
21814	AXA EQUITABLE	08/09/2011	3,198.34
21815	EDUCATION MN ESI BILLING TRUST	08/09/2011	2,883.48
21816	IUOE #70	08/09/2011	1,218.76
21817	LOGOS SCHOOL	08/09/2011	1,125.00
21818	MESSERLI & KRAMER PA	08/09/2011	287.61
21819	METROPOLITAN LIFE	08/09/2011	851.67
21820	MN CHILD SUPPORT	08/09/2011	1,293.00
21821	MN DEPT OF REVENUE	08/09/2011	423.00
21822	SCHOOL SERVICE EMPLOYEES	08/09/2011	819.37
21823	TELIN TRANSPORTATION GROUP LLC	08/09/2011	80,910.00
21824	VANGUARD SMALL BUSINESS SERVIC	08/09/2011	3,645.83
21825	WBLA EDUCATIONAL FOUNDATION	08/09/2011	100.00

15 Computer Check(s) For a Total of 107,789.08

	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
	15	Computer	Checks For a Total of	107,789.08
Total For	15	Manual, Wire Tran, ACH & Computer Checks		107,789.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	107,789.08

Check Nbr	Vendor Name	Check Date	Check Amount
21826	COPY IMAGES INC	08/12/2011	5,308.60
21827	DONATELLI'S	08/12/2011	1,137.50
21828	PITNEY BOWES PURCHASE POWER	08/12/2011	618.00
21829	PITNEY BOWES PURCHASE POWER	08/12/2011	139.74
21830	PITNEY BOWES INC	08/12/2011	651.00
21831	POLAR CHEVROLET MAZDA	08/12/2011	23,774.21
21832	POPE, ELSA	08/12/2011	2,160.00
21833	YOUNGBLOOD LUMBER COMPANY	08/12/2011	612.00

8 Computer Check(s) For a Total of 34,401.05

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
8	Computer	Checks For a Total of	34,401.05
Total For 8	Manual, Wire Tran, ACH & Computer Checks		34,401.05
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	34,401.05

Check Nbr	Vendor Name	Check Date	Check Amount
21834	A M LEONARD INC	08/18/2011	53.98
21835	A-1 HYDRAULIC SALES & SERVICE	08/18/2011	101.56
21836	AARP DRIVER SAFETY PROGRAM	08/18/2011	434.00
21837	AARP DRIVER SAFETY PROGRAM	08/18/2011	292.00
21838	ABBOTT PAINT & CARPET INC	08/18/2011	3,002.30
21839	ABLENET INC	08/18/2011	199.00
21840	ACKERKNECHT, CATHY	08/18/2011	97.77
21841	ADAMS, LINDA	08/18/2011	37.86
21842	AGROPUR INC	08/18/2011	906.51
21843	AICPA	08/18/2011	215.00
21844	AMER HOME SCHOOL PUBLISHING LL	08/18/2011	75.28
21845	AMERICAN RED CROSS MN	08/18/2011	675.00
21846	AMER SOCIETY FOR ENGINEERING E	08/18/2011	344.85
21847	AMF MAPLEWOOD LANES	08/18/2011	434.00
21848	ANCHOR PAPER CO	08/18/2011	8,829.65
21849	APPLE COMPUTER INC	08/18/2011	14,237.00
21850	APPLIED ENVIRONMENTAL SCI INC	08/18/2011	1,051.24
21851	AQUA ENGINEERING INC	08/18/2011	579.35
21852	ARCHAMBAULT, DENNIS	08/18/2011	200.00
21853	Vendor Continued Check	08/18/2011	0.00
21854	AVON BUSINESS FORMS & PROMOTIO	08/18/2011	3,086.00
21855	BARNES & NOBLE	08/18/2011	403.47
21856	BARRIER GROUP LLC	08/18/2011	500.00
21857	BATTERIES PLUS	08/18/2011	23.00
21858	BLICK ART MATERIALS	08/18/2011	2,557.54
21859	BOSCH, DONALD	08/18/2011	832.79
21860	BOYER TRUCKS	08/18/2011	242.68
21861	BREWER, ROBERT G	08/18/2011	1,305.31
21862	BRIH DESIGN	08/18/2011	95.00
21863	CAMBIUM LEARNING INC	08/18/2011	67.20
21864	CARLSON, REBECCA C	08/18/2011	344.25
21865	CCP INDUSTRIES INC	08/18/2011	285.91
21866	CDW GOVERNMENT INC	08/18/2011	2,085.93
21867	CERTIFIED LABORATORIES	08/18/2011	1,693.04
21868	CHAKOLIS, RICHARD A	08/18/2011	51.27
21869	CHURCHILL, MIKE	08/18/2011	6.00
21870	CITI-CARGO & STORAGE CO INC	08/18/2011	85.00
21871	CLASSICAL ACADEMIC PRESS	08/18/2011	838.80
21872	COBRA CONSTRUCTION	08/18/2011	10,269.00
21873	COCA-COLA BOTTLING MIDWEST CO	08/18/2011	1,258.98
21874	COMCAST	08/18/2011	5.26
21875	COMCAST	08/18/2011	63.95
21876	COMPETITIVE EDGE PRODUCTS	08/18/2011	268.44
21877	Vendor Continued Check	08/18/2011	0.00
21878	CONTINENTAL RESEARCH CORP	08/18/2011	3,002.07
21879	COOL AIR MECHANICAL	08/18/2011	1,425.97
21880	COPY IMAGES INC	08/18/2011	573.04
21881	CP PRODUCTS INC	08/18/2011	1,762.28
21882	CRISIS PREVENTION INSTITUTE IN	08/18/2011	2,855.94
21883	CTB INC	08/18/2011	605.00

Check Nbr	Vendor Name	Check Date	Check Amount
21884	CUB FOODS OF WHITE BEAR TWSHP	08/18/2011	588.87
21885	CULLIGAN BOTTLED WATER	08/18/2011	107.85
21886	CUP AND CONE	08/18/2011	402.15
21887	Vendor Continued Check	08/18/2011	0.00
21888	Vendor Continued Check	08/18/2011	0.00
21889	DALCO CORPORATION	08/18/2011	4,296.04
21890	DAUL, AMY	08/18/2011	55.00
21891	DECKER INC	08/18/2011	160.34
21892	DELLWO, COLLEEN F	08/18/2011	47.97
21893	DISCOUNT SCHOOL SUPPLY	08/18/2011	4.99
21894	DOOR SERVICE COMPANY	08/18/2011	185.00
21895	DRAMM, MATTHEW R	08/18/2011	117.92
21896	E.L. REINHARDT COMPANY INC	08/18/2011	420.40
21897	EIGENFELD, CAROLYN	08/18/2011	861.90
21898	EMC/PARADIGM PUBLISHING	08/18/2011	177.21
21899	ERBERT & GERBERTS SUBS & CLUBS	08/18/2011	250.02
21900	ESSON, ANN	08/18/2011	75.00
21901	ETA/CUISENAIRE	08/18/2011	24.50
21902	FASTENAL COMPANY	08/18/2011	797.01
21903	FESTIVAL FOODS-KNOWLAN'S	08/18/2011	231.93
21904	FINK, AVIS	08/18/2011	40.00
21905	FIRST PRESBYTERIAN CHURCH OF W	08/18/2011	100.00
21906	FIRST STUDENT INC	08/18/2011	16,272.45
21907	FISCHER, KAREN	08/18/2011	141.18
21908	FLINN SCIENTIFIC INC	08/18/2011	465.75
21909	FRA-DOR INC	08/18/2011	242.50
21910	FRANSEN, BRIAN J	08/18/2011	61.89
21911	FRATTALONES HARDWARE STORES	08/18/2011	1,201.68
21912	FULL SPECTRUM FINISHING INC	08/18/2011	1,109.25
21913	G&K SERVICES INC	08/18/2011	730.32
21914	GALLAGHERS NORTHWESTERN TIRE C	08/18/2011	3,356.45
21915	GARRISON, MARK S	08/18/2011	1,685.95
21916	GCS SERVICE INC	08/18/2011	323.18
21917	GILLETTE CHILDREN'S SPECIALTY	08/18/2011	20.00
21918	GOLDCOM INC	08/18/2011	2,148.69
21919	GOPHER	08/18/2011	245.45
21920	Vendor Continued Check	08/18/2011	0.00
21921	GRAINGER	08/18/2011	1,781.49
21922	GRAVLEY, STEPHEN	08/18/2011	72.56
21923	GREATAMERICA LEASING CORP	08/18/2011	699.92
21924	GREEN VALUE NURSERY INC	08/18/2011	189.85
21925	GREEN, BARBARA J	08/18/2011	417.74
21926	GRIMM, ELIZABETH J	08/18/2011	254.19
21927	HALLBERG ENGINEERING INC	08/18/2011	5,542.53
21928	HANDWRITING WITHOUT TEARS	08/18/2011	248.71
21929	HANDY HITCH & WELDING CO INC	08/18/2011	348.75
21930	HANSON, MARILYN	08/18/2011	123.35
21931	HEDBERG AGGREGATES	08/18/2011	199.52
21932	HERITAGE FOOD SERVICE EQUIP	08/18/2011	21.79
21933	HOCKENBERGS	08/18/2011	980.00

Check Nbr	Vendor Name	Check Date	Check Amount
21934	HODD, ROY	08/18/2011	340.60
21935	Vendor Continued Check	08/18/2011	0.00
21936	HOGLUND BUS AND TRUCK CO	08/18/2011	1,151.04
21937	HOLMES, JEFF	08/18/2011	519.75
21938	I-STATE TRUCK CENTER	08/18/2011	895.96
21939	ICS CONSULTING INC	08/18/2011	9,000.00
21940	IDVILLE	08/18/2011	55.50
21941	IMAGINE DESIGN & CREATIVE	08/18/2011	3,400.00
21942	ISD #622 NO ST PAUL/MAPLEWOOD	08/18/2011	1,200.00
21943	JACOBSEN, MARK	08/18/2011	10.60
21944	JOHN DEERE LANDSCAPES	08/18/2011	15.55
21945	JOHN MERGES LICSW	08/18/2011	477.75
21946	JOHNSTONE, PAMELA M	08/18/2011	379.37
21947	JOINING HANDS CHILD & FAMILY	08/18/2011	1,666.67
21948	KATH FUEL OIL SERVICE CO	08/18/2011	83.34
21949	KEARN, BARBARA	08/18/2011	262.17
21950	KEESE, JENNIFER R	08/18/2011	85.61
21951	KELLEY, DEBRA K	08/18/2011	74.37
21952	KRAUS ANDERSON CONSTRUCTION CO	08/18/2011	42,128.46
21953	KULLY SUPPLY COMPANY	08/18/2011	1,179.22
21954	L'ALLIER CONCRETE INC	08/18/2011	5,325.00
21955	LAKESHORE LEARNING MATERIALS	08/18/2011	53.36
21956	LANGUAGE LINE SERVICES	08/18/2011	51.86
21957	LEARNING FORWARD	08/18/2011	428.00
21958	LEONARD, BRIAN	08/18/2011	964.10
21959	LEONARD, RITA	08/18/2011	1,283.95
21960	LIDS TEAM SPORTS	08/18/2011	1,554.91
21961	LIFETOUCH NATL SCHOOL STUDIOS	08/18/2011	684.01
21962	LINDAMOOD-BELL LEARNING PROCES	08/18/2011	776.00
21963	LOFFLER COMPANIES INC	08/18/2011	310.00
21964	LOVETT, MICHAEL J	08/18/2011	112.73
21965	LUBRANT, NANCY JEAN	08/18/2011	179.90
21966	LUCEY, BRENDA	08/18/2011	360.00
21967	LYONS, CHRISTOPHER A	08/18/2011	639.63
21968	MALWITZ, ANN	08/18/2011	176.74
21969	MASA	08/18/2011	1,505.00
21970	MCDONOUGH'S WATERJETTING AND	08/18/2011	788.30
21971	MCDOWELL, ROBERT C	08/18/2011	940.66
21972	MCGRAW-HILL COMPANIES	08/18/2011	1,947.12
21973	MEDCO SUPPLY CO	08/18/2011	1,523.31
21974	MN ELEMENTARY SCH PRIN ASSOC	08/18/2011	871.00
21975	METRO ECSU	08/18/2011	3,200.00
21976	MICHEL, ROCHELLE N	08/18/2011	25.00
21977	MIDWEST BUS PARTS INC	08/18/2011	1,034.19
21978	Vendor Continued Check	08/18/2011	0.00
21979	MINVALCO INC	08/18/2011	1,553.83
21980	MLA	08/18/2011	6,634.00
21981	MN ELEVATOR INC	08/18/2011	290.77
21982	MN INDEPENDENT SCHOOL FORUM (M	08/18/2011	150.00
21983	MOBILE RADIO ENGINEERING INC	08/18/2011	102.50

Check Nbr	Vendor Name	Check Date	Check Amount
21984	MOGREN TURF LLP	08/18/2011	267.81
21985	MONOGRAMMING PLUS INC	08/18/2011	133.00
21986	MONTESSORI SERVICES	08/18/2011	113.00
21987	MN SCHOOL FOOD BUYING GROUP	08/18/2011	200.00
21988	MUSIC THEATER INTL	08/18/2011	15.00
21989	MUSSETTER, RENEE L	08/18/2011	128.20
21990	NARDINI FIRE EQUIPMENT CO INC	08/18/2011	145.95
21991	NCS PEARSON INC	08/18/2011	941.85
21992	Vendor Continued Check	08/18/2011	0.00
21993	NORTH CENTRAL TRUCK EQUIPMENT	08/18/2011	3,510.61
21994	NOVELL INC	08/18/2011	23,375.00
21995	O'REILLY AUTOMOTIVE INC	08/18/2011	1,994.87
21996	OFFICE DEPOT	08/18/2011	15.54
21997	OFFICE SYSTEMS AND DESIGN INC	08/18/2011	3,122.11
21998	OLSON, VICKI S	08/18/2011	149.70
21999	ON SITE SANITATION INC	08/18/2011	1,670.50
22000	Vendor Continued Check	08/18/2011	0.00
22001	Vendor Continued Check	08/18/2011	0.00
22002	ON SITE SANITATION INC	08/18/2011	1,007.72
22003	OPEN ARMS OF MN	08/18/2011	6,268.66
22004	ORIENTAL TRADING CO INC	08/18/2011	388.30
22005	OXYGEN SERVICE CO INC	08/18/2011	19.53
22006	PAMS LUNCHROOM LLC	08/18/2011	25.93
22007	PAN-O-GOLD	08/18/2011	79.02
22008	PARTSMASTER	08/18/2011	336.40
22009	PAYPAL INC-VPS	08/18/2011	54.10
22010	PEARSON EDUCATION INC	08/18/2011	785.81
22011	PERCIVAL, PATTI	08/18/2011	195.00
22012	PIONEER MANUFACTURING CO	08/18/2011	207.45
22013	PLADSON ENVIRONMENTAL INC	08/18/2011	4,407.50
22014	PLAY FIT EDUCATION	08/18/2011	1,530.00
22015	POD'S TIRE & WHEEL INC	08/18/2011	509.00
22016	POLAR CHEVROLET MAZDA	08/18/2011	51,617.26
22017	POSTMASTER	08/18/2011	132.00
22018	POSTMASTER	08/18/2011	1,599.00
22019	POSTMASTER	08/18/2011	903.89
22020	POSTMASTER	08/18/2011	188.00
22021	POSTMASTER	08/18/2011	2,350.00
22022	PRAXAIR DISTRIBUTION INC	08/18/2011	195.65
22023	PRESSELLER, TRACY	08/18/2011	284.90
22024	PRESTIGE PROD/WB DANCE CENTER	08/18/2011	1,384.00
22025	QWEST	08/18/2011	259.32
22026	RECREATION, SPORTS & PLAY INC	08/18/2011	800.00
22027	RIGGS INSITUTE SALES	08/18/2011	648.30
22028	ROCKFORD, JEREMY	08/18/2011	771.60
22029	ROEHRICH, SARAH	08/18/2011	13.85
22030	ROSSBACH, PATRICIA	08/18/2011	186.71
22031	SAFEWAY DRIVING SCHOOL	08/18/2011	5,890.00
22032	SAINTS NORTH MAPLEWOOD	08/18/2011	530.50
22033	SAM'S CLUB/GEMB	08/18/2011	533.01

Check Nbr	Vendor Name	Check Date	Check Amount
22034	SCHAEFFER MFG CO	08/18/2011	344.25
22035	SCHOLASTIC INC	08/18/2011	542.54
22036	SCHOLASTIC MAGAZINES	08/18/2011	17.55
22037	SCHOOL SPECIALTY	08/18/2011	762.47
22038	SEARS COMMERCIAL ONE	08/18/2011	20.00
22039	SEHR, DEBRA	08/18/2011	131.04
22040	SENTRY SYSTEMS INC	08/18/2011	145.00
22041	SPECIAL PAY TRUST AUL	08/18/2011	13,276.58
22042	STAPLES ADVANTAGE	08/18/2011	996.59
22043	STATE SUPPLY CO	08/18/2011	80.59
22044	STOTTLEMYER, JEFF	08/18/2011	89.88
22045	SUPREME SCHOOL SUPPLY CO	08/18/2011	304.88
22046	SWITZER, LISA MARIE	08/18/2011	641.63
22047	SYNOVIA	08/18/2011	225.00
22048	TALLY'S DOCKSIDE	08/18/2011	1,608.00
22049	TAMARACK NATURE CENTER	08/18/2011	1,516.35
22050	TAMS-WITMARK MUSIC LIBRARY INC	08/18/2011	28.25
22051	TESSIER, DONALD J	08/18/2011	8.70
22052	THEROUX CALVIN A	08/18/2011	20.00
22053	THINK SOCIAL PUBLISHING INC	08/18/2011	315.00
22054	TIERNEY BROTHERS INC	08/18/2011	2,995.00
22055	TRADE PRESS INC	08/18/2011	89.00
22056	TRANE US INC	08/18/2011	1,554.75
22057	TURFWERKS INC	08/18/2011	151.73
22058	TWIN CITIES TRANSPORT & RECOVE	08/18/2011	150.00
22059	US POSTAL SERVICE	08/18/2011	8,000.00
22060	VADNAIS, MOLLY A	08/18/2011	274.95
22061	VAIL, ANNE B	08/18/2011	88.80
22062	VANDERBILT UNIVERSITY	08/18/2011	124.00
22063	VETTE, MARISA AA	08/18/2011	438.77
22064	WALD, TIM	08/18/2011	1,085.84
22065	WASTE MANAGEMENT OF WI-MN	08/18/2011	3,859.22
22066	WHITE BEAR BOWL	08/18/2011	236.00
22067	WHITE BEAR CENTER FOR THE ARTS	08/18/2011	1,200.00
22068	WBLAX	08/18/2011	722.00
22069	WHITE BEAR RENTAL EQUIPMENT	08/18/2011	71.28
22070	WHITE BEAR AREA YMCA	08/18/2011	427.00
22071	WHITE BEAR LAKE CITY	08/18/2011	78.00
22072	Vendor Continued Check	08/18/2011	0.00
22073	WHITE BEAR LAKE (CITY OF)	08/18/2011	8,335.59
22074	WHITE BEAR LAKE ROTARY CLUB	08/18/2011	231.50
22075	WHITE BEAR LAKE UMPIRES ASSN	08/18/2011	2,100.00
22076	WEST MUSIC COMPANY	08/18/2011	2,180.50
22077	WESTAD, PATRICIA	08/18/2011	1,314.00
22078	WHITCOMB-BREMER, JACLYN ANN	08/18/2011	90.00
22079	WILD MOUNTAIN	08/18/2011	645.40
22080	WILDMAN HILAL, ANDREA L	08/18/2011	1,350.29
22081	XEROX CORPORATION	08/18/2011	286.04
22082	YOGA DEVOTION LLC	08/18/2011	125.00

Check Nbr	Vendor Name	Check Date	Check Amount
249	Computer	Check(s) For a Total of	391,745.05

Check Nbr	Vendor Name	Check Date	Check Amount
12128	WERF	08/18/2011	150.00
14398	OLYMPUS IMAGING AMERICA INC	08/18/2011	23.99
14571	UNIV DINING SERVICES	08/18/2011	567.80
17455	SJOBERG, PATRICK	08/18/2011	4.00
19295	WHITE BEAR LAKE CITY	08/18/2011	100.00
20117	PHEASANTS FOREVER	08/18/2011	250.00
20233	WHITE BEAR LAKE CITY	08/18/2011	75.00
20246	1&1 INTERNET INC	08/18/2011	41.94
20749	WHITE BEAR LAKE CITY	08/18/2011	300.00
20801	CIVIL COLLECTIONS UNIT	08/18/2011	30.00
21212	DALCO ROOFING & SHEET METAL	08/18/2011	556.65

11 Void Check(s) For a Total of 2,099.38

	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
	249	Computer	Checks For a Total of	391,745.05
Total For	249	Manual, Wire Tran, ACH & Computer Checks		391,745.05
Less	11	Voided	Checks For a Total of	2,099.38
			Net Amount	389,645.67

PAYROLL / 2010-11 TUITION

Check Nbr	Vendor Name	Check Date	Check Amount
22083	AIG	08/26/2011	365.84
22084	AMERICAN FUNDS	08/26/2011	8,513.04
22085	AMERIPRISE FINANCIAL SERVICES	08/26/2011	2,933.31
22086	AXA EQUITABLE	08/26/2011	3,813.01
22087	EDUCATION MN ESI BILLING TRUST	08/26/2011	3,040.98
22088	HUMAN SERVICES INC	08/26/2011	1,670.76
22089	IMAGINE DESIGN & CREATIVE	08/26/2011	2,000.00
22090	ISD #200 HASTINGS SCHOOLS	08/26/2011	3,777.48
22091	ISD #281 ROBBINSDALE	08/26/2011	882.32
22092	ISD #621 MOUNDS VIEW SCHOOL DI	08/26/2011	20,196.45
22093	ISD #625 ST PAUL PUBLIC SCHOOL	08/26/2011	25,975.32
22094	ISD #93 CARLTON	08/26/2011	842.12
22095	IUOE #70	08/26/2011	1,218.76
22096	MESSERLI & KRAMER PA	08/26/2011	287.61
22097	METROPOLITAN LIFE	08/26/2011	851.67
22098	MN CHILD SUPPORT	08/26/2011	1,293.00
22099	MN DEPT OF REVENUE	08/26/2011	423.00
22100	Vendor Continued Check	08/26/2011	0.00
22101	NORTHEAST METRO INTERMEDIATE D	08/26/2011	128,885.03
22102	RAMSEY COUNTY COMM HUMAN SVCS	08/26/2011	35,692.00
22103	SCHOOL SERVICE EMPLOYEES	08/26/2011	1,326.87
22104	SFM	08/26/2011	41,816.00
22105	VANGUARD SMALL BUSINESS SERVIC	08/26/2011	3,860.83
22106	WBLA EDUCATIONAL FOUNDATION	08/26/2011	100.00
22107	YMCA CAMP WIDJIWAGAN	08/26/2011	11,261.00

25 Computer Check(s) For a Total of 301,026.40

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	25	Computer	Checks For a Total of	301,026.40
Total For	25	Manual, Wire Tran, ACH & Computer Checks		301,026.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	301,026.40

2010-11 TUITION

Check Nbr	Vendor Name	Check Date	Check Amount
22108	INTERMEDIATE DISTRICT 287	08/29/2011	9,933.52
1	Computer Check(s) For a Total of		9,933.52

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	9,933.52
Total For 1	Manual, Wire Tran, ACH & Computer Checks		9,933.52
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	9,933.52

Check Nbr	Vendor Name	Check Date	Check Amount
22109	3D SPECIALTIES	08/31/2011	2,541.45
22110	AARP DRIVER SAFETY PROGRAM	08/31/2011	420.00
22111	ACT INC	08/31/2011	289.00
22112	ADAMS, LINDA	08/31/2011	110.99
22113	ADLER, GREG	08/31/2011	68.00
22114	ALEXANDRIA PUBLIC SCHOOLS	08/31/2011	190.00
22115	AMAZON	08/31/2011	900.69
22116	AMAZON	08/31/2011	215.92
22117	AMAZON	08/31/2011	192.90
22118	AMERICAN TIME & SIGNAL CO	08/31/2011	129.49
22119	Vendor Continued Check	08/31/2011	0.00
22120	Vendor Continued Check	08/31/2011	0.00
22121	ANCHOR PAPER CO	08/31/2011	37,915.75
22122	ANDERSON'S	08/31/2011	1,196.22
22123	ANDOVER HIGH SCHOOL	08/31/2011	200.00
22124	APPLIED ENVIRONMENTAL SCI INC	08/31/2011	2,554.18
22125	ARNT, KEN	08/31/2011	40.00
22126	ATLAS PEN & PENCIL CORP	08/31/2011	990.59
22127	ATTAINMENT CO INC	08/31/2011	523.95
22128	AUDIO ENHANCEMENT	08/31/2011	172.00
22129	Vendor Continued Check	08/31/2011	0.00
22130	Vendor Continued Check	08/31/2011	0.00
22131	AV AVENUE LLC	08/31/2011	28,575.00
22132	AVON BUSINESS FORMS & PROMOTIO	08/31/2011	1,186.64
22133	BACIGALUPO, STACEY MM	08/31/2011	582.93
22134	BADE, BARBARA	08/31/2011	100.00
22135	BAHR, PETER	08/31/2011	68.00
22136	BAND SHOPPE	08/31/2011	136.16
22137	BARKLOW, TIM	08/31/2011	68.00
22138	BATTERIES PLUS	08/31/2011	482.63
22139	BAUER, DONALD V	08/31/2011	24.66
22140	BAXTER, JANE M	08/31/2011	54.00
22141	BEARTOWN AUTO BODY INC	08/31/2011	2,045.49
22142	BERNIER, TIMMY G	08/31/2011	158.18
22143	BILL WEIGEL SIGNS	08/31/2011	109.00
22144	BLAINE HIGH SCHOOL	08/31/2011	55.00
22145	BRAUN INTERTEC CORPORATION	08/31/2011	1,408.50
22146	CARTRIDGE CARE	08/31/2011	178.00
22147	CERTIFIED LABORATORIES	08/31/2011	165.46
22148	CITI-CARGO & STORAGE CO INC	08/31/2011	125.00
22149	CM CONSTRUCTION COMPANY INC	08/31/2011	130,209.85
22150	CONSTRUCTION MANAGEMENT BUILDI	08/31/2011	86,070.00
22151	COMCAST	08/31/2011	63.95
22152	CONTINENTAL RESEARCH CORP	08/31/2011	203.28
22153	Vendor Continued Check	08/31/2011	0.00
22154	COPY IMAGES INC	08/31/2011	15,260.37
22155	Vendor Continued Check	08/31/2011	0.00
22156	COPY IMAGES INC	08/31/2011	990.64
22157	COUNCIL FOR EXCEPTIONAL CHILDR	08/31/2011	205.00
22158	CP PRODUCTS INC	08/31/2011	527.72

Check Nbr	Vendor Name	Check Date	Check Amount
22159	CRYSTEEL TRUCK EQUIPMENT	08/31/2011	5,396.92
22160	CUB FOODS OF WHITE BEAR TWSHP	08/31/2011	524.38
22161	CUMMINS NPOWER LLC	08/31/2011	141.25
22162	DAKOTA SUPPLY GROUP	08/31/2011	227.80
22163	Vendor Continued Check	08/31/2011	0.00
22164	Vendor Continued Check	08/31/2011	0.00
22165	DALCO CORPORATION	08/31/2011	12,769.46
22166	DALLAS MIDWEST	08/31/2011	1,814.95
22167	DANIELS, KATHLEEN	08/31/2011	25.00
22168	DARTS VMS INC	08/31/2011	173.04
22169	DELEGARD TOOL OF TEXAS INC	08/31/2011	247.18
22170	DELLWO, COLLEEN F	08/31/2011	259.00
22171	DELTA DENTAL PLAN OF MN	08/31/2011	63,350.20
22172	DEMCO INC	08/31/2011	279.20
22173	DIAMOND VOGEL	08/31/2011	1,958.07
22174	DISCOUNT SCHOOL SUPPLY	08/31/2011	76.57
22175	DISCOUNTOFFICEITEMS.COM	08/31/2011	57.93
22176	DOOR SERVICE COMPANY	08/31/2011	1,083.00
22177	DURACO EXPRESS CHICAGO	08/31/2011	31.66
22178	E.L. REINHARDT COMPANY INC	08/31/2011	355.52
22179	ECKROTH MUSIC	08/31/2011	44.10
22180	ECO WORLD CAMP	08/31/2011	1,500.00
22181	ENGMAN, JENNIFER A	08/31/2011	155.94
22182	ENGSTRAN, PAUL	08/31/2011	40.00
22183	ERBERT & GERBERTS SUBS & CLUBS	08/31/2011	538.86
22184	EDUCATIONAL TESTING SERVICE	08/31/2011	139.04
22185	EXCALIBUR CAULKING INC	08/31/2011	11,655.00
22186	EZ FLEX SPORT MATS	08/31/2011	7,520.00
22187	FARIBAULT HIGH SCHOOL	08/31/2011	150.00
22188	FARMINGTON HIGH SCHOOL	08/31/2011	150.00
22189	FERNANDEZ, KEVIN	08/31/2011	838.06
22190	FESTIVAL FOODS-KNOWLAN'S	08/31/2011	76.86
22191	FITZGERALD, THOMAS M	08/31/2011	58.12
22192	FLINN SCIENTIFIC INC	08/31/2011	1,596.60
22193	FLOORS BY BECKERS	08/31/2011	2,898.00
22194	FOLLMER, DAWN	08/31/2011	9.97
22195	FRY, JOHN	08/31/2011	94.35
22196	FAIRVIEW SPORTS & ORTHOPEDIC C	08/31/2011	890.00
22197	G R H CONTRACTING	08/31/2011	325.00
22198	GALLAGHERS NORTHWESTERN TIRE C	08/31/2011	2,503.65
22199	GAMBONI, RICHARD A	08/31/2011	289.74
22200	GENERAL SECURITY SERVICES CORP	08/31/2011	142.50
22201	GOLDCOM INC	08/31/2011	86.81
22202	GONZALEZ, CARMEN ORTIZ	08/31/2011	140.00
22203	GRAFFIC TRAFFIC LLC	08/31/2011	216.07
22204	Vendor Continued Check	08/31/2011	0.00
22205	GRAINGER	08/31/2011	2,171.43
22206	GRANDMA'S BAKERY INC	08/31/2011	55.10
22207	GREEN VALUE NURSERY INC	08/31/2011	225.30
22208	GREENLIGHT FOR LEARNING LLC	08/31/2011	950.40

Check Nbr	Vendor Name	Check Date	Check Amount
22209	GROTH MUSIC CO	08/31/2011	100.00
22210	GROUP HEALTH INC - WORKSITE	08/31/2011	181.50
22211	GULBRANSEN, THERESA J	08/31/2011	54.97
22212	HAAS MUSICAL INSTRUMENT REPAIR	08/31/2011	321.00
22213	HADDAD, KHALID EL	08/31/2011	68.00
22214	HALDEMAN HOMME INC	08/31/2011	38,465.00
22215	THE HARBOUR GROUP	08/31/2011	68.00
22216	HARRIMAN, DION D	08/31/2011	83.16
22217	HASAPOPOULOS, MARY T	08/31/2011	48.54
22218	Vendor Continued Check	08/31/2011	0.00
22219	Vendor Continued Check	08/31/2011	0.00
22220	HEALTHPARTNERS	08/31/2011	1,113,546.37
22221	HELGERSON, JEFFREY	08/31/2011	81.00
22222	HISDAHL INC	08/31/2011	222.66
22223	HODD, ROY	08/31/2011	170.30
22224	HOGLUND BUS AND TRUCK CO	08/31/2011	433.96
22225	HOLIDAY INN HOTEL & CONFERENCE	08/31/2011	1,234.87
22226	HOME DEPOT CREDIT SERVICES	08/31/2011	357.00
22227	HOUGHTON MIFFLIN HARCOURT	08/31/2011	1,874.04
22228	HOYE, THELMA	08/31/2011	54.00
22229	HSBC BUSINESS SOLUTIONS	08/31/2011	225.54
22230	HUTCHINSON, JOANNE R	08/31/2011	29.28
22231	I:SPACE FURNITURE INC	08/31/2011	1,523.93
22232	INNOVATIVE OFFICE SOLUTIONS	08/31/2011	28,898.15
22233	JACKSON, ROBERT	08/31/2011	727.29
22234	JOHN DEERE LANDSCAPES	08/31/2011	540.00
22235	JOURNEYWELL	08/31/2011	550.00
22236	Vendor Continued Check	08/31/2011	0.00
22237	Vendor Continued Check	08/31/2011	0.00
22238	K PEARSON MECHANICAL LLC	08/31/2011	20,930.40
22239	KALLESTAD, JAMES	08/31/2011	68.00
22240	KANCANS, ANDREW V	08/31/2011	97.97
22241	KAPLAN	08/31/2011	655.33
22242	KATH, ABBY J	08/31/2011	318.00
22243	KEARN, BARBARA	08/31/2011	187.07
22244	KIRSCHLING, JULIE	08/31/2011	970.75
22245	KITTS, HARRY	08/31/2011	284.75
22246	KOVALA, RACHEL H	08/31/2011	498.56
22247	KUPFERSCHMIDT, ROBERT	08/31/2011	120.00
22248	LAKESHORE LEARNING MATERIALS	08/31/2011	651.50
22249	LARSON, SCOTT	08/31/2011	153.00
22250	LEARNING A-Z	08/31/2011	156.65
22251	LEE, CHARLOTTE L	08/31/2011	226.00
22252	LEIGH, ANNETTA K	08/31/2011	150.00
22253	LUBY, CONNOR	08/31/2011	59.99
22254	LUNCHBYTE SYSTEMS INC	08/31/2011	295.00
22255	LYONS, CHRISTOPHER A	08/31/2011	397.35
22256	MN ADAPTED ATHLETICS ASSOC	08/31/2011	240.00
22257	MACHADO, JAMIE	08/31/2011	19.65
22258	Vendor Continued Check	08/31/2011	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
22259	Vendor Continued Check	08/31/2011	0.00
22260	Vendor Continued Check	08/31/2011	0.00
22261	MADISON NATIONAL LIFE	08/31/2011	54,463.24
22262	MARAVELAS, JOHN	08/31/2011	94.50
22263	MAROLT, PRISCILLA	08/31/2011	54.00
22264	MARTIN-MCALLISTER	08/31/2011	800.00
22265	MCDONOUGH'S WATERJETTING AND	08/31/2011	776.25
22266	MCDOWELL, ROBERT C	08/31/2011	149.94
22267	MCGARTHWAITE, NICOLE M	08/31/2011	88.54
22268	MCGRANE, MARY E	08/31/2011	264.17
22269	MCKAY, FRANK	08/31/2011	81.00
22270	MEDCO SUPPLY CO	08/31/2011	254.08
22271	MEDTOX LABORATORIES	08/31/2011	500.07
22272	METRO ECSU	08/31/2011	400.00
22273	MICHEL, ROCHELLE N	08/31/2011	686.48
22274	MIDWEST BUS PARTS INC	08/31/2011	418.35
22275	MINVALCO INC	08/31/2011	1,056.86
22276	MN ASSOC OF SECRETARIES TO THE	08/31/2011	65.00
22277	Vendor Continued Check	08/31/2011	0.00
22278	MN ASSOC OF SECONDARY SCHOOL P	08/31/2011	4,959.00
22279	MN JUNIOR HIGH SCHOOL	08/31/2011	180.00
22280	MN SPEECH-LANGUAGE HEARING	08/31/2011	90.00
22281	MN STATE HIGH SCHOOL MATH LEAG	08/31/2011	500.00
22282	MN SCHOOL AGE CARE ALLIANCE	08/31/2011	280.00
22283	MODERN OFFICE	08/31/2011	1,139.00
22284	MOORE, CYNTHIA	08/31/2011	879.50
22285	MOUNDS VIEW HIGH SCHOOL	08/31/2011	115.00
22286	MOUNTAIN MATH/LANGUAGE LLC	08/31/2011	151.90
22287	MP NEXLEVEL LLC	08/31/2011	406.25
22288	Vendor Continued Check	08/31/2011	0.00
22289	NARDINI FIRE EQUIPMENT CO INC	08/31/2011	3,631.65
22290	NCPERS MINNESOTA	08/31/2011	496.00
22291	NCS PEARSON INC	08/31/2011	205.00
22292	NEWMASTER, MARGARET	08/31/2011	88.48
22293	NEXTEL COMMUNICATIONS	08/31/2011	868.84
22294	NOLAN, KEITH	08/31/2011	135.00
22295	NORTH CENTRAL TRUCK EQUIPMENT	08/31/2011	2,099.69
22296	NORTH MEMORIAL URGENT CARE	08/31/2011	686.00
22297	NORTHEAST METRO INTERMEDIATE D	08/31/2011	408.00
22298	NOVELL INC	08/31/2011	2,600.00
22299	NORTHERN SPEECH SERV INC	08/31/2011	299.00
22300	OFFICEMAX INCORPORATED	08/31/2011	57.91
22301	ON SITE SANITATION INC	08/31/2011	221.15
22302	PAULSON, TOM	08/31/2011	2,850.00
22303	PEARSON	08/31/2011	299.00
22304	PERCIVAL, PATTI	08/31/2011	153.56
22305	PETERSON BROS ROOFING & CONST	08/31/2011	3,267.05
22306	PETERSEN, JILL	08/31/2011	72.27
22307	PETERSEN, MARY ANN	08/31/2011	54.00
22308	PICHA, CHRISTINA K	08/31/2011	28.31

Check Nbr	Vendor Name	Check Date	Check Amount
22309	PIERRE, CHRISTINA	08/31/2011	1,430.51
22310	PINK CONSULTING LLC	08/31/2011	2,800.00
22311	PITNEY BOWES PURCHASE POWER	08/31/2011	5,050.00
22312	POLAR CHEVROLET MAZDA	08/31/2011	51,506.10
22313	POLAR CHEVROLET MAZDA	08/31/2011	111.16
22314	POSTMASTER	08/31/2011	176.00
22315	POSTMASTER	08/31/2011	100.00
22316	POTAPENKO, VITALII	08/31/2011	106.00
22317	PREMIER AGENDAS INC	08/31/2011	1,150.85
22318	PRESS PUBLICATIONS	08/31/2011	169.80
22319	PRESTIGE PROD/WB DANCE CENTER	08/31/2011	536.40
22320	PROGRESS PUBLICATIONS	08/31/2011	633.15
22321	PUBLIC EMP RETIREMENT ASSOC	08/31/2011	2,214.87
22322	QUATMANN, MARK D	08/31/2011	76.77
22323	RA PEARSON & ASSOCIATES LLC	08/31/2011	6,617.00
22324	RATWIK ROSZAK & MALONEY PA	08/31/2011	3,099.00
22325	REEVES, BROOKE	08/31/2011	63.84
22326	RENNEBERG, PETER	08/31/2011	68.00
22327	RESOURCES FOR EDUCATORS	08/31/2011	589.00
22328	THE RETROFIT COMPANIES INC	08/31/2011	715.16
22329	ROBERTS BUSINESS FORMS	08/31/2011	125.00
22330	ROSEMOUNT HIGH SCHOOL	08/31/2011	115.00
22331	ROTO ROOTER SERVICE CO	08/31/2011	389.50
22332	RUBBER STAMPS UNLIMITED INC	08/31/2011	528.36
22333	SAFETYFIRST PLAYGROUND SURFACI	08/31/2011	35,482.50
22334	SAINTS NORTH MAPLEWOOD	08/31/2011	919.00
22335	SANTI, MARY	08/31/2011	54.00
22336	SCAN AIR FILTER INC	08/31/2011	81.83
22337	SCHMIDT, LISA	08/31/2011	100.00
22338	Vendor Continued Check	08/31/2011	0.00
22339	Vendor Continued Check	08/31/2011	0.00
22340	Vendor Continued Check	08/31/2011	0.00
22341	SCHOOL HEALTH CORP	08/31/2011	11,114.24
22342	SCHROEDER, RICK	08/31/2011	9.80
22343	SCHULTZ, LYNETTE	08/31/2011	105.00
22344	SEGERMARK, JIM	08/31/2011	138.00
22345	SEHR, KRISTIN	08/31/2011	54.00
22346	SENTRY SYSTEMS INC	08/31/2011	1,640.00
22347	SLATOR, KEVIN T	08/31/2011	90.00
22348	SMILEMAKERS INC	08/31/2011	32.97
22349	SMITH, DAVID	08/31/2011	68.00
22350	ST OLAF COLLEGE CROSS COUNTRY	08/31/2011	200.00
22351	STATE OF FUN	08/31/2011	300.00
22352	STATE SUPPLY CO	08/31/2011	2,051.37
22353	STREAMLINE DESIGN INC	08/31/2011	808.00
22354	SUPERIOR STRIPING INC	08/31/2011	2,348.00
22355	SURPLUS SERVICES	08/31/2011	10.00
22356	TARGET BANK	08/31/2011	31.59
22357	TDS METROCOM - MN	08/31/2011	6,722.49
22358	TELEVISION SERVICE LABS INC	08/31/2011	42.15

Check Nbr	Vendor Name	Check Date	Check Amount
22359	THERMOWORKS INC	08/31/2011	455.64
22360	THINKING MOVES ORDERS	08/31/2011	193.80
22361	TIANO, MATTHEW	08/31/2011	68.00
22362	Vendor Continued Check	08/31/2011	0.00
22363	Vendor Continued Check	08/31/2011	0.00
22364	TIERNEY BROTHERS INC	08/31/2011	100,120.12
22365	TRANE US INC	08/31/2011	1,294.00
22366	TRUCK UTILITIES MFG CO	08/31/2011	519.06
22367	TWH CONSULTING	08/31/2011	800.00
22368	TWIN CITY JANITOR SUPPLY CO	08/31/2011	6,922.60
22369	U.S. ENERGY SERVICES INC	08/31/2011	3,377.89
22370	UHL CO INC	08/31/2011	338.00
22371	UNIVERSITY OF MINNESOTA ATHLET	08/31/2011	125.00
22372	VANARRAGON, JANEL L	08/31/2011	207.52
22373	VANDERBILT UNIVERSITY	08/31/2011	15.00
22374	VER-TECH INC	08/31/2011	178.15
22375	VERIZON WIRELESS	08/31/2011	676.46
22376	VIAVATTINE, JOSEPH	08/31/2011	863.67
22377	VIKING INDUSTRIAL CENTER	08/31/2011	57.00
22378	VIRCO INC	08/31/2011	10,748.08
22379	WAL-MART	08/31/2011	195.00
22380	WALTERS, JACKIE	08/31/2011	29.25
22381	WARWICK, ALIZA LOGAN	08/31/2011	54.00
22382	WASTE MANAGEMENT OF WI-MN	08/31/2011	6,886.95
22383	WHITE BEAR LOCKSMITH INC	08/31/2011	178.90
22384	WHITE BEAR LAKE (CITY OF)	08/31/2011	16,026.99
22385	WHITE BEAR LAKE UMPIRES ASSN	08/31/2011	2,350.00
22386	WEBER, MARK	08/31/2011	45.00
22387	WHEELER, DAVE	08/31/2011	68.00
22388	WROBEL, LAURA	08/31/2011	65.40
22389	XCEL ENERGY	08/31/2011	66,424.16
22390	YOUTH INTERVENTION PROGRAM	08/31/2011	40.00
22391	ZAPPA'S SPORTING GOODS	08/31/2011	360.00

283 Computer Check(s) For a Total of 2,106,107.24

Check Nbr	Vendor Name	Check Date	Check Amount
21440	MN SCHOOL AGE CARE ALLIANCE	08/31/2011	280.00
21932	HERITAGE FOOD SERVICE EQUIP	08/31/2011	21.79
22016	POLAR CHEVROLET MAZDA	08/31/2011	51,617.26
3	Void Check(s) For a Total of		51,919.05

	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
	283	Computer	Checks For a Total of	2,106,107.24
Total For	283	Manual, Wire Tran, ACH & Computer Checks		2,106,107.24
Less	3	Voided	Checks For a Total of	51,919.05
			Net Amount	2,054,188.19

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: **September 12, 2011**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Pete Willcoxon, Sr.**
Executive Director of Business Services

Donation	Donor	Recipient
152 Backpacks with school supplies 48 bags filled with school supplies Miscellaneous boxes of school supplies	First Lutheran Church of White Bear Lake	White Bear Lake Area Schools
250 Backpacks filled with school supplies	Eagle Brook Church	White Bear Lake Area Schools
Backpacks filled with school supplies	Denny and Cheryl Gilbertson	White Bear Lake Area Schools
15 Backpacks filled with school supplies	White Bear Lake Mom's Club	White Bear Lake Area Schools
School supplies (valued at $14.42)	Chester and Suzanne Piotrowski	White Bear Lake Area Schools
School Supplies (valued - $100)	Anne and Ray Smith	Birch Lake Elementary
15 Backpacks filled with school supplies plus $100	Redeemer Lutheran Church	White Bear Lake Area Schools
$20,911.73	See attached	Community Services and Recreation Senior Program
$1,000 for hurdles	White Bear Lions Club	White Bear High School Boys' Track Team
$100 for hurdles	Charles and Robyn Stuemke	White Bear High School Boys' Track Team
$257.51	Community Shares of Minnesota	White Bear High School South Campus
$50 for Homecoming	Flying High Discs and Apparel	White Bear High School South Campus
$34.65	Coca-Cola Company	White Bear Lake Area Schools – Angel Fund
$57.72 for Patrol Fund	Thiesfeld Family	Birch Lake Elementary School

$2,000	Target	Vadnais Heights Elementary School
$50	Barry Oxton	Lincoln Elementary School

RECOMMENDATION: Accept donations.

Courtesy Title	First Name	Last Name	Amount	In Honor/Memory of
		3M Foundation	$ 250.00	in recognition of Doug Gates volunteer service
Mr. & Mrs.	Bob & Linda	Albert	$ 100.00	
Mr.	Leo	Albertson	$ 10.00	
Mr. & Mrs.	Elwood & Judy	Anderson	$ 50.00	
Mr. & Mrs.	Milt & Kathy	Anderson	$ 25.00	in memory of Gerry DeLand
Ms.	Agnes	Arcand	$ 25.00	
Ms.	Barbara	Arrell	$ 20.00	in memory of Rose Marie Green
Ms.	Dagmar	Barton	$ 25.00	
Mr. & Mrs.	Ed & Ila	Basch	$ 30.00	
Ms.	Kathleen	Beaurline	$ 25.00	
Mr.	Terry	Beckjorden	$ 25.00	
Mr.	Terry	Beckjorden	$ 25.00	
Mr. & Mrs.	Duane & Lareine	Bengtson	$ 250.00	
Ms.	Phyllis	Benjamin	$ 50.00	in memory of Stilwell "Ben" Benjamin
Ms.	Phyllis	Benjamin	$ 50.00	
Mr. & Mrs.	Bart & Sharon	Benshoof	$ 20.00	
Ms.	Jeanne	Bertram	$ 5.00	
Mr.	Butch	Blomquist	$ 25.00	in honor of Grace & Gene Johnson
		Board of Directors	$ 1,200.00	
Ms.	Priscilla	Boehn	$ 25.00	
Ms.	Janet	Bowser	$ 25.00	in memory of Gloria Fullbright-Bowser
Mr. & Mrs.	Denny & Judy	Brewer	$ 100.00	in memory of Dorothy & Jim Chisholm
Mr. & Mrs.	Daniel & Mary	Brott	$ 25.00	
Mr. & Mrs.	Daniel & Mary	Brott	$ 25.00	
Ms.	Mary	Bryan-Day	$ 25.00	in memory of Rose Marie Green
Ms.	Ruth	Bullis	$ 50.00	in memory of Howard E. Bullis
Ms.	Debra	Caravitis	$ 20.00	in memory of Rose Marie Green
Mr.	Larry	Carlson	$ 25.00	
Mr. & Mrs.	Lawrence & Beverly	Carlson	$ 25.00	
Mr.	Jerome	Carter	$ 25.00	
Mr. & Mrs.	Lee & Carol	Carver	$ 25.00	
Mr.	Norman	Christensen	$ 100.00	in memory of Irvin & Odelia Christensen
Mr. & Mrs.	John & Joellen	Christensen	$ 25.00	
Mr. & Mrs.	Norman	Christensen	$ 100.00	
Ms.	Susan	Clancy	$ 25.00	
Ms.	Lois	Clausen	$ 25.00	

Mr. & Mrs.	Kenneth & Delpha	Close	$	30.00	
Ms.	Darlene	Cochran	$	100.00	
Mr. & Mrs.	Bob & Diane	Coderre	$	100.00	
Mr. & Mrs.	John & Bonnie	Coghlan	$	25.00	
Ms.	Irene	Crisman	$	25.00	
Mr. & Mrs.	Joseph & Carol	Crowe	$	50.00	
Mr.	Robert	Cuerden	$	75.80	in honor of Kathy Wachtler
Ms.	Sheila	Cunningham	$	500.00	
Ms.	Martha	Cunningham	$	500.00	
Mr. & Mrs.	David & Mary	Day	$	100.00	
Ms.	Bernice	De Ponti	$	25.00	
Mr. & Mrs.	Robert & Ruth	Deeg	$	25.00	
Mr. & Mrs.	John & Dianna	Dehen	$	25.00	
Mr. & Mrs.	James & Julene	Delesha	$	25.00	
Mr. & Mrs.	Frank & Phyllis	Demma	$	50.00	
Ms.	Doris Ann	Dickinson	$	25.00	
Ms.	Rosella	Douglas	$	25.00	
Mr.	Darold	Dunn	$	25.00	
Ms.	Lucy	Durfee	$	25.00	in memory of George A. Durfee
Mr. & Mrs.	Jack & Nancy	Dzubnar	$	25.00	
Ms.	Anne	Elsinger	$	25.00	
Ms.	Barbara	Emer	$	25.00	in memory of Martha Jennings
Mr. & Mrs.	Lowell & Bev	Erickson	$	25.00	
Ms.	Christine	Erickson	$	25.00	in honor of Judy Tschida
Mr. & Mrs.	Tom & Mary	Estrem	$	15.00	
Mr.	Donald	Evertz	$	25.00	
Ms.	Violet	Failing	$	400.00	
Mr. & Mrs.	Jim & Phyllis	Fink	$	25.00	
Mr. & Mrs.	Donald & Karen	Forside	$	50.00	
Mr.	Jogn	Fortier	$	50.00	
Ms.	Caroline M	Foss	$	50.00	in memory of Don Foss
Mr. & Mrs.	Frances & Jean	Franta	$	30.00	
		Friends Who Care	$	50.00	
Ms.	Anna	Gallagher	$	20.00	
Mr. & Mrs.	Tim & Micky	Garvey	$	200.00	
Mr. & Mrs.	James & Marilyn	Gephart	$	40.00	in memory of Dorothy & Richard Ulm
Ms.	Sandra	Gibson	$	25.00	

Ms.	Mary	Gillstrom	$	3,000.00	
Mr.	James D.	Green	$	500.00	in memory of Rose Marie Green
Ms.	Barbara	Green	$	230.00	in memory of Rose Marie Green
Mr. & Mrs.	Edward & Mary Ann	Gruba	$	25.00	
Ms.	Dorothy	Gruber	$	25.00	
Ms.	Dorothy M.	Gruber	$	25.00	
Mr. & Mrs.	George & Patricia	Guenther	$	500.00	
Mr.	David	Guenther	$	45.00	in memory of Rose Marie Green
Ms.	Shirley	Gullberg	$	25.00	in memory of your mother, Violet Gebhard,
Ms.	Mary Lou	Habben	$	25.00	in memory of Bob R. Habben
Mr.	John	Haney	$	25.00	
Mr. & Mrs.	Barney & Lois	Hanson	$	100.00	
Mr. & Mrs.	Richard A. & Barbara E.	Hanson	$	25.00	
Ms.	Marion	Hastings	$	25.00	
Mr.	Hugh	Heckel	$	25.00	
Mr.	Gene	Heltemes	$	50.00	
Ms.	Lois	Hodges	$	25.00	
Mr.	John	Hoeniger	$	25.00	
Ms.	Marjil	Hoffman	$	25.00	
Ms.	Lily	Honda	$	100.00	in memory of Osumu S. Honda
Mr.	Walter	Hooker	$	50.00	
Mr.	Walter	Hooker	$	50.00	
Mr.	Richard J.	Howe	$	25.00	
Ms.	Abby	Howe	$	25.00	
Mr. & Mrs.	W. M. & Thelma	Hoye	$	25.00	
Mr. & Ms.	Roger & Kathryn	Hunter	$	25.00	
Mr. & Mrs.	Richard & Gloria	Ingberg	$	50.00	
Mr. & Mrs.	Douglas & Emmie	Ingram	$	25.00	
Mr. & Mrs.	Mike & Vera	Jansen	$	25.00	
Mr. & Mrs.	Michael & Vera	Jansen	$	20.00	
Ms.	Mary A.	Japs	$	25.00	
Mr. & Mrs.	Arnold & Carole	Jensen	$	25.00	
Mr. & Mrs.	Arnold & Carole	Jensen	$	25.00	
Ms.	Dorothy	Johnson	$	25.00	
Mr. & Mrs.	Keith & Judy	Johnstone	$	50.00	in memory of Steve & Doris Gangl
Ms.	Janice	Johnstone	$	50.00	in memory of Ron Johnstone
Ms.	Margaret	Jones	$	25.00	

Mr.	Robert	Kappes	$	25.00	
Ms.	Linda	Kaufmann	$	25.00	
Mr. & Mrs.	Tom & Colette	Kelly	$	50.00	
Ms.	Eleanor	Kerchner	$	25.00	
Mr.	Charles	Knapp	$	25.00	
Mr. & Mrs.	Richard & Jeanne	Koeckeritz	$	25.00	in memory of Kathy Wachtler's father, Judge Neil Mullally
Ms.	Jeanne	Koeckeritz	$	58.74	
Ms.	Jeanne	Koeckeritz	$	53.56	
Ms.	Jeanne	Koeckeritz	$	25.00	in memory of Rose Marie Green
Ms.	Joan	Kraft	$	25.00	in memory of Mark & Dick Kraft
Mr. & Mrs.	Roy & Karen	Krahn	$	25.00	in memory of Cliff Japs
Mr. & Mrs.	Roy & Karen	Krahn	$	25.00	
Ms.	May	Kramer	$	50.00	
Ms.	Kay	Kronberg	$	10.00	in memory of Rose Marie Green
Mr.	Philip	Krueger	$	50.00	
Mr.	Warner	Krusell	$	25.00	
Mr. & Mrs.	Wayne & June	Kulas	$	25.00	in memory Kent & Christene Kulas
Mr. & Mrs.	Wayne & June	Kulas	$	25.00	in memory of Kent & Christy Kulas
Ms.	Jodi	Laliberte	$	25.00	in memory of Rose Marie Green
Mr. & Mrs.	Don & Donna	Landsverk	$	35.00	
Ms.	Carol	Lau	$	25.00	
Ms.	Joann	Lemay	$	50.00	
Mr.	Raymond	Lenzmeier	$	25.00	
Ms.	Alma	Limbach	$	150.00	
Mrs.	Van	Linck	$	25.00	
Ms.	Shirley	Lockbeam	$	50.00	in memory of Troy Lockbeam
Ms.	Gail	Loland	$	25.00	
Mr. & Mrs.	Larry and Lois	Lueth	$	24.00	
Mr.	John	Lunda	$	25.00	
Mr.	Peter N.	Lundell	$	25.00	
Mr.	Robert	Magill-Cuerden	$	50.00	in honor of Mary Mengel
		Manager	$	20.00	for Ice Cream Social
Ms.	Linda	Manders	$	50.00	
Ms.	Carol	Manning	$	25.00	
Ms.	Carol	Manning	$	25.00	
Mr.	Michael	Marttila	$	25.00	in memory of Mary E. Marttila
Ms.	Vera	Mathson	$	25.00	

Mr.	Stephen	McGarthwaite	$	50.00	
Mr.	Stephen	McGarthwaite	$	50.00	
Mr. & Mrs.	Bryan & Karin	McGinnis	$	45.00	
Ms.	Margaret	McMahon	$	20.00	in memory of Rose Marie Green
Ms.	Mary	Mengel	$	25.00	in memory of Rose Marie Green
		Metro Meals on Whee	$	30.00	
Mr. & Mrs.	Ed & Joan	Michaud	$	25.00	
Mr. & Mrs.	Joseph R.	Mikacevich	$	25.00	
Mr.	Leroy	Mike	$	25.00	
Mr. & Mrs.	John & Germaine	Minton	$	50.00	
Ms.	Nancy	Monahan	$	25.00	in memory of Rose Marie Green
Mr.	Robert	Moore	$	250.00	
Mr. & Mrs.	Eldon & Ellyn	Morton	$	25.00	
Ms.	Adele	Nelson	$	5.00	
Ms.	Margaret	Nidelkoff	$	25.00	in memory of James Nidelkoff
Ms.	Sally	Novak	$	20.00	in memory of Hazel and Elmer Revoir
Mr. & Mrs.	Darrell & Sally	Novak	$	25.00	in memory of Hazel Revois
Ms.	Linda	O'Brien	$	25.00	
Ms.	Linda	O'Brien	$	25.00	
Mr. & Mrs.	Ronald & Ronda	Olson	$	50.00	
Ms.	Rachel	Olson	$	50.00	
Ms.	Sandra	Olson	$	50.00	
Mr. & Mrs.	Chieh & I-Fei	Ouyang	$	25.00	
Mr.	Donald	Pakko	$	25.00	
Ms.	Joanne	Pardo	$	25.00	
Ms.	Dorothy	Paulson	$	500.00	
Ms.	Betty	Pelletier	$	25.00	in memory of Dale Pelletier
Dr.	David M.	Perry	$	100.00	
Mr. & Mrs.	Larry & Dottie	Peters	$	25.00	in memory of your mother, Esther Briley,
Mr.	Robert J.	Peterson	$	200.00	
Ms.	Janet	Peterson	$	50.00	
Ms.	Caroline	Peterson	$	10.00	in memory of Dorothy Larson
Ms.	Muriel Rose	Pollock	$	25.00	
Mr. & Mrs.	Wesley & Freeda	Powell	$	100.00	
Mr.	Roger	Price	$	25.00	
Ms.	Constance	Pults	$	25.00	in memory of John Urban
Mr. & Mrs.	Gary & Dianne	Raines	$	200.00	

Dr.	Roger	Rasmussen	$ 75.80	in memory of Dixie Rasmussen
Mr. & Mrs.	Mike & Terry	Reasoner	$ 15.00	
Mr. & Mrs.	Mike & Terry	Reasoner	$ 15.00	
		Redeemer Lutheran C	$ 1,000.00	
Mr. & Mrs.	Rex & Renee	Redmer	$ 20.00	
Mr.	Rex	Redmer	$ 20.00	
Ms.	Clara	Reilly	$ 50.00	
Ms.	Jean	Remington	$ 50.00	
Mr. & Mrs.	Bill & Pat	Riley	$ 25.00	in memory of Forest & Margaret Riley
Ms.	Bernice	Roberts	$ 10.00	in memory of Bernard Roberts
Mr. & Mrs.	Charlie & Jan	Roeser	$ 25.00	
Mr. & Mrs.	Charlie & Jan	Roeser	$ 50.00	
Mr.	Donald	Rooney	$ 25.00	in memory of Catherine Rooney
Ms.	Mary A.	Ross	$ 100.00	
Mr.	Patrick	Rowan	$ 20.00	
Mr. & Mrs.	William & Kathleen	Rust	$ 25.00	
Mr. & Mrs.	Larry & Rita	Schmid	$ 10.00	in memory of Rose Marie Green
Ms.	Celia	Schmidt	$ 5.00	in memory of Harold, Diane & Edward Schmidt
Ms.	Sharon	Schmidt	$ 25.00	
Ms.	Lois	Schoenthaler	$ 25.00	
Ms.	Lois	Schoenthaler	$ 25.00	
Mr.	Warren	Scidmore	$ 30.00	
Mr.	Warren	Scidmore	$ 40.00	
Mr. & Mrs.	Joseph & Bonnie	Selden	$ 50.00	
Ms.	Marian	Shepard	$ 50.00	
Mr. & Mrs.	Gerald & Joan	Shull	$ 25.00	in memory of Harlan Shull
Mr. & Mrs.	George & Beverly	Slater	$ 25.00	
Mr. & Mrs.	James	Snyder	$ 25.00	
Mr. & Mrs.	James & Loretta	Stark	$ 25.00	in memory of Henry Kielbasa
Mr.	Jeff	Stottlemyer	$ 5.00	in memory of Rose Marie Green
Ms.	Audrey	Strane	$ 25.00	
Ms.	Diane	Strohrich	$ 25.00	
Ms.	Dorothy H.	Suchor	$ 25.00	in memory of Bob Suchor
		Sunshine Committee	$ 25.00	in memory of Rose Marie Green
Ms.	Mary	Swanson	$ 25.00	
Ms.	Betty	Tanning	$ 10.00	in memory of Erv Tanning
Mr. & Mrs.	Richard & Margaret	Tansom	$ 10.00	

Ms.	Janice	Templin	$	50.00	
Ms.	Marilyn	Thomas	$	25.00	
Lion	Paul	Thompson	$	2,000.00	
Mr. & Mrs.	Ted & Joanne	Thornquist	$	50.00	
Mr.	Lee	Trebatowski	$	25.00	
Ms.	Nancy	Trevino	$	50.00	in memory of Tony Kester and in honor of Elinor G. Swanson
Mr.	John	Tschida	$	50.00	
Ms.	Libuse	Tweedale	$	10.00	in memory of Harlan Shull
Ms.	Elizabeth	Uppgren	$	10.00	
Ms.	Beverly	Vadnais	$	50.00	in memory of Jack & George Vadnais
Mr. & Mrs.	George & Nancy	Verley	$	300.00	
Mr. & Mrs.	George & Dorothy	Von Drashek	$	25.00	
Mr.	Steve	Vranical	$	39.95	
Ms.	Kathy	Wachtler	$	25.00	in memory of Rose Marie Green
Mr. & Mrs.	Mike & Mary Jean	Waldock	$	25.00	in memory of, your grandaughter, Ann Forchette
Ms.	Debbie	Walker	$	14.88	for a coffee maker for the Meals on Wheels kitchen
Ms.	Debra	Walker	$	25.00	in memory of Rose Marie Green
Mr. & Mrs.	Lyle & Pat	Walstad	$	64.00	in honor of your 64th Wedding Anniversary
Mr.	Robert	Ward	$	100.00	in memory of your wife, Caroline,
Mr.	Robert	Ward	$	100.00	in memory of your wife, Caroline (Caddie) Ward,
Ms.	Susan	Ward	$	250.00	
Mr. & Mrs.	Robert & Caroline	Ward	$	25.00	
Mr. & Mrs.	Richard & Ruth	West	$	25.00	
		White Bear Area Seni	$	125.00	in honor of Kathy Wachtler
Mr. & Mrs.	Kenneth & Mary	Whitney	$	25.00	
Mr.	Gerald	Wilharber	$	25.00	in memory of Kathleen A. Wilharber
Ms.	JoAnn	Williams	$	10.00	
Ms.	Loretta	Williams	$	25.00	in memory of your husband, Donald L. Williams,
Ms.	Margaret	Winkel-Ledin	$	25.00	
Ms.	Connie	Winterhalter	$	25.00	in memory of your mother, Alvina Guzzo,
Ms.	Louise	Young	$	200.00	
Mr. & Mrs.	Robert	Youngquist	$	200.00	
Ms.	Joy D.	Zemke	$	25.00	in memory of Ronald Zemke
Ms.	Joy	Zemke	$	25.00	
Ms.	Ruth J.	Zieper	$	25.00	in memory of Jack Zieper
Mr.	Raymond G.	Zietlow	$	25.00	
Ms.	Karin	Zindren	$	25.00	in memory of Rose Marie Green

Mr. & Mrs.	Paul & Karin	Zindren	$	25.00
Ms.	Theresa	Zwieg	$	60.00
			$	**20,911.73**

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **September 12, 2011**

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
Wednesday, 10/5/11 - Friday, 10/7/11 Deep Portage, Minnesota	Ellen Gevers and David Grothe	5th Grade Students from Lincoln Elementary	3	56	Total cost of trip: $11,326 Student Portion:: $160 Other Source(s): PTA Fund-raising and Parent Volunteers ($75 each)	Coach busses	All 5th grade students will supplement their Science education on environmental issues, earth science, and life science with hands on activities.
Sunday, 3/18/12 - Thursday, 3/22/12 Orlando, Florida - Disney World	Tom Paulson	11th and 12th Grade Members of the Boys Track Team	0	24-28	Total cost of trip: $23,800 Student Portion: $300 Other Source(s): Donations and Fund-raising	Airline Transportation provided by Disney World between events	Students that attend will participate in a unique spring training opportunity and participate in numerous team building activities and events.

Recommendation: Administration recommends the School Board approve the field trips.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that personnel items, A-6(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-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

ABIGAIL ANDERSON – Program Assistant Leader, Lakeaires Elementary
Employed by District 624 since 08/25/2008
Effective Date: 08/26/2011

MATTHEW BRADSHAW – Program Assistant Leader, Matoska International
Employed by District 624 since 08/30/2010
Effective Date: 08/19/2011

CAROLYN CHURCH – ELL Assistant, Central/Sunrise Middle School
Employed by District 624 since 10/25/2004
Effective Date: 08/08/2011

JENNIFER CURRAN– Pupil Support Assistant, North Campus
Employed by District 624 since 09/17/2001
Effective Date: 08/22/2011

DARBY HILL – Bus Driver, Bus Garage
Employed by District 624 since 10/04/2010
Effective Date: 08/16/2011

DANIEL LUNDBERG– Program Leader, Oneka Elementary
Employed by District 624 since 08/30/2010
Effective Date: 10/11/2011

SHEENA SHULTZ– Pupil support Assistant, Golfview ALC
Employed by District 624 since 01/04/2010
Effective Date: 08/31/2011

RELEASE FROM CONTRACT AND RESIGNATION - CERTIFIED STAFF

WHITNEY WOODARD – .65 Mathematics Teacher, Central Middle School
Employed by District 624 since 08/26/2010
Effective Date: 08/31/2011

CHANGE IN CONTINUING CONTRACTS - CERTIFIED STAFF

MARINA BOROWY – Spanish Teacher, Central Middle School/North Campus
From .90 f.t.e. to a 1.00 f.t.e
Effective Date: 2011-2012 School Year

SHANNON GRANT – LTS Health Teacher, North Campus
From .95 f.t.e. to a 1.00 f.t.e
Effective Date: 2011-2012 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTNUING CONTRACTS - CERTIFIED STAFF

ABBY KATH – Elementary Teacher, Lincoln/Willow Lane Elementary
From .50 f.t.e. to a 1.00 f.t.e
Effective Date: 2011-2012 School Year

KRISTIN KUSCHE – Instrumental Music Teacher, Central Middle School
From .70 f.t.e. to a 1.00 f.t.e
Effective Date: 2011-2012 School Year

JENNIFER MISGEN – Kindergarten Teacher, Otter Lake/Vadnais Hgts. Elementary
From .50 f.t.e. to a 1.00 f.t.e
Effective Date: 2011-2012 School Year

LEAVE OF ABSENCE - CLASSIFIED STAFF

KAMI WOODLEY – Paraprofessional, Otter Lake Elementary
Employed by District 624 since 02/01/1999
Effective Date: 2011-2012 School Year

LEAVES OF ABSENCE - CERTIFIED STAFF

ROBERT JACKSON – Physical Education Teacher, South Campus
Employed by District 624 since 08/26/1993
Effective Date: 2011-2012 School Year

MICHAEL MULLIN – Elementary Teacher, Vadnais Heights Elementary
Employed by District 624 since 03/25/1991
Effective Date: 2011-2012 School Year

MEGAN PERRY – Communications Teacher, Sunrise Middle School
Employed by District 624 since 08/24/2006
Effective Date: 08/30/2011 through 06/08/2012

PART-TIME LEAVE OF ABSENCE - CERTIFIED STAFF

NANCY MCGINLEY MEYERS – Spanish Teacher, Central Middle School
.10 Leave (.90 position)
Effective Date: 1st Semester Only

NEW PERSONNEL - CLASSIFIED STAFF

DANIELLE BRADSHAW – Program Assistant Leader, Lakeaires Elementary
$12.35/hr. 6 hr. /day 214 days $15,857.40
Effective Date: 09/06/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

MICHELLE DIMAGGIO – Program Assistant Leader, Hugo Elementary
$11.85/hr. 5.5 hr. /day 211 days $13,751.93
Effective Date: 09/06/2011

MATTHEW FROST – Pupil Support Assistant, Transition Plus
$15.85/hr. 6.50 hr. /day 180 days $18,544.50
Effective Date: 09/06/2011

BEVERLY GRAHAM – Production Clerk, South Campus
$14.75/hr. 5 hr./day 185 days $13,643.75
Effective Date: 08/31/2011

MONICA ISAACSON – Pupil Support Assistant, Normandy Park
$15.85/hr. 7.25 hr./4 day/ week 146 days $16,777.23
Effective Date: 09/06/2011

STEPHANIE KRINKE – Program Assistant Leader, Matoska International
$11.85/hr. 3 hr./day 211 days $7,501.05
Effective Date: 09/06/2011

GINA MARICH – Program Assistant Leader, Matoska International
$11.85/hr. 3 hr. /day 211 days $7,501.05
Effective Date: 09/06/2011

KRISTEN NEIS - Program Assistant Leader, Hugo Elementary
$11.85/hr. 5.5 hr. /day 211 days $13,751.93
Effective Date: 09/06/2011

DANA PHETTEPLACE – Program Assistant Leader, Willow Lane Elementary
$11.85/hr. 2.75hr./day 211 days $6,875.96
Effective Date: 09/06/2011

LORI PURDHAM – Computer Assistant, North Campus
$15.25/hr. 8 hr./day 185 days $22,570.00
Effective Date: 08/31/2011

NEW PERSONNEL - CERTIFIED STAFF

ASHLEY BECK – Kindergarten Teacher, Lakeaires Elementary
BA+60, Step 2 $39,252.00
Effective Date: 08/31/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CERTIFIED STAFF

JULEE ELLEFSEN – Social Studies Teacher, North Campus
BA, Step 3 $37,198.00
Effective Date: 2011-2012 School Year

HILARY ETHEN – .5 Kindergarten Teacher, Hugo Elementary
BA, Step 1 $17, 495.00
Effective Date: 08/29/2011

SARAH LEVAHN - .65 Mathematics Teacher, Central Middle School
BA, Step 1 $22,391.00
Effective Date: 09/01/2011

NEW PERSONNEL – FOREIGN EXCHANGE TEACHER

AJING SUN – Chinese Exchange Teacher, Various Buildings
Effective Dates: 09/01/2011 through 01/20/2012

LONG TERM SUBSTITUTE – CLASSIFIED STAFF

PAULA LARSON – Pupil Support Assistant, Matoska International
$17.25 6.5hr./day 180 days $20,182.50
Effective Date: 2011-2012 School Year (One Year Only)

LONG TERM SUBSTITUTES - CERTIFIED STAFF

JEAN BENTLEY – SPED Teacher, Vadnais Elementary
MA+60, Step 12 $16,950.08
Effective Date: 08/29/2011 through 11/11/2011

KARA BLANCHARD – SPED Teacher, North Campus
BA, Step 1 $8,116.20
Effective Date: 09/16/2011 through 11/18/2011

ALEXANDRA CHAPMAN – Communications Teacher, Sunrise Middle School
BA, Step 2 $36,462.00
Effective Date: 2011-2012 School Year

ROGER CHLEBECEK – .8 SPED Teacher, South Campus
MA, Step 12 $6, 066.66
Effective Date: 09/12/2011 through 10/18//2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LONG TERM SUBSTITUTES - CERTIFIED STAFF

ELAYNA ESKELI – Communications Teacher, North Campus
BA, Step 2 $7,069.14
Effective Date: 08/29/2011 through 10/19/2011

AMIE FILLMORE – .7 Spanish Teacher, Sunrise Middle School
BA, Step 2 $25,523.40
Effective Date: 2011-2012 School Year

TARA KLATT – .4 School Counselor, Central Middle School
MA, Step 6 $18, 821.00
Effective Date: 2011-2012 School Year

HEATHER LEAF – Elementary Teacher, Matoska International
BA, Step 1 $8,476.92
Effective Date: 08/29/2011 through 11/3/2011

JENNA MARTY – Kindergarten Teacher, Hugo Elementary
BA, Step 1 $10,100.16
Effective Date: 09/06/2011 through 11/23/2011

TRAVIS PELINKA – PE Teacher, .6 Sunrise Middle School/.4 South Campus
BA+30, Step 7 $44, 758.00
Effective Date: 2011-2012 School Year

MATTHEW SKOGEN – .6 Science Teacher, .2 Central/ .4 Sunrise Middle Schools
BA, Step 1 $21,210.00
Effective Date: 2011-2012 School Year

ZACHARY STOLTZ – Elementary Teacher, Willow Lane Elementary
BA, Step 1 $34, 990.00
Effective Date: 08/29/2011 through 06/08/2012

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 30 minutes (3 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule. Comments should be brief, and repetition of other public comments should be avoided.
3. Those wishing to address the Board should fill out a card to be turned into the Clerk.
4. Questions may be asked on any topic, excluding 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 making the complaint.
6. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
7. A handout on the purpose of school board meetings and the meeting process is available.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The Chair will attempt to reasonably honor requests to speak, but shall also exercise discretion to recognize time restraints and may limit the number of such presentations accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: **Opening School Report**

MEETING DATE: **September 12, 2011**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON: **Dr. Michael Lovett, Superintendent of Schools**

Background:

Summary/Highlights of August Workshops

The first day of school for the 2011-12 school year was Tuesday, September 6, the day after Labor Day. This presentation will highlight some of the support and training activities which occurred during the month of August, 2011 to prepare teachers, administrators, and support staff.

We have attached a list of the professional training opportunities that our teaching and administrative staff had beginning with the leadership retreat on August 11, and continuing through the opening convocation for all staff held on the morning of September 1.

In addition, sessions were held with groups of employees throughout August for reserve teachers, specialized training for our school health staff, training for bus drivers, our food service staff, and other groups.

On Monday night we will highlight some of these with more detail and photos.

New Staff Profile

We will provide a list of our new teachers for 2011-12 including their assignments, undergraduate school, and experience. We will also highlight the profile of our new staff for 2011-12.

Facilities Report

In preparation for the school year, our school facilities and building and grounds staff have worked to prepare our school buildings, grounds, fields, and playgrounds to be in excellent condition for the beginning of the school year. In addition, a number of projects were completed during the summer, many of them using the alternative facilities levy proceeds.

At the School Board meeting on Monday night, we will highlight some of the major improvements that were made this summer, including the completion of phase II on our North and South Auditorium renovation.

Opening School Enrollment

The administration will present opening school enrollment based on student enrollment from the opening days of school. The official enrollment count will be on October 1, consistent with State law, but the opening day enrollment gives us good indication of what our anticipated enrollment will be for the year. We will also provide an update on enrollment in our pre-school and childcare programs.

AGENDA ITEM: **Presentation of ASBO and GFOA Awards**

MEETING DATE: **September 12, 2011**

SUGGESTED DISPOSITION: **Information Item**

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

Background:

For the eleventh consecutive year, White Bear Lake Area Schools (ISD #624) has received the prestigious awards for excellence in financial reporting from both the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA). Our District is the only Minnesota school district to have won both of these awards for eleven consecutive years.

These awards are the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The District's annual comprehensive annual financial report (CAFR) has been judged by impartial panels to meet the highest standards of the programs including demonstrating constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Winning such awards is truly a team effort. I want to extend a special thanks to our District accountant Mary Vaske for development of most of the data that went into our CAFR. A significant effort was put forth to develop this information, without which we would not have received these awards.

Another thank you goes out to the District Finance Committee for their encouragement to us to go for these awards, for their continued support and for the time and effort that they put into serving on the committee.

Presentation of the awards will be made to our School Board chair.

Recommendation:

It is recommended by administration that the Board accept these awards.

AGENDA ITEM:	**Superintendent's Report**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Information Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent of Schools**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM:	**School Board Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School board Meetings and Data Privacy Considerations**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Michael J. Lovett, Superintendent** **Chris Picha, Director of Human Resources**

Background:

School Board Policy #206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 10 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995
Revised: August 25, 2003
Revised: January 10, 2005
Revised: November 8, 2007
Revised: April 13, 2009
Revised: November 8, 2010

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals ~~collected~~ maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.

~~B.~~ 1) Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training

background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

~~C.~~ 2) Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

~~D.~~B. "Educational data" means data maintained by the school district which relates to a student.

~~E.~~C. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

~~F.~~D. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone

number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);

2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).

4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. §121A.47, Subd. 5 (Student Dismissal Hearing);

2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363*A* (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. <u>Agenda items</u>

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of

the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.

3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

~~The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).~~

The school board shall normally provide a specified period of time where citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)

C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointments)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 121A.33 Subd. 3 (Coaches, Opportunity to Respond)
Minn. Stat. § 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References:
WBLASB Policy 205 (Open Meetings and Closed Meetings)
WBLASB Policy 207 (Public Hearings)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

PUBLIC FORUM SPEAKER CARD

Independent School District #624

SPEAKER

Name: (Please Print) _____

Address: _____

City: _____

Phone: _____

Item or topic I will address: _____

_____

PUBLIC FORUM GUIDELINES

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the ~~new~~ procedures ~~for the Six Month Public Forum Pilot~~.

1. ~~Public Forum will be continued in its current place on the agenda.~~ Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open for 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. ~~a card to be turned into the clerk~~. ~~The card will identify the issue and the speaker's name and address.~~
4. ~~The chair may ask for a show of hands to determine if anyone else desires to speak.~~
5. ~~5.~~ 4. Questions may be asked on any topic, including those on the agenda.
6. ~~6.~~ 5. ~~An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.~~

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 ~~making~~ 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 ~~available~~ provided or ~~is not possible to give that evening~~, a phone call from ~~someone in the administration~~ 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 ~~chair~~ will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to ~~recognize~~ time ~~restraints~~ constraints and therefore may limit the number of requests to speak ~~such presentations~~ accordingly.

AGENDA ITEM:	**School Board Policy 208, Development, Adoption, and Implementation of Policies**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Michael J. Lovett, Superintendent**

Background:

School Board Policy #208, Development, Adoption, and Implementation of Policies, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 10 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995
Revised: August 25, 2003
Revised: January 10, 2005
Revised: December 14, 2009

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for policy development, adoption and implementation ~~it~~ to ~~continue to~~ be ~~an~~ ongoing ~~effort~~.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on ~~the later of~~ the date of passage or the date stated in the motion, whichever is later.

C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

A. It shall be the responsibility of the superintendent to implement school board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

B. Each school board member shall have access to this policy manual, and all policies shall be placed on the district website. Manuals shall be available in the central office and made available for reference purposes to other interested persons.

C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.

D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410, Family and Medical Leave Policy; 413, Harassment and Violence; 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415, Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514, Bullying Prohibition; 522, Student Sex Nondiscrimination; 524, Internet Acceptable Use and Safety Policy; ~~and~~ 616, School District System Accountability, and 806 Crisis Management Policy.

E. When ~~there is~~ no school board policy ~~in existence~~ exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.09, Subd. 1 (School Boards Powers)

Cross References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
White Bear Lake Area Schools Policy 305 (Policy Implementation)

AGENDA ITEM:	**School Board Policy 211, Criminal or Civil Action Against School District, School Board Members, Employee, or Student**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Michael J. Lovett, Superintendent**

Background:

School Board Policy #211, Criminal or Civil Action Against School District, School Board Members, Employee, or Student, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 10 School Board meeting agenda or subsequent meeting as an operational item for action.

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that, when civil or criminal actions are pending against the school district, a school board member, school district employee, or student, the school district may be requested or required to take action.

B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minn. Stat. § 123B.25(b) with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas.

It is the policy of the school district that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify.

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees.

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.

2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.

3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether

to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.

2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivating Rights)
Minn. Op. Atty. Gen. 169 (~~Minn.~~ Mar. 7, 1963);
Minn. Op. Atty. Gen. 169 (~~Minn.~~ Nov. 3, 1943).
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975);

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 408 (Subpoena of a School District Employee)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)

AGENDA ITEM:	**School Board Policy 530, Immunization Requirements**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**Kathleen Daniels, Director of Special Services**

Background:

School Board Policy #530, Immunization Requirements, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 10 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: August 27, 2001
Revised: May 9, 2005
Revised: February 9, 2009

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or

2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic that administers immunizations. If such a statement is substituted, this statement must indicate the month, day and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year.

D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or

B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

C. <u>If a student who is not a Minnesota resident enrolls in a school district online learning course or program and the program does not require any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.</u>

V. NOTICE OF IMMUNIZATION REQUIREMENTS

A. The school district will develop and implement a procedure to:

1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;

2. review student health records to determine whether the required information has been provided; and

3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

B. ~~The~~ Immunization requirements notice ~~provided~~ shall contain written information describing the exemptions from immunization as permitted by law. The ~~notice~~ exemptions information shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.

C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

By November 1st of each year the school district will forward a report to the Minnesota Department of Health summarizing the immunization status (including students that are receiving instruction in the home) of all students in grades kindergarten through 12. A copy of the report will also be sent to the Commissioner of the Minnesota Department of Education.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)

Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1000 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty Gen. 169-W (Jan.17, 1968)
Op. Atty Gen. 169-W (July 23, 1980)

Cross References: WBLASB Policy 515 (Protection and Privacy of Pupil Records)

~~Immunization Requirement: Procedure~~

PROCEDURE FOR PROVIDING NOTICE OF IMMUNIZATION REQUIREMENTS

(Developed to correspond with section V of Policy 530)

I. Purpose

This is a procedure for the notification of parents/guardians regarding immunization requirements and consequences for failure to provide the required documentation, per White Bear Lake Area School District School Board Policy #530.

II. Kindergarten

A. A *Kindergarten Registration Parent Information Packet* is mailed home to parents, which includes immunizations needed for entering kindergarten and information describing the exemptions from immunization as permitted by law.

B. During information and registration nights a *Health Information Packet* is distributed to parents/guardians which includes immunizations needed for entering kindergarten and also includes information describing the exemptions from immunization as permitted by law. All information is also available in Spanish and Hmong.

C. In August, prior to school starting each year, *a Parent Newsletter* is mailed to families that include information on ~~which describe~~ immunizations needed to enter kindergarten along with ~~and again~~, notification describing exemptions from immunizations as permitted by law.

III. Middle School

A. A *Parent Newsletter* is mailed home four times per year which includes information on immunizations needed for entering 7th grade ~~and~~ along with information describing the exemptions from immunizations as permitted by law.

B. An *Individual Letter* is mailed with the end of year report care ~~out~~ to all parents/guardians of 6th grade students, ~~with the end of the year report card~~, who do not have the required immunizations for entering 7th grade in the fall. The letter includes the child's *specific immunizations needed*. The notification includes information describing the exemptions from immunization as permitted by law. The same information is mailed home in Hmong or Spanish for students who speak Hmong or Spanish at home.

C. In August, prior to the school starting, a *Parent Newsletter* is mailed home which includes information on immunizations needed for entering 7th grade along with ~~and~~ information describing exemptions from immunizations as permitted by law

IV. Procedure ~~F~~for Students Arriving on the First Day of School ~~That~~ Who Do Not Have Complete Immunization Records: ~~Their Immunization Complete the Following Procedure Is Followed:~~

A. A parent/guardian is notified by phone.

B. A MIIC (Minnesota Immunization Information Connection) check is made by school health personnel regarding student immunization status.

C. A call is made to the family physicians office to secure dates regarding student's current immunization status.

D. When needed, a cultural liaison is contacted to assist with student and family communication.

E. A referral is made to the health care provider or the local public health immunization clinics for those that do not have insurance; this information is also included in all notices sent home to parents/guardians.

V. Review of Student Health Records to Determine Whether the Required Information Has Been Provided.

A. Immunization information on all students shall be reviewed every year, as part of the AISR (Annual Immunization Status Report) required by the Minnesota Department of Health, by November 1st of each school year. The school nurse assigned to the school is responsible for completing and submitting the AISR.

B. Immunization information on enrolling students transferring into the school district is reviewed at the time of enrollment by the school nurse or health assistant. If the enrolling student does not have the information, the school contacts the previous school to get immunization information using phone, fax or written request for immunization records.

VI. Maintenance of Student Immunization Records.

A. All information is entered into Skyward and updated as information is received from parents. District Center personnel maintain data on Skyward.

B. All immunization information is entered on the front of the Student Health Record and updated as information is received from parents. The Student Health Record follows the student from school to school in the district. Upon graduation, the District Center stores the Student Health Record.

C. Health Office staff at the current school assists a student and/or the student's parents/guardians to transfer the student's immunization record to a new school within 30 days of the student's transfer.

D. Upon request from a public or private post-secondary educational institution, designated district center staff assist in the transfer of the student's immunization record to the post-secondary educational institution.

V. Students Transferring Into the District:

A. A student transferring into the district is given a maximum of 30 days to provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization(s). Students who do not provide the appropriate proof of immunizations or exemption documentation within 30 days will be excluded from school until such time as appropriate proof of immunizations or exemption documentation has been provided.

E. OPERATIONAL ITEMS

AGENDA ITEM:	**School Board/Superintendent Goals for 2011-12**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON(S):	**Dr. Michael J. Lovett, Superintendent**

Background:

During the 2010-11 school year the School Board and Superintendent were guided by School Board/Superintendent goals identified in the summer of 2010 and regularly updated throughout the course of the school year. A final copy was presented at the July School Board meeting, documenting progress during the year.

In preparation for the 2011-12 school year, the School Board approved strategic planning recommendations at our June meeting.

These goals are important in that they establish a clear framework for instructional, programmatic and financial accountability, and ongoing improvements.

Recommendations:

1) The School Board approve the goals for 2011-12; and

2) The administration will provide public updates on the status of School Board/Superintendent goals for 2011-12 regularly throughout the school year.

Updated for
September 12, 2011
School Board Meeting

White Bear Lake Area School District #624
School Board/Superintendent Goals
2011-2012

Goal I: Implement the Strategic Plan as approved by the School Board on June 13, 2011.

Strategy 1: We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.

I.1 All students will achieve grade level in reading, writing, and math by grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Schools.

I.2 All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.

Strategy II: We will create and implement a plan for global experiences and relationships to further understand world connections.

II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools. (STIPULATION - within each school, one or more options will be available to study world language and culture)

II.2 Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.

Strategy III: We will ensure our facilities support our district's mission and objectives.

III.4 The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.

III.7 Each District facility will have appropriate acoustical levels for the site.

III.9 District facilities will be designed to allow for informational technology to be accessible by all ISD 624 employees, learners and families.

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

IV.1. The WBLAS will identify strengths and weaknesses in the areas of innovation, confidence to pursue dreams, and passion for learning.

IV.3. Faculty will have the skills to implement collaboration, critical thinking, creativity, and communication skills within their lesson plans.

IV.5. Self-awareness and emotional intelligence curriculum will be incorporated within the curriculum review cycle.

IV.10. A process will be established to facilitate the collection and implementation of innovative ideas.

IV.12. The District will enhance communication, interaction, and collaboration through the use of a web site.

IV.13. The District will establish a learning management system to support the development and management of online coursework to allow web-based learning for staff and students.

IV.14. A policy will be developed and presented for board approval that leverages students' access to mobile technology and use of that technology in the classroom.

Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.

V.1. The District will implement a process that will provide a consistent method to initiate and maintain community partnerships.

V.2. A comprehensive needs assessment will be developed and administered at every WBL school in order to provide direction to future partnerships.

V.3. The District will create a process which aligns a partner with a compelling need or promising vision.

V.5. The District will communicate information related to partnerships using a variety of resources.

Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.

VI.1. The District will adopt a comprehensive bullying prevention, intervention, and support program for students and staff that promotes a safe, civil, and inclusive climate and is implemented in each building, program, and service.

VI.2. The District will increase the number of faculty and staff from culturally diverse communities to more closely reflect the diversity of the student population.

VI.5. The District will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members, and parents.

VI.6. The District will review and assess the current plan related to cultural competency.

Goal 2: Ongoing Financial Stewardship and Budget Management

Goal: Considering the budgetary challenges resulting from decisions of the 2011 Legislative session, and a long period of little increase in state funding, continue to identify greater efficiencies in operations to help maintain financial stability and to continue improvements in program quality and student success.

Rationale: Over the past decade, the District has established an excellent record of financial management, as evidenced by ten consecutive years of recognition for excellence in financial reporting by both ASBO and GFOA, and also achieving an AA Bond Rating in 2008.

However, considering the financial challenges presented by the slowly recovering economy, the state's continuing budget challenges and the district's need to renew its operating levy this fall, it is important for the District to continue with strategies to meet these challenges to help maintain financial stability.

Evaluation: The District's ongoing financial stewardship on investments and budget management will be reviewed annually as part of the financial audit. The audit report is presented to the Finance Committee in the fall and to the School Board and public at the regular school board meeting in December.

Goal 3. Complete Next Stage of Communications and Marketing Plan for the District

Goals:

a. Implement Phase II of the Communications and Marketing plan presented to the School Board in July, 2010.

b. Develop a comprehensive communications plan for the referendum levy campaign in the fall of 2011.

Rationale: The implementation of successful outreach initiatives is especially important in the current environment, as area school districts compete for students. A net gain in open enrollment numbers would provide the District with financial benefits.

It is important for the District to understand perspectives of White Bear Lake area community members in order to remain a trusted steward of resources. Responsible stewardship is an important component in continued community support.

A long-range vision and plan about District communications ensures resources are appropriately utilized. Additionally, it is beneficial to have such a plan to allow for prioritization of communications and marketing projects and activities.

Evaluation: The communications and marketing plan will serve as a base against which current and future communications and marketing projects and ideas will be analyzed. The plan will be evaluated periodically to ensure it continues to be in alignment with the District's objectives. This objective builds on the successful communications initiatives during 2010-11.

One key evaluation piece will be whether or not a levy referendum passes in the fall of 2011.

Goal 4. Operational Improvements

a. Building on the improvements made during 2010-11, prepare a program review of the District's food service program, including:
   - Redesign the elementary menu to include at least two entrée choices with one vegetarian choice each day with an acceptable gluten free option.
   - Implement the new USDA Nutritional Standards for all White Bear Lake menus.
   - Improve employee efficiency and productivity by providing resources for training, education, and networking with other school district nutrition programs.
   - Implement student lunch committees in buildings for the purpose of providing a format to gain input from stakeholders.

b. Design and implement a comprehensive program for recognizing students, staff, and community.

c. Complete the comprehensive program review of District gifted and talented programs (preK-12).

d. Continue Phase II of the Technology Audit completed during January of 2010, building on the work done during the 2010-11 school year.

AGENDA ITEM:	**Annual Report on Curriculum, Instruction and Student Achievement**
MEETING DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Operational Item**
CONTACT PERSON:	**Marisa Vette, Director of Communications** **David Law, Assistant Superintendent**

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Background:

Included with this Board item is the *2010-2011 Annual Report on Curriculum, Instruction, and Student Achievement.* Minnesota Department of Education (MDE) guidelines stipulate that this information be "approved by the district's Board of Education by October 1."

As prescribed by the MDE, the District 624 School Board has been involved in the process of setting goals for continuous improvement and reviewing progress of the previous year's goals and has reviewed testing results for school year 2010-2011.

The district will publish the required information electronically on the district web site and notify via the district's legal paper (*White Bear/Vadnais Press*) how citizens can access the report. Information contained in the state report includes:

- Student achievement and district improvement plan goals
- Community Curriculum Advisory Committee (CCAC) member information

The following report fulfills the expectations of the Minnesota Department of Education for the *2010-11 Annual Report on Curriculum, Instruction, and Student Achievement.* In addition to the above required report, later this fall the district will publish its own annual report for the 2010-2011 school year. This report will include additional data, including student assessments (e.g. MCA, MAP, ACT/SAT, etc.), financial reports, district curriculum initiatives, and stories of student and community involvement.

Recommendation:
The administration recommends approval of the *2010-2011 Annual Report on Curriculum, Instruction, and Student Achievement* as required by the State of Minnesota.

Minnesota Department of Education

2010–11 Checklist
Annual Report on Curriculum, Instruction and Student Achievement

The school board shall publish a summary of the report in the local newspaper with the largest circulation in the district, by mail, or by electronic means such as the district website. If electronic means are used a school district must publish notice of the report in a periodical of general circulation in the district. School districts must make copies of the report available to the public on request.

_____ The annual public report is to be titled, *Annual Report on Curriculum, Instruction and Student Achievement* and contain the district name and number.

_____ The report is to be approved by the district Board of Education **by October 1** of each year.

The annual public report includes the following items:

_____ Student achievement goals for meeting state academic standards.

_____ Results of local assessment data, and any additional test data.

_____ Annual school district improvement plans including staff development goals under Minnesota Statutes, section 122A.60.

_____ Information about district and learning site progress in realizing previously adopted improvement plans.

_____ Districts that have a site decision-making agreement will include information about the amount and type of revenue attributed to each site as defined in Minnesota Statutes, section 123B.04.

_____ District advisory committee information provided with names, date terms expire, membership criteria, and application date.

OTHER REPORTING REQUIREMENTS

_____ A biennial review of the district testing program that includes the following items:
- Written objectives of testing program.
- Names of tests and grade levels tested.
- Use of test results.
- Student achievement results compared to previous years.

_____ Constituent surveys are reported on a periodic basis.

2010-2011 Annual Report on Curriculum, Instruction and Student Achievement

Minnesota Statute stipulates that each school district publish an *Annual Report on Curriculum, Instruction and Student Achievement*, with the local school board approving the report by October 1.

The White Bear Lake Area Schools School Board has been involved in goal setting for continuous improvement, and reviewing test results from the 2010-2011 school year. The School Board approved the data required for the *2010-2011 Annual Report on Curriculum, Instruction and Student Achievement* at their meeting on September 12, 2011. Notice of this electronic publication has been included in the district's legal paper, the *White Bear Press*. This report includes information regarding:

- District Goals, Strategic Planning Process, and Building Improvement Plans
- Academic Standards and Curriculum Alignment
- Community Curriculum Advisory Committee (CCAC)
- District Assessment Plan

In addition to this report, the district will publish its own annual report for the 2010-2011 school year. This report will include additional data, including student achievement data, financial reports, partnership updates, district curriculum initiatives, and stories of student and community involvement. It will be mailed later this fall to all district residents.

District Goals and Improvement Plans

For 2010-11, the School Board identified the following focus areas, establishing a concentrated focus on student achievement and excellence in education. The board supports these goals as guiding principles for all departments and programs in the school district.

* Student Achievement - *We will be a district whose students are prepared for the challenges of a complex and diverse world.*
* Staff Excellence - *We will be a district that recruits, retains and values exemplary staff in all areas.*
* Resource Management - *We will be a district committed to fiscal responsibility and efficient use of all its resources.*
* Leadership - *We will be a district that models excellence in governance and meaningfully involves the community in the work of the district.*

In addition to adhering to district goals, a District Improvement Plan was developed to meet the requirements of the No Child Left Behind Act. Each school also developed a Building Improvement Plan to focus the use of building resources (time, staff, volunteers, funds, etc.) and district support (resource staff, framework training, staff development time, curriculum development, etc.). The plans summarize strengths and growth opportunities based on data sources including, but not limited to: Minnesota Comprehensive Assessments, Measures of Academic Progress, the Minnesota Student Survey, and building/classroom assessments. Improvement plans for individual schools can be accessed by contacting the school principal.

In planning and delivering professional development opportunities for staff, the district aligns such programs with the four goals noted above, as well as current student data and best practice educational research.

To further the define the future goals and vision for the White Bear Lake Area Schools, the school district engaged in strategic planning during the 2010-11 school year. In October, a 30-person Strategic Planning Committee comprised of students, parents, community members and District representatives established a draft of the District's mission and set the stage for the strategic plan. Priorities were defined, and action teams were established to address the following priorities:

Strategic Planning Action Teams:

1. We will develop a comprehensive understanding of our students' needs and interests to **ensure students are challenged and excelling academically**.
   - Co-Chairs: Noel Schmidt and Mike Fleming
2. We will create and implement a plan for **global experiences and relationships to further understand world connections**.
   - Co-Chairs: Tim Wald and Greg Bartz
3. We will ensure our **facilities** support our district's mission and objectives.
   - Co-Chairs: Pete Willcoxon, Sr. and Rolf Parsons
4. We will create a district-wide culture that inspires **innovation**, a **passion for learning**, and **confidence to pursue dreams**.
   - Co-Chairs: Dan Schmidt and John Johnston
5. We will build a network of **partnerships** to provide personal and educational growth and service opportunities for students.
   - Co-Chairs: Terry Dahlem and Heidi Brophy
6. We will foster **connections** with and among students and staff members to ensure all feel **valued, supported and understood**; and we will establish an environment that cultivates **understanding** and **respect** for differences among people.
   - Co-Chairs: Kathleen Daniels and Jenny Nadeau

At the June 13, 2011 Board meeting, the School Board approved the core values, mission, objectives, parameters, strategies and 22 specific result statements identified in the Strategic Plan for implementation during the 2011-12 school year. The Board authorized the administration to proceed with an implementation plan within the parameters of the School District's approved budget for 2011-12 and in accord with the District's policies and protocols. Further information is available on the district website at http://www.whitebear.k12.mn.us/strategicplan.html.

Academic Standards and Curriculum Alignment

The No Child Left Behind Act (NCLB), signed into law in 2001, requires that each state create its own set of academic standards indicating what a child should know at each grade level in math, science and reading/language arts. In addition to the requirements set forth in NCLB, Minnesota developed standards in social studies.

The district continually reviews what students are taught and how they are taught. Student performance, as shown by a variety of assessment results, guides the district in deciding what needs to be done so that all students can be successful. This commitment to continuous review of curriculum and instruction has led the district to also require local standards and assessments for departments which do not have state

developed standards. District-wide department meetings are often used to analyze current curriculum, and determine which benchmarks and assessments are most appropriate for student learning.

The White Bear Lake Area Schools District believes that academic standards, when embedded into the curriculum, help ensure that students will be critical thinkers, communicators, learners, and responsible citizens. The integration of curriculum, instruction, and technology is essential for students to access, interpret and apply information to solve problems in an increasingly complex world.

Aligning District Curriculum with Minnesota Academic Standards

Minnesota Academic Standards in the areas of Reading and Language Arts, Mathematics, Science, Social Studies and the Arts are on a schedule of review and revision which has been determined by the Legislature. Following state revisions, the district conducts alignment studies to be sure all students receive instruction in all standards.

2010-2011 Community Curriculum Advisory Committee

The role of Community Curriculum Advisory Committee (CCAC) is to provide members an opportunity to be involved with the continuous improvement process as it relates to curriculum, instruction, and assessment. The committee is composed of parents, students, teachers, administrators and community members. CCAC members seek to develop a deep understanding of educational programs and initiatives, and provide on-going feedback to the district, with the goal of positively influencing curricular areas based on knowledge, research, and community needs.

CCAC meets quarterly, with membership terms extending over a three-year period. Applications are accepted in the spring for upcoming vacancies on the committee. For more information about CCAC, contact the Office of Teaching and Learning at (651) 407-7579.

2010-2011 Community Curriculum Advisory Committee

Member Name	Term Ends	Representing
Jill Becker	2011	Parent
Don Bosch	2013	Administration
Beth Brisch	2011	Parent
Kim Chapman	2011	School Board
Linda Gondringer	2012	Parent
Barb Kearn	2011	Administration
Debbie Keller	2011	Parent
Laura Mittelbrun	2011	Parent
Jenny Nadeau	2011	Parent
Janet Newberg	2011	School Board
Becky Peterson	2013	Teacher
Jan Peterson-Bjostad	2013	Parent
Nancy Roth	2011	Community Member
Lori Roth	2011	Parent
Dawn Segermark	2013	Parent
Jim Segermark	2013	Parent
Bob Shevik	2011	School Board
Cathy Solomon	2013	Parent
Sheila Sullivan	2011	Parent
Nancy Thom	2013	Parent/Teacher
Kate Whelan	2013	Teacher
District Staff		
Madelyne Benson/Mary McGrane – Assessment and Accountability Coordinator		
Marisa Vette – Director of Communications and Community Relations		
Gretchen Harriman – Curriculum and Program Development Coordinator		
Dr. Michael Lovett - Superintendent		
Ann Malwitz – Professional Learning and Development Coordinator		
David Law – Assistant Superintendent		

District Assessment Plan

The primary purpose of testing in the White Bear Lake Area School District is to provide information to help improve instruction. The data from such testing helps the district analyze students and curricula, learn which programs will be most helpful for each student, and hold the district accountable for offering the best possible education for all of students. District 624 looks at standardized testing as tools for the purposes of:

Instructing

- to provide an analysis of student achievement levels and skill performance;
- to identify curricular needs and strengths to facilitate curriculum review and long-range planning;
- to provide meaningful information to the parent, student and teacher so that instructional decisions can be developed based on the needs of the individual learner;
- to assist administrators and teachers in setting instructional priorities for groups or individuals within the school and/or district.

Reporting

- to report to parents, teachers, students, district staff, school board, and community members the status of student learning compared to the norm of a reference group;
- to provide parents with information about the achievement levels of their students.

Screening

- to screen students for special programs such as gifted and talented or special education;
- to assist in identifying students for a more in-depth assessment of needs and/or intervention programs.

In 2010-2011, District 624 assessed student achievement using the following tests:

- ***Minnesota Basic Skills Tests (BST)***
  - State test given in Reading, Math and Writing to students in grade 12. Students continue to take it until they pass.
  - Students are required to pass all three tests in order to receive a high school diploma in Minnesota (for graduating classes through Class of 2009)
  - Results posted later in this report
- ***Minnesota Comprehensive Assessments (MCA)***
  - State test used to assess school performance as required under federal No Child Left Behind legislation and used in identifying if schools are making "Adequate Yearly Progress" (AYP).
  - Test are administered in Reading, Math and Writing
    - Reading given to students in grades 3-8, 10
    - Math given to students in grades 3-8, 11
    - Science given to students in grades 3 and 8, and following high school biology
- ***Minnesota GRAD Tests***
  - State tests administered in Written Composition (grade 9), Reading (grade 10), and Mathematics (grade 11) as part of graduation requirements beginning with the Class of 2010.
  - Students are required to pass the GRAD Written Composition in order to meet graduation requirements. Students must retest until they pass the GRAD Written Composition.
  - The GRAD Reading is embedded in the MCA-II Reading Test. In order to meet graduation requirements, students must receive a score of 1150 or higher on the MCA-II Reading, or a score of 50 or higher on the GRAD Reading component. Students must retest until they pass the GRAD Reading.

- The GRAD Mathematics test is embedded in the MCA Mathematics Test. Students in the Classes of 2010-2014 meet the state mathematics graduation requirement by:
  - Completing with a passing score or grade all state and local coursework and credits required for graduation, and
  - Receiving a score of 1150 or higher on the MCA Mathematics test or a score of 50 or higher on the Mathematics GRAD component.

    OR
  - Completing with a passing score or grade all state and local coursework and credits required for graduation, and
  - Participating in a district-prescribed academic remediation in mathematics, and
  - Fully participating in at least two retests of the Mathematics GRAD or until they pass the Mathematics GRAD, whichever comes first.

- ***Measures of Academic Progress (MAP)***
  - Locally administered, computer-based growth model testing instrument, given to students in the fall and spring to assess individual academic growth in a year
  - Students tested in Reading and Math
    - In 2010-2011, MAP tests were administered to all students in grades 1-10, selected courses at South Campus, and at the Area Learning Center
  - Results to be reported in 2010-11 Annual Report to the Community (mid-October, 2011)

AGENDA ITEM:	**Second Reading of School Board Policy 515, Protection and Privacy of Pupil Records**
DATE:	**September 12, 2011**
SUGGESTED DISPOSITION:	**Discussion Item**
CONTACT PERSON(S):	**David Law, Assistant Superintendent** **Chris Picha, Director of Human Resources** **Marisa Vette, Director of Communications and Community Relations**

BACKGROUND:

School Board Policy 515, Protection and Privacy of Pupil Records, had a first reading at the August Board meeting. MSBA had a few grammatical changes that do not change the context of the policy. The School Board policy committee reviewed the policy and made minor changes.

RECOMMENDATION:

The administration is recommending the School Board approve Policy 515, Protection and Privacy of Pupil Records, as recommended.

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

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. 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. 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. Directory Information

"Directory information" means information contained in an education record of a student 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, ~~date~~, 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. 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.

D. 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 "education records" does not include:

   a. Records of instructional 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. 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. Juvenile Justice System

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

G. 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;

1. Perform a supervisory or instructional task directly related to the student's education; or

2. 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.

3. Perform a task directly related to responding to a request for data.

H. 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. 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. 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. Responsible Authority

"Responsible authority" means the district's superintendent or designee

L. 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. 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. 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. 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. 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 ~~20 U.S.C. §1232g~~ **FERPA** and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

   a. The right to inspect and review the student's education records;

   b. 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;

   c. 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;

   d. 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;

   e. 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;

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

   g. 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).

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; ~~and~~

   d. **the consequences of giving informed consent; and**

   ~~d.~~ 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 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 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. 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. 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. To state and local officials or authorities to whom such information is specifically required 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. 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 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 years.

7. To accrediting organizations in order to carry out their accrediting functions;

8. 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. 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. 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.

10. 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.

11. 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;

12. Information the school district has designated as "directory information" pursuant to Section VII of this policy;

13. To military recruiting officers and post-secondary educational institutes pursuant to Section XI of this policy;

14. To the parent of a student who is not an eligible student or to the student himself or herself;

15. 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;

16. To volunteers who are determined to have a legitimate education 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;

17. 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.

18. To the principal 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 individual 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..

19. To the principal 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

20. 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.

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.

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

4. 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, 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.

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 individuals.

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

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

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

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to the public; including military recruiters and post-secondary educational institutions; and
7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonable likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

   a. The disclosures meet the requirements of Section VI of this policy; and

   b. The school district has complied with the record keeping requirements of Section XIII of this policy.

2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents or 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. In the event that the Family Policy Compliance Office determines that 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 recordkeeping 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.

~~5~~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 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

2. 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.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to

provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

a. the cost of materials, including paper, used to provide the copies;

b. the cost of the labor required to prepare the copies;

c. any schedule of standard copying charges established by the school district in its normal course of operations;

d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and

e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent 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 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 Sub division 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** ~~20 U.S.C. §1232g~~, 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** ~~20 U.S.C. §1232g~~ 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 ~~20 U.S.C. §1232g~~. 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** ~~20 U.S.C. §1232g~~, 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 Parts1205.0100-1205.2000 (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 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)

PUBLIC NOTICE

Independent School District No. 624 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

   a. ~~That~~ **A** parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should 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. The parent or eligible student will be notified of the time and place where the records may be inspected;

   b. That the parent or eligible student has a right to seek 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. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, **shall** identify the item**(s)** the parent or eligible student believe(s) 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**(s)** the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

   c. 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 disclosures without consent;

   d. That the school district may disclose education records to other school officials within the school district whom the school district has determined to have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance

committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare;

e. That the school district **has a right to** forward~~s~~ education records on request to a school in which a student seeks or intends to enroll;

f. 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 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

h. That copies of the school district's policy regarding the protection and privacy of school records are located on ~~our~~ **the school district's** website **at** www.whitebear.k12.mn.us.

2. Independent School District No. 624 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

a. It classifies records as public, private or confidential.

b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 624 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

~~"Directory information" includes the following information relating to a student: the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.~~

"Directory information" means information contained in an education record of a student 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. 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.

a. THE DIRECTORY INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFOR MATION LISTED ABOVE "PRIVATE" (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT OR GUARDIAN'S LEGAL RELATIONSHIP TO STUDENT, IF APPLIC ABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MINNESOTA

Dated:_____

_____
Chair