

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

October 10, 2011

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: October 3, 2011

A Student Recognition will be held on Monday, October 10, 2011, at 6:30 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 10, 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. Updates on International Partnerships
 - a) Introduction of Exchange Teacher from Hangzhou Foreign Languages School
 - b) Overview of Students Visiting from Meaux, France
2. Report on Class Size
3. Update on Proposed Tax Levy
4. Highlights of Student Achievement for 2010-11
5. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
2. First Reading of Policy 416, Drug and Alcohol Testing
3. First Reading of Policy 419, Tobacco-Free Environment
4. First Reading of Policy 424, License Status

E. OPERATIONAL ITEMS

1. Second Reading of Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
2. Second Reading of Policy 208, Development, Adoption, and Implementation of Policies
3. Second Reading of Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee, or Student
4. Second Reading of Policy 530, Immunization Requirements
5. Action on Election Judges

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **October 10, 2011**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: October 10, 2011
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, September 12, 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 7:01 p.m.
2. Roll Call- Present: *Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg*
Ex-Officio: Lovett
Cabinet: Present – Daniels, 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. Seating of Student Representative – Swanson introduced and welcomed Emilee Desmet our 2011-12 School Board Alternate Student Representative. Our 2011-12 School Board Representative is Michelle York who was unable to attend due to a Volleyball game.
6. Hiniker moved, Storey seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on August 8 and work-study session on August 22;
 - 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:
 - 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
- Change In Continuing 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 Heights 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
- 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
- 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 Chlebeczek – .8 SPED Teacher, South Campus
MA, Step 12 \$6,066.66. Effective Date: 09/12/2011 through 10/18/2011
 - 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

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

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

C. INFORMATION ITEMS

1. Opening School Report -
 - a. Summary/Highlights of August Workshops – David Law, Assistant Superintendent, and Kathleen Daniels, Director of Special Services, provided an overview of staff development and training that took place in the District throughout the summer. Dr. Lovett highlighted Convocation which took place on September 1 with a theme of “Strong Schools, Strong Communities”. He thanked all who participated including former graduates, community members, former and current board members, staff and students.
 - b. New Staff Profile – Chris Picha, Director of Human Resources, provided a profile of new staff members and acknowledged the hard work of her staff.
 - c. Highlights of Summer Facility Projects – Mary Kowitz, Environmental Health and Safety Coordinator and Custodial Supervisor, and Kevin Fernandez, Grounds Supervisor, provided an overview of facilities and grounds improvements made over the summer months.
 - d. Opening School Enrollment
 - 1) K-12 – Pete Willcoxon, Executive Director of Business Services, overviewed enrollment as of the first week of school. Official enrollment counts take place in October. Currently, our total enrollment has exceeded projections.
 - 2) Pre-school – Dave Guenther, Director of Community Services, updated the board on pre-school enrollment.
2. Presentation of ASBO and GFOA Awards - For the eleventh consecutive year, White Bear Lake Area Schools received these prestigious awards for excellence in financial reporting from both the Association for 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. Pete Willcoxon acknowledged and thanked his staff including Mary Vaske, Ginny Arcand and Julie Wodicka.
3. Superintendent’s Report – Dr. Lovett reported on the following:
 - The 2011-12 school year is in full swing. Staff members are excited and we look forward to a successful school year.
 - Free Activity Passes are available to our senior community ages 65 and up. Contact Jody Reber to request an application or to receive an Activities Calendar.
 - Emilee Desmet provided an update on homecoming and welcome back activities at the high school.
 - An All School Reunion will take place September 30 through October 1.
 - Pete Willcoxon provided a presentation on the District and operating levy.Additional information may be found on the District website: www.whitebear.k12.mn.us.

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, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the October 10, 2011 or subsequent meeting agenda as an operational item for action.

2. First Reading of Policy 208, Development, Adoption, and Implementation of Policies, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the October 10, 2011 or subsequent meeting agenda as an operational item for action.
3. First Reading of Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee, or Student, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the October 10, 2011 or subsequent meeting agenda as an operational item for action.
4. First Reading of Policy 530, Immunization Requirements, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the October 10, 2011 or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Kimball motioned and Hiniker seconded to approve the School Board/Superintendent Goals for 2011-12; and the administration will provide public updates on the status of the School Board/Superintendent goals for 2011-12 regularly throughout the school year. *Roll call vote: ayes – Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg. Nays – none; motion carried.*
2. Storey motioned and Newberg seconded to approve the 2010-2011 Annual Report on Curriculum, Instruction and Student Achievement as required by the State of Minnesota. *Roll call vote: ayes – Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg. Nays – none; motion carried.*
3. Hiniker motioned and Chapman seconded to approve Policy 515, Protection and Privacy of Pupil Records as recommended. *Roll call vote: ayes – Shevik, Storey, Swanson, Chapman, Hiniker, Kimball, Newberg. Nays – none; motion carried.*

F. BOARD FORUM – Kimball acknowledged those who suffered or lost a loved one along with the heroes of September 11 and encouraged the District to always be mindful of this day. Newberg attended an event honoring Tom Burnett, a Bloomington native who lost his life on September 11, 2001. A day of service was celebrated in his memory. She advised that service is also a prominent part of our students' lives including through our Ambassador's program at North and South Campuses.

G. ADJOURNMENT - Newberg motioned, and Shevik seconded to adjourn the meeting at 8:13 p.m. *Voice vote: all ayes. Motioned carried.*

Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on Monday, September 26, 2011 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

SPECIAL MEETING AGENDA

A. PROCEDURAL ITEMS

1. Call to Order – Swanson called the meeting to order at 5:35 p.m.
2. Roll Call– Present: Shevik, Storey, Swanson, Chapman, Kimball, Newberg
Absent: Hiniker
Ex-Officio - Lovett
Cabinet – Daniels, Guenther, Law, Picha, Willcoxon, Vette

B. OPERATIONAL ITEM

1. Action on Proposed Property Tax – Pete Willcoxon, Executive Director of Business Services, provided information on the 2011 Payable 2012 Proposed Property Tax Levy. Be it resolved that the School Board of Independent School District #624 certify to the county auditors its proposed 2011 Payable 2012 property tax levy in the amount of \$34,361,011.24. *Roll call vote; ayes: Shevik, Storey, Swanson, Chapman, Kimball, Newberg; nays – none. Motion carried.*

- C. ADJOURNMENT** - Newberg moved; Chapman seconded to adjourn the meeting at 5:52 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, September 26, 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 5:52 p.m.
2. Roll Call – Present: Shevik, Storey, Swanson, Chapman, Kimball, Newberg
Absent: Hiniker

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

B. DISCUSSION ITEMS

1. Update on School Board/Superintendent Goals 2.1 and 2.2 – Ann Malwitz, Professional Learning and Development Coordinator, and Gretchen Harriman, Curriculum and Program Development Coordinator, discussed their plan on implementing Strategy II of the Strategic Plan: *We will create and implement a plan for global experiences and relationships to further understand world connections.* Malwitz will be coordinating the committee which will be studying options for elementary world language and Harriman will coordinate the extension of opportunities for secondary world language.
2. Preliminary Review of MCA Math and Reading Data – Dr. Lovett and David Law, Assistant Superintendent, provided a preliminary review of MCA math and reading data for the District.
3. Review of Enrollment and Class Sizes for 2011-12 – David Law and Pete Willcoxon, Executive Director of Business Services, updated the Board on enrollment information and elementary and secondary class sizes data for this school year.
4. Update on Levy Informational Communications Plan – Marisa Vette, Director of Communications and Community Relations, provided an update on our levy informational communications plans.
5. Negotiations Study Session – Chris Picha, Director of Human Resources, provided an update on negotiations.

- C. ADJOURNMENT** - Newberg motioned; Kimball seconded to adjourn the meeting at 7:47 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: October 10, 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:

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

White Bear Lake Area Schools

Electronic Transfers - September

	9/15/2011	9/30/2011
Direct Deposit 305343-306555	1,473,256.30	
U.S. Treasury (FICA, Medicare, withholding)	488,883.21	
MN State Income Tax	87,203.03	
PERA	85,439.64	
TRA	195,848.90	
ING	3,401.43	
Direct Deposit 306556-307846		1,478,514.73
U.S. Treasury (FICA, Medicare, withholding)		485,326.38
MN State Income Tax		85,879.62
PERA		89,057.77
TRA		194,292.26
ING		3,401.43

Check Nbr	Vendor Name	Check Date	Check Amount
22392	NORTHERN LIGHTS	09/08/2011	810.00
22393	PITNEY BOWES PURCHASE POWER	09/08/2011	147.98
2	Computer	Check(s) For a Total of	957.98

	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
	2	Computer	Checks For a Total of	957.98
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	957.98
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	957.98

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
22394	AIG	09/12/2011	5,540.49
22395	AMERICAN FUNDS	09/12/2011	67,337.83
22396	AMERICAN UNITED LIFE	09/12/2011	45,795.68
22397	AMERIPRISE FINANCIAL SERVICES	09/12/2011	10,716.95
22398	AXA EQUITABLE	09/12/2011	19,008.03
22399	EDUCATION MN ESI BILLING TRUST	09/12/2011	16,986.55
22400	GURSTEL CHARGO ATTORNEYS AT LA	09/12/2011	24.50
22401	IUOE #70	09/12/2011	2,061.00
22402	MESSERLI & KRAMER PA	09/12/2011	522.50
22403	METROPOLITAN LIFE	09/12/2011	4,001.44
22404	MN CHILD SUPPORT	09/12/2011	2,592.90
22405	MN DEPT OF REVENUE	09/12/2011	566.00
22406	RATWIK ROSZAK & MALONEY PA	09/12/2011	13.95
22407	SAM'S CLUB/GEMB	09/12/2011	603.25
22408	SAM'S CLUB/GEMB	09/12/2011	592.39
22409	SAM'S CLUB #6309	09/12/2011	35.00
22410	SCHOOL SERVICE EMPLOYEES	09/12/2011	5,323.75
22411	US DEPT OF EDUCATION	09/12/2011	329.00
22412	VANGUARD SMALL BUSINESS SERVIC	09/12/2011	21,130.76
22413	WBLA EDUCATIONAL FOUNDATION	09/12/2011	100.00
20	Computer	Check(s) For a Total of	203,281.97

	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
	20	Computer	Checks For a Total of	203,281.97
Total For	20	Manual, Wire Tran, ACH & Computer	Checks	203,281.97
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		203,281.97

Check Nbr	Vendor Name	Check Date	Check Amount
22414	ISD #621 MOUNDS VIEW SCHOOL DI	09/15/2011	5,554.40
1	Computer	Check(s) For a Total of	5,554.40

	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
	1	Computer	Checks For a Total of	5,554.40
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,554.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,554.40

Check Nbr	Vendor Name	Check Date	Check Amount
22415	3D SPECIALTIES	09/15/2011	152.60
22416	AARP DRIVER SAFETY PROGRAM	09/15/2011	238.00
22417	AARP DRIVER SAFETY PROGRAM	09/15/2011	90.00
22418	AARP DRIVER SAFETY PROGRAM	09/15/2011	330.00
22419	ABBOTT PAINT & CARPET INC	09/15/2011	3,714.41
22420	ABEL, MARY SUE	09/15/2011	192.00
22421	ABLENET INC	09/15/2011	935.00
22422	ABRAHAMSON, KRISTINE A	09/15/2011	81.67
22423	ACCESS COMMUNICATIONS INC	09/15/2011	258.75
22424	THE ACTIVE NETWORK	09/15/2011	2,800.00
22425	ADAMS, LINDA	09/15/2011	125.69
22426	ADAMS, SHERMAN	09/15/2011	45.00
22427	AED SUPERSTORE ALLIED 100 LCC	09/15/2011	237.95
22428	AGBOSSOU, KOFFI EZEKIAL	09/15/2011	45.00
22429	AKIMOV, ANDREY	09/15/2011	128.00
22430	AMAZON	09/15/2011	88.83
22431	AMER FLOOR MATS	09/15/2011	171.20
22432	AMERICAN MESSAGING	09/15/2011	113.46
22433	AMF MAPLEWOOD LANES	09/15/2011	231.00
22434	Vendor Continued Check	09/15/2011	0.00
22435	ANCHOR PAPER CO	09/15/2011	31,258.41
22436	ANDERSON'S	09/15/2011	84.04
22437	ANDERSON, TONY J	09/15/2011	81.00
22438	APPLIED ENVIRONMENTAL SCI INC	09/15/2011	489.95
22439	ARBOR SCIENTIFIC	09/15/2011	127.04
22440	ARMSTRONG TORSETH SKOLD & RYDE	09/15/2011	1,395.19
22441	ASNE FOUNDATION	09/15/2011	100.00
22442	ASTLEFORD EQUIPMENT CO	09/15/2011	690.00
22443	ASTLEFORD INTERNATIONAL TRUCKS	09/15/2011	213.22
22444	AT & T MOBILITY	09/15/2011	1,312.08
22445	AUDIO ENHANCEMENT	09/15/2011	7,040.00
22446	AUDUBON CENTER OF THE NORTH WO	09/15/2011	2,434.00
22447	AVON BUSINESS FORMS & PROMOTIO	09/15/2011	131.98
22448	BACH, BILL	09/15/2011	128.00
22449	BARBER, SHEILA	09/15/2011	85.00
22450	BARNETT WB CHRYSLER JEEP DODGE	09/15/2011	284.32
22451	BARNITT, JUDITH	09/15/2011	21.25
22452	BATTERIES PLUS	09/15/2011	1,388.95
22453	BECKERS, MARK J	09/15/2011	70.56
22454	BERNIER, RICKY L	09/15/2011	36.87
22455	BEYOND PLAY LLC	09/15/2011	555.99
22456	BILL WEIGEL SIGNS	09/15/2011	30.00
22457	BIO CORPORATION	09/15/2011	570.41
22458	BLB CONSULTING LLC	09/15/2011	325.00
22459	BLICK ART MATERIALS	09/15/2011	1,019.48
22460	BLUEBIRD SCREEN PRINT	09/15/2011	728.45
22461	BONNGARD, STEVE	09/15/2011	1,800.00
22462	BOYER TRUCKS	09/15/2011	49.34
22463	BRAATEN, DEANNA	09/15/2011	135.00
22464	BRAKE & EQUIPMENT WAREHOUSE, I	09/15/2011	82.80

Check Nbr	Vendor Name	Check Date	Check Amount
22465	BRANDT, MIKE	09/15/2011	128.00
22466	BRICHACEK, LISA	09/15/2011	116.18
22467	BRUMBAUGH, DAVID	09/15/2011	98.00
22468	THE BUG COMPANY	09/15/2011	32.00
22469	BUREAU OF CRIMINAL APPREHENSIO	09/15/2011	30.00
22470	BUTTERED TOAST PRODUCTIONS LLC	09/15/2011	142.00
22471	CABLES TO GO	09/15/2011	34.64
22472	CAMBIUM LEARNING INC	09/15/2011	470.22
22473	CARDINAL, SHILO K	09/15/2011	82.26
22474	CARNEGIE LEARNING INC	09/15/2011	2,100.00
22475	CAROLINA BIOLOGICAL SUPPLY	09/15/2011	95.33
22476	CCP INDUSTRIES INC	09/15/2011	205.97
22477	CDW GOVERNMENT INC	09/15/2011	13,515.47
22478	CEDAR LAKE SPEEDWAY	09/15/2011	96.00
22479	CENTRAL HIGH SCHOOL	09/15/2011	50.00
22480	CENTURYLINK	09/15/2011	259.32
22481	CHAMBERLIN, JOE	09/15/2011	82.00
22482	CHAPMAN, DOUGLAS C	09/15/2011	24.44
22483	CHENERY, RICHARD	09/15/2011	128.00
22484	CHICAGO DISTRIBUTION CENTER	09/15/2011	928.85
22485	THE CHILDREN'S THEATRE COMPANY	09/15/2011	2,070.50
22486	CHILDREN'S HEALTH MARKET INC	09/15/2011	897.60
22487	CHROMARK CORP	09/15/2011	269.86
22488	CHURCHILL, RACHEL	09/15/2011	15.49
22489	CLARK, PATTY	09/15/2011	24.95
22490	CM CONSTRUCTION COMPANY INC	09/15/2011	178,039.50
22491	COCA-COLA BOTTLING MIDWEST CO	09/15/2011	973.50
22492	COMCAST	09/15/2011	33.95
22493	COMCAST	09/15/2011	5.26
22494	COMCAST	09/15/2011	63.95
22495	COMMUNICATION MAILING SERVICES	09/15/2011	429.74
22496	CONSTRUCTIVE PLAYTHINGS	09/15/2011	1,041.65
22497	CONTINENTAL CLAY CO	09/15/2011	493.99
22498	COOL AIR MECHANICAL	09/15/2011	7,150.00
22499	COON RAPIDS HIGH SCHOOL	09/15/2011	150.00
22500	COOPS SPORTSWEAR	09/15/2011	1,898.50
22501	COPY IMAGES INC	09/15/2011	4,928.15
22502	COPY IMAGES INC	09/15/2011	1,365.82
22503	COUNCIL FOR EXCEPTIONAL CHILDR	09/15/2011	228.00
22504	COURAGE TO CHANGE	09/15/2011	174.63
22505	CP PRODUCTS INC	09/15/2011	3,572.73
22506	CREATIVE PRODUCT SOURCING INC	09/15/2011	973.50
22507	CROSS COUNTRY EDUCATION	09/15/2011	179.00
22508	CUB FOODS OF WHITE BEAR TWSHP	09/15/2011	226.83
22509	CULLEN, CRAIG	09/15/2011	214.59
22510	DAHL, CHRISTINE	09/15/2011	117.05
22511	DAHLEM, TERESA	09/15/2011	369.77
22512	Vendor Continued Check	09/15/2011	0.00
22513	Vendor Continued Check	09/15/2011	0.00
22514	Vendor Continued Check	09/15/2011	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
22515	Vendor Continued Check	09/15/2011	0.00
22516	DALCO CORPORATION	09/15/2011	17,439.52
22517	DARGAY, ANGELA D	09/15/2011	149.18
22518	DARTS VMS INC	09/15/2011	333.27
22519	DAVY, MARY	09/15/2011	20.40
22520	DEJARLAIS, MARILYN	09/15/2011	39.31
22521	DELTA EDUCATION	09/15/2011	60,077.52
22522	DENIAU, ELIZABETH	09/15/2011	60.00
22523	DEUEL, LYN	09/15/2011	95.72
22524	DIAMOND VOGEL	09/15/2011	3,831.06
22525	DISCOUNT SCHOOL SUPPLY	09/15/2011	179.90
22526	DOMINOS PIZZA	09/15/2011	342.87
22527	DONOVAN, NICHOLAS K	09/15/2011	26.52
22528	DOOR SERVICE COMPANY	09/15/2011	3,243.00
22529	DRAMM, MATTHEW R	09/15/2011	59.95
22530	DUOOS, KIRSTEN M	09/15/2011	34.83
22531	E.L. REINHARDT COMPANY INC	09/15/2011	264.75
22532	EARTH ADVENTURE	09/15/2011	150.00
22533	ECKROTH MUSIC	09/15/2011	320.79
22534	EDUCATIONAL INNOVATIONS	09/15/2011	140.58
22535	EKEREKE, OTORO	09/15/2011	90.00
22536	ELIASON, SHAREN	09/15/2011	17.00
22537	EMC PUBLISHING	09/15/2011	682.61
22538	ENGMAN, JENNIFER A	09/15/2011	167.94
22539	ERBERT & GERBERTS SUBS & CLUBS	09/15/2011	990.58
22540	ESSON, ANN	09/15/2011	162.50
22541	EVERGREEN PRESS	09/15/2011	385.00
22542	FAIR OAKS SUPPLY CO	09/15/2011	456.37
22543	FASTENAL COMPANY	09/15/2011	6.62
22544	FEAGLER, CINDY	09/15/2011	15.30
22545	FEHR, ABIGAIL L	09/15/2011	37.05
22546	FESTIVAL FOODS-KNOWLAN'S	09/15/2011	116.69
22547	FIRST STUDENT INC	09/15/2011	124,920.73
22548	FISHER SCIENTIFIC	09/15/2011	172.58
22549	FITNESS DISTRIBUTING INC	09/15/2011	891.00
22550	FOLLETT LIBRARY RESOURCES	09/15/2011	318.54
22551	FRATTALONES HARDWARE STORES	09/15/2011	22.41
22552	FREDRICKSON, KYLE	09/15/2011	500.00
22553	FUHRMAN, SARAH	09/15/2011	118.87
22554	G&K SERVICES INC	09/15/2011	916.70
22555	GALLAGHERS NORTHWESTERN TIRE C	09/15/2011	3,016.10
22556	GALLAGHER & ASSOC	09/15/2011	400.00
22557	GCS SERVICE INC	09/15/2011	303.68
22558	GEPHART TRUCKING	09/15/2011	3,016.50
22559	GERTENS	09/15/2011	5.25
22560	GILLUND ENTERPRISES	09/15/2011	173.76
22561	GIRARD, DEBORAH ANN	09/15/2011	18.87
22562	GOLDCOM INC	09/15/2011	128.99
22563	GONZALEZ, CARMEN ORTIZ	09/15/2011	70.00
22564	GRAFFIC TRAFFIC LLC	09/15/2011	2,806.55

Check Nbr	Vendor Name	Check Date	Check Amount
22565	Vendor Continued Check	09/15/2011	0.00
22566	Vendor Continued Check	09/15/2011	0.00
22567	GRAINGER	09/15/2011	2,413.42
22568	GRANDMA'S BAKERY INC	09/15/2011	215.57
22569	GREATAMERICA LEASING CORP	09/15/2011	1,506.16
22570	GREEN, BARBARA J	09/15/2011	134.54
22571	GREEN, THOM	09/15/2011	67.33
22572	GROTH MUSIC CO	09/15/2011	2,006.30
22573	GRUN, SUSAN L	09/15/2011	133.89
22574	Vendor Continued Check	09/15/2011	0.00
22575	HAAS MUSICAL INSTRUMENT REPAIR	09/15/2011	322.00
22576	HALLBERG ENGINEERING INC	09/15/2011	4,657.94
22577	HAREBRAIN	09/15/2011	305.88
22578	HEALY, JASON	09/15/2011	207.31
22579	HEANEY, CYNTHIA	09/15/2011	81.21
22580	HEIDISONGS INC	09/15/2011	220.00
22581	HEITMANN, CHERYL L	09/15/2011	142.00
22582	HELLO DIRECT INC	09/15/2011	517.64
22583	HERFF JONES INC	09/15/2011	1,020.96
22584	HERMANN, TIM	09/15/2011	36.45
22585	HEWLETT PACKARD	09/15/2011	101.95
22586	HIESTAND, DEBORAH A	09/15/2011	128.00
22587	HIGGINS, SHEILA	09/15/2011	222.63
22588	HOCKENBERGS	09/15/2011	7,609.96
22589	Vendor Continued Check	09/15/2011	0.00
22590	Vendor Continued Check	09/15/2011	0.00
22591	Vendor Continued Check	09/15/2011	0.00
22592	Vendor Continued Check	09/15/2011	0.00
22593	Vendor Continued Check	09/15/2011	0.00
22594	HOGLUND BUS AND TRUCK CO	09/15/2011	5,500.87
22595	HOLMIN, CLEO	09/15/2011	17.85
22596	HOLZEMER, TOM	09/15/2011	61.00
22597	Vendor Continued Check	09/15/2011	0.00
22598	Vendor Continued Check	09/15/2011	0.00
22599	Vendor Continued Check	09/15/2011	0.00
22600	HOUGHTON MIFFLIN HARCOURT	09/15/2011	34,621.16
22601	HOUSE OF PRINT	09/15/2011	6,519.00
22602	ICS CONSULTING INC	09/15/2011	11,010.58
22603	IMAGINE THIS BANNERS	09/15/2011	164.95
22604	IMMEL, COLLEEN	09/15/2011	119.32
22605	INTEGRA TELECOM	09/15/2011	313.20
22606	INTL BACCALAUREATE ORGANIZATIO	09/15/2011	7,450.00
22607	IXL LEARNING	09/15/2011	199.00
22608	JACKSON, ROBERT	09/15/2011	586.68
22609	JAGUAR EDUCATIONAL	09/15/2011	164.95
22610	JILEK, DEAN F	09/15/2011	61.00
22611	JILEK, JULIA	09/15/2011	58.88
22612	JOHN DEERE LANDSCAPES	09/15/2011	60.20
22613	JORGENSEN, AMY	09/15/2011	166.69
22614	JRK SEED AND TURF SUPPLY	09/15/2011	359.76

Check Nbr	Vendor Name	Check Date	Check Amount
22615	KALLESTAD, JAMES	09/15/2011	45.00
22616	KATH FUEL OIL SERVICE CO	09/15/2011	27,389.73
22617	KEARN, BARBARA	09/15/2011	273.47
22618	KELLEY, DEBRA K	09/15/2011	104.97
22619	KIMBALL MIDWEST	09/15/2011	98.06
22620	KIRKHAM, JENNIFER KD	09/15/2011	433.48
22621	KLUCK, CHRIS	09/15/2011	16.30
22622	KOVACICH, DAN	09/15/2011	91.99
22623	KRAUS ANDERSON CONSTRUCTION CO	09/15/2011	51,380.00
22624	KROCAK, NANCY J	09/15/2011	26.00
22625	KRUMM, PATRICIA ANN	09/15/2011	144.95
22626	KURSCHNER, ELAINE	09/15/2011	10.00
22627	L'ALLIER CONCRETE INC	09/15/2011	6,165.00
22628	LAKESHORE LEARNING MATERIALS	09/15/2011	1,191.27
22629	LANE, MARGARET	09/15/2011	36.24
22630	LANGE, COREY	09/15/2011	90.00
22631	LARSON, JOHN	09/15/2011	313.58
22632	LARSON, KINSEY	09/15/2011	374.36
22633	LASHOMB, BRIAN	09/15/2011	61.00
22634	LAWSON PRODUCTS INC	09/15/2011	173.13
22635	LEARNING A-Z	09/15/2011	1,299.00
22636	LEICK, LINDA M	09/15/2011	133.26
22637	LEMON, SARAH E	09/15/2011	39.92
22638	LETTERTECH INC	09/15/2011	208.90
22639	LEVASSEUR, MARK S	09/15/2011	82.00
22640	LEVASSEUR, ROD	09/15/2011	82.00
22641	LEWIS, JOSH	09/15/2011	600.00
22642	LIDS TEAM SPORTS	09/15/2011	2,784.31
22643	LILLYBLAD, PAUL	09/15/2011	61.00
22644	LOEGERING, ARNITA	09/15/2011	13.68
22645	LOFFLER COMPANIES INC	09/15/2011	310.00
22646	LOHMANN, JOHN H	09/15/2011	54.33
22647	LOVE AND LOGIC INSTITUTE	09/15/2011	198.00
22648	L T G POWER EQUIPMENT	09/15/2011	273.05
22649	LUNCHBYTE SYSTEMS INC	09/15/2011	110.00
22650	LUTGENS, SCOTT	09/15/2011	82.00
22651	MN ASSOC OF ADMIN OF STATE &	09/15/2011	590.00
22652	MACKANAN LLC	09/15/2011	162.04
22653	MACKIN EDUCATIONAL RESOURCES	09/15/2011	1,067.15
22654	MAGNOLIAS RESTAURANT INC	09/15/2011	1,124.81
22655	MALWITZ, ANN	09/15/2011	80.01
22656	MANITOU RIDGE GOLF CLUB	09/15/2011	4,616.00
22657	MANKE, ANNE	09/15/2011	97.86
22658	MARIER, MICHAEL	09/15/2011	66.00
22659	MARIS LLC	09/15/2011	300.00
22660	MASA	09/15/2011	259.00
22661	MASA	09/15/2011	275.00
22662	MN CHEERLEADING COACHES ASSOC	09/15/2011	612.00
22663	MCCHESNEY, PAT	09/15/2011	13.60
22664	MCCLANAHAN MIKE	09/15/2011	128.00

Check Nbr	Vendor Name	Check Date	Check Amount
22665	MCDONALD, MARIE	09/15/2011	14.45
22666	MCDOWELL, ROBERT C	09/15/2011	27.73
22667	MCKEE FOODS CORPORATION	09/15/2011	267.04
22668	MCMAHON, MARGARET	09/15/2011	75.90
22669	MN ELEMENTARY SCH PRIN ASSOC	09/15/2011	871.00
22670	METRO ECSU	09/15/2011	225.00
22671	METRO ECSU	09/15/2011	320.00
22672	METRO ECSU	09/15/2011	70.00
22673	MICKELSON, DANIELLE M	09/15/2011	61.60
22674	MIDAMERICA INC	09/15/2011	2,625.00
22675	Vendor Continued Check	09/15/2011	0.00
22676	MIDWEST BUS PARTS INC	09/15/2011	896.87
22677	MIELKE, SUSAN	09/15/2011	158.95
22678	MILASHIUS, ANTOINETTE A	09/15/2011	17.00
22679	MILLIGAN, THERESA J	09/15/2011	19.55
22680	MINNSPRA	09/15/2011	149.00
22681	MINVALCO INC	09/15/2011	806.31
22682	MLA	09/15/2011	1,425.00
22683	MN DEC-CEC	09/15/2011	50.00
22684	MN ELEVATOR INC	09/15/2011	290.77
22685	MN JUNIOR HIGH SCHOOL	09/15/2011	180.00
22686	MN STATE UNIV MANKATO	09/15/2011	2,150.00
22687	MN ZOO	09/15/2011	132.50
22688	MN SCHOOL AGE CARE ALLIANCE	09/15/2011	450.00
22689	MOBILE RADIO ENGINEERING INC	09/15/2011	1,787.00
22690	MODEL ME KIDS LLC	09/15/2011	89.85
22691	MOORE, KATHERINE D	09/15/2011	172.09
22692	MORALES, KATIE	09/15/2011	405.00
22693	MOUNTAIN MATH/LANGUAGE LLC	09/15/2011	151.90
22694	MROS, RICK	09/15/2011	810.00
22695	MN STAFF DEVELOPMENT COUNCIL	09/15/2011	1,192.00
22696	MUNDELL, GERALD	09/15/2011	279.17
22697	MUSIC CONNECTION INC	09/15/2011	26.00
22698	NARDINI FIRE EQUIPMENT CO INC	09/15/2011	3,654.00
22699	NASCO	09/15/2011	2,817.62
22700	NCS PEARSON INC	09/15/2011	2,444.14
22701	NEWMASTER, MARGARET	09/15/2011	42.68
22702	NOLAN, KEITH	09/15/2011	90.00
22703	Vendor Continued Check	09/15/2011	0.00
22704	NORTH CENTRAL TRUCK EQUIPMENT	09/15/2011	3,122.26
22705	NORTHEAST METRO INTERMEDIATE D	09/15/2011	332.64
22706	NORTHERN LIGHTS	09/15/2011	910.00
22707	NOWAK, JEFFREY W	09/15/2011	511.44
22708	NYSTROM PUBLISHING	09/15/2011	7,322.41
22709	O'NEIL, LOIS	09/15/2011	33.76
22710	O'REILLY AUTOMOTIVE INC	09/15/2011	3,637.08
22711	OFFICE DEPOT	09/15/2011	356.68
22712	OFFICE SYSTEMS AND DESIGN INC	09/15/2011	4,185.26
22713	OKUKU, ELIZABETH	09/15/2011	22.65
22714	OLD DUTCH FOODS INC	09/15/2011	865.65

Check Nbr	Vendor Name	Check Date	Check Amount
22715	OLSON, CHRISTOPHER	09/15/2011	73.22
22716	Vendor Continued Check	09/15/2011	0.00
22717	Vendor Continued Check	09/15/2011	0.00
22718	ON SITE SANITATION INC	09/15/2011	2,670.50
22719	ORBELL, RAY	09/15/2011	143.00
22720	OXYGEN SERVICE CO INC	09/15/2011	19.53
22721	PALEN, LISA	09/15/2011	13.55
22722	PAMS LUNCHROOM LLC	09/15/2011	1,257.88
22723	PAN-O-GOLD	09/15/2011	12.36
22724	PAR INC	09/15/2011	196.56
22725	PAUL VADNAIS PLUMBING & WELL	09/15/2011	1,076.00
22726	PAURUS, PAUL	09/15/2011	128.00
22727	PAYPAL INC-VPS	09/15/2011	54.10
22728	PCS REVENUE CONTROL SYSTEMS IN	09/15/2011	9,413.00
22729	PEARSON EDUCATION	09/15/2011	4,348.08
22730	PELTIER, NANCY	09/15/2011	180.00
22731	PERCIVAL, PATTI	09/15/2011	440.95
22732	PETERSON BROS ROOFING & CONST	09/15/2011	2,400.57
22733	PHI DELTA KAPPA INTL	09/15/2011	90.00
22734	PIONEER PRESS	09/15/2011	58.64
22735	PITNEY BOWES PURCHASE POWER	09/15/2011	100.00
22736	PLADSON ENVIRONMENTAL INC	09/15/2011	2,025.79
22737	PLASTER, MARK A	09/15/2011	117.11
22738	PLAY FIT EDUCATION	09/15/2011	79.00
22739	POKORNY, MARY	09/15/2011	245.39
22740	POLAR CHEVROLET MAZDA	09/15/2011	118.36
22741	POPE, ELSA	09/15/2011	2,460.00
22742	POPEK, MATTHEW	09/15/2011	82.00
22743	POTAPENKO, VITALII	09/15/2011	106.00
22744	PRAXAIR DISTRIBUTION INC	09/15/2011	108.54
22745	PREMIER LIGHTING INC	09/15/2011	1,255.70
22746	PREMIER AGENDAS INC	09/15/2011	1,220.16
22747	PRESS PUBLICATIONS	09/15/2011	3,855.00
22748	PROJECT LEAD THE WAY	09/15/2011	676.27
22749	PUSH PEDAL PULL	09/15/2011	320.00
22750	RAHIMI, MITRA	09/15/2011	128.00
22751	RAHIMI, PARISA	09/15/2011	128.00
22752	RAHIMI, SIAVOSH	09/15/2011	128.00
22753	RED BALLOON BOOKSHOP	09/15/2011	184.80
22754	REDWOOD SIGNS	09/15/2011	579.13
22755	REED, TAMMY L	09/15/2011	89.95
22756	RENAISSANCE LEARNING INC	09/15/2011	1,546.50
22757	RENNEBERG, PETER	09/15/2011	128.00
22758	RESOURCES FOR EDUCATORS	09/15/2011	478.00
22759	RICOH AMERICAS CORP	09/15/2011	415.59
22760	RITTENHOUSE, PAULA	09/15/2011	175.50
22761	ROSE, LORI J	09/15/2011	96.98
22762	ROSSBACH, PATRICIA	09/15/2011	28.69
22763	RUSTAND, AMBER J	09/15/2011	53.28
22764	S & T OFFICE PRODUCTS INC	09/15/2011	260.78

Check Nbr	Vendor Name	Check Date	Check Amount
22765	SALENGER, SETH A	09/15/2011	82.07
22766	SAM'S CLUB/GEMB	09/15/2011	81.50
22767	SAM'S CLUB/GEMB	09/15/2011	67.16
22768	SAM'S CLUB/GEMB	09/15/2011	365.88
22769	SCAN AIR FILTER INC	09/15/2011	51.01
22770	SCANTRON CORPORATION	09/15/2011	431.05
22771	SCHINDLER ELEVATOR CORP	09/15/2011	622.86
22772	SCHMIT, JEFF	09/15/2011	81.00
22773	SCHMITZ, KAREN M	09/15/2011	82.81
22774	SCHMITT MUSIC COMPANY	09/15/2011	95.70
22775	SCHOCHET, HANNAH M	09/15/2011	102.85
22776	SCHOENBERGER, DEBORAH	09/15/2011	76.46
22777	SCHOLASTIC MAGAZINES	09/15/2011	3,561.45
22778	Vendor Continued Check	09/15/2011	0.00
22779	SCHOOL HEALTH CORP	09/15/2011	1,707.03
22780	SCHOOL PROJECT	09/15/2011	248.50
22781	SCHOOL SPECIALTY	09/15/2011	1,021.57
22782	SCHOOL TOOLS TV	09/15/2011	200.00
22783	SCHWAB-VOLLHABER-LUBRATT	09/15/2011	1,320.00
22784	SCHWICHTENBERG, HEIDI JO	09/15/2011	81.00
22785	STAFF DEVELOPMENT RESOURCES	09/15/2011	450.00
22786	SEEVER, GRAY	09/15/2011	165.00
22787	SEHR, DEBRA	09/15/2011	164.24
22788	Vendor Continued Check	09/15/2011	0.00
22789	SENTRY SYSTEMS INC	09/15/2011	2,574.00
22790	SFM	09/15/2011	82,839.00
22791	SHELHORN, JAMES F	09/15/2011	43.84
22792	SHIFFLER EQUIPMENT SALES INC	09/15/2011	79.24
22793	SHOUP, ANDREA J	09/15/2011	189.75
22794	SIM, DAVID	09/15/2011	20.80
22795	SKRUKRUD, KRISTINE	09/15/2011	8.00
22796	SLATOR, KEVIN T	09/15/2011	180.00
22797	SMITH, TAMMY L	09/15/2011	85.81
22798	SNAP-ON TOOLS	09/15/2011	388.85
22799	SOCIAL STUDIES SCHOOL SERVICE	09/15/2011	89.15
22800	SOMMERS, MICHON LEE	09/15/2011	29.76
22801	SOPRIS WEST INC	09/15/2011	470.22
22802	SORENSEN, CHRISTOPHER	09/15/2011	177.80
22803	SOUTHWEST BINDING & LAMINATING	09/15/2011	378.16
22804	ST ELIZABETH ANN SETON SCHOOL	09/15/2011	1,837.50
22805	STAFKI, TIM	09/15/2011	128.00
22806	STATE SUPPLY CO	09/15/2011	794.53
22807	STEADLAND, KEITH	09/15/2011	88.58
22808	STEINER, EILEEN A	09/15/2011	47.61
22809	STILLWATER EXPRESS SOLUTIONS	09/15/2011	550.00
22810	STOLTZ, ZACHARY R	09/15/2011	63.96
22811	STREAMLINE DESIGN INC	09/15/2011	15,232.00
22812	STUMPNER, JODI L	09/15/2011	7.99
22813	STURGES, SHANE	09/15/2011	81.00
22814	SUBSCRIPTION SERV OF AMER INC	09/15/2011	488.74

Check Nbr	Vendor Name	Check Date	Check Amount
22815	SUBURBAN EAST CONFERENCE	09/15/2011	5,500.00
22816	SUBURBAN/GREEN & WHITE TAXI	09/15/2011	127.20
22817	SUN, AIJING	09/15/2011	800.00
22818	SUNTEX INTL INC	09/15/2011	392.70
22819	SUPER DUPER PUBLICATIONS	09/15/2011	167.75
22820	SUPREME SCHOOL SUPPLY CO	09/15/2011	92.74
22821	SWINGS N' THINGS	09/15/2011	594.75
22822	SWITZER, LISA MARIE	09/15/2011	32.50
22823	TAMARACK NATURE CENTER	09/15/2011	120.00
22824	Vendor Continued Check	09/15/2011	0.00
22825	TEACHERS CURRICULUM INSTITUTE	09/15/2011	15,606.62
22826	TEACHING STRATEGIES INC	09/15/2011	839.72
22827	TEAM SPORTING GOODS INC	09/15/2011	3,767.65
22828	TELIN TRANSPORTATION GROUP LLC	09/15/2011	14,335.14
22829	TERNES, KELLY	09/15/2011	61.00
22830	THAO, JUHA L	09/15/2011	182.25
22831	THIMJON, KARI	09/15/2011	90.13
22832	THUNDER COMMUNICATIONS DESIGN	09/15/2011	680.00
22833	Vendor Continued Check	09/15/2011	0.00
22834	THYSSENKRUPP ELEVATOR CORP	09/15/2011	4,216.73
22835	TIERNEY BROTHERS INC	09/15/2011	42,473.00
22836	TIME FOR KIDS	09/15/2011	966.60
22837	TIME FOR KIDS	09/15/2011	128.18
22838	TOYS FOR SPECIAL CHILDREN INC	09/15/2011	894.60
22839	Vendor Continued Check	09/15/2011	0.00
22840	TRADE PRESS INC	09/15/2011	10,462.00
22841	TRAVER, SHAWNA J	09/15/2011	99.20
22842	TRUSTED EMPLOYEES	09/15/2011	1,500.00
22843	TWIN CITY JANITOR SUPPLY CO	09/15/2011	850.00
22844	U.S. ENERGY SERVICES INC	09/15/2011	789.00
22845	UNIV OF NORTHERN IOWA	09/15/2011	225.00
22846	UPS FREIGHT	09/15/2011	35.00
22847	VACATION SPORTS	09/15/2011	206.00
22848	VAIL, ANNE B	09/15/2011	51.67
22849	VERIZON WIRELESS	09/15/2011	34.87
22850	VERNIER SOFTWARE	09/15/2011	1,860.42
22851	VETTE, MARISA AA	09/15/2011	30.32
22852	VIRCO INC	09/15/2011	10,349.90
22853	VORT CORPORATION	09/15/2011	247.50
22854	WAGNER, PETER J	09/15/2011	32.97
22855	WASHINGTON CO	09/15/2011	145.45
22856	WASTE MANAGEMENT OF WI-MN	09/15/2011	2,182.87
22857	WATTERS, LAURA J	09/15/2011	216.54
22858	WHITE BEAR GLASS INC	09/15/2011	794.00
22859	WHITE BEAR TOWNSHIP	09/15/2011	2,403.81
22860	WHITE BEAR LAKE CITY	09/15/2011	3,419.60
22861	WHITE BEAR LAKE (CITY OF)	09/15/2011	7,345.23
22862	WBL FIRE DEPT	09/15/2011	500.00
22863	WEBER, MARK	09/15/2011	45.00
22864	WERF	09/15/2011	150.00

Check Nbr	Vendor Name	Check Date	Check Amount
22865	WHITE, BARBARA	09/15/2011	145.50
22866	WI CENTER FOR EDUC PRODUCTS &	09/15/2011	77.50
22867	WILLIAMS JR, LEE E	09/15/2011	108.06
22868	WINDSTREAM	09/15/2011	2,603.18
22869	WURZER, MARY JO	09/15/2011	104.68
22870	XEROX CORPORATION	09/15/2011	419.46
22871	XTREME	09/15/2011	688.75
22872	YANG, JASON	09/15/2011	26.70
22873	YOUNGBLOOD LUMBER COMPANY	09/15/2011	1,010.01
22874	ZELENAK, MARK	09/15/2011	61.00
460	Computer	Check(s) For a Total of	1,054,074.41

Check Nbr	Vendor Name	Check Date	Check Amount
21999	ON SITE SANITATION INC	09/15/2011	1,670.50
22114	ALEXANDRIA PUBLIC SCHOOLS	09/15/2011	190.00
22174	DISCOUNT SCHOOL SUPPLY	09/15/2011	76.57
22223	HODD, ROY	09/15/2011	170.30
4	Void	Check(s) For a Total of	2,107.37

Check Nbr	Vendor Name	Check Date	Check Amount
22875	AIG	09/23/2011	5,590.49
22876	AMERICAN FUNDS	09/23/2011	67,499.74
22877	AMERICAN UNITED LIFE	09/23/2011	45,803.58
22878	AMERICAN UNITED LIFE	09/23/2011	274,500.00
22879	AMERIPRISE FINANCIAL SERVICES	09/23/2011	11,050.27
22880	AXA EQUITABLE	09/23/2011	19,698.22
22881	EDUCATION MN ESI BILLING TRUST	09/23/2011	16,986.55
22882	GOLDEN, AMANDA	09/23/2011	590.00
22883	GOOD TIME PRODUCTIONS	09/23/2011	420.00
22884	IUOE #70	09/23/2011	2,061.00
22885	MESSERLI & KRAMER PA	09/23/2011	522.50
22886	METROPOLITAN LIFE	09/23/2011	4,001.44
22887	MN CHILD SUPPORT	09/23/2011	2,635.60
22888	MN DEPT OF REVENUE	09/23/2011	566.00
22889	POSTMASTER	09/23/2011	250.00
22890	RASINSKI, TIMOTHY	09/23/2011	5,000.00
22891	SCHOOL SERVICE EMPLOYEES	09/23/2011	5,379.04
22892	SEARS COMMERCIAL ONE	09/23/2011	84.99
22893	US DEPT OF EDUCATION	09/23/2011	329.00
22894	VANGUARD SMALL BUSINESS SERVIC	09/23/2011	20,873.76
22895	WBLA EDUCATIONAL FOUNDATION	09/23/2011	100.00
21 Computer Check(s) For a Total of			483,942.18

	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
	21	Computer	Checks For a Total of	483,942.18
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	483,942.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	483,942.18

Check Nbr	Vendor Name	Check Date	Check Amount
22896	AARP DRIVER SAFETY PROGRAM	09/29/2011	398.00
22897	AARP DRIVER SAFETY PROGRAM	09/29/2011	310.00
22898	ACHIEVEMENT PRODUCTS	09/29/2011	40.85
22899	ACTIVE NETWORK INC	09/29/2011	400.00
22900	ADAMS, LINDA	09/29/2011	59.46
22901	AIRPORT WINDSOCK CORP	09/29/2011	122.83
22902	AKIMOV, ANDREY	09/29/2011	68.00
22903	AKUM, STANLEY	09/29/2011	128.00
22904	ALBRECHT, GARY	09/29/2011	100.00
22905	ALEJO, RAMCES	09/29/2011	25.00
22906	ALEXANDRIA PUBLIC SCHOOLS	09/29/2011	95.00
22907	ALL CITIES CLEANING LLC	09/29/2011	3,351.44
22908	ALLEN, JIM	09/29/2011	82.00
22909	AMAGANKPOE, RAEESHA	09/29/2011	15.00
22910	AMAZON	09/29/2011	191.74
22911	AMAZON	09/29/2011	213.33
22912	AMAZON	09/29/2011	708.88
22913	AMAZON	09/29/2011	750.59
22914	AMERICAN FLAGPOLE & FLAG CO	09/29/2011	249.50
22915	AMERICAN RED CROSS MN	09/29/2011	260.00
22916	AMER RED CROSS	09/29/2011	59.95
22917	AMERICAN TIME & SIGNAL CO	09/29/2011	890.29
22918	AMERICAN UNITED LIFE	09/29/2011	18,000.00
22919	ANCHOR PAPER CO	09/29/2011	5,993.05
22920	ANDERSON, LEIGH A	09/29/2011	124.57
22921	ANDERSON, MARGARET M	09/29/2011	251.97
22922	ANOKA COUNTY PARKS & RECREATIO	09/29/2011	300.00
22923	APEX LAMPS	09/29/2011	3,596.48
22924	APPLE COMPUTER INC	09/29/2011	8,848.00
22925	APPLE COMPUTER INC	09/29/2011	14,641.00
22926	APPLIED ENVIRONMENTAL SCI INC	09/29/2011	1,994.71
22927	AMERICAN PHYSICAL THERAPY ASSO	09/29/2011	490.00
22928	ARCADE ASPHALT CO	09/29/2011	3,227.00
22929	ARROWWOOD RESORT AND CONFERENC	09/29/2011	100.46
22930	AMERICAN SCHOOL HEALTH ASSOC	09/29/2011	355.00
22931	ASTLEFORD EQUIPMENT CO	09/29/2011	43.86
22932	ASTLEFORD INTERNATIONAL TRUCKS	09/29/2011	166.84
22933	AT & T MOBILITY	09/29/2011	1,312.08
22934	AVON BUSINESS FORMS & PROMOTIO	09/29/2011	617.50
22935	BAND SHOPPE	09/29/2011	676.64
22936	BARCHENGER, ZELLAH	09/29/2011	20.00
22937	BARKVE, KELLY	09/29/2011	44.38
22938	BARNETT WB CHRYSLER JEEP DODGE	09/29/2011	377.07
22939	BARTH, CARRIE M	09/29/2011	149.99
22940	BATTERIES PLUS	09/29/2011	278.81
22941	BELL, CATHERINE	09/29/2011	181.30
22942	BERENDS, LEANNE	09/29/2011	25.00
22943	BEST BUY BUSINESS ADVANTAGE AC	09/29/2011	2,108.72
22944	BG INNOVATIONS	09/29/2011	2,913.00
22945	BIX PRODUCE COMPANY INC	09/29/2011	880.25

Check Nbr	Vendor Name	Check Date	Check Amount
22946	BLAZICK-PETERSON, PATRICIA L	09/29/2011	64.00
22947	BLICK ART MATERIALS	09/29/2011	1,125.30
22948	THE BLIND GUYS	09/29/2011	100.00
22949	BOUGIE, MICHAEL	09/29/2011	150.00
22950	BRABENEC, KAREN E	09/29/2011	142.00
22951	BRAY, CHERYL RAE	09/29/2011	161.44
22952	BRUMBAUGH, DAVID	09/29/2011	45.00
22953	BUREAU OF EDUCATION & RESEARCH	09/29/2011	458.00
22954	CALCULATORS INC	09/29/2011	484.76
22955	CAMBIUM LEARNING INC	09/29/2011	280.67
22956	CAPITAL DIVISION STUDENT COUNC	09/29/2011	408.00
22957	CARLSON, ANDRE	09/29/2011	61.00
22958	CARLSON, CARRIE E	09/29/2011	83.39
22959	CARLSON, REBECCA C	09/29/2011	68.82
22960	Vendor Continued Check	09/29/2011	0.00
22961	CDW GOVERNMENT INC	09/29/2011	4,968.53
22962	CENTER FOR AUTHENTIC	09/29/2011	1,500.00
22963	CHAMPIONS CHOICE	09/29/2011	5,738.60
22964	CHAPPELL CENTRAL INC	09/29/2011	69,821.58
22965	CHARTRAND, LINDA	09/29/2011	29.10
22966	THE CHILDREN'S THEATRE COMPANY	09/29/2011	1,826.50
22967	CITI-CARGO & STORAGE CO INC	09/29/2011	210.00
22968	COBRA CONSTRUCTION	09/29/2011	29,054.00
22969	COLEMAN, MARY JO	09/29/2011	121.84
22970	THE COLLEGE BOARD-MRO	09/29/2011	205.00
22971	COMCAST	09/29/2011	63.95
22972	CONSTRUCTIVE PLAYTHINGS	09/29/2011	78.00
22973	CONTINENTAL CLAY CO	09/29/2011	4,207.98
22974	Vendor Continued Check	09/29/2011	0.00
22975	COOL AIR MECHANICAL	09/29/2011	11,144.41
22976	Vendor Continued Check	09/29/2011	0.00
22977	COPY IMAGES INC	09/29/2011	15,437.29
22978	Vendor Continued Check	09/29/2011	0.00
22979	Vendor Continued Check	09/29/2011	0.00
22980	COPY IMAGES INC	09/29/2011	2,336.90
22981	CORNER, AMY	09/29/2011	367.98
22982	CRAGUNS LODGE AND CONF CTR	09/29/2011	838.00
22983	CRAIGAN, JENNIFER M	09/29/2011	65.49
22984	CTB INC	09/29/2011	73,575.36
22985	CUB FOODS OF WHITE BEAR TWSHP	09/29/2011	94.32
22986	CUB FOODS OF WOODBURY	09/29/2011	10.00
22987	CUMMINS NPOWER LLC	09/29/2011	122.85
22988	CURRICULUM ASSOCIATES LLC	09/29/2011	251.08
22989	Vendor Continued Check	09/29/2011	0.00
22990	Vendor Continued Check	09/29/2011	0.00
22991	Vendor Continued Check	09/29/2011	0.00
22992	Vendor Continued Check	09/29/2011	0.00
22993	Vendor Continued Check	09/29/2011	0.00
22994	DALCO CORPORATION	09/29/2011	10,705.25
22995	DANIELSON, MATTHEW C	09/29/2011	265.75

Check Nbr	Vendor Name	Check Date	Check Amount
22996	DEEP ROCK WATER CO	09/29/2011	113.70
22997	DELTA EDUCATION	09/29/2011	44.20
22998	DELTA DENTAL PLAN OF MN	09/29/2011	63,915.00
22999	DEVETTER DESIGN GROUP	09/29/2011	4,935.00
23000	DIAMOND VOGEL	09/29/2011	2,059.99
23001	DISCOUNT SCHOOL SUPPLY	09/29/2011	1,387.44
23002	DOMINOS PIZZA	09/29/2011	620.49
23003	DOOR SERVICE COMPANY	09/29/2011	942.00
23004	E.L. REINHARDT COMPANY INC	09/29/2011	154.50
23005	ECKROTH MUSIC	09/29/2011	157.30
23006	EDUCATIONAL RESEARCH AND DEV	09/29/2011	3,023.21
23007	EDUCATION TO GO	09/29/2011	62.25
23008	EDUCATION WEEK	09/29/2011	49.00
23009	ELDRIDGE, RICHARD	09/29/2011	82.00
23010	EMC PUBLISHING	09/29/2011	145.69
23011	EMEDCO COMPANY INC	09/29/2011	144.71
23012	ENCORE PRODUCTIONS	09/29/2011	558.00
23013	ENGSTRAN, PAUL	09/29/2011	40.00
23014	ERBERT & GERBERTS SUBS & CLUBS	09/29/2011	381.96
23015	ETHEN, HILARY J	09/29/2011	162.42
23016	EVAN-MOOR	09/29/2011	156.94
23017	FASTENAL COMPANY	09/29/2011	6.89
23018	FASTENATION INC	09/29/2011	100.75
23019	FESTIVAL FOODS-KNOWLAN'S	09/29/2011	248.77
23020	FILIP, LOU	09/29/2011	122.00
23021	FIRKUS, DAVID	09/29/2011	82.00
23022	FIRST SERVICE	09/29/2011	173.00
23023	FIRST STUDENT INC	09/29/2011	9,975.94
23024	FLINN SCIENTIFIC INC	09/29/2011	265.50
23025	FONTAINE, DAVID	09/29/2011	5.99
23026	FOREST LAKE HIGH SCHOOL	09/29/2011	125.00
23027	FORTNER, JOHN	09/29/2011	61.00
23028	FRATTALONES HARDWARE STORES	09/29/2011	1,242.86
23029	FREAS, CARRIE	09/29/2011	5.99
23030	FREED2BE	09/29/2011	49.95
23031	G&K SERVICES INC	09/29/2011	453.38
23032	GALLAGHERS NORTHWESTERN TIRE C	09/29/2011	2,292.96
23033	GALLAGHER, MATT	09/29/2011	82.00
23034	GALLUP INC	09/29/2011	1,250.00
23035	GAMBONI, RICHARD A	09/29/2011	40.00
23036	GCS SERVICE INC	09/29/2011	889.41
23037	GLS COMPANIES	09/29/2011	11,041.72
23038	GOOGLE INC	09/29/2011	43.21
23039	GRAFFIC TRAFFIC LLC	09/29/2011	1,611.50
23040	Vendor Continued Check	09/29/2011	0.00
23041	GRAINGER	09/29/2011	4,394.33
23042	GRANDMA'S BAKERY INC	09/29/2011	56.03
23043	GREAT RIVER OFFICE PRODUCTS	09/29/2011	383.99
23044	GREATAMERICA LEASING CORP	09/29/2011	737.60
23045	GROTH MUSIC CO	09/29/2011	900.00

Check Nbr	Vendor Name	Check Date	Check Amount
23046	GROTH MUSIC CO	09/29/2011	161.99
23047	GROUP HEALTH INC - WORKSITE	09/29/2011	181.50
23048	GUERINK, AREND	09/29/2011	61.00
23049	GULBRANSEN, THERESA J	09/29/2011	410.82
23050	H2O FOR LIFE	09/29/2011	200.00
23051	HACHEM, DRISS	09/29/2011	196.00
23052	HAMERNICK, MIKE	09/29/2011	48.00
23053	HAMLINE UNIVERSITY	09/29/2011	150.00
23054	HAMMEKEN, GRACIELA E	09/29/2011	362.69
23055	HANSON, BELINDA	09/29/2011	5.00
23056	HAREBRAIN	09/29/2011	707.87
23057	HARRINGTON, EMY J	09/29/2011	81.95
23058	HAWKES, LESLIE	09/29/2011	45.00
23059	HEAD/PENN RACQUET SPORTS	09/29/2011	487.80
23060	HEALTH ED	09/29/2011	895.00
23061	Vendor Continued Check	09/29/2011	0.00
23062	Vendor Continued Check	09/29/2011	0.00
23063	HEALTHPARTNERS	09/29/2011	1,105,647.62
23064	HEALY, JASON	09/29/2011	95.46
23065	HEANEY, MONROE	09/29/2011	24.00
23066	HEICHERT, MICHAEL	09/29/2011	81.00
23067	HEINEMANN	09/29/2011	1,364.00
23068	HENK, RANDY	09/29/2011	63.65
23069	HILDI INC	09/29/2011	450.00
23070	HILLYARD INC MINNEAPOLIS	09/29/2011	195.46
23071	HISDAHL INC	09/29/2011	81.00
23072	HISTORY EDUCATION	09/29/2011	3.95
23073	Vendor Continued Check	09/29/2011	0.00
23074	Vendor Continued Check	09/29/2011	0.00
23075	HOGLUND BUS AND TRUCK CO	09/29/2011	3,274.64
23076	HONEYWELL INTERNATIONAL INC	09/29/2011	27,922.00
23077	HOROWICKI, LISA	09/29/2011	45.00
23078	HORST, KEVIN	09/29/2011	128.00
23079	HOUGHTON MIFFLIN HARCOURT	09/29/2011	1,373.62
23080	HSBC BUSINESS SOLUTIONS	09/29/2011	233.27
23081	HUGO MILL	09/29/2011	61.99
23082	HUTCHINGS, KARLIE A	09/29/2011	29.96
23083	IMAGE BUILDERS	09/29/2011	2,987.84
23084	Vendor Continued Check	09/29/2011	0.00
23085	INNOVATIVE OFFICE SOLUTIONS	09/29/2011	16,446.62
23086	INNOVATION IN MOTION	09/29/2011	1,358.33
23087	INTEGRA TELECOM	09/29/2011	600.00
23088	INTL SCULPTURE CTR	09/29/2011	100.00
23089	IRGENS, LINDA S	09/29/2011	83.43
23090	ISD #622	09/29/2011	500.00
23091	JACOBS, HEATHER A	09/29/2011	96.20
23092	JILEK, JULIA	09/29/2011	284.65
23093	JOHN DEERE LANDSCAPES	09/29/2011	538.76
23094	JOHNSON, VIRGINIA C	09/29/2011	732.15
23095	JORGENSEN, AMY	09/29/2011	149.00

Check Nbr	Vendor Name	Check Date	Check Amount
23096	JOSTENS INC	09/29/2011	868.79
23097	JW PEPPER & SON INC	09/29/2011	550.99
23098	K PEARSON MECHANICAL LLC	09/29/2011	6,704.27
23099	KALLSTROM, CINDY	09/29/2011	3.95
23100	KARLSBURGER FOODS INC	09/29/2011	170.10
23101	KEESE, MATTHEW D	09/29/2011	86.11
23102	KELLEY, DEBRA K	09/29/2011	83.63
23103	KIDS CONSORTIUM	09/29/2011	325.00
23104	KIRKHAM, BENJAMIN R	09/29/2011	59.94
23105	KIRKPATRICK, MEGAN E	09/29/2011	118.66
23106	KITTS, HARRY	09/29/2011	284.75
23107	KNOPS, ROXANNE	09/29/2011	180.00
23108	KNUTSON, CASSANDRA M	09/29/2011	33.42
23109	KOVACICH, DAN	09/29/2011	800.00
23110	KOVACH, JIM	09/29/2011	61.00
23111	KOWALSKIS MARKET	09/29/2011	288.35
23112	KRALEWSKI, MARIANA	09/29/2011	225.00
23113	KRUSEMARK, CARY L	09/29/2011	27.98
23114	Vendor Continued Check	09/29/2011	0.00
23115	L'ALLIER CONCRETE INC	09/29/2011	43,675.00
23116	LAKESHORE LEARNING STORE	09/29/2011	119.70
23117	LAKESHORE LEARNING MATERIALS	09/29/2011	187.12
23118	LAKEVILLE NORTH HIGH SCHOOL	09/29/2011	300.00
23119	LANGE, COREY	09/29/2011	45.00
23120	LANGUAGE LINE SERVICES	09/29/2011	112.41
23121	LARSON, CURTIS	09/29/2011	61.00
23122	LASHOMB, BRIAN	09/29/2011	244.00
23123	LASKA, CHRISTINE	09/29/2011	25.00
23124	LEAR, JAIME	09/29/2011	50.00
23125	LEARNING FORWARD	09/29/2011	149.00
23126	LEE, CHARLOTTE L	09/29/2011	226.00
23127	LEFEVRE, SHIRLEY	09/29/2011	29.00
23128	LELOUX, ALEX	09/29/2011	122.00
23129	LEONARD, BRIAN	09/29/2011	99.99
23130	LIBRARY STORE INC	09/29/2011	25.40
23131	LIDS TEAM SPORTS	09/29/2011	3,783.87
23132	LILLIE, KRISTEN	09/29/2011	64.39
23133	LINCOLN ELEMENTARY SCHOOL	09/29/2011	130.00
23134	LINGUISYSTEMS INC	09/29/2011	39.95
23135	LORINSOR, TIMOTHY	09/29/2011	25.00
23136	LUNCHBYTE SYSTEMS INC	09/29/2011	540.00
23137	LUND, BARBARA A	09/29/2011	120.00
23138	MN ASSOC OF ADMIN OF STATE &	09/29/2011	650.00
23139	MACKIN EDUCATIONAL RESOURCES	09/29/2011	112.95
23140	Vendor Continued Check	09/29/2011	0.00
23141	Vendor Continued Check	09/29/2011	0.00
23142	Vendor Continued Check	09/29/2011	0.00
23143	MADISON NATIONAL LIFE	09/29/2011	55,352.46
23144	THE MAILBOX YEARBOOK	09/29/2011	119.85
23145	MAINSTREET-INK.COM	09/29/2011	478.80

Check Nbr	Vendor Name	Check Date	Check Amount
23146	MALLOY/MONTAGUE/KARNOWSKI & CO	09/29/2011	19,500.00
23147	MARIN AND ASSOCIATES	09/29/2011	90.00
23148	MASE	09/29/2011	747.00
23149	MASPA	09/29/2011	225.00
23150	MASSA, JAYMI E	09/29/2011	51.46
23151	MAVO SYSTEMS	09/29/2011	3,350.00
23152	MCDONOUGH'S WATERJETTING AND	09/29/2011	1,860.00
23153	MCDOWELL, ROBERT C	09/29/2011	482.98
23154	MENZIES, DEBBIE	09/29/2011	25.00
23155	MERZER MALP, SHEILA	09/29/2011	580.00
23156	METRO COMMUNITY EDUC DIRECTORS	09/29/2011	100.00
23157	METRO ECSU	09/29/2011	30.00
23158	METRO ECSU	09/29/2011	100.00
23159	METRO MEGT	09/29/2011	450.00
23160	MIDWEST BUS PARTS INC	09/29/2011	1,075.39
23161	MINVALCO INC	09/29/2011	334.51
23162	MN ASSOC OF STUDENT COUNCILS	09/29/2011	155.00
23163	MN ASSOC OF SECONDARY SCHOOL P	09/29/2011	810.00
23164	MN ASSOC OF IB WORLD SCHOOLS	09/29/2011	250.00
23165	MN CONTINUING LEGAL EDUC (CLE)	09/29/2011	315.00
23166	MN DAPE LEADERSHIP COMMITTEE	09/29/2011	200.00
23167	MN DEPT OF HEALTH	09/29/2011	60.00
23168	MN SEC OF STATE - NOTARY	09/29/2011	120.00
23169	MN STATE HIGH SCHOOL LEAGUE	09/29/2011	90.00
23170	MN STATE UNIV MANKATO	09/29/2011	5,991.60
23171	MN STATE BAR ASSOC	09/29/2011	265.00
23172	MN ASSOC FOR FAMILY & EARLY ED	09/29/2011	275.00
23173	MOBILE RADIO ENGINEERING INC	09/29/2011	1,060.00
23174	MODEL ME KIDS LLC	09/29/2011	341.45
23175	MODERN HEATING AND AIR CONDITI	09/29/2011	2,997.00
23176	MOORE, CYNTHIA	09/29/2011	879.50
23177	MOORE, JAY	09/29/2011	68.00
23178	MOORE, KATHERINE D	09/29/2011	174.00
23179	MORCON CONSTRUCTION	09/29/2011	40,877.55
23180	MSTP	09/29/2011	40.00
23181	NAC MECHANICAL & ELECTRICAL SE	09/29/2011	18,790.40
23182	NATL ARCHERY IN THE SCHOOLS PR	09/29/2011	200.00
23183	NATL ASSOC FOR GIFTED CHILDREN	09/29/2011	1,470.00
23184	NATL GEOGRAPHIC SCHOOL PUBLISH	09/29/2011	58.57
23185	NAVIS, NANCY L	09/29/2011	92.98
23186	NCPERS MINNESOTA	09/29/2011	496.00
23187	NCS PEARSON INC	09/29/2011	1,112.00
23188	NEWELL, MARGARET	09/29/2011	164.28
23189	NEXTEL COMMUNICATIONS	09/29/2011	765.08
23190	NIKKEL, DIANE L	09/29/2011	777.27
23191	NOHR, KATIE J	09/29/2011	955.71
23192	NOLAN, KEITH	09/29/2011	98.00
23193	NORDAHL, DONNA	09/29/2011	38.00
23194	NORRIS, ANN	09/29/2011	537.11
23195	Vendor Continued Check	09/29/2011	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
23196	NORTH CENTRAL TRUCK EQUIPMENT	09/29/2011	731.61
23197	O'ROURKE, JULIE	09/29/2011	246.88
23198	Vendor Continued Check	09/29/2011	0.00
23199	OFFICE DEPOT	09/29/2011	838.74
23200	OLMSTEAD, DIANE M	09/29/2011	103.28
23201	OLSEN FIRE PROTECTION	09/29/2011	3,815.00
23202	Vendor Continued Check	09/29/2011	0.00
23203	ON SITE SANITATION INC	09/29/2011	1,325.38
23204	OPEN ARMS OF MN	09/29/2011	7,367.76
23205	ORBELL, RAY	09/29/2011	257.00
23206	PAISLEY, JOHN	09/29/2011	53.00
23207	PALUMBO, JOSEPH L	09/29/2011	44.55
23208	PARKOS CONSTRUCTION CO INC	09/29/2011	342,056.94
23209	PARSONS, SALLY ANN	09/29/2011	104.22
23210	P B B S EQUIPMENT CORP	09/29/2011	1,135.45
23211	PEARSON EDUCATION INC	09/29/2011	193.41
23212	PERCIVAL, PATTI	09/29/2011	386.46
23213	PHILLIPS, GORDON	09/29/2011	68.00
23214	PHOENIX ALTERNATIVES INC	09/29/2011	204.00
23215	PICHA, CHRISTINA K	09/29/2011	28.31
23216	PIERRE, CHRISTINA	09/29/2011	119.55
23217	PIONEER REVERE	09/29/2011	779.50
23218	PIONEER PRESS	09/29/2011	125.32
23219	PITMAN, PETER	09/29/2011	3,810.01
23220	PITNEY BOWES INC	09/29/2011	271.00
23221	PM ENTERPRISES	09/29/2011	425.00
23222	POKORNY, MARY	09/29/2011	63.63
23223	POLLARD, AIMIE N	09/29/2011	223.11
23224	POON, BELINDA M	09/29/2011	68.72
23225	POSTMASTER	09/29/2011	100.00
23226	POSTMASTER	09/29/2011	88.00
23227	POTAPENKO, VITALII	09/29/2011	106.00
23228	PRESS PUBLICATIONS	09/29/2011	746.55
23229	PRINTING ENTERPRISES INC	09/29/2011	21,675.44
23230	PRO-ED INC	09/29/2011	765.60
23231	PROBLEM SOLVING SOLUTIONS	09/29/2011	1,162.30
23232	RAFFLE DRUMS INC	09/29/2011	179.57
23233	RASINSKI, TIMOTHY	09/29/2011	1,015.66
23234	RATWIK ROSZAK & MALONEY PA	09/29/2011	7,318.07
23235	READ NATURALLY INC	09/29/2011	261.80
23236	REGION 4AA	09/29/2011	100.00
23237	REITAN PIANO SERVICE	09/29/2011	140.00
23238	RESEARCH PRESS CO INC	09/29/2011	85.80
23239	RICOH AMERICAS CORP	09/29/2011	12.32
23240	RIPPBERGER, TANIA	09/29/2011	57.75
23241	ROACH, KATIE	09/29/2011	81.00
23242	ROCKFORD, JEREMY	09/29/2011	49.80
23243	Vendor Continued Check	09/29/2011	0.00
23244	ROSENTHAL BROS INC	09/29/2011	3,252.00
23245	ROTHER, JULIE N	09/29/2011	410.32

Check Nbr	Vendor Name	Check Date	Check Amount
23246	SAARI, JANICE	09/29/2011	164.34
23247	SAFEWAY DRIVING SCHOOL	09/29/2011	9,300.00
23248	SCANTRON CORPORATION	09/29/2011	105.25
23249	SCHMIDT HEATHER	09/29/2011	73.50
23250	SCHMITT MUSIC COMPANY	09/29/2011	476.30
23251	SCHOLASTIC INC	09/29/2011	542.34
23252	SCHOLASTIC MAGAZINES	09/29/2011	366.83
23253	SCHOLASTIC MAGAZINES	09/29/2011	210.68
23254	SCHOLASTIC MAGAZINES	09/29/2011	233.75
23255	Vendor Continued Check	09/29/2011	0.00
23256	SCHOOL SPECIALTY	09/29/2011	4,309.28
23257	SCHOOL TOOLS TV	09/29/2011	50.00
23258	SCHUMER PAT	09/29/2011	81.00
23259	SCHWALBE, ANNE L	09/29/2011	90.98
23260	SCIENCE MUSEUM OF MINNESOTA	09/29/2011	3,314.92
23261	STAFF DEVELOPMENT RESOURCES	09/29/2011	450.00
23262	SEARCH INSTITUTE	09/29/2011	68.85
23263	SECURITAS SEC SVCS USA INC	09/29/2011	1,922.56
23264	SENTRY SYSTEMS INC	09/29/2011	1,292.00
23265	SHIFFLER EQUIPMENT SALES INC	09/29/2011	612.81
23266	SHRED-IT	09/29/2011	764.00
23267	SIMONCIC, DOROTHY L	09/29/2011	158.49
23268	SIMPLEXGRINNELL LP	09/29/2011	443.00
23269	SLATOR, KEVIN T	09/29/2011	143.00
23270	SMITH, MARK	09/29/2011	82.00
23271	SNAP-ON TOOLS	09/29/2011	208.40
23272	SNELL, MICHAEL M	09/29/2011	54.83
23273	SOFTERWARE	09/29/2011	120.00
23274	SOLARWINDS	09/29/2011	2,090.00
23275	SOURCE 1 MEDICAL	09/29/2011	970.95
23276	SOUTH CENTRAL SERVICE COOPERAT	09/29/2011	25.00
23277	SOUTHWEST BINDING & LAMINATING	09/29/2011	456.25
23278	SPARK	09/29/2011	645.66
23279	SPECIALTY PROMOTIONS	09/29/2011	95.40
23280	SPORT SUPPLY GROUP INC	09/29/2011	86.90
23281	ST ELIZABETH ANN SETON SCHOOL	09/29/2011	2,700.00
23282	ST PAUL LINOLEUM & CARPET COMP	09/29/2011	26,105.40
23283	STANLEY SECURITY SOLUTIONS INC	09/29/2011	1,921.73
23284	Vendor Continued Check	09/29/2011	0.00
23285	STATE SUPPLY CO	09/29/2011	1,551.04
23286	STEICHENS SPORTING GOODS	09/29/2011	95.94
23287	STIRLING, CONNIE	09/29/2011	140.29
23288	STONEHOUSE, JULIA L	09/29/2011	127.45
23289	STOTTLEMYER, JEFF	09/29/2011	197.44
23290	STREAMLINE DESIGN INC	09/29/2011	38.00
23291	STURGES, SHANE	09/29/2011	81.00
23292	SUBSCRIPTION SERV OF AMER INC	09/29/2011	526.37
23293	SUM	09/29/2011	775.00
23294	SUN, AIJING	09/29/2011	800.00
23295	SUPREME SCHOOL SUPPLY CO	09/29/2011	69.28

Check Nbr	Vendor Name	Check Date	Check Amount
23296	TALENT ASSESSMENT INC	09/29/2011	2,155.68
23297	TARARA, ALFONSO	09/29/2011	81.00
23298	TARGET BANK	09/29/2011	9.49
23299	TARGET BANK	09/29/2011	1,250.00
23300	TEACHERS CURRICULUM INSTITUTE	09/29/2011	147.15
23301	TDS METROCOM - MN	09/29/2011	2,686.94
23302	TEKTON CONSTRUCTION CO	09/29/2011	18,354.19
23303	TEXTBOOK WAREHOUSE INC	09/29/2011	14.00
23304	THINK SOCIAL PUBLISHING INC	09/29/2011	258.93
23305	TIERNEY BROTHERS INC	09/29/2011	1,595.49
23306	TIME FOR KIDS	09/29/2011	720.46
23307	TJERNLUND, DAVID	09/29/2011	6.00
23308	TOP TALENT SOLUTIONS	09/29/2011	292.50
23309	TOUSLEY FORD INC	09/29/2011	24.92
23310	TRADE PRESS INC	09/29/2011	1,131.00
23311	TRANSCEND UNITED TECH	09/29/2011	918.75
23312	TRAVEL LEADERS	09/29/2011	2,553.03
23313	TRAYER, SHAWNA J	09/29/2011	158.83
23314	TUMBLEWEED PRESS INC	09/29/2011	2,553.60
23315	TURFWERKS INC	09/29/2011	1,107.15
23316	TV TEACHER	09/29/2011	147.27
23317	TWIN CITY ACOUSTICS INC	09/29/2011	11,488.35
23318	TWIN CITY JANITOR SUPPLY CO	09/29/2011	1,175.56
23319	TWIN CITIES TRANSPORT & RECOVER	09/29/2011	175.00
23320	U.S. ENERGY SERVICES INC	09/29/2011	3,541.99
23321	UNITED RENTALS NORTHWEST INC	09/29/2011	273.21
23322	USI INC	09/29/2011	143.99
23323	VACATION SPORTS	09/29/2011	412.50
23324	VAUGHN, DEBRA	09/29/2011	209.51
23325	VAVRICKA, ROCHELLE	09/29/2011	864.46
23326	VENBURG TIRE CO	09/29/2011	40.00
23327	VERIZON WIRELESS	09/29/2011	251.62
23328	VIKING ELECTRIC SUPPLY	09/29/2011	16,490.13
23329	VIKING INDUSTRIAL CENTER	09/29/2011	195.40
23330	VRIEZE, TYLER	09/29/2011	61.00
23331	W E NEAL SLATE CO	09/29/2011	8,583.25
23332	WALSWORTH PUBLISHING CO	09/29/2011	4,305.00
23333	WARREN, MICHELE	09/29/2011	68.00
23334	WASTE MANAGEMENT OF WI-MN	09/29/2011	517.32
23335	WATSON, TOMMY	09/29/2011	1,000.00
23336	WATTERS, LAURA J	09/29/2011	46.58
23337	WHITE BEAR CENTER FOR THE ARTS	09/29/2011	500.00
23338	WHITE BEAR GLASS INC	09/29/2011	25.00
23339	WHITE BEAR LOCKSMITH INC	09/29/2011	104.10
23340	WHITE BEAR AREA YMCA	09/29/2011	172.50
23341	WHITE BEAR LAKE CITY	09/29/2011	3,070.00
23342	WHITE BEAR LAKE UMPIRES ASSN	09/29/2011	3,450.00
23343	WEBER, CRAIG	09/29/2011	45.00
23344	WHELAN, KATE	09/29/2011	90.98
23345	WHITE, THOMAS R	09/29/2011	40.00

Check Nbr	Vendor Name	Check Date	Check Amount
23346	WILCOX, RICHARD L	09/29/2011	96.30
23347	WILLCOXON JR, PETE	09/29/2011	671.94
23348	WILLIAMS, LAURA L	09/29/2011	39.96
23349	WONTOR, STEVE	09/29/2011	81.00
23350	XCEL ENERGY	09/29/2011	70,056.89
23351	ZAGG	09/29/2011	999.90
23352	ZELENAK, MARK	09/29/2011	61.00
23353	ZYLLA, EMILY	09/29/2011	68.00
458	Computer	Check(s) For a Total of	2,458,092.98

Check Nbr	Vendor Name	Check Date	Check Amount
22433	AMF MAPLEWOOD LANES	09/29/2011	231.00
22524	DIAMOND VOGEL	09/29/2011	3,831.06
22552	FREDRICKSON, KYLE	09/29/2011	500.00
22733	PHI DELTA KAPPA INTL	09/29/2011	90.00
4	Void	Check(s) For a Total of	4,652.06

	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
	458	Computer	Checks For a Total of	2,458,092.98
Total For	458	Manual, Wire Tran, ACH & Computer	Checks	2,458,092.98
Less	4	Voided	Checks For a Total of	4,652.06
		Net Amount		2,453,440.92

Check Nbr	Vendor Name	Check Date	Check Amount
23354	ABLENET INC	09/30/2011	3,879.00
23355	RED LEAF PRESS	09/30/2011	231.80
2	Computer	Check(s) For a Total of	4,110.80

	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
	2	Computer	Checks For a Total of	4,110.80
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	4,110.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,110.80

Check Nbr	Vendor Name	Check Date	Check Amount
23354	ABLENET INC	09/30/2011	3,879.00
23355	RED LEAF PRESS	09/30/2011	231.80
2	Computer	Check(s) For a Total of	4,110.80

	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
	2	Computer	Checks For a Total of	4,110.80
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	4,110.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,110.80

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: **October 10, 2011**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$1,599.14	Target Take Charge of Education	Sunrise Park Middle School
\$4,157.80	Target Take Charge of Education	White Bear Lake Area High School South Campus
\$1,000 for Random Acts of Kindness	Kopp Family Foundation	White Bear Lake Area High School North Campus
\$1,000 for Random Acts of Kindness	Kopp Family Foundation	White Bear Lake Area High School South Campus
\$1,314.59	Target Take Charge of Education	Birch Lake Elementary School
\$2,014.03	Target Take Charge of Education	Hugo Elementary School
\$641.09	Target Take Charge of Education	White Bear Lake Area ALC
\$253.00 and two full boxes of school supplies	Regency Beauty Institute	White Bear Lake Area School District
\$560 in memory of Edith Snicker	James Snicker	Vadnais Heights Elementary School
\$2,931.42	Target Take Charge of Education	Vadnais Heights Elementary School
\$3,409.44	Target Take Charge of Education	White Bear Lake Area High School North Campus
\$50	Ameriprise Financial Annual Giving Campaign	Lincoln Elementary School
\$50	Ameriprise Financial Annual Giving Campaign	Lincoln Elementary School
\$100	Robert Fox	White Bear Lake Area High School North Campus

RECOMMENDATION: Accept donations.

Field Trip Request

AGENDA ITEM:

October 10, 2011

MEETING DATE:

Consent Agenda

SUGGESTED DISPOSITION:

David Law, Assistant Superintendent

CONTACT PERSON(S):

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Thursday, 10/27/11 - Friday, 10/28/11 Namekagon River, Wisconsin	Brian Merhar	North Campus Adventure Club	1	10	Total cost per student: \$35 Student Portion: \$0 Other Source(s): Fundraising	District Vans	Experiential outdoor educational opportunity for Adventure Club students.
Friday, 12/2/11 - Saturday, 12/3/11 South St. Paul, Minnesota	Paul Seeba	North Campus Debate	1/2	20-24	Total cost per student: \$75 Student Portion: \$25 Other Source(s): Fundraising	District Bus	To attend the State Debate Tournament held at South St. Paul.
Friday, 12/9/11 - Saturday, 12/10/11 Duluth and Cloquet, Minnesota	Tim Sager	High School Boys Hockey	1	38	Total cost per student: \$185 Student Portion: \$0 Other Source(s): Blueline Club	Coach Bus	Two games vs. Duluth East and Cloquet.
Friday, 12/16/11 - Saturday, 12/17/11 Rochester, Minnesota	Craig Nasvik	High School Varsity Wrestling	1	14	Total cost per student: Approx. \$70 Student Portion: \$20 Other Source(s): Fundraising	Parents and School Van	Minnesota Christmas Tournament.

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
Tuesday, 12/27/11 - Thursday, 12/29/11 Fargo, North Dakota	Craig Nasvik	High School Wrestling	0	45	Total cost per student: Approx. \$175 Student Portion: \$100 Other Source(s): Fundraising	Parents	Competing in "Rumble on the Red Classic", a 64-team invitational.
Friday, 1/27/12 - Saturday, 1/28/12 Concordia College in Moorhead, Minnesota	Marie Dymit	Mariners Choir - South Campus	0	38	Total cost per student: \$70 Student Portion: \$25 Other Source(s): Fundraising	Coach bus	The Mariners will be a guest choir at the annual Concordia College Choral Festival. They will also sing in a large choir of about 500.
Friday, 4/13/12 - Sunday, 4/15/12 Chicago, Illinois	Jeremy Rockford	North Campus Band	1	130	Total cost per student: \$550 Student Portion: \$550 Other Source(s): Fundraising	Coach bus	Musical performances and professional evaluation by musicians from across the United States.

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 human resources items that are reflected upon the following pages; and

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS/TERMINATIONS - CLASSIFIED STAFF

MICHELLE DIMAGGIO – Program Assistant Leader, Hugo Elementary
Employed by District 624 since 09/06/2011
Effective Date: 10/13/2011

JEFFREY FONTANO – Bus Driver, Bus Garage
Employed by District 624 since 05/24/2010
Effective Date: 09/21/2011

JOELLEN HAUSTEIN – Health Assistant, Matoska International
Employed by District 624 since 08/31/2011
Effective Date: 10/07/2011

CECILIA LONGO-COLIZZA – Associate Principal Secretary/Attendance Clerk, North
Employed by District 624 since 08/30/2004
Effective Date: 09/30/2011

ANA BELLA SALVATORE – Pupil Support Assistant, Vadnais Heights Elementary
Employed by District 624 since 09/02/2005
Effective Date: 09/06/2011

JANINE SCHOELLER – Program Assistant Leader, Matoska International
Employed by District 624 since 08/30/2010
Effective Date: 10/11/2011

RETIREMENT - CERTIFIED STAFF

RENEE BETHKE – Elementary Teacher, Birch Lake Elementary
Employee by district 624 since 01/04/1999
Effective Date: 12/22/2011

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

LARA CONRAD – LTS Mathematics Teacher, South Campus
From a .90 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

NEW PERSONNEL - CLASSIFIED STAFF

WILLIAM BLOOM – Custodian, Central Middle School/Transition Plus
\$15.35/hr. +.25 SD 5.5 hr. /day 199 days \$17,074.20
Effective Date: 09/26/2011

MICHELE BOYD – Bus Driver, Bus Garage
\$15.80/hr. 5.25 hr. /day 150 days + 4hr. In-Service \$12,505.70
Effective Date: 10/06/2011

JAMES DEVANEY – Custodian, North Campus
\$15.35/hr. + .25 SD 8.00 hr. /day 204 days \$25, 459.20
Effective Date: 09/19/2011

SARA HAHNFELDT – Attendance Clerk/Associate Principal Secretary, North Campus
\$15.25/hr. 4.00 hr. /day + \$14.75/hr. 4.00 hr. / day 163 days \$19,560.00
Effective Date: 10/03/2011

ELIN HARVEY-CARLSON – Pupil Support Assistant, North Campus
\$15.85/hr. 6 hr. /day 170 days \$16,167.00
Effective Date: 09/19/2011

JEFFREY IVEY – Custodian, Vadnais Heights Elementary/South Campus
\$15.35/hr. + .25 SD 8.00 hr. /day 194 days \$24, 211.20
Effective Date: 10/03/2011

HOLLY JORISSEN – Bus Driver, Bus Garage
\$15.80/hr. 5.25 hr. /165 days + 4.00/hr. In-service \$13, 749.95
Effective Date: 09/15/2011

YEE KONG – Custodian, Oneka Elementary
\$15.35/hr. + .25 SD 8.00 hr. /day 204 days \$25, 459.20
Effective Date: 09/19/2011

JEFFREY MARX – Custodian, North Campus
\$15.35/hr. + .25 SD 8.00 hr. /day 194 days \$24, 211.20
Effective Date: 10/03/2011

TRACEY MONTGOMERY – Bus Driver, Bus Garage
\$16.25/hr. 5.50 hr. /day 166 days + 4 hr. / In-service \$14, 901.25
Effective Date: 09/14/2011

HEIDI NEWPOWER – Part-Time Cook, Central Middle School
\$12.83/hr. 3.5 hr. /day 181 days \$8,127.81
Effective Date: 09/06/2011

<u>Activities</u>	<u>Ambassadors</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
South Campus		Jackie Witcomb	Year Long	\$500
North Campus		Ben Nakagaki	Year Long	\$500
<u>Band</u>				
Pep Band-South (step 3)		Shannon Anderson	Year Long	\$1,236
Jazz Band-South (step 3)		Shannon Anderson	Year Long	\$1,700
High School Band-South (step 3)		Shannon Anderson	Year Long	\$2,627
Pep Band-North (step 3)		Jeremy Rockford	Year Long	\$1,236
Jazz Band - North (step 3)		Jeremy Rockford	Year Long	\$1,700
High School Band - North (step 3)		Jeremy Rockford	Year Long	\$2,627
Band - Sunrise (step 3)		Michael Snell	Year Long	\$1,506
Band - Sunrise (step 1)		Jennifer Gere	Year Long	\$1,085
Jazz Band - Sunrise (step 3)		Michael Snell	Year Long	\$927
Band - Central (step 1)		Kristina Kuehn	Year Long	\$1,356
Jazz Band - Central (step 1)		Kristina Kuehn	Year Long	\$834
Band - Central (step 1)		Kristin Kusche	Year Long	\$1,356
Jazz Band - Central (step 1)		Kristin Kusche	Year Long	\$834
<u>Chess Club</u>				
South Campus (step 2)		Jacob Montgomery	Year Long	\$1,174
<u>Choir</u>				
High School Choir-South (step 3)		Marie Dymit	Year Long	\$2,627
Choir - Mariners (step 3)		Marie Dymit	Year Long	\$1,700
High School Choir-North (step 3)		Marie Dymit	Year Long	\$2,627
High School Choir-North (step 3)		Wendy Suoja	Year Long	\$2,627
Choir - Lakeaires (step 3)		Wendy Suoja	Year Long	\$1,700
Choir - Sunrise (step 3)		Connie Hamilton	Year Long	\$1,506
Choir - Central (step 3)		Connie Hamilton	Year Long	\$1,506
Choir - Central (step 3)		Wendy Suoja	Year Long	\$1,506
<u>Class Advisor</u>				
Sr. Class Advisor		Bob Hannigan	Year Long	\$3,399
Junior Class (step 3) Co-Advisor		Katie Marsh	Year Long	\$1,321
Junior Class (step 3) Co-Advisor		Nicole McGarthwaite	Year Long	\$1,321
<u>Debate</u>				
Head Coach (step 3)		Paul Seeba	Fall	\$4,850

Asst Coach (step 1) Lincoln Douglas (step 1)	Annika Pittman Ben Kirkham	Fall Fall	\$3,395 \$4,365
<u>Drama</u>			
Head Full Length Theatre (step 3)	Wendy Suoju	Fall	\$2,209
Stage Mangaer Theatre (step 3)	Connie Hamilton	Fall	\$1,190
Stage Mangaer Theatre (step 3)	Jeremy Rockford	Fall	\$1,190
Stage Mangaer Theatre (step 3)	Jeff Willey	Fall	\$1,190
Musical Director Theatre (step 2)	Rob Sutherland	Fall	\$1,453
Choreographer Theatre (step 3)	Kayla Schiltgen	Fall	\$1,190
Play - Middle School (step 3)	Connie Hamilton	Year Long	\$1,657
<u>Drumline</u>			
Drumline Advisor	John Povolny	Summer/Fall	\$1,190
Drumline Advisor	Jeremy Rockford	Summer/Fall	\$1,700
<u>Homecoming</u>			
Homecoming (step 3)	Nikki McGarthwaite	Fall	\$1,213.33
Homecoming (step 3)	Jennifer Kirkham	Fall	\$1,213.33
Homecoming (step 3)	Amanda Vernon	Fall	\$1,213.33
<u>Knowledge Bowl</u>			
Knowledge Bowl (step 3)	Michael Andres	Year Long	\$1,082
<u>Literary Magazine</u>			
Literary Magazine (step 3)	Lou Ferreri	Year Long	\$1,213
<u>Math Team</u>			
Math Team - North (step 3)	Amanda Vernon	Year Long	\$1,391
Math Team - Sunrise (step 3)	Wayne Ostlund	Year Long	\$1,391
Math Team - Central (step 3)	Shane Cody	Year Long	\$1,391
<u>Mock Trial</u>			
Mock Trial (step 3)	Keif Svendsen	Year Long	\$2,426
<u>National Honor Society</u>			
National Honor Society - South (step 3)	Rita Leonard	Year Long	\$2,426
National Honor Society - Sunrise (step 3)	Huy Nguyen	Year Long	\$910
National Honor Society - Sunrise (step 3)	Lisa Switzer	Year Long	\$910
National Honor Society - Central (step 3)	Vicky Olson	Year Long	\$1,638

<u>Newspaper</u>		
Bear Tracks - South (step 3)	Chris Sorenson	Year Long
Newspaper - Sunrise (step 2)	Anne Ellsworth	Year Long
Newspaper - Central (step 3)	Sue Hicks	Year Long
		\$4,280 \$2,765 \$2,911
<u>Service Learning Club</u>		
Service Club (Central)	Ariel Liesch	Year Long
		\$1,321
<u>Speech</u>		
Speech (step 3)	Andrew Mendez	Year Long
Speech Asst (step 1)	Jane Froiland	Year Long
		\$3,638 \$2,292
<u>Student Council</u>		
Student Council - South (step 3)	Mary Dahle	Year Long
Student Council - North (step 3)	Cindy Swenson	Year Long
Student Council - South (SAA)	John Forestell	Year Long
Student Council - Sunrise (step 1)	Lisa Brichacek	Year Long
Student Council - Central (step 3)	Carol Hultman	Year Long
		\$4,280 \$4,280 \$1,000 \$2,887 \$3,207
<u>Yearbook</u>		
Yearbook - Secondary (Step 3)	Jennifer Kirkham	Year Long
Yearbook - Middle School (step 2)	Laura Meyer	Year Long
Yearbook - Middle School (step 1)	Katie Nohr	Year Long
		\$4,280 \$2,493 \$2,493
<u>ATHLETICS</u>		
<u>Cheer</u>		
Head Coach (step 3)	Heather Leaf	Fall/Winter
Asst Coach (step 1)	Lacie Morgan	Fall/Winter
		\$4,172 \$2,628
<u>Boys Cross Country</u>		
Head Coach (step 3)	Dan Kovacich	Fall
Asst Coach (SAA)	Shawn Gritzmacher	Fall
Middle School	Paul Meuwissen	Fall
Asst High School (step 1)	Tony Walfoort	Fall
		\$4,318 \$1,500 \$2,400 \$2,721
<u>Girls Cross Country</u>		
Head Coach (step 3)	Patti Percival	Fall
.75 Asst Coach (step 1)	Alex Chapman	Fall
Asst Coach (step 3 .75/.25 FR)	Sue Wurl	Fall
		\$4,318 \$2,041 \$3,023

Danceline

Head Coach (step 1)	Katie Morales	Fall	\$1,965
Asst Coach (step 1)	Amanda Frogner	Fall	\$1,375

Football

Head Coach (step 3)	Robert Jackson	Fall	\$6,644
Asst Coach (step 3)	Brad Engen	Fall	\$4,650
Asst Coach (step 3)	Marc Braeger	Fall	\$4,650
Asst Coach (step 3)	Dave Meuwissen	Fall	\$4,650
Asst Coach (step 3)	Travis Littlefield	Fall	\$4,650
Asst Coach (step 3)	Ryan Poepard	Fall	\$4,650
Asst Coach (step 3)	Jeremy Post	Fall	\$4,650
Asst Coach (step 3)	Tom Determan	Fall	\$4,650
Asst Coach (step 2)	Connor Luby	Fall	\$4,418
Asst Coach (step 2)	Timothy Whalen	Fall	\$4,418
Asst Coach (step 1)	Noah Drombrowski	Fall	\$4,185
Asst Coach (SAA)	Matt Bennek	Fall	\$4,100
Asst Coach (SAA)	Dane Bates	Fall	\$2,600
Asst Coach (SAA)	Duston Holman	Fall	\$2,300
Asst Coach (VOL)	Fred Konrath	Fall	Vol
Asst Coach (SAA)	Brad Borowske	Fall	\$2,000
Asst Coach (SAA)	Brett Borowske	Fall	\$2,000
Asst Coach (SAA)	Ryan Engle	Fall	\$2,000

Boys Soccer

Head Coach (step 3)	Ben Vulu	Fall	\$5,253
Asst Coach (step 2) (.75/.25 SAA)	Mike Knutson	Fall	\$3,493
Asst Coach JV (step 3)	Karl Jende	Fall	\$3,677
Asst Coach B (step 3)	Keith Steadland	Fall	\$3,677
Asst Coach (SAA)	Ryan Manning	Fall	\$2,500
Volunteer	Stephen Jende	Fall	

Girls Soccer

Head Coach (step 3)	Jim Pelletier	Fall	\$5,253
Asst Coach (step 3)	David Ashley	Fall	\$3,677
Asst Coach (step 3)	John Dierkhising	Fall	\$3,677
Asst Coach (step 2 - .5 Dist/.5 SAA)	Sarah Swoboda	Fall	\$2,300
Asst Coach (SAA)	Kayla Hill	Fall	\$1,900
Volunteer	Kerry Feirn	Fall	\$0

Volleyball

Head Coach (step 1)	Rachel Kovala	Fall	\$4,718	01 320 296 118 000 180
Asst Coach JV (step 3)	Norah Antil	Fall	\$3,303	01 320 296 118 000 180
Asst Coach B (step 3)	Rachel Zinter	Fall	\$3,303	01 320 296 118 000 180
Asst Coach 9 (step 3 .75/.25 FR)	Paula Rittenhouse	Fall	\$3,670	01 320 296 118 000 180
Asst Coach (SAA)	Shannon Grant	Fall	\$1,500	01 320 296 118 000 180

Adaptive Soccer (CI)

Head Coach (step 1)	Joseph Dustin	Fall	\$2,781	01 320 292 123 000 180
Asst Coach (step 1)	Lori Fontano	Fall	\$1,947	01 320 292 123 000 180

Girls Swim

Head Coach (step 3)	John Suchomel	Fall	\$5,496	
Asst Coach (step 1)	Karen Mitchell	Fall	\$3,462	
Diving Coach	Tim Baden	Fall	\$2,000	

Girls Tennis

Head Coach (step 3)	John Sanny	Fall	\$4,326	
Asst Coach JV (step 1)	Dana Smith	Fall	\$2,725	
Asst Coach C (step 1 FR)	Lael Sanny	Fall	\$1,500	

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: **Updates on International Partnerships**
MEETING DATE: **October 10, 2011**
SUGGESTED DISPOSITION: **Informational Item**
CONTACT PERSON(S): **Michael Lovett, Superintendent**

Background:

Updates on International Partnerships

a) **Introduction of Exchange Teacher from Hangzhou Foreign Languages School**

Aijing Sun (“Anna”) is our exchange teacher from the Hangzhou Foreign Languages School in China. She is the third teacher that we have hosted as part of a special partnership through the Minnesota State Department of Education and the Hangzhou Foreign Languages School, one of the prominent secondary (grades 7-12) schools in China which prepares Chinese students in the study of English. Cao Li was our first exchange teacher in 2009-2010 and last school year we had Lin Cunfu (“Luke”).

The program is an exchange in the sense that Minnesota teachers have an opportunity to teach at the Hangzhou Foreign Languages School for six months or one year, and Hangzhou sends their English teachers to Minnesota for six months or one year terms. The advantage for the Chinese teachers is that they have an opportunity to learn first-hand about American language and culture, and it is an exciting opportunity for them. Minnesota teachers have an opportunity to teach English in the Foreign Languages School and meet some of the brightest and most motivated students in Zhejiang Province, a province of more than 40 million, southwest of Shanghai. This semester Jessia Buchta, South Campus Social Studies Teacher, is teaching at Hangzhou Foreign Languages School.

As part of broader efforts to give our students exposure to language and culture at the elementary school, Anna Sun will have “residencies” at our elementary schools and serves as a resource at the secondary level, including social studies, language arts, and elective and other classes.

b) Overview of Students Visiting from Meaux, France

We will receive an overview of a partnership with a school in Meaux, France. Members of our teaching staff from the French Department and students will be presenting the historical perspective on this long-term partnership, and provide details of the upcoming visit of students from Meaux, France. These students will be hosted during the month of October in the homes of White Bear Lake Area High School students. Members of our staff and students will be travelling to France in the spring.

Both of these partnerships are part of the exceptional opportunities our White Bear Lake Area High School students and families have through partnerships in our World Language Department.

In August, we featured the summer trip of our German students to our partner school in Leipzig.

White Bear Lake Area High Schools may be unique among Minnesota high schools with the strength of our long-term partnerships with schools around the world. These enrich the experiences of our students, both those who actively participate in the exchanges, and those who have the opportunity to meet students from other countries as part of their school life and in the many neighborhood activities and school activities that surround these partnership visits.

Finally, they fit well with our District's mission and Strategic Plan strategy two which states: ***We will create and implement a plan for global experiences and relationships to further understand world connections.***

AGENDA ITEM: **Report on Class Size**

MEETING DATE: **October 10, 2011**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **David Law, Assistant Superintendent**
Pete Willcoxon, Executive Director of Business Services

Background:

The attached information is provided to show how White Bear Lake Area Schools elementary and secondary class sizes have changed over the last five years. These class sizes are from the fall of each year. The first year listed is 2007, and the most recent three years are also provided. These charts show the investment we have made in reducing class size since the passage of the levy in November of 2007.

There is also information provided that compares White Bear class sizes with other metro school districts. This information classifies our class sizes as being in the highest quartile, mid-range, or lowest quartile. This information is available because White Bear participates in the Metro Educational Cooperative Services Unit (ECSU). One of the services provided through this cooperative is a summary of metro school district's average class size by grade at the elementary and subject for middle school and high school. These charts also show the impact we have made to reduce class size since the passage of the operating levy in 2007.

AGENDA ITEM: Review of 2011 Payable 2012 Proposed Property Tax Levy

MEETING DATE: October 10, 2011

SUGGESTED DISPOSITION: Information Item

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

.....
Background:

At its September 26 Special School Board meeting, the School Board set its proposed property tax levy for 2011 Payable 2012.

Administration will present a review of this information at this meeting.

The District's "Truth in Taxation" information will be presented at the December 12th regular School Board meeting and during that presentation the public will have the opportunity to speak. The School Board will adopt the certified property tax levy payable 2012 as an operational item later on that agenda.

AGENDA ITEM: Highlights of Student Achievement for 2010-11

MEETING DATE: October 10, 2011

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON(S): Michael Lovett, Superintendent
David Law, Assistant Superintendent
Kathleen Daniels, Director of Special Services
Mary McGrane, Coordinator of Assessment and Accountability

Background:

At each School Board meeting since August, the administration has provided updates to the School Board on District and Minnesota State measures of student achievement and success.

At this School Board meeting we will summarize the data that you have received at previous meetings, with the addition of the AYP results released by the Minnesota State Department of Education subsequent to our last meeting.

The White Bear Lake Area Schools has once again made AYP (Annual Yearly Progress) as a school district, under the rising expectations of the Federal No Child Left Behind law. As we reviewed published data for the 13 public school districts on the east side of the Metropolitan area, White Bear Lake Area Schools is one of only three districts that made AYP for 2011.

Attached to this School Board agenda is our most recent press release, dated September 30, 2011.

This presentation will also preview data and analysis which will be sent to our community as part of our 2010-11 Annual Report, scheduled for publication later this fall.



**White Bear Lake
Area Public Schools**

Independent School District 624

Marisa A. Vette
Communications Director

4855 Bloom Avenue
White Bear Lake, MN 55110
651-407-7695
mavett@wbl.whitebear.k12.mn.us

For Immediate Release: September 30, 2011

Contact: Marisa Vette, Communications Director
White Bear Lake Area Public Schools
651-407-7695 (office)
mavett@wbl.whitebear.k12.mn.us

District makes Adequate Yearly Progress again

WHITE BEAR LAKE, Minn. – The White Bear Lake Area School District has received official news that the district's students have made Adequate Yearly Progress (AYP) for the second year in a row. The district is one of only three districts in the East Metro area that has made AYP.

In addition to receiving a District-wide designation under the Federal No Child Left Behind law, individual schools also are measured to determine whether all student categories made Adequate Yearly Progress, based on the Spring 2011 state MCA scores in reading and math.

In WBLAS, all eight elementary schools, Sunrise and Central Middle Schools, and White Bear Lake Area High School made AYP in math. The District earlier reported Measures of Academic Progress (MAP) results that showed student growth in math grades one through ten had been 1 year and 7 months, competitive with the strongest growth scores in the nation. Further, at the high school level, spring 2011 math proficiency scores were up seven points, giving White Bear Lake Area High School a 16 point improvement over the last two years.

- more -

In reading, the following schools made Adequate Yearly Progress: Birch Lake, Lakeaires, Lincoln, Oneka, Otter Lake, and Vadnais Heights Elementary Schools, Central Middle School, White Bear Lake Area High School – South Campus. For the schools that did not make AYP, eight of the nine individually measured categories showed sufficient progress, according to state calculations.

“White Bear has a strong track record of addressing needs where schools are close to meeting the mark,” said Assistant Superintendent David Law. “We are confident the initiatives in place at all of our schools will help all students succeed. We are moving in the right direction.”

According to the District’s MAP testing results, overall growth in reading for students in grades one through ten averaged one year and five months in 2010-11. On state MCA tests, the District’s overall reading improvement in proficiency was five percentage points at the elementary and two percentage points higher as a district.

“We continue to be proud of the achievements of our students and we acknowledge the extraordinary efforts our staff members are making to assure that all of our students have the skills necessary to thrive,” said Superintendent Michael Lovett. “These results are also a credit to parents, family members, and our community for the many ways in which they are supporting our students. Our Strategic Plan, adopted by our School Board in June, commits us to the goal of assuring that 100% of our students are proficient in reading and math by grade four, and at every grade thereafter. We’re well on our way.”

#####

AGENDA ITEM: Superintendent's Report
MEETING DATE: October 10, 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 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

MEETING DATE: **October 10, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy #414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 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 November 14 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008
Revised: January 11, 2010
Revised: October 11, 2010

*White Bear Lake Area
School District #624 Policy 414*

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel, as defined in this policy, to fail to report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence of an event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. is occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means a person under the age of 18, and, for purposes of Minn. Stat. Ch.260C [Child Protection], includes an individual under age 21 who is in foster care.
- C. “Immediately” means as soon as possible, but in no circumstance longer than 24 hours.
- D. “Mandated Reporter” means any school personnel, as defined in this policy, who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health, when reasonably able to do so;
3. failure to provide for necessary supervision or appropriate child care arrangements after considering factors such as the child’s age, mental ability and physical condition; the length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minn. Stat. § 260C.007, subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.

F. “Nonmaltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

F.G. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child; (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. State § 121A.58.

G.H. “School Personnel” means professional employee or a professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

H.I. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined

in Minn. Stat. § 609.341, Sub. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.

~~I.~~ J. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

~~J.~~ K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

~~K.~~ L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the building principal or appropriate administrator and the local welfare agency, police department or county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child ~~if the person is known~~, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- ~~D~~.E A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- ~~E~~.F Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- ~~F~~.G Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The time, place, and manner of the interview set by the

school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school district, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in VI. Paragraph A. shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district shall have a method of discussing this policy with school personnel.

- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, subd. 4, clause (5) (Child in Need of Protection)
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et. seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Maltreatment of Students Reporting Form
Maltreatment information is confidential data. Use this form only to report to MDE.

MDE staff use only			
Intake Person	MDE File #	Investigator	Date Assigned
	☐ No Maltreatment ☐ No Jurisdiction ☐ I & R ☐ Other (Please explain)		Date Reporter Notified: ___ Verbal _____ ___ Written (Attach written correspondence) _____

Date Submitted _____ I.S.D. Name & Number _____

Via: Phone _____ School Name _____ Address _____
 Fax _____ City _____ State _____ Zip _____ Phone Number (____) _____
 U.S. Mail Principal _____

REPORTER (Reporter is confidential under Minn Stat. § 626.556) Mandated _____ Non Mandated _____
 Name _____ Title _____ Phone (____) _____
 Address _____ City _____ State _____ Zip _____

ALLEGED VICTIM

Name _____ DOB _____ Grade _____ Gender: ☐ Male ☐ Female
 Special Education: Y/N Disability Description _____ Ethnicity _____
 Address _____ City _____ State _____ Zip _____
 Parent/Guardian _____ Home Phone (____) _____ Other Phone (____) _____

ALLEGED OFFENDER

Name _____ Position _____ DOB _____ Gender: ☐ Male ☐ Female
 Address _____ City _____ State _____ Zip _____ Ethnicity _____
 Home Phone Number (____) _____ Other Phone (____) _____

Type of Alleged Maltreatment	☐ Physical Abuse	☐ Sexual Abuse	☐ Neglect
Injury Yes _____ No _____ Description of Injury _____			
Date of Incident _____ Time _____ Location _____ City _____ County _____			
Witness Information: _____			
Description of Incident: (please attach additional page if needed)			

Police Notified: ☐ Yes ☐ No Police Department _____ Contact _____ Phone
() _____

Please Fax Report to: Student Maltreatment Program - (651) 634-2277

Student Maltreatment Program, Division of Compliance & Assistance

1500 Highway 36 West, Roseville, Minnesota 55113-4266

Phone: (651) 582-8546

Fax: (651) 634-2277

3/4/08

AGENDA ITEM: School Board Policy 416, Drug and Alcohol Testing

MEETING DATE: October 10, 2011

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy #416, Drug and Alcohol Testing, 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 November 14 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: April 29, 1996
Revised: July 18, 2005
Revised: June 14, 2010
Revised: October 11, 2010

*White Bear Lake Area
School District #624 Policy 416*

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950 - 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that commercial drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs, as defined by Minnesota Statutes Section 181.950, subdivision 4, not medically prescribed, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored

program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the Evidential Breath Testing (EBT) device.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. Department of Transportation (DOT) means United States Department of Transportation.

7. "Driver" is any person who operates a Commercial Motor Vehicle (CMV), including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and ~~it has been determined a determination has been made that there was no~~ adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); or (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from

work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before a MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of an employee ~~an~~ organization that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers.

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.
8. Positive, Adulterated or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, or exchange of drugs or alcohol; reporting to work under the influence of drugs or alcohol; consumption of drugs or alcohol while at work or while on school district premises; or operating any school district vehicle, machinery, or equipment while under the influence of drugs or alcohol.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a

prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV.

H. Testing Requirements.

1. Pre-Employment Testing.

- a. A driver applicant shall undergo testing for controlled substances before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or verified positive results for controlled substances, or refusals to be tested (including follow-up test), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from

an accident which results in bodily injury or disabling damage to a motor vehicle.

- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the

time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing. When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521 (b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a Substance Abuse Professional and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles; labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the

donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services--SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether ~~there is an acceptable medical reason for the positive result exists.~~ The MRO shall confirm and report a positive test result to the Designated Employer Representative (DER) and the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - i. The donor expressly declines the opportunity to discuss the test results;

- ii. The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER;
- iii. The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or a STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services--SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-Keeping Requirements and Retention of Records

1. The school district shall keep and maintain records, in accordance with the federal regulations, in a secure location with controlled access.

2. The required records shall be retained for the following minimum periods:

- Basic records 5 years

“Basic records” includes records of a: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

- Information obtained from previous employers 3 years
- Collection and training records 2 years
- Negative and cancelled controlled substances tests 1 year
- Alcohol tests with less than 0.02 concentration 1 year
- Education and training records Indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAP readily available to the driver or applicant and acceptable to the school district.

If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by a SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluations(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

- b. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- c. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be

requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

A. General Statement of Policy

The school district may request or require drug and alcohol testing for other school district personnel, i.e., applicants for school positions or employees who are not school bus drivers ~~or job applicants for school positions~~. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMV who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV of this policy will be applicable to such testing.

B. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
4. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the

extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV of this policy and the drivers shall fall within this definition of "other employees."

5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

C. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has

received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require only employees in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee, referred to in this Section IV, to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee, other than bus drivers, to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

D. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

E. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2 and 3 of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

F. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to

acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her

intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F or G below, whichever is applicable.

Attachments E and F to this policy provides the Notices described in paragraphs 2 through 6 of this Section E.

G. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
- 4. Notwithstanding Paragraph 1 of this Section F, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
- 5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
- 6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

H. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not

been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

I. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

- 1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
- 2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

J. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2 above, of this Section I., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

5. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to all previously non-affected employees upon transfer to an affected position under the policy, and to all job applicants upon hire and before any testing of applicants if the job offer is made contingent on passing drug and

alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 418 (Drug-Free Workplace/Drug-Free School)

AGENDA ITEM: School Board Policy 419, Tobacco-Free Environment

MEETING DATE: October 10, 2011

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy #419, Tobacco-Free Environment, 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 November 14 School Board meeting agenda or subsequent meeting as an operational item for action.

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

White Bear Lake Area
School District #624 Policy 419

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. **TOBACCO AND TOBACCO-RELATED DEVICES DEFINED DEFINITIONS**

- A. “Electronic Cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- A.B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- E. D. “Smoking” means inhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

IV. **EXCEPTION**

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

V. **ENFORCEMENT**

- A. All individuals including visitors on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

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

VI. DISSEMINATION OF POLICY

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

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

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

AGENDA ITEM: School Board Policy 424, License Status
MEETING DATE: October 10, 2011
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Chris Picha, Director of Human Resources

Background:

School Board Policy 424, License Status, is being brought before the School Board this evening for an annual review required by law. There are no MSBA or cabinet requested changes to this policy.

RECOMMENDATION:

The administration recommends the School Board review this policy as required by law.

Adopted: December 10, 2001

Revised: January 10, 2005

Revised: November 8, 2007

White Bear Lake Area School Board Policy #424

424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURE

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

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

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

E. OPERATIONAL 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: October 10, 2011

SUGGESTED DISPOSITION: Operational 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 had a first reading in September. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy #206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, as recommended by the administration.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

Revised: November 8, 2010

White Bear Lake Area School Board Policy 206

**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.

- ~~E.~~ 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. 363A (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. Agenda items

- 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 **up to** 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
 3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting. ~~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. 4. Questions may be asked on any topic, including those on the agenda.
 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: October 10, 2011

SUGGESTED DISPOSITION: Operational 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 had a first reading in September. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy #208, Development, Adoption, and Implementation of Policies, as recommended by the administration.

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

White Bear Lake Area School Board Policy 208

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: October 10, 2011

SUGGESTED DISPOSITION: Operational 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 had a first reading in September. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy #211, Criminal or Civil Action Against School District, School Board Members, Employee, or Student, as recommended by the administration.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 211

Revised: May 9, 2005

Revised: November 8, 2007

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 Depriving 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: **October 10, 2011**
SUGGESTED DISPOSITION: **Operational 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 had a first reading in September. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve School Board Policy #530, Immunization Requirements, as recommended by the administration.

Adopted: August 27, 2001

Revised: May 9, 2005

Revised: February 9, 2009

*White Bear Lake Area
School Board Policy 530*

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. 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.

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 card ~~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 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.

AGENDA ITEM: Resolution Appointing Election Judges for the
November 8, 2011 School District
General and Special Election

MEETING DATE: October 10, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

This resolution has been provided by our attorney to appoint election judges for the November 8, 2011 ISD # 624 School Board General Election and the School District Special Election.

Recommendation:

Act on the resolution to appoint election judges for the November 8, 2011 ISD #624 School Board General Election and the School District Special Election.

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, State of Minnesota, was duly held in said school district on October 10, 2011, at 7:00 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 8, 2011
SCHOOL DISTRICT GENERAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 8, 2011, to act as such at the polling places and combined polling places established by the School District and municipalities holding elections.

2. The election judges appointed by the City of Lino Lakes, the City of Maplewood and the City of White Bear Lake for the municipal election in those cities are also appointed as election judges of the School District's general election, to act as such at the individual city precincts located in the school district. Their names are incorporated in this resolution as though fully set forth herein.

3. The election judges shall act as clerks of election, emergency election judges, the Absentee Ballot Board, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

EXHIBIT A

School District #624 JUDGES FOR GENERAL ELECTION NOVEMBER 8, 2011

Anne	Beers	Joan	Kapaun
Kathy	Brevig	Elaine	Kaup
Alice	Christiansen	Sheila	Kelly
Robert	Dahl HJ	Tim	Kelvie HJ
Marsha	Durkin	Vernita	Kennen HJ
Marge	Hagg	Dale	Kennen HJ
Bonnie	Hass	Judy	Knabe
Roberta	Johnson	Richard	Lauhead
Mary	Jones	Carole	Lawson
Tom	Joyal	Peter	Lawson
Jean	Kass	Darlene	Lindquist
Marjorie	Kujala	Jean	Longengyke
Ellen	Lemke	Gregory	Loss
Lillian	Lewis	Rita	Mae Haston
Barbara	Mattson	Betty	Meadows
Marceline	Mitchell	Karen	Meslow
Steve	Mizuno HJ	Jeanne	Meuller
Cynthia	Oien	Joyce	Miller
Jeff	Poferl HJ	Carole	Morter
Olivia	Stipe Manke	Jennifer	Nordahl
Mary	Stoetzel	Gloria	Norlinger HJ
Thanh	Tong HJ	Carol	Nowicki
Gayle	Vail	Rachel	Olson
Lauria	Waltraud	Kristin	Olson HJ
Lanny	Anderson	Carole	Overlie HJ
Carol	Anderson	Ann	Palecek
Jack	Anderson HJ	Linda	Quast
Darlene	Ascheman	Joyce	Ramseth
Gary	Baumgartner	Tom	Ratte HJ
Barb	Benedict HJ	Bill	Rau
Allan	Boucher HJ	Flora	Rauch
Jeanne	Boyer	Dorothy	Reische
Myrna	Carlson	Corine	Roberts
Irl	Carter	Marcella	Robichaud
Ed	Champoin HJ	Marilyn	Rosenquist
Joanne	Chartrand	Rita	Schmid
James	Chatterton HJ	Gerry	Schulz
Linda	Cincotta	Andrea	Shrider
Jan	Comfort	Judith	Slowkowski
John	Comfort	Keith	Soderbeck
Mary	Conroy	Linda	Stahley
Carol	Crowe HJ	Joan	Stai
Jan	Dahl HJ	Nancy	Starzecki

Keith	Dahlman	Gary	Starzecki
C. Patricia	deFreitas	Lolle	Stephenson
Lynn	Dornfeld	Ray	Stolz
Karen	Fairchild HJ	Alexa	Strong
Marilyn	Ferry	Mary	Sullivan
Tom	Gilbertson	Virginia	Sykes HJ
Mary	Grunewald	Keith	Teegarden
Joyce	Hall	Doris	Teegarden
Judy	Hanson	Gloria	Tessier
Madeline	Harris	Sonya	Vaughn
Ken	Harris	Norm	Vogel
Pati	Hibbard	William	Weigel
Gwen	Holets	Enid	Weiss
Velda	Humble	Carolyn	Wensman
Margaret	Hyttinen	Margaret	Westman
Joan	Janecek	Lori	Willett
Gloria	Jansen	Janet	Zahler
Norma	Johnson	Kathy	Zajac
Rae	Jwanouskos	Rita	Zepper

STATE OF MINNESOTA)
)SS
 COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to appointing election judges for the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 10th day of October, 2011.

 Clerk