

Independent School District No. 624

MISSION STATEMENT

**THE MISSION OF THE WHITE BEAR LAKE
AREA SCHOOL DISTRICT IS TO
PROVIDE A HIGH-QUALITY EDUCATIONAL
EXPERIENCE FOR ALL LEARNERS.**

**To accomplish our mission we believe that a high-quality educational
Experience must:**

- **be in partnership with the community;**
- **take place in a safe, supportive, and challenging environment;**
- **develop lifelong learners;**
- **allow each learner to reach full potential;**
- **encourage each learner to be a contributing member of a
global society.**

Approved by White Bear Lake Area School Board on July 7, 1994

***The White Bear Lake Area School District leading...
minds to learning,
hearts to compassion,
lives to community service.***

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: September 7, 2010

A meeting of the White Bear Lake Area School Board will be held on **Monday, September 13, 2010** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

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

C. INFORMATION ITEMS

1. Opening School Report -
 - a. Summary/Highlights of August Workshops
 - b. New Staff Profile
 - c. Highlights of Summer Facility Projects
 - d. Opening School Enrollment
2. Presentation of ASBO and GFOA Awards -
3. Superintendent's Report

D. DISCUSSION ITEMS

1. Status of Federal Funds Under New Jobs Bill
2. First Reading of Policy 404, Employment Background Checks
3. First Reading of Policy 406, Public and Private Personnel Data
4. First Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
5. First Reading of Policy 416, Drug and Alcohol Testing
6. First Reading of Policy 416 Forms
7. First Reading of Policy 601, School District Curriculum and Instructional Goals

E. OPERATIONAL ITEMS

1. Action on School Board/Superintendent Goals for 2010-11
2. Action on Sailing Program
3. Annual Report on Curriculum, Instruction and Student Achievement
4. Action to Approve Property Dedication to the School District (Oneka Elementary School Site)

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Induction of Student Representative**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Procedural Item**

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

BACKGROUND:

Maraki Ketema, 12th grade student at South Campus will serve as the Student Representative for the 2010-2011 school year. Maraki is a member of our National Honor Society, Captain of our Mock Trial Team, and a member of Student Council. She is a past Capitol Division Student Council President, attended the Hugh O'Brien Leadership Conference, and was sponsored by the American Legion to attend Minnesota Girls' State. Committed to service, Maraki actively volunteers to raise awareness of the human rights violations that are occurring in Ethiopia.

Sima Bazooband, 12th grade student at South Campus will serve as the Alternate Student Representative for the 2010-11 school year. Sima plays Alto Saxophone in our Symphonic and Jazz bands. She is Captain of our Speech team, is active in theater, and is on the planning committee for C.A.M.P. She is also a member of the National Honor Society.

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AGENDA ITEM: **Consent Agenda**
MEETING DATE: **September 13, 2010**
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: **September 13, 2010**
SUGGESTED DISPOSITION: **Consent Agenda**
CONTACT PERSON(S): **Cathy Storey, School Board Clerk**

Background:

The School Board minutes from last month's regular and work-study meeting are being presented for approval by the School Board.

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, August 9, 2010 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

- 1 Chair Swanson called the meeting to order at 7:01 p.m.
2. Roll Call- Present: Kimball, Newberg, Shevik, Storey, Swanson, Chapman
Absent: Hiniker
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
3. Pledge of Allegiance
4. Newberg moved, Shevik seconded to approve the agenda as presented. ***Voice vote: all ayes.***
Motion carried.
5. Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of the regular and work-study meetings on July 12, 2010;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve personnel issues to include:
 - Resignation – Classified Staff
Lindsey Eichenlaub, Pupil Support Assistant, effective date: 8/2/10
 - Retirement – Classified Staff
Linda Nelson, Media Clerk, effective date: 6/15/10
 - Resignation – Certified Staff
Amy Otteson, Art Teacher, effective date: 6/15/10
 - Retirement – Certified Staff
Celene Wooley, Elementary/Bridges Teacher, effective date: 8/3/10
 - Change in Continuing Contracts – Certified Staff - 2010-11 school year
Angela Mumbleau, Elementary Teacher, from .50 f.t.e. to 1.00 f.t.e.
Rosalia Prementine, Speech Language Pathologist, from .80 f.t.e. to 1.00 f.t.e.
 - New Personnel – Classified Staff
Kari Fernandez, Pupil Support Assistant, effective date: 2010-11 school year
 - New Personnel – Non-Affiliated
Stephanie Krinke, Child Care Lead, effective date: 2011-11 school year
 - New Personnel – Certified Staff for 2010-11 School Year
Stephanie Colores, .6 Spanish Teacher, Sunrise Middle School
Heather Grebe, .5 Science Teacher, ALC
Lori Felton, Elementary Teacher, Matoska International
Anne Kronebusch, Elementary Teacher, Oneka
Stephanie Maki, 1.0 Kindergarten Teacher, Otter Lake
Aimie Pollard, .8 Speech Language Pathologist, Willow
April Schneider, .8 Literacy Coach, Lincoln
 - New Personnel – Administration
Robert McDowell, Middle School Principal, effective date: 8/16/10

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

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

C. INFORMATION ITEMS

1. Superintendent's Report – Dr. Lovett reported on the following:
 - Project Lead the Way's Gateway Academy, a week-long engineering camp for students entering grades six through eight was a success with full sessions and considerable excitement with many engaging and educational projects.
 - Schools are preparing for the 2010-11 school year with staff members working throughout the summer and the District hosting a variety of workshops for staff members.
 - Families are also preparing for the upcoming school year and will find supply list information on the District website, transportation cards to be mailed in August and District calendars will be available in early September. These will be mailed to all District families and are available to community members who stop by the District Center or call 651-407-7563 to have one mailed to their home. Open Houses will be hosted by schools and program sites in the next few weeks.
 - White Bear Lake Area School District received two awards recently from the National School Public Relations Association to include an Award of Merit for our calendar of which we were just one in nine chosen in this category and an Honorable Mention for our 2008-09 Annual Report for which we are one of two Minnesota districts to receive this award. Congratulations were given to Marisa Vette, Director of Communications and Community Relations, for her efforts.

D. DISCUSSION ITEMS

1. Review of 2010 MCA II Data – Dr. Lovett, Madelyn Benson, Assessment and Evaluation Coordinator, David Law, Assistant Superintendent and Kathleen Daniels, Director of Special Services presented an overview of MCAII and MAP test results for the 2009-2010 school year. Significant gains were made on both measures of student success with our District ranking high as compared to other east metro Districts and state and national results.
2. Preliminary Review of School Board/Superintendent Goals for 2010-11 – Dr. Lovett provided an update on School Board/Superintendent Goals for 2010-2011. These goals have been under discussion with Board members since May and are important in that they establish a clear framework for instructional programmatic and financial accountability and ongoing improvements.
3. Partnership with the University of Minnesota – Dr. Lovett provided a Memorandum of Understanding which provides a partnership between our District and the University of Minnesota specific to participating in the "Teacher Education Redesign Initiative" (TERI).

E. OPERATIONAL ITEMS

1. Kimball motioned and Shevik seconded to approve the contract amendment with the White Bear Center for the Arts for the 2010-11 school year. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays – none. Motion carried.*
2. Shevik motioned and Newberg seconded to approve the agreement with Hallberg Engineering, Inc. to implement SEE Energy Conservation Program. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays – none. Motion carried.*

3. Chapman motioned and Storey seconded to approve the agreement with Minnesota Environmental Initiative, Inc. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays – none. Motion carried.*
4. Newberg motioned and Kimball seconded to approve the School Board Meeting Dates for 2011. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays – none. Motion carried.*

F. BOARD FORUM – Swanson reported that the White Bear Lake Area Educational Foundation’s recent golf tournament netted over \$31,000. She thanked all involved.

G. ADJOURNMENT – Newberg motioned and Shevik seconded to adjourn the School Board meeting at 8:00 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, August 23, 2010 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call To Order - Swanson called the meeting to order at 5:40 p.m.

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

Ex-Officio - Lovett

Cabinet – Daniels, Guenther, Law, Picha, Willcoxon

B. DISCUSSION ITEMS

1. Review of Proposed School Board/Superintendent Goals for 2010-11 – Dr. Lovett and Cabinet members provided a detailed overview of the School Board/Superintendent Goals for 2010-11 in order to finalize these for approval at the September Board meeting.
2. Update on Potential Facility and Service Improvements to the District Center – Dr. Lovett and Pete Willcoxon, Executive Director of Business Services, provided an update on the proposed changes for the District Center building entrance along with the reasons for doing so including school security, ADA compliance, efficiency and improved level of service to families and community members.
3. Review of Strategies for Strategic Planning – Dr. Lovett provided an overview of a proposed strategic planning initiative for the District.
4. Continuation of Discussion from July Work Study Session – Discussion continued on the following areas: Evaluation of School Board and Superintendent; School Board working protocols and School Board training.

- C. ADJOURNMENT** - Newberg moved; Swanson seconded to adjourn the meeting at 8:50 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

Consent Agenda Item A-6(b)
September 13, 2010
School Board Meeting

AGENDA ITEM: Monthly Check Registers

MEETING DATE: September 13, 2010

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 - August

	<u>8/13/2010</u>	<u>8/31/2010</u>
Direct Deposit 275555-276044	411,296.87	
U.S. Treasury (FICA, Medicare, withholding)	137,996.04	
MN State Income Tax	23,017.23	
PERA	42,715.35	
TRA	22,425.82	
ING	737.49	
 Direct Deposit 276045-276614		415,029.68
U.S. Treasury (FICA, Medicare, withholding)		135,601.30
MN State Income Tax		22,177.92
PERA		44,809.37
TRA		23,018.78
ING		737.49
Extended Day Association		563.40

Check Nbr	Vendor Name	Check Date	Check Amount
10891	AARP DRIVER SAFETY PROGRAM	09/02/2010	206.00
10892	AARP DRIVER SAFETY PROGRAM	09/02/2010	446.00
10893	ABLENET INC	09/02/2010	199.00
10894	ACCUCUT	09/02/2010	40.00
10895	ACCURATE LABEL DESIGNS	09/02/2010	78.95
10896	ACTIVE.COM	09/02/2010	130.00
10897	ADAMS, LINDA	09/02/2010	244.97
10898	ADVANCED ENVIRONMENTAL RESTORA	09/02/2010	2,382.50
10899	AMAZON	09/02/2010	292.24
10900	AMAZON	09/02/2010	751.31
10901	AMAZON	09/02/2010	1,659.14
10902	ANDERSON, MARGARET M	09/02/2010	216.75
10903	ANDOVER HIGH SCHOOL	09/02/2010	200.00
10904	APPLE COMPUTER INC	09/02/2010	29.00
10905	APPLIED ENVIRONMENTAL SCI INC	09/02/2010	10,242.50
10906	ASHLAND PRODUCTIONS INC	09/02/2010	375.00
10907	ASYST COMMUNICATIONS CO INC	09/02/2010	375.00
10908	AT & T MOBILITY	09/02/2010	1,402.44
10909	AUTISM ASPERGER PUBLISHING CO	09/02/2010	51.95
10910	AVID CENTER	09/02/2010	6,000.00
10911	BAGLIO, DIANE M	09/02/2010	54.00
10912	BATTERIES PLUS	09/02/2010	44.96
10913	BEAURLINE, KATHIE	09/02/2010	19.00
10914	BENILDE ST MARGARETS SCHOOL	09/02/2010	150.00
10915	BLAINE HIGH SCHOOL	09/02/2010	50.00
10916	BLICK ART MATERIALS	09/02/2010	3,085.71
10917	BOMMARITO, JOSEPH A	09/02/2010	67.00
10918	BRAKE & EQUIPMENT WAREHOUSE, I	09/02/2010	83.34
10919	BRO-TEX INC	09/02/2010	154.28
10920	BUDIMIR, CINDY	09/02/2010	14.50
10921	CAMBIUM LEARNING INC	09/02/2010	4,184.51
10922	CARDINAL, SHILO K	09/02/2010	62.25
10923	CATCO PARTS SERVICE	09/02/2010	327.51
10924	CATES CUSTOM REFINISHING	09/02/2010	120.00
10925	CDW GOVERNMENT INC	09/02/2010	698.80
10926	CENTURY POWER EQUIPMENT	09/02/2010	105.83
10927	CERTIFIED LABORATORIES	09/02/2010	680.39
10928	CIRCUIT ELECTRONICS / NOW MICR	09/02/2010	175.18
10929	CITI-CARGO & STORAGE CO INC	09/02/2010	125.00
10930	Vendor Continued Check	09/02/2010	0.00
10931	CJ DUFFY PAPER CO	09/02/2010	26,426.50
10932	CLOSING THE GAP INC	09/02/2010	120.00
10933	COCHRAN, EVON	09/02/2010	100.00
10934	COLUMBUS HIGH SCHOOL	09/02/2010	100.00
10935	COMCAST	09/02/2010	33.95
10936	COMMITTEE FOR CHILDREN	09/02/2010	4,829.45
10937	COMMUNICATION MAILING SERVICES	09/02/2010	346.08
10938	CONSTRUCTIVE PLAYTHINGS	09/02/2010	36.33
10939	CONSTRUCTION MANAGEMENT BUILDI	09/02/2010	14,521.40
10940	CONTINENTAL RESEARCH CORP	09/02/2010	3,320.39

Check Nbr	Vendor Name	Check Date	Check Amount
10941	COOL AIR MECHANICAL	09/02/2010	506.53
10942	COON RAPIDS HIGH SCHOOL	09/02/2010	150.00
10943	COOPS SPORTSWEAR	09/02/2010	559.00
10944	COPY IMAGES INC	09/02/2010	4,538.70
10945	COPY IMAGES INC	09/02/2010	637.72
10946	COUILLARD, TOM	09/02/2010	35.00
10947	CP PRODUCTS INC	09/02/2010	732.86
10948	CTB INC	09/02/2010	13,799.00
10949	CULLEN, CRAIG	09/02/2010	154.50
10950	CULLIGAN BOTTLED WATER	09/02/2010	107.85
10951	CULVERS	09/02/2010	50.00
10952	Vendor Continued Check	09/02/2010	0.00
10953	Vendor Continued Check	09/02/2010	0.00
10954	Vendor Continued Check	09/02/2010	0.00
10955	DALCO CORPORATION	09/02/2010	14,950.24
10956	DARTS VMS INC	09/02/2010	108.57
10957	DELL MARKETING LP	09/02/2010	798.51
10958	DELOACH, MARY	09/02/2010	44.00
10959	DELTA DENTAL PLAN OF MN	09/02/2010	63,866.30
10960	DESIGNER SIGN SYSTEMS INC	09/02/2010	3,035.92
10961	DOMINOS PIZZA	09/02/2010	69.49
10962	DORNER, JULIE A	09/02/2010	7.25
10963	DRAMM, MATTHEW R	09/02/2010	176.50
10964	DYNAMIC LEARNER CONSULTING INC	09/02/2010	1,500.00
10965	E.L. REINHARDT COMPANY INC	09/02/2010	313.50
10966	EDWARD DON & COMPANY	09/02/2010	550.79
10967	EFFERTZ, DONALD	09/02/2010	70.50
10968	ELBING, JESSICA L	09/02/2010	208.38
10969	ENGSTRAN, PAUL	09/02/2010	40.00
10970	ERBERT & GERBERTS SUBS & CLUBS	09/02/2010	138.44
10971	FARIBAULT HIGH SCHOOL	09/02/2010	55.00
10972	FARMINGTON HIGH SCHOOL	09/02/2010	150.00
10973	FASTENAL COMPANY	09/02/2010	306.50
10974	FEED MY STARVING CHILDREN	09/02/2010	189.31
10975	FERNANDEZ, KEVIN	09/02/2010	563.40
10976	FISHER, SHEILA	09/02/2010	100.00
10977	FLORIN, JOLYN A	09/02/2010	559.65
10978	FOREST LAKE HIGH SCHOOL	09/02/2010	125.00
10979	FRY, JOHN	09/02/2010	61.50
10980	GALLAGHERS NORTHWESTERN TIRE C	09/02/2010	1,227.05
10981	GE MONEY BANK	09/02/2010	102.78
10982	GE MONEY BANK	09/02/2010	611.18
10983	GENERAL SECURITY SERVICES CORP	09/02/2010	18,878.40
10984	GESE, SANDRA	09/02/2010	339.97
10985	GILLUND ENTERPRISES	09/02/2010	187.56
10986	GL SPORTS	09/02/2010	314.98
10987	GLASGOW, MATTHEW	09/02/2010	234.00
10988	GOLDCOM INC	09/02/2010	236.92
10989	GOODIN COMPANY	09/02/2010	1,485.00
10990	GOPHER	09/02/2010	1,260.39

Check Nbr	Vendor Name	Check Date	Check Amount
10991	GRAFFIC TRAFFIC LLC	09/02/2010	1,690.00
10992	Vendor Continued Check	09/02/2010	0.00
10993	GRAINGER	09/02/2010	5,723.55
10994	GRANDMA'S BAKERY INC	09/02/2010	122.56
10995	GRAVLEY, STEPHEN	09/02/2010	125.88
10996	GREATAMERICA LEASING CORP	09/02/2010	324.45
10997	GREEN VALUE NURSERY INC	09/02/2010	1,252.90
10998	GREEN, BARBARA J	09/02/2010	78.00
10999	GRITZMACHER, SHAWN	09/02/2010	823.51
11000	GROTH MUSIC CO	09/02/2010	177.33
11001	GRUN, SUSAN L	09/02/2010	127.47
11002	HEALTHPARTNERS	09/02/2010	1,120,428.20
11003	HEIFER INTL	09/02/2010	301.20
11004	HERFF JONES INC	09/02/2010	1,559.00
11005	HIGGINS, SHEILA	09/02/2010	101.20
11006	HILLYARD INC MINNEAPOLIS	09/02/2010	3,142.04
11007	HODD, ROY	09/02/2010	158.90
11008	HOGLUND BUS AND TRUCK CO	09/02/2010	610.88
11009	HOLMES, JEFF	09/02/2010	425.00
11010	HOME DEPOT CREDIT SERVICES	09/02/2010	71.54
11011	HOUGHTON MIFFLIN HARCOURT	09/02/2010	3,881.68
11012	HR SPECIALIST: MN EMPLOYMENT	09/02/2010	191.00
11013	HSBC BUSINESS SOLUTIONS	09/02/2010	386.62
11014	HUGO FEED MILL & HARDWARE	09/02/2010	20.26
11015	HULLSIEK, WILLIAM	09/02/2010	245.45
11016	IMMEL, COLLEEN	09/02/2010	131.50
11017	IMPACT SPORTS INC	09/02/2010	1,414.12
11018	INTEGRA TELECOM	09/02/2010	313.20
11019	IRGENS, LINDA S	09/02/2010	538.48
11020	ISD #622 NO ST PAUL/MAPLEWOOD	09/02/2010	1,800.00
11021	ISD #625 ST PAUL PUBLIC SCHOOL	09/02/2010	2,100.15
11022	JANZEN, ANIKA	09/02/2010	96.00
11023	JOHN DEERE LANDSCAPES	09/02/2010	2,388.72
11024	JOHN MERGES LICSW	09/02/2010	475.00
11025	JOHNSON, AMY	09/02/2010	54.00
11026	JOHNSON CONTROLS INC	09/02/2010	1,290.75
11027	JONES, JESSICA	09/02/2010	100.00
11028	JUST5CLICKS INC	09/02/2010	51,771.03
11029	Vendor Continued Check	09/02/2010	0.00
11030	K PEARSON MECHANICAL LLC	09/02/2010	23,511.12
11031	KANEKO, SHINICHI	09/02/2010	260.00
11032	KAY, ALANA DODGE	09/02/2010	96.00
11033	KAY, CAROLYN	09/02/2010	60.14
11034	KEARN, BARBARA	09/02/2010	192.76
11035	KEESE, JENNIFER R	09/02/2010	29.00
11036	KERSCHNER, LUCILLE M	09/02/2010	54.00
11037	KIMBALL MIDWEST	09/02/2010	169.43
11038	KITTS, HARRY	09/02/2010	260.10
11039	KRITZECK, JACKIE	09/02/2010	133.00
11040	KROCAK, NANCY J	09/02/2010	41.00

Check Nbr	Vendor Name	Check Date	Check Amount
11041	KUBITZ EDUCATIONAL SERVICES	09/02/2010	162.00
11042	Vendor Continued Check	09/02/2010	0.00
11043	L'ALLIER CONCRETE INC	09/02/2010	41,155.00
11044	LAKESHORE LEARNING MATERIALS	09/02/2010	762.33
11045	LANGER'S TREE SERVICE	09/02/2010	915.00
11046	LAWRENCE SIGN	09/02/2010	2,385.00
11047	LAWSON PRODUCTS INC	09/02/2010	177.14
11048	LEARNING A-Z	09/02/2010	156.65
11049	LINGUISYSTEMS INC	09/02/2010	61.95
11050	LOTITO-MEIER, VANESSA L	09/02/2010	55.91
11051	LOVETT, MICHAEL J	09/02/2010	164.99
11052	LUDTKE, PEGGY	09/02/2010	142.97
11053	MN ADAPTED ATHLETICS ASSOC	09/02/2010	240.00
11054	MN ASSOC OF ADMIN OF STATE &	09/02/2010	435.00
11055	MADISON NATIONAL LIFE INS CO I	09/02/2010	53,947.37
11056	MADL, DENNIS S	09/02/2010	118.75
11057	MAILFINANCE INC	09/02/2010	159.99
11058	MAPLEWOOD LANES	09/02/2010	210.00
11059	MN ASSOC OF SCH BUSINESS OFFIC	09/02/2010	100.00
11060	MN ASSOC OF SCHOOL MAINTENANCE	09/02/2010	325.00
11061	MCCORMICK, JUDY	09/02/2010	116.91
11062	MCDUGALL, MERLE R	09/02/2010	54.00
11063	MCDOWELL, ROBERT C	09/02/2010	78.25
11064	MCGRAW-HILL COMPANIES	09/02/2010	2,785.69
11065	MCPAHON, MARGARET	09/02/2010	42.29
11066	MN DIETETIC ASSOCIATION	09/02/2010	95.00
11067	MEDCO SUPPLY CO	09/02/2010	1,260.03
11068	METRO ECSU	09/02/2010	720.00
11069	MICHAEL BASICH INC	09/02/2010	1,220.00
11070	MIDWEST BUS PARTS INC	09/02/2010	409.95
11071	MIDWEST HOME	09/02/2010	9.95
11072	MIDWEST TECHNOLOGY PRODUCTS	09/02/2010	142.34
11073	MIEURE, MARY ELLEN	09/02/2010	27.96
11074	MINVALCO INC	09/02/2010	291.60
11075	MLA	09/02/2010	2,474.00
11076	MN DEPT OF HEALTH	09/02/2010	60.00
11077	MN NCPERS LIFE INSURANCE	09/02/2010	544.00
11078	MN STATE HIGH SCHOOL LEAGUE	09/02/2010	3,563.00
11079	MOBILE RADIO ENGINEERING INC	09/02/2010	784.40
11080	MODEL ME KIDS LLC	09/02/2010	342.80
11081	MODERN FENCE & CONST INC	09/02/2010	700.00
11082	MOONEY, CYNTHIA L	09/02/2010	96.00
11083	MOORE, CYNTHIA	09/02/2010	761.96
11084	MP NEXLEVEL LLC	09/02/2010	97.50
11085	MN SCHOOL BOARDS ASSN	09/02/2010	820.00
11086	Vendor Continued Check	09/02/2010	0.00
11087	NARDINI FIRE EQUIPMENT CO INC	09/02/2010	5,292.86
11088	NASCO	09/02/2010	138.83
11089	NATL JOINT POWERS ALLIANCE	09/02/2010	1,650.00
11090	NATL WILDLIFE FEDERATION	09/02/2010	150.00

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11091	NCS PEARSON INC	09/02/2010	3,879.82
11092	NESS ELECTRONICS INC	09/02/2010	116.46
11093	NEW VISION PRINTING	09/02/2010	703.50
11094	NEXTEL COMMUNICATIONS	09/02/2010	877.30
11095	NOLAN, KEITH	09/02/2010	50.00
11096	NORCOM INC	09/02/2010	125.96
11097	Vendor Continued Check	09/02/2010	0.00
11098	NORTH CENTRAL TRUCK EQUIPMENT	09/02/2010	2,843.13
11099	NORTHSTAR ACCESS LLC	09/02/2010	2,987.19
11100	OFFICE DEPOT	09/02/2010	238.61
11101	OFFICEMAX INCORPORATED	09/02/2010	119.98
11102	OLSON, CHRISTOPHER	09/02/2010	8.00
11103	ON SITE SANITATION INC	09/02/2010	1,556.50
11104	ORIENTAL TRADING CO INC	09/02/2010	313.12
11105	ORUC, DZEVDO	09/02/2010	67.00
11106	OYEN, JENNIFER M	09/02/2010	46.00
11107	PAUL THE PLUMBER INC	09/02/2010	190.00
11108	PC MALLGOV	09/02/2010	1,513.66
11109	PERRIER-MILLER, DANIELLE L	09/02/2010	47.20
11110	PIERRE, CHRISTINA	09/02/2010	1,219.45
11111	PLASTER, MARK A	09/02/2010	133.50
11112	POR LLC	09/02/2010	7,777.78
11113	POSTMASTER	09/02/2010	132.00
11114	POSTMASTER	09/02/2010	44.00
11115	PREMIER LIGHTING INC	09/02/2010	635.00
11116	PREMIER AGENDAS INC	09/02/2010	1,114.50
11117	PRESS PUBLICATIONS	09/02/2010	30.00
11118	PRO-ED INC	09/02/2010	48.48
11119	PROFESSIONAL BINDING PROD INC	09/02/2010	333.00
11120	PROJECT CENTRAL HARDWARE & REN	09/02/2010	97.99
11121	QUAAS, BETH A	09/02/2010	95.84
11122	RATWIK ROSZAK & MALONEY PA	09/02/2010	885.20
11123	RATZ, KIM	09/02/2010	2,000.00
11124	REASON	09/02/2010	1,054.00
11125	REGENTS OF THE UNIV OF MN	09/02/2010	1,500.00
11126	RESOURCES FOR EDUCATORS	09/02/2010	487.00
11127	RIGGS INSITUTE SALES	09/02/2010	378.00
11128	ROCHESTER CENTURY HIGH SCHOOL	09/02/2010	80.00
11129	ROGER VADNAIS PLUMBING	09/02/2010	150.00
11130	RRR BUILDERS	09/02/2010	200.00
11131	SAFETY-KLEEN CORP	09/02/2010	356.79
11132	SAINTS NORTH MAPLEWOOD	09/02/2010	840.00
11133	SANTI, MARY	09/02/2010	96.00
11134	SCHINDLER ELEVATOR CORP	09/02/2010	594.63
11135	SCHMITZ, KAREN M	09/02/2010	157.40
11136	SCHOLASTIC INC	09/02/2010	7,707.72
11137	SCHOLASTIC MAGAZINES	09/02/2010	197.50
11138	SCHOLASTIC CLASSROOM MAGAZINES	09/02/2010	36.20
11139	Vendor Continued Check	09/02/2010	0.00
11140	Vendor Continued Check	09/02/2010	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
11141	Vendor Continued Check	09/02/2010	0.00
11142	Vendor Continued Check	09/02/2010	0.00
11143	Vendor Continued Check	09/02/2010	0.00
11144	SCHOOL HEALTH CORP	09/02/2010	9,845.53
11145	SCHOOL PROJECT	09/02/2010	472.50
11146	SCHRUL, SHANNON	09/02/2010	15.00
11147	SCIENCE MUSEUM OF MINNESOTA	09/02/2010	960.00
11148	SECURITAS SEC SVCS USA INC	09/02/2010	1,161.30
11149	SEELEY, LYNN K	09/02/2010	325.00
11150	SEHR, KRISTIN	09/02/2010	96.00
11151	SENTRY SYSTEMS INC	09/02/2010	1,361.00
11152	SLATOR, KEVIN T	09/02/2010	50.00
11153	SNAP ON TOOLS	09/02/2010	449.25
11154	SNELL, MICHAEL M	09/02/2010	79.90
11155	SNYDER, SCOTT	09/02/2010	35.00
11156	SOLARWINDS	09/02/2010	2,090.00
11157	SOUTH CAMPUS STUDENT ACTIVITY	09/02/2010	79.00
11158	SOUTHWEST PREFERRED FINISHING	09/02/2010	155.25
11159	SPECTRUM INDUSTRIES INC	09/02/2010	201.82
11160	SPRING LAKE PARK SCHOOLS	09/02/2010	95.00
11161	ST CROIX RECREATION CO INC	09/02/2010	9,585.00
11162	ST OLAF COLLEGE CROSS COUNTRY	09/02/2010	100.00
11163	ST PAUL LINOLEUM & CARPET COMP	09/02/2010	20,622.00
11164	ST PAUL CENTRAL HIGH SCHOOL	09/02/2010	50.00
11165	STAPLES ADVANTAGE	09/02/2010	1,498.90
11166	STAR AUTISM SUPPORT	09/02/2010	324.50
11167	STATE SUPPLY CO	09/02/2010	1,356.93
11168	STRAND, LAURA	09/02/2010	75.00
11169	SUBSCRIPTION SERV OF AMER INC	09/02/2010	567.34
11170	SUNDER, CARRIE DAMON	09/02/2010	54.00
11171	SUPER DUPER PUBLICATIONS	09/02/2010	209.30
11172	SWEETWATER EDUC TECH DIVISION	09/02/2010	97.99
11173	TA SCHIFSKY & SONS INC	09/02/2010	4,975.00
11174	TAHER INC	09/02/2010	7,534.12
11175	TARGET BANK	09/02/2010	1,019.26
11176	TARGET BANK	09/02/2010	26.36
11177	TATGE, DAVID A	09/02/2010	591.19
11178	TAYLOR SALES INC	09/02/2010	35.60
11179	TEACHERWEB INC	09/02/2010	117.00
11180	TELIN TRANSPORTATION GROUP LLC	09/02/2010	907.71
11181	THE WEEK	09/02/2010	69.00
11182	THERMO-DYNE INC	09/02/2010	4,771.29
11183	Vendor Continued Check	09/02/2010	0.00
11184	THYSSENKRUPP ELEVATOR CORP	09/02/2010	3,996.93
11185	TIERNEY BROTHERS INC	09/02/2010	2,853.95
11186	TIME FOR KIDS	09/02/2010	1,218.00
11187	TRADE PRESS INC	09/02/2010	351.00
11188	TRIO SUPPLY COMPANY	09/02/2010	156.28
11189	TSCHIDA, MARC	09/02/2010	65.10
11190	TWIN CITY JANITOR SUPPLY CO	09/02/2010	8,620.00

Check Nbr	Vendor Name	Check Date	Check Amount
11191	TWIN CITY NURSERY INC	09/02/2010	88.00
11192	TWIN CITIES DISTRICT DIETETIC	09/02/2010	40.00
11193	U.S. ENERGY SERVICES INC	09/02/2010	3,599.98
11194	US POSTAL SERVICE	09/02/2010	8,000.00
11195	VERIZON WIRELESS	09/02/2010	379.68
11196	VIRCO INC	09/02/2010	1,208.38
11197	WALKER, DEBBIE	09/02/2010	33.50
11198	WALZ, RON	09/02/2010	67.00
11199	WARWICK, ALIZA LOGAN	09/02/2010	96.00
11200	WASTE MANAGEMENT OF WI-MN	09/02/2010	1,125.13
11201	WATTERS, LAURA J	09/02/2010	124.57
11202	WHITE BEAR GLASS INC	09/02/2010	374.00
11203	WHITE BEAR LOCKSMITH INC	09/02/2010	61.05
11204	WBL ARCHERY	09/02/2010	885.00
11205	WHITE BEAR LAKE EMERGENCY FOOD	09/02/2010	120.00
11206	WHITE BEAR LAKE UMPIRES ASSN	09/02/2010	6,625.00
11207	WEEKLY READER	09/02/2010	606.85
11208	WHITCOMB, JACLYN ANN	09/02/2010	66.99
11209	Vendor Continued Check	09/02/2010	0.00
11210	WILLIAM V MACGILL & CO	09/02/2010	1,109.35
11211	WILLIAMS JR LEE E	09/02/2010	132.00
11212	XCEL ENERGY	09/02/2010	63,448.27
11213	YANG, SONG	09/02/2010	908.00
323	Computer	Check(s) For a Total of	1,797,634.20

Check Nbr	Vendor Name	Check Date	Check Amount
10289	YANG, SONG	09/02/2010	908.00
10854	UNIVERSITY OF MINNESOTA ATHLET	09/02/2010	125.00
2	Void	Check(s) For a Total of	1,033.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	323	Computer	Checks For a Total of	1,797,634.20
Total For	323	Manual, Wire Tran, ACH & Computer Checks		1,797,634.20
Less	2	Voided	Checks For a Total of	1,033.00
		Net Amount		1,796,601.20

Check Nbr	Vendor Name	Check Date	Check Amount
10889	POSTMASTER	09/01/2010	1,350.17
10890	YANG, KAO KALIA	09/01/2010	5,000.00
2	Computer	Check(s) For a Total of	6,350.17

	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	6,350.17
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	6,350.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,350.17

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
10874	AIG	08/26/2010	365.84
10875	AMERICAN FUNDS	08/26/2010	8,535.74
10876	AMERIPRISE	08/26/2010	2,458.31
10877	AXA EQUITABLE	08/26/2010	2,236.75
10878	EDUCATION MN ESI BILLING TRUST	08/26/2010	3,384.31
10879	IUOE #70	08/26/2010	1,224.35
10880	METROPOLITAN LIFE	08/26/2010	912.50
10881	MN CHILD SUPPORT	08/26/2010	1,283.50
10882	MN DEPT OF REVENUE	08/26/2010	343.00
10883	PITNEY BOWES PURCHASE POWER	08/26/2010	82.97
10884	SCHOOL SERVICE EMPLOYEES	08/26/2010	1,345.17
10885	TDS METROCOM - MN	08/26/2010	13,528.27
10886	VANGUARD SMALL BUSINESS SERVIC	08/26/2010	3,381.67
13	Computer	Check(s) For a Total of	39,082.38

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	39,082.38
Total For	13	Manual, Wire Tran, ACH & Computer	Checks	39,082.38
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		39,082.38

Check Nbr	Vendor Name	Check Date	Check Amount
10591	AARP DRIVER SAFETY PROGRAM	08/19/2010	266.00
10592	AARP DRIVER SAFETY PROGRAM	08/19/2010	220.00
10593	ABBOTT PAINT & CARPET INC	08/19/2010	6,517.75
10594	ACE SUPPLY	08/19/2010	190.37
10595	ACKERKNECHT, CATHY	08/19/2010	187.21
10596	ADAMS, LINDA	08/19/2010	152.57
10597	ADVANCED ENVIRONMENTAL RESTORA	08/19/2010	12,302.50
10598	AMERICAN TIME & SIGNAL CO	08/19/2010	348.91
10599	AMSTERDAM PRINTING & LITHO	08/19/2010	148.85
10600	ANDERSON-JOHNSON ASSOC INC	08/19/2010	1,000.00
10601	APPLE COMPUTER INC	08/19/2010	156.00
10602	APPLIED ENVIRONMENTAL SCI INC	08/19/2010	4,793.50
10603	ATHLETIC DECALS INC	08/19/2010	130.00
10604	ATHLETIC VALUES LLC	08/19/2010	13,800.00
10605	AV AVENUE LLC	08/19/2010	5,600.00
10606	AVID CENTER	08/19/2010	13,920.00
10607	BABIASH, JENNIFER MAE	08/19/2010	29.59
10608	BAKER, CHERYL	08/19/2010	57.29
10609	BAUDVILLE	08/19/2010	2,206.25
10610	BEAR PATCH QUILTING CO	08/19/2010	1,330.00
10611	BLAINE HIGH SCHOOL	08/19/2010	50.00
10612	BRAKE & EQUIPMENT WAREHOUSE, I	08/19/2010	87.16
10613	BRYAN-DAY, MARY E	08/19/2010	56.00
10614	BURKE, ELIZABETH	08/19/2010	63.96
10615	CAMBIUM LEARNING INC	08/19/2010	12,284.10
10616	CANNON PRESS	08/19/2010	271.26
10617	CARROT-TOP INDUSTRIES INC	08/19/2010	54.45
10618	CDW GOVERNMENT INC	08/19/2010	1,359.42
10619	CEDAR LAKE SPEEDWAY	08/19/2010	135.00
10620	THE CENTER FOR EFFICIENT SCHOO	08/19/2010	2,500.00
10621	CHARPENTIER, DEBORAH A	08/19/2010	75.60
10622	CHRISTENSEN, JENNIFER	08/19/2010	90.00
10623	CITI-CARGO & STORAGE CO INC	08/19/2010	85.00
10624	CLASSICAL ACADEMIC PRESS	08/19/2010	191.38
10625	COMCAST	08/19/2010	63.95
10626	COMCAST	08/19/2010	63.95
10627	COMSTOCK & SONS INC	08/19/2010	1,709.00
10628	COOKIETREE INC	08/19/2010	2,080.20
10629	COPY IMAGES INC	08/19/2010	13,754.44
10630	COPY IMAGES INC	08/19/2010	699.54
10631	COYOTE CORP	08/19/2010	5,190.40
10632	CUB FOODS OF WHITE BEAR TWSHP	08/19/2010	454.65
10633	CULLEN, CRAIG	08/19/2010	100.45
10634	CURRICULUM ASSOCIATES LLC	08/19/2010	3,830.75
10635	Vendor Continued Check	08/19/2010	0.00
10636	Vendor Continued Check	08/19/2010	0.00
10637	Vendor Continued Check	08/19/2010	0.00
10638	DALCO CORPORATION	08/19/2010	13,813.94
10639	DELL MARKETING LP	08/19/2010	169,557.30
10640	DELLWO, COLLEEN F	08/19/2010	204.06

Check Nbr	Vendor Name	Check Date	Check Amount
10641	DELTA EDUCATION	08/19/2010	386.40
10642	DESTACHE, DAN	08/19/2010	288.97
10643	DIAMOND VOGEL	08/19/2010	1,846.64
10644	DOOR SERVICE COMPANY	08/19/2010	6,347.00
10645	DUOOS, KIRSTEN M	08/19/2010	24.51
10646	EBERT CONSTRUCTION	08/19/2010	136,098.63
10647	EBSCO SUBSCRIPTION SERVICES	08/19/2010	624.44
10648	ECOLAB	08/19/2010	329.52
10649	EESCO UNITED ELECTRIC	08/19/2010	244.02
10650	EMEDCO COMPANY INC	08/19/2010	487.02
10651	ERBERT & GERBERTS SUBS & CLUBS	08/19/2010	1,251.58
10652	ERICKSON, CAMILLE	08/19/2010	200.00
10653	ESSON, ANN	08/19/2010	69.00
10654	ETA/CUISENAIRE	08/19/2010	68.54
10655	FARIBAULT HIGH SCHOOL	08/19/2010	55.00
10656	FARINA, RON	08/19/2010	100.00
10657	FASTENAL COMPANY	08/19/2010	888.45
10658	FESTIVAL FOODS-KNOWLAN'S	08/19/2010	260.72
10659	FINK, AVIS	08/19/2010	78.00
10660	FOLLETT SOFTWARE COMPANY	08/19/2010	11,994.48
10661	FOSTER, CATHERINE A	08/19/2010	39.75
10662	FRATTALONES HARDWARE STORES	08/19/2010	1,099.95
10663	FREEFIND.COM	08/19/2010	108.00
10664	G&K SERVICES INC	08/19/2010	601.48
10665	GABRIEL, CARRIE	08/19/2010	100.00
10666	GALLAGHERS NORTHWESTERN TIRE C	08/19/2010	718.31
10667	GE MONEY BANK	08/19/2010	1,378.29
10668	GESE, SANDRA	08/19/2010	47.93
10669	G NEIL DIRECT MAIL INC	08/19/2010	204.89
10670	GOLDCOM INC	08/19/2010	303.51
10671	GOODIN COMPANY	08/19/2010	532.46
10672	Vendor Continued Check	08/19/2010	0.00
10673	Vendor Continued Check	08/19/2010	0.00
10674	Vendor Continued Check	08/19/2010	0.00
10675	GRAINGER	08/19/2010	3,583.99
10676	GRANDMA'S BAKERY INC	08/19/2010	83.49
10677	GRAVLEY, STEPHEN	08/19/2010	87.63
10678	GREATAMERICA LEASING CORP	08/19/2010	699.92
10679	GREEN VALUE NURSERY INC	08/19/2010	1,447.80
10680	HALLBERG ENGINEERING INC	08/19/2010	3,363.07
10681	HANSON, MARILYN	08/19/2010	80.00
10682	HAWTHORNE EDUCATIONAL SERVICES	08/19/2010	35.20
10683	HEADSETS.COM INC	08/19/2010	47.90
10684	HEDBERG AGGREGATES	08/19/2010	2,765.98
10685	HEURUNG, SUE	08/19/2010	13.90
10686	HILLYARD INC MINNEAPOLIS	08/19/2010	107.90
10687	HISDAHL INC	08/19/2010	45.50
10688	HOGLUND BUS AND TRUCK CO	08/19/2010	2,979.91
10689	HOPPE, LISA	08/19/2010	12.65
10690	HORN, NEAL	08/19/2010	200.00

Check Nbr	Vendor Name	Check Date	Check Amount
10691	HOUCHEN BINDERY LTD	08/19/2010	428.75
10692	HOUGHTON MIFFLIN HARCOURT	08/19/2010	19,720.71
10693	HUGO MILL OUTDOOR POWER	08/19/2010	180.81
10694	IMAGINE DESIGN & CREATIVE	08/19/2010	3,800.00
10695	INNOVATIVE OFFICE SOLUTIONS	08/19/2010	2,244.01
10696	INTEGRATED NETWORK CABLE INC	08/19/2010	273.29
10697	ISD #11 ANOKA/HENNEPIN SCHOOLS	08/19/2010	861.96
10698	ISD #625 ST PAUL PUBLIC SCHOOL	08/19/2010	51,470.58
10699	ISD #709 DULUTH	08/19/2010	9,384.38
10700	JIMMY'S CONFERENCE & BANQUET C	08/19/2010	500.00
10701	JOHN DEERE LANDSCAPES	08/19/2010	731.40
10702	JOHNSON, JUDITH E	08/19/2010	590.89
10703	KEARN, BARBARA	08/19/2010	100.00
10704	KELVIN LP	08/19/2010	99.00
10705	KEY CURRICULUM PRESS	08/19/2010	7,089.50
10706	KIRK ACOUSTICS INC	08/19/2010	1,900.00
10707	KOWALSKI'S MARKET	08/19/2010	39.81
10708	KRAUS ANDERSON CONSTRUCTION CO	08/19/2010	14,853.00
10709	KRUSEMARK, CARY L	08/19/2010	63.16
10710	KUBITZ EDUCATIONAL SERVICES	08/19/2010	2,713.32
10711	L'ALLIER CONCRETE INC	08/19/2010	23,436.00
10712	LAKESHORE LEARNING MATERIALS	08/19/2010	96.37
10713	LANDS BEST FOODS	08/19/2010	5,083.25
10714	LANGER'S TREE SERVICE	08/19/2010	10,160.00
10715	LANGUAGE LINE SERVICES	08/19/2010	51.75
10716	LARSON, ALYSSA B	08/19/2010	695.00
10717	LARSON ENGINEERING INC	08/19/2010	1,650.00
10718	LAW JOURNAL PRESS	08/19/2010	179.95
10719	THE LAWRENCE GROUP & KING DIST	08/19/2010	100.00
10720	LAWRENCE SIGN	08/19/2010	4,675.00
10721	LIFECOURSE ASSOC	08/19/2010	346.71
10722	LOFFLER COMPANIES INC	08/19/2010	3,805.79
10723	LUBRANT, NANCY JEAN	08/19/2010	180.00
10724	MACK, JEANNE C	08/19/2010	188.70
10725	MACKIN EDUCATIONAL RESOURCES	08/19/2010	10,000.00
10726	MAD SCIENCE OF MINNESOTA	08/19/2010	990.00
10727	MASA	08/19/2010	169.00
10728	MASTERGRAPHICS, INC	08/19/2010	3,216.86
10729	MATTICE JULIE A	08/19/2010	129.12
10730	MCCORMICK, JUDY	08/19/2010	153.76
10731	MCDONOUGH'S WATERJETTING AND	08/19/2010	1,474.45
10732	MCGRAW, TIM	08/19/2010	111.75
10733	MCMAHON, MARGARET	08/19/2010	40.00
10734	MERZER MA, SHEILA	08/19/2010	250.00
10735	METRO ECSU	08/19/2010	85.00
10736	MICHAEL BASICH INC	08/19/2010	650.00
10737	MICHEL, ROCHELLE N	08/19/2010	308.98
10738	MIDAMERICA ADMIN & RETIREMENT	08/19/2010	5,552.00
10739	MIDWEST BUS PARTS INC	08/19/2010	1,523.55
10740	MIDWEST TECHNOLOGY PRODUCTS	08/19/2010	1,387.80

Check Nbr	Vendor Name	Check Date	Check Amount
10741	MILACA HIGH SCHOOL	08/19/2010	50.00
10742	MINVALCO INC	08/19/2010	2,113.68
10743	MLA	08/19/2010	3,180.00
10744	MN ASSOC OF SECRETARIES TO THE	08/19/2010	40.00
10745	MN ASSOC OF SECONDARY SCHOOL P	08/19/2010	1,574.00
10746	MN ELEVATOR INC	08/19/2010	280.04
10747	MODERN FENCE & CONST INC	08/19/2010	3,550.00
10748	MOORHEAD MACHINERY & BOILER CO	08/19/2010	5,778.91
10749	MOUNDS VIEW HIGH SCHOOL	08/19/2010	100.00
10750	MUNDELL, GERALD	08/19/2010	193.50
10751	MVP & ASSOC	08/19/2010	4,757.50
10752	NAPA AUTO PARTS	08/19/2010	1.38
10753	Vendor Continued Check	08/19/2010	0.00
10754	Vendor Continued Check	08/19/2010	0.00
10755	NARDINI FIRE EQUIPMENT CO INC	08/19/2010	3,200.23
10756	NATL GEOGRAPHY CHALLENGE	08/19/2010	70.00
10757	NATL GEOGRAPHY BEE	08/19/2010	90.00
10758	NATL MIDDLE SCHOOL ASSOC	08/19/2010	747.00
10759	NATL SCHOOL PUBLIC RELATIONS A	08/19/2010	240.00
10760	NATURESEAL INC	08/19/2010	2,632.72
10761	NCS INC	08/19/2010	134.25
10762	NORTH CENTRAL TRUCK EQUIPMENT	08/19/2010	716.18
10763	NORTHEAST METRO INTERMEDIATE D	08/19/2010	62,709.04
10764	NORTHWEST YOUTH & FAMILY SERV	08/19/2010	64,741.00
10765	NOVELL INC	08/19/2010	25,975.00
10766	O'REILLY AUTOMOTIVE INC	08/19/2010	1,709.52
10767	OFFICE DEPOT	08/19/2010	17.12
10768	OLSON, CHRISTOPHER	08/19/2010	37.75
10769	Vendor Continued Check	08/19/2010	0.00
10770	Vendor Continued Check	08/19/2010	0.00
10771	Vendor Continued Check	08/19/2010	0.00
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10773	ON SITE SANITATION INC	08/19/2010	1,875.00
10774	OXYGEN SERVICE CO INC	08/19/2010	102.10
10775	PAN-O-GOLD	08/19/2010	93.44
10776	PARKMAN, JAN	08/19/2010	1,000.00
10777	PARKOS CONSTRUCTION CO INC	08/19/2010	35,677.25
10778	PAXTON/PATTERSON	08/19/2010	1,050.00
10779	PEARSON MECHANICAL SERVICES IN	08/19/2010	13,127.06
10780	PEARSON EDUCATION	08/19/2010	1,165.94
10781	PIONEER MANUFACTURING CO	08/19/2010	1,515.00
10782	PLASTER, MARK A	08/19/2010	76.25
10783	POSITIVE PROMOTIONS	08/19/2010	232.95
10784	POSTMASTER	08/19/2010	2,580.00
10785	POSTMASTER	08/19/2010	500.00
10786	PRAXAIR DISTRIBUTION INC	08/19/2010	177.75
10787	PREMIER AGENDAS INC	08/19/2010	4,969.65
10788	PRISSEL, JESSIE L	08/19/2010	59.00
10789	PROFESSIONAL TURF & RENOVATION	08/19/2010	1,000.00
10790	QWEST	08/19/2010	257.50

Check Nbr	Vendor Name	Check Date	Check Amount
10791	RA PEARSON & ASSOCIATES LLC	08/19/2010	5,600.00
10792	RAINBOW RESOURCE CENTER	08/19/2010	522.58
10793	RBG FOODS LLC	08/19/2010	2,268.00
10794	RESOURCES FOR EDUCATORS	08/19/2010	599.00
10795	RHINO LININGS OF WHITE BEAR	08/19/2010	509.00
10796	RHUDE, MARY JO D	08/19/2010	90.00
10797	RIGGS INSITUTE SALES	08/19/2010	212.30
10798	ROSEMOUNT HIGH SCHOOL	08/19/2010	110.00
10799	ROSENTHAL BROS INC	08/19/2010	839.00
10800	ROSEVILLE AREA SCHOOLS	08/19/2010	39.00
10801	S & T OFFICE PRODUCTS INC	08/19/2010	33.65
10802	SAFEWAY DRIVING SCHOOL	08/19/2010	6,820.00
10803	SAINTS NORTH MAPLEWOOD	08/19/2010	514.50
10804	SAM'S CLUB	08/19/2010	290.49
10805	SAM'S CLUB	08/19/2010	210.07
10806	SAM'S CLUB	08/19/2010	32.98
10807	SCAN AIR FILTER INC	08/19/2010	729.00
10808	SCHARBER & SONS	08/19/2010	93.25
10809	SCHMIDT, NOEL	08/19/2010	2,000.00
10810	SCHOLASTIC MAGAZINES	08/19/2010	131.18
10811	SCHOOL HEALTH CORP	08/19/2010	349.00
10812	SCHOOL SPECIALTY	08/19/2010	4,657.36
10813	SCHWAB-VOLLHABER-LUBRATT	08/19/2010	9,249.00
10814	SCR	08/19/2010	114,380.00
10815	SEEVER, GRAY	08/19/2010	130.00
10816	SELECTACCOUNT	08/19/2010	1,365.00
10817	SENTRY SYSTEMS INC	08/19/2010	115.00
10818	SHELP, MICHELLE	08/19/2010	847.50
10819	SJURSEN, JOAN	08/19/2010	58.00
10820	SNAP ON TOOLS	08/19/2010	209.92
10821	SOAR LEARNING LLC	08/19/2010	913.80
10822	SOCIAL STUDIES SCHOOL SERVICE	08/19/2010	116.42
10823	SPECIAL PAY TRUST AUL	08/19/2010	29,117.88
10824	SPECIAL OFFSPRING PUBLISHING	08/19/2010	159.90
10825	ST CROIX RECREATION CO INC	08/19/2010	500.00
10826	ST ELIZABETH ANN SETON SCHOOL	08/19/2010	425.00
10827	ST OLAF HIGH SCHOOL CROSS COUN	08/19/2010	100.00
10828	ST PETER CATHOLIC SCHOOL	08/19/2010	12,302.40
10829	STATE SUPPLY CO	08/19/2010	471.39
10830	STILLWATER EXPRESS SOLUTIONS	08/19/2010	350.00
10831	STREAMLINE DESIGN INC	08/19/2010	560.00
10832	SUBURBAN FLOOR COVERING	08/19/2010	11,444.00
10833	SUPREME SCHOOL SUPPLY CO	08/19/2010	97.41
10834	SWEETWATER EDUC TECH DIVISION	08/19/2010	699.99
10835	SYKES, CAROL J	08/19/2010	35.10
10836	TALLY'S DOCKSIDE	08/19/2010	1,508.00
10837	TEACHERS RETIREMENT ASSOC	08/19/2010	16.50
10838	TELIN TRANSPORTATION GROUP LLC	08/19/2010	659.79
10839	TERRA GENERAL CONTRACTORS	08/19/2010	51,480.00
10840	THUNDER COMMUNICATIONS DESIGN	08/19/2010	765.00

Check Nbr	Vendor Name	Check Date	Check Amount
10841	TIES	08/19/2010	700.00
10842	TORGUSSON, CHRISTI	08/19/2010	100.00
10843	TOTAL PRINT SOLUTIONS	08/19/2010	1,269.02
10844	TRANE US INC	08/19/2010	178.94
10845	T.R.F. SUPPLY CO	08/19/2010	365.11
10846	TRI TECH DISPENSING	08/19/2010	160.75
10847	TRUCK UTILITIES MFG CO	08/19/2010	429.35
10848	TURFWERKS INC	08/19/2010	423.33
10849	TWIN CITY GARAGE DOOR CO	08/19/2010	798.50
10850	TWIN CITY NURSERY INC	08/19/2010	19.49
10851	U.S. ENERGY SERVICES INC	08/19/2010	759.00
10852	UHL CO INC	08/19/2010	637.85
10853	UNDERWATER ADVENTURES AT MALL	08/19/2010	244.15
10854	UNIVERSITY OF MINNESOTA ATHLET	08/19/2010	125.00
10855	UPPER MIDWEST ATHLETIC CONSTRU	08/19/2010	48,375.00
10856	VACATION SPORTS	08/19/2010	69.00
10857	VAIL, ANNE B	08/19/2010	20.00
10858	VER-TECH INC	08/19/2010	144.10
10859	VIKING ELECTRIC SUPPLY	08/19/2010	5,632.10
10860	Vendor Continued Check	08/19/2010	0.00
10861	VIRCO INC	08/19/2010	24,850.67
10862	W E NEAL SLATE CO	08/19/2010	6,055.90
10863	WARNERS' STELLIAN	08/19/2010	508.95
10864	WASTE MANAGEMENT BLAINE	08/19/2010	2,162.29
10865	WHITE BEAR GLASS INC	08/19/2010	410.00
10866	WHITE BEAR LOCKSMITH INC	08/19/2010	196.87
10867	WHITE BEAR AREA YMCA	08/19/2010	447.00
10868	WHITE BEAR LAKE AREA HISTORICA	08/19/2010	263.90
10869	WELSH, SUE	08/19/2010	80.22
10870	WENGER CORP	08/19/2010	10,467.00
10871	WILMES, BETH	08/19/2010	87.00
10872	WRS GROUP LTD	08/19/2010	324.26
10873	YOGA DEVOTION LLC	08/19/2010	210.00

283	Computer	Check(s) For a Total of	1,289,590.26
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	283	Computer	Checks For a Total of	1,289,590.26
Total For	283	Manual, Wire Tran, ACH & Computer Checks		1,289,590.26
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,289,590.26

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
10580	AMERICAN FUNDS	08/11/2010	8,384.90
10581	AMERICAN UNITED LIFE	08/11/2010	375.00
10582	AMERIPRISE	08/11/2010	2,458.31
10583	AXA EQUITABLE	08/11/2010	2,067.08
10584	EDUCATION MN ESI BILLING TRUST	08/11/2010	3,266.81
10585	IUOE #70	08/11/2010	1,224.35
10586	METROPOLITAN LIFE	08/11/2010	912.50
10587	MN CHILD SUPPORT	08/11/2010	1,283.50
10588	MN DEPT OF REVENUE	08/11/2010	152.00
10589	SCHOOL SERVICE EMPLOYEES	08/11/2010	813.46
10590	VANGUARD SMALL BUSINESS SERVIC	08/11/2010	3,166.67
11	Computer	Check(s) For a Total of	24,104.58

	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
	11	Computer	Checks For a Total of	24,104.58
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	24,104.58
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		24,104.58

Check Nbr	Vendor Name	Check Date	Check Amount
10373	AARP DRIVER SAFETY PROGRAM	08/05/2010	450.00
10374	AARP DRIVER SAFETY PROGRAM	08/05/2010	434.00
10375	ACP DIRECT	08/05/2010	84.95
10376	ADAMS, LINDA	08/05/2010	179.06
10377	ADVANCED WIRELESS COMMUNICATIO	08/05/2010	159.54
10378	ADVANCED ENVIRONMENTAL RESTORA	08/05/2010	31,424.00
10379	AMERICAN MESSAGING	08/05/2010	149.19
10380	AMERICAN TIME & SIGNAL CO	08/05/2010	359.78
10381	AMERIPRIDE SERVICES	08/05/2010	75.98
10382	APPLIED ENVIRONMENTAL SCI INC	08/05/2010	2,744.00
10383	ARMSTRONG TORSETH SKOLD & RYDE	08/05/2010	1,883.27
10384	AT & T MOBILITY	08/05/2010	1,392.00
10385	ATTAINMENT CO INC	08/05/2010	729.75
10386	AUDUBON CENTER OF THE NORTH WO	08/05/2010	1,990.00
10387	Vendor Continued Check	08/05/2010	0.00
10388	AVON BUSINESS FORMS & PROMOTIO	08/05/2010	5,133.46
10389	BABIASH, JENNIFER MAE	08/05/2010	223.05
10390	BARRIER GROUP LLC	08/05/2010	500.00
10391	BATTERIES PLUS	08/05/2010	108.97
10392	BESTER BROS TRANSFER & MOVING	08/05/2010	324.50
10393	BIBEAU, CHRIS	08/05/2010	25.00
10394	BIX PRODUCE COMPANY INC	08/05/2010	501.73
10395	BLUEBIRD SCREEN PRINT	08/05/2010	732.00
10396	BOHMERT, TRACY	08/05/2010	20.00
10397	BORDSEN, DON	08/05/2010	158.00
10398	CATCO PARTS SERVICE	08/05/2010	435.78
10399	CHAKOLIS, RICHARD A	08/05/2010	92.00
10400	CHANG, XEE	08/05/2010	100.00
10401	CHICAGO DISTRIBUTION CENTER	08/05/2010	257.47
10402	CITI-CARGO & STORAGE CO INC	08/05/2010	125.00
10403	COMCAST	08/05/2010	33.95
10404	COMCAST	08/05/2010	16.82
10405	CONSTRUCTION MANAGEMENT BUILDI	08/05/2010	21,230.00
10406	CONTINENTAL RESEARCH CORP	08/05/2010	3,232.36
10407	COOPS SPORTSWEAR	08/05/2010	324.00
10408	COPELAND, DONALD G	08/05/2010	6.00
10409	COPY IMAGES INC	08/05/2010	7,491.43
10410	COPY IMAGES INC	08/05/2010	543.93
10411	CTB INC	08/05/2010	1,921.50
10412	CURRICULUM ASSOCIATES LLC	08/05/2010	242.00
10413	Vendor Continued Check	08/05/2010	0.00
10414	Vendor Continued Check	08/05/2010	0.00
10415	DALCO CORPORATION	08/05/2010	10,385.08
10416	DARTS VMS INC	08/05/2010	1,348.02
10417	DELL MARKETING LP	08/05/2010	1,490.68
10418	DISCOUNT SCHOOL SUPPLY	08/05/2010	110.21
10419	EDUCATIONAL RESEARCH AND DEV	08/05/2010	5,166.72
10420	ELECTRIC MOTOR REPAIR	08/05/2010	454.25
10421	ENGSTRAN, PAUL	08/05/2010	40.00
10422	FAME AWARDS	08/05/2010	285.00

Check Nbr	Vendor Name	Check Date	Check Amount
10423	FASTENAL COMPANY	08/05/2010	137.39
10424	FEDEX	08/05/2010	3.58
10425	FIRST STUDENT INC	08/05/2010	10,245.12
10426	FISHER SCIENTIFIC	08/05/2010	43.69
10427	FOLLETT EDUCATIONAL SERVICES	08/05/2010	1,517.12
10428	GARCEAUS HARDWARE	08/05/2010	246.11
10429	GCS SERVICE INC	08/05/2010	539.68
10430	GE MONEY BANK	08/05/2010	8.99
10431	GENERAL ASP	08/05/2010	125.00
10432	GOPHER	08/05/2010	512.25
10433	Vendor Continued Check	08/05/2010	0.00
10434	GRAINGER	08/05/2010	4,378.61
10435	GREATAMERICA LEASING CORP	08/05/2010	437.44
10436	GREEN VALUE NURSERY	08/05/2010	362.90
10437	HANDY HITCH & WELDING CO INC	08/05/2010	220.00
10438	HEDBERG AGGREGATES	08/05/2010	114.08
10439	HISTORIC FORT SNELLING	08/05/2010	200.00
10440	HOFER VAN NESS, JODY	08/05/2010	155.00
10441	Vendor Continued Check	08/05/2010	0.00
10442	HOGLUND BUS AND TRUCK CO	08/05/2010	1,148.13
10443	HOGLUND BUS & TRUCK CO	08/05/2010	181,045.91
10444	HOME DEPOT CREDIT SERVICES	08/05/2010	35.77
10445	HOUGHTON MIFFLIN HARCOURT	08/05/2010	7,186.71
10446	HUGO CITY OF	08/05/2010	374,928.00
10447	HUGO MILL OUTDOOR POWER	08/05/2010	188.09
10448	IMPACT SPORTS INC	08/05/2010	269.94
10449	INDUSTRIAL ARTS SUPPLY	08/05/2010	760.49
10450	INTEGRA TELECOM	08/05/2010	313.20
10451	INVENTORY MGMT PARTNERS LLC	08/05/2010	731.75
10452	JILEK, JULIA	08/05/2010	806.24
10453	JIMMY'S FOOD AND DRINK	08/05/2010	525.00
10454	JOHN DEERE LANDSCAPES	08/05/2010	35.00
10455	JOSTENS/AMIOT SCHOLASTIC RECOG	08/05/2010	936.00
10456	JW PEPPER & SON INC	08/05/2010	14.95
10457	KATH COMPANIES	08/05/2010	19,891.68
10458	KAY, ALANA DODGE	08/05/2010	42.00
10459	KEARN, BARBARA	08/05/2010	96.68
10460	KELVIN LP	08/05/2010	283.00
10461	KLATT, TARA M	08/05/2010	22.40
10462	KOTA PAINTING LLC	08/05/2010	6,567.50
10463	KUPFERSCHMIDT, ROBERT	08/05/2010	120.00
10464	L'ALLIER CONCRETE INC	08/05/2010	2,250.00
10465	L'ALLIER ELECTRIC	08/05/2010	90.00
10466	LARSON, JOHN	08/05/2010	171.00
10467	LAW, DAVID W	08/05/2010	60.34
10468	LAWSON PRODUCTS INC	08/05/2010	139.58
10469	LINDSTROM, DICK	08/05/2010	179.80
10470	L T G POWER EQUIPMENT	08/05/2010	1,251.09
10471	LUNCHBYTE SYSTEMS INC	08/05/2010	320.00
10472	LYNESS, ANDREA	08/05/2010	50.00

Check Nbr	Vendor Name	Check Date	Check Amount
10473	MACKIN EDUCATIONAL RESOURCES	08/05/2010	650.00
10474	MAD SCIENCE OF MINNESOTA	08/05/2010	2,210.00
10475	MAILFINANCE INC	08/05/2010	159.99
10476	MAPLEWOOD BOWL	08/05/2010	465.50
10477	MARTIN-MCALLISTER	08/05/2010	1,850.00
10478	MASA	08/05/2010	798.00
10479	MAYER, ANTHONY G	08/05/2010	80.00
10480	MCCOLLOUGH, MICK	08/05/2010	12.00
10481	MCDONOUGH'S WATERJETTING AND	08/05/2010	418.00
10482	MCGINLEY MYERS, NANCY J	08/05/2010	125.36
10483	MEIER, MARIAN	08/05/2010	30.00
10484	MEUWISSEN, PAUL	08/05/2010	133.39
10485	MIDWEST BUS PARTS INC	08/05/2010	305.00
10486	MINVALCO INC	08/05/2010	157.24
10487	MN ASSOC OF SECONDARY SCHOOL P	08/05/2010	792.00
10488	MN NCPERS LIFE INSURANCE	08/05/2010	544.00
10489	MN REC & PARK ASSN (MRPA)	08/05/2010	663.00
10490	MOORE, CYNTHIA	08/05/2010	875.66
10491	MSNA	08/05/2010	165.00
10492	MUSIC CONNECTION INC	08/05/2010	1,454.00
10493	NABORS JR, DWAYNE L	08/05/2010	106.00
10494	NAC MECHANICAL & ELECTRICAL SE	08/05/2010	32,466.25
10495	NADEAU, PEGGY	08/05/2010	66.00
10496	NEED PROJECT	08/05/2010	1,281.00
10497	NESS ELECTRONICS INC	08/05/2010	412.17
10498	NEXTEL COMMUNICATIONS	08/05/2010	1,025.19
10499	NORTH CENTRAL BUS SALES	08/05/2010	281,102.37
10500	Vendor Continued Check	08/05/2010	0.00
10501	NORTH CENTRAL TRUCK EQUIPMENT	08/05/2010	2,958.88
10502	NORTHEAST METRO INTERMEDIATE D	08/05/2010	102.00
10503	NORTHSTAR ACCESS LLC	08/05/2010	2,603.18
10504	OAK HILL PUBLISHING CO	08/05/2010	270.00
10505	OFFICE DEPOT	08/05/2010	89.10
10506	OFFICEMAX INCORPORATED	08/05/2010	52.97
10507	ORIENTAL TRADING CO INC	08/05/2010	961.54
10508	ORKIN INC	08/05/2010	13,141.85
10509	PAMS LUNCHROOM LLC	08/05/2010	17.70
10510	PAYPAL INC-VPS	08/05/2010	54.10
10511	PEARSON MECHANICAL SERVICES IN	08/05/2010	3,580.00
10512	PETERSON BROS ROOFING & CONST	08/05/2010	40,815.00
10513	PETERSEN LONA	08/05/2010	45.00
10514	PITNEY BOWES PURCHASE POWER	08/05/2010	423.96
10515	PITNEY BOWES INC	08/05/2010	175.52
10516	PITNEY BOWES	08/05/2010	651.00
10517	PLASTER, MARK A	08/05/2010	50.00
10518	PLYMOUTH PLAYHOUSE	08/05/2010	100.00
10519	PLYS, THOMAS	08/05/2010	100.00
10520	POLAR CHEVROLET MAZDA	08/05/2010	1,700.58
10521	POSTMASTER	08/05/2010	1,506.75
10522	PREMIER LIGHTING INC	08/05/2010	112.00

Check Nbr	Vendor Name	Check Date	Check Amount
10523	QUIA CORPORATION	08/05/2010	49.00
10524	QWEST	08/05/2010	257.50
10525	REASON	08/05/2010	25,920.00
10526	REFRIGERATION HARDWARE SUPPLY	08/05/2010	416.72
10527	RESERVE ACCOUNT	08/05/2010	5,000.00
10528	RHINO LININGS OF WHITE BEAR	08/05/2010	509.00
10529	RICOH AMERICAS CORP	08/05/2010	406.23
10530	RIEBOW, MATT	08/05/2010	82.50
10531	ROBERTS BUSINESS FORMS	08/05/2010	350.00
10532	ROSSITER, DANIEL J	08/05/2010	189.91
10533	S & T OFFICE PRODUCTS INC	08/05/2010	37.43
10534	SAINTS NORTH MAPLEWOOD	08/05/2010	794.50
10535	SAM'S CLUB	08/05/2010	128.11
10536	SANDIN OSVOLD, TRACIE	08/05/2010	65.00
10537	SCHOLASTIC EQUIPMENT CO LLC	08/05/2010	22,660.00
10538	SCHOLASTIC MAGAZINES	08/05/2010	859.93
10539	SCHOOL NUTRITION ASSOC (SNA)	08/05/2010	145.25
10540	SCHROEDER MILK CO INC	08/05/2010	593.20
10541	SENTRY SYSTEMS INC	08/05/2010	3,887.50
10542	SHOUP, ANDREA J	08/05/2010	219.56
10543	SNAP ON TOOLS	08/05/2010	77.40
10544	SOFTERWARE	08/05/2010	504.00
10545	SOUTHWEST PREFERRED FINISHING	08/05/2010	356.66
10546	STATE SUPPLY CO	08/05/2010	288.90
10547	STEWART, SCOTT	08/05/2010	79.75
10548	SUPREME SCHOOL SUPPLY CO	08/05/2010	401.25
10549	SVIR, SARA A	08/05/2010	103.00
10550	TAHER INC	08/05/2010	3,603.31
10551	TALLY'S DOCKSIDE	08/05/2010	676.00
10552	TENNANT, MELISA	08/05/2010	172.63
10553	Vendor Continued Check	08/05/2010	0.00
10554	TIERNEY BROTHERS INC	08/05/2010	50,593.00
10555	TIME FOR KIDS	08/05/2010	66.30
10556	TOSHIBA FINANCIAL SERVICES	08/05/2010	111.00
10557	T.R.F. SUPPLY CO	08/05/2010	386.00
10558	TRUSTED EMPLOYEES	08/05/2010	950.00
10559	TWIN CITY GARAGE DOOR CO	08/05/2010	222.25
10560	Vendor Continued Check	08/05/2010	0.00
10561	TWIN CITY NURSERY INC	08/05/2010	981.99
10562	UPPER LAKES FOODS INC	08/05/2010	144.60
10563	VAIL, ANNE B	08/05/2010	82.00
10564	VERIZON WIRELESS	08/05/2010	609.81
10565	VIKING INDUSTRIAL CENTER	08/05/2010	220.80
10566	VIRCO INC	08/05/2010	393.00
10567	WASTE MANAGEMENT BLAINE	08/05/2010	527.79
10568	WHITE BEAR RENTAL EQUIPMENT	08/05/2010	35.64
10569	Vendor Continued Check	08/05/2010	0.00
10570	WHITE BEAR LAKE (CITY OF)	08/05/2010	7,652.19
10571	WHITE BEAR LAKE ROTARY CLUB	08/05/2010	239.50
10572	WHITE BEAR LAKE UMPIRES ASSN	08/05/2010	7,100.00

Check Nbr	Vendor Name	Check Date	Check Amount
10573	WESTAD, ALEXANDER	08/05/2010	100.00
10574	WILDER, KATHLEEN A	08/05/2010	10.00
10575	WILLCOXON SR, PETER	08/05/2010	87.31
10576	WILMES BETH	08/05/2010	27.96
10577	WODICKA, JULIE A	08/05/2010	3,000.00
10578	XEROX CORPORATION	08/05/2010	419.46
10579	ZELLNER, ROBERT	08/05/2010	63.45
207	Computer	Check(s) For a Total of	1,265,538.18

Check Nbr	Vendor Name	Check Date	Check Amount
10172	MN SCHOOL AGE CARE ALLIANCE	08/05/2010	75.00
1	Void	Check(s) For a Total of	75.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	207	Computer	Checks For a Total of	1,265,538.18
Total For	207	Manual, Wire Tran, ACH & Computer Checks		1,265,538.18
Less	1	Voided	Checks For a Total of	75.00
		Net Amount		1,265,463.18

RESOLUTION FOR ACCEPTANCE OF GIFTS

WHEREAS, the School Board believes it necessary and appropriate to accept the gifts that are reflected upon the following pages; and

WHEREAS, these gifts are consistent with State laws, School Board policy, and administrative practices; and

WHEREAS, acceptance of these gifts are consistent with the mission and educational programs of the White Bear Lake Area Schools; and

THEREFORE BE IT RESOLVED, that the School Board authorizes the acceptance and use of the following gifts:

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$100	Stephen and Amber Lynch	White Bear Lake Area Schools
4 Backpacks with school supplies value: \$90	Cheryl Gilbertson	White Bear Lake Area Schools
1 XL Band Hoodie 1 M White Bear Lake Bears Hoodie 1 Long Sleeve M White Bear Lake Pole School Supplies Value: \$63.63	Bob and Denise McNeal	White Bear Lake Area Schools
117 Backpacks and 189 bags filled with school supplies	First Lutheran Church	White Bear Lake Area Schools
300 Backpacks filled with school supplies	Eagle Brook Church	White Bear Lake Area Schools
School Supplies	Redeemer Lutheran Church	White Bear Lake Area Schools
10 Backpacks filled with school supplies	White Bear Mom's Club	White Bear Lake Area Schools
25 Backpacks filled with school supplies	Parkview United Church of Christ	White Bear Lake Area Schools

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Consent Agenda**

CONTACT PERSON(S): **David Law, Assistant Superintendent**

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
Friday, 10/1/10 – Saturday, 10/2/10 Rochester Century High School in Rochester, MN	Rachael Schmieg	White Bear Lake Girls Varsity Volleyball	None	12-15	\$15-\$20 Parents and Volleyball Activity Account	Parent Vehicles	Tournament
Monday, 10/25/10- Wednesday, 10/27/10 Deep Portage	Ellen Gevers, David Grothe, Nancy Thom	Lincoln 5 th grade class	3	76	\$160 Fundraising, parents and PTA	Coach busses	Environmental issues: familiarization, recycling, and respect.
Friday, 12/17/10- Saturday 12/18/10 Rochester, MN	Craig Nasvik	WBHS Varsity Wrestling	1	14	\$25 Fundraising, parents	Parents and vans	Annual Christmas Wrestling Tournament. Competition builds success - 5 th year attending event.
Monday, 12/27/10- Wednesday, 12/29/10 Fargo, ND	Craig Nasvik	WBHS Wrestling	0	40+	\$25 Fundraising, parents	Parents	<i>“Rumble on the Red”</i> tournament - great challenge and opportunity to wrestle the best.
Sunday 2/20/11 - Saturday 2/26/11 Key West, Florida	Brian Merhar	Adventure Club 9 th /10 th grade	4	5	\$200 Students, fundraising	Airline/Sea Base Van shuttle	Adventure Club mission statement: “utilizing outdoor experiential adventures as interventions to move towards academic success.”

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Cost and Source of Revenue	Means of Transportation	Purpose of Field Trip
Thursday, 3/10/11- Friday, 3/11/11 Arizona	Craig Nasvik	Boys Golf	0	Up to 11 (All returning golfers can go)	Flight, partial transp. partial hotel, food, green fees. Fundraising, parents	Airline, ground transportation in Arizona.	Annual trip that has been great for team building and getting ready for a rigorous season - 11 th year going.
Friday, 5/13/11- Saturday, 5/14/11 Detroit Lakes, MN	Craig Nasvik	Boys Golf	1	12	Partial hotel, food and partial transp. Fundraising, parents	Vans	Compete in Invitational; great experience to compete against good schools; good tool in middle of season.
Thursday, 6/16/11 – Thursday, 6/30/11 Germany	Ted Anderson Fay Kotilinek Karla Booth	German Students	0	10-25	\$3,200 - \$3,500	Trains, Planes, and Automobiles	To provide students with the opportunity to use their German, experience firsthand the culture of Germany.

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

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

WHEREAS, that personnel item, A-6(f), as revised be approved on the premise that they conform to previously Board approved actions or contractual agreements.

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the personnel item listed in Consent Agenda Item A-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION - CLASSIFIED STAFF

DENISE E. JECHOREK – Bus Driver, Bus Garage
Employed by District 624 since 11/11/2009
Effective Date: 08/23/2010

CARL A. SAARION – Bus Driver, Bus Garage
Employed by District 624 since 01/02/2008
Effective Date: 09/10/2010

LISA M. SPIESS – Part-Time Cook, South Campus
Employed by District 624 since 09/21/2007
Effective Date: 08/25/2010

STEVEN SUNDBERG – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 09/02/2003
Effective Date: 08/30/2010

RETIREMENT – CLASSIFIED STAFF

ROBYN L. STUEMKE – Community Services Clerk, District Center
Employed by District 624 since 09/01/1987
Effective Date: 11/1/2010

RESIGNATION - CERTIFIED STAFF

LEAH A. STAUBER – Social Worker, North Campus
Employed by District 624 since 08/23/2007
Effective Date: 08/10/2010

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

ROBERT ANDERSON – ELL/Social Studies Teacher, South Campus
From .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

SHANNON FULTON – Elementary Teacher, Lincoln Elementary
From .50 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

ANNE ELLSWORTH – FACS Teacher, North Campus

From .90 f.t.e. to a 1.00 f.t.e.

Effective Date: 2010-2011 School Year

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF
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JESSICA HOSMER – Kindergarten/Learning Skills Teacher, Vadnais Heights

Elementary

From .50 f.t.e. to a .70 f.t.e

Effective Date: 2010-2011 School Year

PART-TIME LEAVE REQUEST – CERTIFIED STAFF
--

DEBRA THIBAUT – Learning Skills Specialist/ADSIS, Lincoln Elementary

.20 Leave (.80 position)

Effective Date: 2010-2011 School Year

CORRECTION TO PART-TIME LEAVE REQUEST – CERTIFIED STAFF
--

SUSAN MOSES-ZIRKES – Psychologist, Lincoln Elementary

.10 Leave (.60 position)

Effective Date: 2010-2011 School Year

NEW PERSONNEL – CLASSIFIED STAFF

DONALD BAUER – Custodian, Central MS

\$15.35/hr., + .25 SD 8.00 hrs. / day, 208 days \$25,958.40

Effective Date: 09/13/2010

RICKY BERNIER – Custodian, Central MS

Replacing custodian who transferred

\$15.35/hr., + .25 SD 8.00 hrs. / day, 208 days \$25,958.40

Effective Date: 09/13/2010

MATTHEW BRADSHAW – Program Assistant Leader, Matoska International

\$11.85/hr., 5.25 hrs. / day, 216 days \$13,437.90

Effective Date: 08/30/2010

DANIEL LUNDBERG – Program Leader, Oneka Elementary

\$14.80/hr., 7.00 hrs. / day, 216 days \$22,377.60

Effective Date: 08/30/2010

ALLYSON MEDIN – Bus Driver, Bus Garage

Replacing R. Dennis, who transferred

\$15.80/hr. +.25 CP + Inservice, 5.25 hrs. / day, 173 days \$14,705.81

Effective Date: 08/17/2010

ZACHARY MILLER – Bus Driver, Bus Garage

\$15.80/hr. +.25 CP + Inservice, 5.25 hrs. / day, 173 days \$14,705.81

Effective Date: 08/17/2010

TRISHA OLSEN – Pupil Support Assistant, Hugo Elementary

New Position

\$15.85/hr., +.25 CP 6.50 hrs. / day, 180 days \$18,837.00

Effective Date: 09/07/2010

MARGARET PERRON – Part-Time Cook, Oneka Elementary

Replacing B. Dotte, who transferred

\$12.83/hr, 3.25 hrs. / day, 181 days \$7,547.25

JOSEPH PALUMBO – Assistant Head Custodian Engineer “B” Bldg., Lincoln Elementary

Replacing A. Wilhelmy, who transferred

\$18.05/hr., +.25 SD 8.00 hrs. / day, 208 days \$30,451.20

Effective Date: 09/13/2010

MATTHEW RIEBOW – Program Assistant Leader, Oneka Elementary

\$11.85/hr., 2.75 hrs. / day, 213 days \$6,941.14

Effective Date: 09/07/2010

JANINE SCHOELLER – Program Assistant Leader, Matoska International

11.85/hr., 3.00 hrs. / day, 216 days \$7,678.80

Effective Date: 08/30/2010

MARY SHEVIK – Classroom Instructional Assistant, Willow Lane Elementary

\$15.45/hr., +.25 CP 6.50 hrs. / day, 180 days \$18,369.00

Effective Date: 09/07/2010

KARI STUTELBERG-HINES – Pupil Support Assistant, Otter Lake Elementary

15.85/hr., +.25 CP 4.00 hrs. / day, 180 days \$11,592.00

Effective Date: 09/07/2010

STEVEN SUNDBERG – Custodian, South Campus/Vadnais Elementary

\$15.35/hr., +.25 CP 8.00 hrs. / day, 218 days \$27,206.40

Effective Date: 08/30/2010

CARRIE TROSKE – Program Leader, Willow Lane Elementary

14.30/hr., 7.00 hrs. / day, 216 days \$21,621.60

Effective Date: 08/30/2010

PETER WAGNER – Custodian, District/Central MS
\$15.35/hr., + .25 SD 8.00 hrs. / day, 218 days \$27,206.40
Effective Date: 08/30/2010

SONYA WRONA – Program Assistant Leader, Lakeaires Elementary
11.85/hr., 3.00 hrs. / day, 211 days \$7,501.05
Effective Date: 09/07/2010

NEW PERSONNEL – CERTIFIED STAFF
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LAURA BROVOLD – Kindergarten Teacher, Otter Lake/Vadnais Elementary
Effective Date: 2010-2011 School Year
BA, Step 2 \$36,462.00

KATHLEEN ELLETSON – Elementary Teacher, Birch Lake Elementary
Effective Date: 2010-2011 School Year
MA, Step 8 \$51,130.00

KELSEY ENGSTROM – .4 Communication Teacher, Sunrise MS
Effective Date: 2010-2011 School Year
BA, Step 2 \$14,584.80

SARAH GUSTAFSON – Communications Teacher, Central MS
Effective Date: 2010-2011 School Year
MA, Step 4 \$43,704.00

ABBY LEONARD – Kindergarten Teacher, Lincoln Elementary
Effective Date: 2010-2011 School Year
BA+45, Step 4 \$41,677.00

VANESSA LOTITO-MEIER – .625 Social Worker, District Wide Willow Lane
Elementary
Effective Date: 2010-2011 School Year
BA, Step 5 \$25,029.38

MARGARET NELSON – Art Teacher, North Campus
Effective Date: 2010-2011 School Year
BA, Step 1 \$35,350.00

MARY SCHERR – American Sign Language Teacher, South Campus/North Campus
Effective Date: 2010-2011 School Year
BA+15, Step 6 \$42,509.00

RANDI WEBER – Communications, Central MS

Effective Date: 2010-2011 School Year

BA, Step 4 \$38,624.00

THOMAS WHITE – .5 Social Worker, North Campus

Effective Date: 2010-2011 School Year

MA, Step 9 \$26,424.00

WHITNEY WOODARD – .6 Mathematics Central MS

Effective Date: 2010-2011 School Year

BA+45, Step 1 \$22,725.00

LONG TERM SUBSTITUTE - CERTIFIED STAFF

SHAWNA TRAVER – .2 Media Specialist, Lincoln Elementary

Effective Date: 2010-2011 School Year

BA+60, Step 6 \$9,184.60

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

AGENDA ITEM: Opening School Report

MEETING DATE: September 14, 2009

SUGGESTED DISPOSITION: Information Item

CONTACT PERSON: Dr. Michael Lovett, Superintendent of Schools

Background:

Summary/Highlights of August Workshops

The first day of school for the 2010-11 school year was Tuesday, September 7, the day after Labor Day. This presentation will highlight some of the support and training activities which occurred during the month of August, 2010 to prepare teachers, administrators, and support staff.

We have attached a list of the professional training opportunities that our teaching and administrative staff had beginning with the leadership retreat on August 11, and continuing through the opening convocation for all staff held on the morning of September 2.

In addition, sessions were held with groups of employees throughout August for reserve teachers, specialized training for our school health staff to prevent and monitor flu including H1N1, training for bus drivers, our food service staff, and other groups.

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

New Staff Profile

We will provide a list of our new teachers for 2010-11 including their assignments, undergraduate school, and experience. We will highlight the profile of our new staff for 2010-11.

Facilities Report

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

At the School Board meeting on Monday night, we will highlight some of the major improvements that were made this summer.

Opening School Enrollment

The administration will present opening school enrollment based on student enrollment from the opening days of school. The official enrollment count will be on October 1, consistent with State law, but the opening day enrollment gives us good indication of what our anticipated enrollment will be for the year.

Beginning of School Professional Development Calendar (July & August) 2010-2011

Date:	Topic/Activity:	Participants:	Contact:
July 22, 2010 9:00 – 10:00 <i>District Center, Community Room 112</i>	Data Privacy & Confidentiality	<ul style="list-style-type: none"> District Center Staff (Choose one of three dates 7/22, 7/29 or 8/5) <i>R</i>	<ul style="list-style-type: none"> Chris Picha
July 27, 2010 8:30 – 3:30 <i>Northland Inn, Brooklyn Park, MN</i>	2010 Back to School Legal Update (Kennedy & Graven)	<ul style="list-style-type: none"> Cabinet Members Principals <i>O</i>	<ul style="list-style-type: none"> Chris Picha
July 29, 2010 2:00 – 3:00 <i>District Center, Community Room 112</i>	Data Privacy & Confidentiality	<ul style="list-style-type: none"> District Center Staff (Choose one of three dates 7/22, 7/29 or 8/5) <i>R</i>	<ul style="list-style-type: none"> Chris Picha
August 2, 2010 <i>District Center, Computer Lab</i>	READ 180 Data Management Training – to be rescheduled	<ul style="list-style-type: none"> Data Management Team (Tim Wald, Don Bosch, Becky Mullaly & Kathleen Daniels) <i>R</i>	<ul style="list-style-type: none"> Kathleen Daniels
August 4, 2010 <i>Northland Inn, Brooklyn Park, MN</i>	MDE Superintendents Conference	<ul style="list-style-type: none"> Dr. Lovett David Law <i>R</i>	<ul style="list-style-type: none"> Jody Reber
August 5, 2010 9:00 – 10:00 <i>District Center, Community Room 112</i>	Data Privacy & Confidentiality	<ul style="list-style-type: none"> District Center Staff (Choose one of three dates 7/22, 7/29 or 8/5) <i>R</i>	<ul style="list-style-type: none"> Chris Picha
August 5, 2010 8:00 – 3:45 <i>Northwestern College, St. Paul, MN</i>	MDE Assessment Conference	<ul style="list-style-type: none"> Building Leaders Principals District Leadership Team <i>O</i>	<ul style="list-style-type: none"> Ann Malwitz Madelyne Benson
August 5-6, 2010 8:45 – 4:00 (Reg. 8:15) <i>Northland Inn, Brooklyn Park, MN</i>	MSBA Summer Seminar – Keeping Kids First	<ul style="list-style-type: none"> School Board Members Superintendent <i>O</i>	<ul style="list-style-type: none"> Jody Reber
August 6, 2010 8:00 – 10:00 <i>OR</i> 10:15 – 12:15 <i>Central Computer Lab</i>	Groupwise Training 101 and Introduction to Microsoft Office 2010 <i>(Choose one session to attend on 8/6 or 8/10. You may also attend one of the July sessions; see WBL portal. If unable to attend one of the scheduled sessions; contact Tech Dept to schedule a training session before the start of school)</i>	<ul style="list-style-type: none"> Cabinet Members (8-10 Session) District Leadership Team Clerical Staff – <i>R</i>	<ul style="list-style-type: none"> Juanita McCormick
August 9, 2010 8:00 – 12:00 Jennifer Unger <i>District Center, Community Room 112</i> 12:00 – 12:45 Lunch 12:45 – 4:00 Breakout Sessions <ul style="list-style-type: none"> Equity Coaches Data Coaches 	Equity & Data Coaches Partnership Training with Jennifer Unger	<ul style="list-style-type: none"> Building Equity Coaches Building Data Coaches Principals Associate Principals Culturally Supportive Consult Reps. Special Ed. <i>R</i>	<ul style="list-style-type: none"> Nikki Ahrens Jen Babiash Madelyne Benson Ann Malwitz Gretchen Harriman

August 10, 2010 8:00 – 10:00 OR 10:15 – 12:15 <i>Central Computer Lab</i>	Groupwise Training 101 and Introduction to Microsoft Office 2010 <i>(Choose one session to attend on 8/6 or 8/10. You may also attend one of the July sessions; see WBL portal. If unable to attend one of the scheduled sessions; contact Tech Dept to schedule a training session before the start of school)</i>	<ul style="list-style-type: none"> District Leadership Team Clerical Staff – Building & District 	<ul style="list-style-type: none"> Juanita McCormick
August 10, 2010 1:00 – 4:00 <i>District Center, Room 201</i>	Principal Meeting – MCA-II & AYP Results	<ul style="list-style-type: none"> Principals Associate Principals District Coordinators Special Ed. District Leadership 	<ul style="list-style-type: none"> David Law Madelyne Benson
August 11, 2010 8:00 – 4:00 <i>MN Humanities Center, St. Paul, MN</i>	District Leadership Workshop	<ul style="list-style-type: none"> District Leadership Team 	<ul style="list-style-type: none"> Dr. Lovett Ann Malwitz
August 12, 2010 9:00 – 12:00 <i>District Center</i>	Nuts & Bolts: Operational Training	<ul style="list-style-type: none"> District Leadership Team 	<ul style="list-style-type: none"> Pete Willcoxon Chris Picha David Law Ann Malwitz
August 12, 2010 1:00 – 3:30 <i>District Center</i>	Teaching and Learning Program Initiatives for 2010-2011	<ul style="list-style-type: none"> Building Principals Associate Principals District Coordinators 	<ul style="list-style-type: none"> David Law Ann Malwitz
August 16, 2010 8:00 – 3:30 <i>Oneka Elementary</i>	Discovery Education Training – Day 1	<ul style="list-style-type: none"> Middle School Science Teachers Building Principals Group One Participants (January 2010) K-5 Science Task Force Members 	<ul style="list-style-type: none"> Madelyne Benson Ann Malwitz
August 16 & 17, 2010 8:00 – 4:00 <i>District Center, Atrium</i>	TransMath Training (Tier III Intervention Curriculum)	<ul style="list-style-type: none"> Middle School & North Campus Special Education Staff 	<ul style="list-style-type: none"> Kathleen Daniels
August 16, 2010 8:30 – 2:00 <i>District Center, Room 210 & Computer Lab</i>	6-8 Mathematics Training – Day 1 CMP2	<ul style="list-style-type: none"> 7th & 8th Grade Mathematics Teachers 	<ul style="list-style-type: none"> Ann Malwitz Nancy Brown
August 16, 2010 8:00 – 4:00 <i>District Center, Community Room 112</i>	Clerical Training	<ul style="list-style-type: none"> All District & Building Clerical Staff 	<ul style="list-style-type: none"> Chris Picha
August 17, 2010 8:00 – 3:30 <i>Oneka Elementary</i>	Discovery Education Training – Day 2	<ul style="list-style-type: none"> Middle School Science Teachers Building Principals 2010 Training Group K-5 Science Task Force Members 	<ul style="list-style-type: none"> Madelyne Benson Ann Malwitz
August 17, 2010 8:30 – 2:00 <i>District Center, Room 210 & Computer Lab (3rd Floor)</i>	6-8 Mathematics Training – Day 2 CMP2	<ul style="list-style-type: none"> 7th & 8th Grade Mathematics Teachers 	<ul style="list-style-type: none"> Ann Malwitz Nancy Brown
August 18, 2010 8:30 – 3:30 <i>District Center, Community Room 112</i>	AIW (Authentic Intellectual Work) Launch – New Group for 2010	<ul style="list-style-type: none"> Secondary Staff Members (ALC, NC & SC) 	<ul style="list-style-type: none"> Gretchen Harriman
August 18, 2010 10:00 – 3:00 <i>South Campus</i>	Custodial Training/Meeting	<ul style="list-style-type: none"> All Custodial Staff 	<ul style="list-style-type: none"> Mary Kowitz

August 19, 2010 8:30 – 11:30 <i>District Center, Room 201</i>	K-12 Mentor Training	<ul style="list-style-type: none"> Building Mentor Teachers 	<ul style="list-style-type: none"> Ann Malwitz
August 19, 2010 8:00. – 4:00 <i>District Center, Community Room 112</i>	CIMP (Continuous Improvement Monitoring Process) Meeting	<ul style="list-style-type: none"> North, South, T-Plus Staff Principals Community Members 	<ul style="list-style-type: none"> Tony Mayer
August 19, 2010 8:30 – 3:30 <i>Central, Computer Lab</i>	Aesop Training (Automated Substitute Calling Service and Absence Tracking)	<ul style="list-style-type: none"> Human Resources Staff Central Office Staff 	<ul style="list-style-type: none"> Chris Picha
August 19, 2010 8:30 – 11:30 <i>District Center, Room 210</i>	K-5 Math Curriculum Meeting	<ul style="list-style-type: none"> Liz Stamson Ann Malwitz Building reps. 	<ul style="list-style-type: none"> Ann Malwitz
August 20, 2010 9:00 – 11:00 <i>District Center, Computer Lab (3rd Floor)</i>	Aesop Training (Automated Substitute Calling Service and Absence Tracking)	<ul style="list-style-type: none"> Building Principals Building Secretaries 	<ul style="list-style-type: none"> Chris Picha
August 23, 2010 8:00 – 12:00 <i>District Center, Community Room</i>	Response to Intervention Training	<ul style="list-style-type: none"> Teams from Each Elementary Building Elementary Principals 	<ul style="list-style-type: none"> Dan Schmidt Carla Triggs
August 23, 2010 8:30 – 12:00 <i>South Campus, Room 341</i>	READ 180 Training (Smartboard)	<ul style="list-style-type: none"> North and South Special Ed Staff 	<ul style="list-style-type: none"> Kathleen Daniels
August 24, 2010 8:00 – 4:00 <i>Normandy Park</i>	Incredible Years* Training	<ul style="list-style-type: none"> Early Childhood Staff 	<ul style="list-style-type: none"> Margie McMahon
August 24, 2010 8:30 – 3:30 <i>District Center</i>	K-5 Curriculum Overview <ul style="list-style-type: none"> Literacy Math 	<ul style="list-style-type: none"> New K-5 Staff Members 	<ul style="list-style-type: none"> Ann Malwitz
August 25, 2010 8:30 – 12:30 <i>District Center</i>	K-5 Curriculum Overview <ul style="list-style-type: none"> Social Studies Science 	<ul style="list-style-type: none"> New K-5 Staff Members 	<ul style="list-style-type: none"> Ann Malwitz
August 25, 2010 7:30 – 4:00 <i>Central Community Auditorium</i>	Food Service Meeting	<ul style="list-style-type: none"> Food Service Staff 	<ul style="list-style-type: none"> Pete Willcoxon Judy Johnson
August 26, 2010 9:00 - 12:00 <i>District Center, Room 206</i>	Extended Day New Employee Orientation	<ul style="list-style-type: none"> All New Extended Day Employees 	<ul style="list-style-type: none"> Pat Riebau
August 26 & 27, 2010 Day One (8-26-2010) 8:00 - Registration 8:30 - 4:00 - Orientation <i>District Center, Community Room 112</i> Day Two (8-27-2010) 8:00 – (9-12) Technology Inservice – <i>District Center, Computer Lab</i> 9:00 – HR/Finance (K-12) 12:00 Lunch 12:30 Technology (K-5) <i>District Center, Computer Lab</i> 12:00 – 4:00 Secondary Staff In Buildings 1:30 – 4:00 K-5 In Buildings	K-12 New Staff Member Orientation <ul style="list-style-type: none"> District Overview Bus Tour Introduction to Framework for Teaching Building Orientation Work with Mentors Technology Overview Human Resources Information 	<ul style="list-style-type: none"> New Staff Members 	<ul style="list-style-type: none"> Ann Malwitz
August 30, 2010 8:00 – 12:00 <i>Central Community Auditorium</i>	Back to School Meeting for Bus Drivers and Aides	<ul style="list-style-type: none"> Bus Drivers Bus Aides 	<ul style="list-style-type: none"> Pete Willcoxon

O – Optional R - Required

August 30, 2010 9:00 – 12:00 <i>District Center, Room 206</i>	Extended Day Program Leader Meeting	<ul style="list-style-type: none"> Extended Day Program Leaders <i>R</i>	<ul style="list-style-type: none"> Pat Riebau
August 30, 2010 9:00 – 12:00 <i>Central Community Auditorium</i>	Reserve Teacher Meeting	<ul style="list-style-type: none"> Reserve Teachers <i>R</i>	<ul style="list-style-type: none"> Chris Picha
August 31, 2010	Teacher Prep	<ul style="list-style-type: none"> District Staff <i>R</i>	<ul style="list-style-type: none"> Building Principals
September 1, 2010	Teacher Prep	<ul style="list-style-type: none"> District Staff <i>R</i>	<ul style="list-style-type: none"> Building Principals
September 2, 2010 7:30 – 9:00 Meet in Buildings 9:00-9:30 Gathering 9:45 - 11:45 Program <i>Central Community Auditorium</i> 11:45 – 4:00 Building Professional Dev.	Professional Development <ul style="list-style-type: none"> Building Professional Development (7:30 – 9:00) ALL District Staff Convocation Program (9:45 – 11:45) Building Professional Development (11:45 – 3:30) Extended Day (1:00 – 3:30) Work at Schools & Meet the Teacher 	<ul style="list-style-type: none"> All District Staff Members <i>R</i>	<ul style="list-style-type: none"> Marissa Vette Ann Malwitz
September 2, 2010 1:00 – 4:00 <i>District Center, Community Room</i>	Para-professional Training	<ul style="list-style-type: none"> All Para-professionals <i>R</i>	<ul style="list-style-type: none"> Chris Picha

AGENDA ITEM: Presentation of ASBO and GFOA Awards

MEETING DATE: September 13, 2010

SUGGESTED DISPOSITION: Information Item

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

Background:

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

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

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

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

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

Recommendation:

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

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **September 13, 2010**
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: **Status of Federal Funds Under New Jobs Bill**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Dr. Michael J. Lovett, Superintendent**

Background:

Over the course of the past week the school district has received more detailed information from the Minnesota State Department of Education pertaining to funds made available by the federal government.

In the most recent communication we received from the Minnesota Department of Education on September 2, the commissioner informed us that the State of Minnesota submitted its application for the “Educational Jobs Fund Money” recently made available by the federal government. The commissioner explained that Minnesota will allocate the money to school districts and charter schools based on the state primary funding formula.

These funds are the result of a one-time federal law that provides a total of ten billion dollars in assistance to states, including more than sixty-seven million to Minnesota, with the intent to save or create educational jobs for the 2010-11 school year.

Based on the preliminary information we received from the Department of Education, it appears that the White Bear Lake Area Schools will receive \$1.4 million.

At the time I am preparing this memorandum, our plan is to use the majority of the funding to support class size reduction for the 2010-11 school year. Anticipating that this revenue would be available to us, we have made a number of decisions since the first of August to reduce class sizes at the kindergarten level and grades one through four. At the middle school level, we have added additional sections of language arts to eighth grade to allow additional students to take enriched language arts. At the high school level, we have added additional sections to reduce class size.

We are looking carefully at the potential uses of the one-time funds, anticipating that the majority of the funds will be used for class size reduction.

In addition, we are carefully evaluating use of the funds to determine whether we can use the funds for staff to support student success through our RTI (Response to Intervention) elementary model, or similar strategies to assure that students are progressing on track.

In some cases, the positions are already budgeted and determined and will be coded to the federal funds.

The final area of consideration is the use of some portion of the federal funds for one time spending to improve our training for teachers and other instructional staff using education technology to enhance student learning.

Given the timing of the news, for the large part of staffing is set for the school year so we are working to make sure we are thoughtfully using the funds for the year consistent with our strategic objectives. We will anticipate that our actual recommendations for modifying the budget will occur at the October or November School Board meetings.

Recommendation:

Review the status of new federal funding and anticipated district use of these one-time funds.

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or ~~provision of~~ providing services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. ~~Normally~~ An individual will not commence employment until the school district receives the results of the criminal history background check. However, the school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension

(~~hereinafter~~ “the BCA”). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and/or the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or granted permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, ~~in~~ at its discretion, may elect not to request a criminal history background check on an individual who holds an initial ~~entrance~~ teaching license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the individual's resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment

or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or ~~provision of~~ providing services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed, upon request, to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services ~~upon request~~. The ~~need~~ requirement to submit to a criminal history background check may be included with the basic criteria for employment or ~~provision of~~ providing services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes the individual from employment with, or ~~provision of~~ providing services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

CRIMINAL BACKGROUND CHECK - MS 123B.03
COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR EMPLOYEES

(Important: Please read carefully before signing.)

White Bear Lake School District 624
District Center
4855 Bloom Avenue
White Bear Lake, MN 55110
651-407-7549

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our employee screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form for employment with this district (includes paid and unpaid positions). A consumer report and/or an investigative consumer report may be obtained at any time during the background process or during your time of employment with the district. Upon timely written request to our HR department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Are you willing to let us do a criminal background check on you? YES _____ NO _____

The following named individual has made application with this School District for employment as a

_____:

Full Legal Name of Applicant (***please print***):

First

Middle

Last

Maiden, Previous or Alias: _____

Address: _____ City/State/Zip _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____
Month/Day/Year

I hereby authorize White Bear Lake Area Schools ISD 624 and/or Trusted Employees Employment Screening and their agents, without any reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of employment with the School District. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith.

This authorization shall be for a period of no longer than one year from the date of my signature.

Signature of Applicant

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

_____ I am *less* than 18 years of age. (Date of Birth: _____)

Print Full Name: _____

Signature of Applicant

Date

CRIMINAL BACKGROUND CHECK - MS 123B.03
COMBINED DISCLOSURE AND INFORMED CONSENT FORM FOR VOLUNTEERS

(Important: Please read carefully before signing.)

White Bear Lake School District 624
District Center
4855 Bloom Avenue
White Bear Lake, MN 55110
651-407-7549

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our volunteer screening process. This may include an inquiry to obtain information regarding your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or consent form to volunteer with this district (includes paid and unpaid positions) with the district. A consumer report and/or an investigative consumer report may be obtained at any time during the background process or during your volunteer time with the district. Upon timely written request to our HR department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Are you willing to let us do a criminal background check on you? YES _____ NO _____

The following named individual has made application with this School District as a volunteer at

School

Full Legal Name of Applicant (***please print***):

First

Middle

Last

Maiden, Previous or Alias:

Address: _____ City/State/Zip _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____
Month/Day/Year

I hereby authorize White Bear Lake Area Schools ISD 624 and/or Trusted Employees Employment Screening and their agents, without any reservation, to investigate my background as it pertains to criminal history pursuant to Minnesota Statute 123B.03 for the purpose of volunteering with the School District. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith.

This authorization shall be for a period of no longer than one year from the date of my signature.

Signature of Applicant/Volunteer

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

I hereby request exemption from the criminal background check at this time based on the following:

_____ I am *less* than 18 years of age. (Date of Birth: _____)

Print Full Name: _____

Signature of Applicant/Volunteer

Date

AGENDA ITEM: **School Board Policy #406, Public and Private Personnel Data**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policy #406, Public and Private Personnel Data, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 11 School Board meeting agenda or subsequent meeting as an operational item for action.

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
 2. employee identification number, which may not be the employee’s social security number;
 3. actual gross salary;
 4. salary range;
 5. contract fees;
 6. actual gross pension;
 7. the value and nature of employer-paid fringe benefits;
 8. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 9. job title;
 10. bargaining unit
 11. job description;
 12. education and training background;
 13. previous work experience;
 14. dates of first and last employment;
 15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

17. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 18. work location;
 19. work telephone number;
 20. badge number;
 21. honors and awards received; and
 22. payroll time sheets or other comparable data that ~~are~~ is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and
- B. The following information on applicants for employment or advisory board/ commission positions is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants ~~are~~ is private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge ~~are~~ is public, unless

access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data ~~are~~ is private and will only be shared with individuals within the entity (school district) ~~school district staff~~ whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents ~~are~~ is private data.
- C. Data created, collected or maintained by the school district to administer employee assistance programs ~~are~~ is private.
- D. Parking space leasing data ~~are~~ is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that ~~are~~ is relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data ~~are~~ is relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the Board of Teaching or the ~~State Board of Education~~ Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.
- L. Private personnel data shall be disclosed to the ~~department of economic security~~ Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that ~~are~~ is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency

or other disruption to ensure continuity of operation for the school district or government entity.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

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

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

AGENDA ITEM: **School Board Policy #414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **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 October 11 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

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. ~~It is~~ 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 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 ~~one~~ a person under the age of 18.
- C. “Immediately” means as soon as possible, but in no circumstance longer than 24 hours.
- D. “Mandated Reporter” means any school personnel 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 ~~appropriate for a child~~ 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. "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. "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. "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. "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. "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. “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. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, ~~up to and including~~ possible termination of employment.
- E. 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. 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. ~~and~~ The reckless making of a false report may also result in employee discipline. ~~The court may also award attorney's fees.~~

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 conditions as to~~ 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 ~~facility~~ 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, ~~the~~ 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 ~~will develop~~ 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)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

AGENDA ITEM: **School Board Policy #416, Drug and Alcohol Testing**
MEETING DATE: **September 13, 2010**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **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 October 11 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

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. ~~It is the belief of~~ The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but ~~will~~ also ~~be~~ 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 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 that there was no adequate medical explanation for the failure; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the ~~Medical Review Officer~~ MRO or the ~~DER Designated Employer Representative~~; (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 Medical Review Officer~~ 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 Alcohol Screening Device.
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 Medical Review Officer completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT Department of Transportation 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 Commercial Motor Vehicle.
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 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 ~~Medical Review Officer~~, the BAT ~~Breath Alcohol Technician~~, the SAP ~~Substance Abuse Professional~~, 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 ~~Commercial Motor Vehicle~~ 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 ~~Commercial Motor Vehicle~~.

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 ~~Commercial Motor Vehicle~~.

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 ~~Commercial Motor Vehicle~~, 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 ~~Substance Abuse Professional~~ 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 ~~Substance Abuse Professional~~ 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 ~~Designated Employer Representative~~ 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 ~~Medical Review Officer (MRO)~~ MRO by the testing laboratory. The MRO reports the results to the ~~Designated Employer Representative 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 ~~Medical Review Officer (MRO)~~ 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. 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 Medical Review Officer~~ is unable to reach the donor directly, the MRO must contact the ~~Designated Employer Representative~~ 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 Medical Review Officer~~ may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the ~~MRO Medical Review Officer~~ within seventy-two (72) hours of being instructed to do so by the ~~DER Designated Employer Representative~~;
 - (3) The ~~MRO Medical Review Officer~~ and the ~~DER Designated Employer Representative~~, 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 ~~Breath Alcohol Technician (BAT)~~ BAT using an ~~Evidential Breath Testing Device (EBT)~~ EBT or a ~~Screening Test Technician STT~~ using an ~~Alcohol Screening Device (ASD)~~ 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 ~~Alcohol Screening Device~~, the ~~DER Designated Employer Representative~~ will immediately arrange to use an ~~EBT Evidential Breath Testing Device~~. 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 ~~Evidential Breath Testing Device~~ 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 ~~Designated Employer Representative~~.

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 Substance Abuse Professionals 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 Substance Abuse Professional (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 Substance Abuse Professional~~ 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., 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 Commercial Motor Vehicles~~ 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.

C.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. "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."
4. "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).
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.

A.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.

~~B-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.

~~D~~.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.

~~E~~.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.
- c. 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 ~~s~~Section E.

~~F.~~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 ~~p~~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.

G.H. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require 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.

H.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.

~~I~~.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.

~~J~~.K. 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)

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY #416

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a “Driver Acknowledgment–Drug and Alcohol Testing Policy Materials” form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III, Section C, Paragraph 4 of the policy.
- Attachment B is a “Bus Driver or Driver Applicant–Authorization to Release Information” form. It is referred to in Article III, Section H, Paragraph 1 of the policy.
- Attachment C is a “Bus Driver or Driver Applicant–Refusal to Submit to Testing” form. It is referred to in Article III, Section H, Paragraph 7 of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a “Pretest Notice” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV, Section E, Paragraph 1 of the policy.
- Attachment E is a “Notice of Test Results and Various Rights” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV, Section E, Paragraph 6 of the policy.
- Attachment F is an “Explanation of Positive Test Result” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV, Section E, Paragraph 4 of the policy.
- Finally, the District may wish to use Attachment G, entitled “Acknowledgment–Drug and Alcohol Testing Policy,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV, Section J of the policy.



White Bear Lake Area Public Schools

— DRIVER ACKNOWLEDGMENT —

DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, titled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

I also received materials 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.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

**White Bear Lake Area Public Schools**

— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | | |
|---|----------|------------------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES ____ | NO ____ |
| 2. Did the employee have verified positive drug tests? | YES ____ | NO ____ |
| 3. Did the employee refuse to be tested? | YES ____ | NO ____ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES ____ | NO ____ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES ____ | NO ____ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A ____ | YES ____ NO ____ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in *Section II-A*: _____

Title: _____

Phone #: _____

Date: _____



White Bear Lake Area Public Schools

— BUS DRIVER OR DRIVER APPLICANT — REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing as demonstrated by the following (check all that apply):

- ☐ Failing 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;
- ☐ Failing to remain at the testing site until the testing process was completed;
- ☐ Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- ☐ Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- ☐ Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- ☐ Failing or declining to take a second test as directed;
- ☐ Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- ☐ Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupted the collection process), failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form; or
- ☐ Failing 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;
- ☐ Possessing or ~~s~~ wearing a prosthetic or other device that could be used to interfere with the collection process;
- ☐ Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- ☐ Having a verified adulterated or substituted test as reported by the MRO.

[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 left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

☐ Employee refused to sign

Supervisor's Initials: _____

**White Bear Lake Area Public Schools****— PRETEST NOTICE —**

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug and Alcohol Testing Policy.

Date: _____

*Signature of Employee/Job Applicant*_____
Typed or Printed Name



White Bear Lake Area Public Schools

[Employee Name]
[Employee Address]

RE: Drug and/or Alcohol Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota has received the test result report from the testing laboratory:

- ☐ Your initial screening test result was negative.
- ☐ Your confirmatory test result was negative.
- ☐ Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled “Explanation of Positive Test Result” for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your 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 you have 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 you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of 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 employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge, pursuant to the provisions of this policy.

2. Notwithstanding Paragraph 1, 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.
3. 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.
4. An employee must be given access to information in the employee's 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.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant 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.



White Bear Lake Area Public Schools

EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain ~~the~~ a positive test result on a confirmatory test.

I am currently taking or have recently taken:

- ☐ no over-the-counter or prescription medications; or
- ☐ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

White Bear Lake Area Public Schools**— ACKNOWLEDGMENT —****DRUG AND ALCOHOL TESTING POLICY**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 624, White Bear Lake Area Public Schools, Minnesota and have read it in its entirety.

The District's policy was provided to me (check one of the following):

- ☐ Upon adoption of the policy. (employee)
- ☐ Upon my hire. (job applicant/new employee)
- ☐ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

AGENDA ITEM: School Board Policy #601, School District Curriculum and Instructional Goals

MEETING DATE: September 13, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Gretchen Harriman, Curriculum and Program
Development Coordinator

BACKGROUND:

School Board Policy #601, School District Curriculum and Instructional Goals, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 11 School Board meeting agenda or subsequent meeting as an operational item for action.

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota ~~Graduation~~ Academic Standards.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to establish learner results toward which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Instruction” means methods of providing learning experiences to enable students to meet ~~graduation~~ academic standards.
- B. “Curriculum” means written plans for providing students learning experiences that lead to knowledge, skills and positive attitudes.

IV. STUDENT PERFORMANCE GOALS

- A. All students will be required to demonstrate essential skills and knowledge to effectively participate in lifelong learning. These skills include:
 - 1. reading, writing, speaking, listening and viewing in the English language;
 - 2. applying mathematical and scientific concepts;
 - 3. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
 - 4. creative and critical thinking, decision making and study skills;
 - 5. work readiness skills;
 - 6. global and cultural understanding.
- B. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - 1. live as a responsible, productive citizen and consumer within local, state, national and global political, social, and economic systems;
 - 2. bring many perspectives, including historical, to contemporary issues;
 - 3. develop an appreciation and respect for democratic institutions;
 - 4. communicate and relate effectively in languages and with cultures other than the student’s own;
 - 5. practice stewardship of the land, natural resources and environment;
 - 6. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
- C. Students will have the opportunity and will be expected to develop creativity and self expression through visual and verbal images, music, literature, world languages, movement, and/or performing arts.

- D. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
1. establishing and achieving personal and career goals;
 2. adapting to change;
 3. leading a healthy and fulfilling life, both physically and mentally;
 4. living a life that will contribute to the well-being of society;
 5. becoming a self-directed learner;
 6. exercising ethical behavior.
- E. Students will be given the opportunity to acquire human relations skills necessary to:
1. appreciate, understand, and accept human diversity and interdependence;
 2. address human problems through team effort;
 3. resolve conflicts with and among others;
 4. function constructively within a family unit;
 5. promote an multicultural equitable, gender-fair, disability-sensitive society.

Legal References: Minn. Stat § 120B.11(School District Process)

Cross References: WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 615 (~~Basic Standards~~ Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 ~~Accommodation Plan~~ and LEP Students)
WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: **School Board/Superintendent Goals for 2010-11**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

During the 2009-10 school year the School Board and Superintendent were guided by School Board/Superintendent goals identified in the summer and early fall of 2009 and regularly updated throughout the course of the school year. A final copy was presented at the July School Board meeting, documenting progress during the year.

In preparation for the 2010-11 school year, the School Board discussed an initial list of goals at our May 24 work-study session, and more extensively at a work-study session on the afternoon of July 12. On August 9 the public was provided with an update on goals currently being considered, with further discussion at the August 23 work-study session as needed, and with action on the goals anticipated no later than the September 13 School Board meeting. In advance of the August 23 School Board work-study session, the proposed goals are being reviewed with members of the District's Leadership Team.

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

Recommendation:

The School Board approve the recommended School Board/Superintendent goals being considered for 2010-11.

**White Bear Lake Area School District #624
School Board/Superintendent Goals
2010-2011**

1. Develop Measures of Student Success and Plan for Accountability and Reporting

Goals:

- a. Establish clear district and site goals for student growth using Measures of Academic Progress (MAP), MCA II and other measures in which demonstrate student progress and proficiency.
- b. Review teacher and administrative appraisal protocols, and use student progress and achievement as one measure of evaluating performance.
- c. Implement the new organization of the teaching and learning office with the purpose of strengthening the links and accountability among preK-12 curriculum, assessment, and student achievement and progress.
- d. Develop protocols and organizational capacity to measure and publicly report progress and achievement in curricular areas in addition to those currently tested by MCAII (math, reading and science).
- e. Prepare a comprehensive program review of District gifted and talented programs (preK-12).

Rationale: Student success is at the heart of the School District's mission and public accountability is essential. In addition, it is the proper role of the School Board to help establish those measures of success which reflect the priorities of the White Bear Lake Area Schools.

During the 2009-10 school year, the School District achieved MCA-II test results which showed a six percentage point gain in math, a ten percentage point gain in science, with reading showing only modest gain.

NWEA MAP (Measures of Academic Progress) results showed that in grades 1-10, math improvement grew by an average of 1 year, eight months and reading grew by an average of 1 year, four months.

Other measures of student success are still being evaluated.

This year's goals are more specific than those identified in 2009-10, and represent an effort to further build a school culture that supports student success.

Each goal addresses a component of the system, especially embedding accountability, and encouraging us to look closely at setting high standards for all students, and continuing to look for opportunities that assure all students will be challenged and grow significantly each year.

Evaluation: Strategies to implement this goal will be designed to be consistent with the District AYP plan, but will go beyond the AYP plan, identifying additional measures of success. During the year, each building principal and the leaders of District-wide programs will report to the Superintendent and School Board on goals, strategies, and progress. The results of site and District student achievement will be reported by August 30, 2011. The comprehensive program review of District gifted and talented program will be a separate study.

The administration will develop a timeline and detailed plan to address each of the five goals above.

Status Update: Ongoing

2. **Complete Phase 2 of Planning for Long Range Facility Needs**

Goal: The long range facility use study is designed to develop a solution to address the needs of the District during the next five to ten years. Due to the magnitude of this project, it will be phased.

Building on Phase 1 of facility planning done during the 2009-10 school year, develop a comprehensive long range facility plan encompassing all district programs, consistent with the strategic plan.

Initiatives to be explored during this phase will include:

- Exploring the need for changes in the number of District buildings; continued exploration of boundary issues and their impact on school populations; and potential changes to preK-12 grade configuration, following a more complete review of educational programming;
- Models to further develop innovative and competitive programs;
- Efficiencies in the utilization of space and facilities to aid in maintaining financial stability;
- Partnerships with other public and private entities for instructional, co-curricular, and recreational facilities; and
- Developing a transition plan which would assure a smooth transition from the current organizational model to the recommended model taking into account facility and programmatic needs.

Rationale: The White Bear Lake Area Schools are faced with demographic changes, including a shift of school-age population from the southern to the northern portion of the District, and after a decade of declining enrollment (over

1,000 students), a relatively high ratio of building space per student compared to other school districts.

The broad nature of this study and the related timelines necessary for full implementation require a very thoughtful and methodical process, resulting in our plan for a phased study.

Evaluation: The District will develop methods and strategies of delivery that will maximize the resources that go into instructional programs, and emphasize efficiency in the number and operation of school sites.

Status Update:

Phase II initiatives will be included in the strategic planning process related to Goal #5. However, the timeline that the District is planning to use may dovetail into a similar planning process that our intermediate district is doing. While they will be identifying long-term needs through their process, we will most likely be identifying options that they would be able to consider to meet their identified needs.

We continue to discuss our planning timelines with other potential partners. We want to increase the likelihood that we can make our educational space decisions in a way and on a schedule that will enable other public or private non-profits to buy or lease space we will not need.

3. **Ongoing Financial Stewardship on Investments and Budget Management**

Goal: Considering the budgetary challenges resulting from uncertainty of state funding, continue to identify greater efficiencies in operations to help maintain financial stability and to continue improvements in program quality and student success.

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

However, considering the financial challenges presented by the slowly recovering economy, the state's continuing budget crisis and the district's need to renew its operating levy in 2011, it is important for the District to develop strategies to meet these challenges to help maintain financial stability.

Evaluation: The District's ongoing financial stewardship on investments and budget management will be reviewed annually as part of the financial audit. The audit report will be presented to the Finance Committee later this fall and to the

School Board and public at the regular school board meeting in November or December.

Status Update: The District's Finance Committee continues to meet on a quarterly basis with our OPEB investment advisors. The committee continues to analyze the data and recommendations of the advisors and make prudent investment decisions. For its next quarterly meeting the committee will be presented with some scenarios showing how the latest financial forecast impacts the cash flow needs of the trust.

Administration will present its initial financial forecast for 2012-2016 to the School Board at its November 22, 2010 work-study session. Administration will develop enrollment projections during the month of October and incorporate the latest state financial projections into the forecast assumptions.

Administration will continue to work with the School Board throughout the winter and spring to update its financial forecast using the most current data available from the governor, the state legislature and federal sources.

Development of the 2011-2012 budget will begin shortly after January 1, 2011 with the target date for presentation at the School Board work-study session on May 22, 2011. The final budget for the 2011-2012 school year is scheduled for adoption at the regular school board meeting of June 13, 2011.

4. **Communications and Marketing Plan for the District**

Goals:

- a. Implement the Communications and Marketing plan presented to the School Board in July, 2010.
- b. Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.

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

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

A long-range vision and plan about District communications will ensure resources are appropriately utilized. Additionally, it is beneficial to have such a

plan to allow for prioritization of communications and marketing projects and activities.

Evaluation: The communications and marketing plan will serve as a base against which current and future communications and marketing projects and ideas will be analyzed. The plan will be evaluated periodically to ensure it continues to be in alignment with the District's objectives.

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

Status Update: Ongoing.

5. **Strategic Planning**

Goal: By October, 2010, initiate a strategic planning process which will address programs, facilities, and finances with initial recommendations ready for implementation for the 2011-12 school year.

Rationale: The School District is currently in a stable financial situation, but faces:

- Continuing ramifications of the state and federal economic downturn and uncertain prospects for the next State biennial;
- Changing demographics, including the expansion in the northern portion of the School District;
- Improving student achievement, especially in 2009-10, as measured by local, state, and national tests but further opportunities to improve;
- Several key public-private partnerships, with opportunities for growth and refinement, and;
- A competitive market in which families have the opportunity to choose schools for their children.

Given these and other factors, comprehensive strategic planning will allow the District to establish priorities and align District resources with these priorities.

Evaluation: The administration will lead a strategic planning process during the 2010-11 school year, which will dovetail with the 2010-11 School Board/Superintendent goals, and will provide recommendations for the 2011-12 school year.

Status Update: The administration will review a detailed process and timeline for strategic planning at the August 23, 2010 School Board work-study session.

6. **Operational Improvements/New Strategic Areas**

Goals:

- a. Extend new protocols for recruitment, selection and support of employees to all employee groups.
- b. Develop a comprehensive performance appraisal and evaluation system for all employee groups; tie ongoing professional development to appraisal.
- c. Implement Phase I of the Technology Audit completed during January 2010.
- d. Implement the Student Activities Audit completed in December 2009.
- e. Design and implement a program review of White Bear Lake Area Schools preschool programming, including early childhood and family education, special education, and preschool programs.
- f. Prepare a program review of the district's food service program, including reviewing the most current research and findings for child nutrition, auditing our current practices and menus, and make recommendations for improvement.
- g. Design and implement a comprehensive program for recognizing students, staff, and community.

Rationale: These represent priority areas for 2010-11.

Evaluation: To be developed.

Status Update: Ongoing.

AGENDA ITEM: **Action on Sailing Program**
MEETING DATE: **September 13, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON: **Dr. Michael J. Lovett, Superintendent**

Background:

In the Spring of 2010, the superintendent and two School Board members had an opportunity to observe some of our White Bear Lake Area High School students in a sailing competition. That began a conversation with parents of our students who inquired about the possibility of a cooperative arrangement between the White Bear Sailing School, a community organization, and the White Bear Lake Area Schools, that would provide access to sailing to any White Bear Lake Area High School student in grades 9 through 12, and would allow the students who are successful in the program to earn high school recognition including the high school letter.

Our district further researched the matter and our superintendent had conversations with the superintendent and parents from the Minnetonka School District, the only other Minnesota school district which currently has such an arrangement with a local sailing program. As in Minnetonka, the partnership between the Sailing School and the White Bear Lake Area Schools would be at no cost to our school district, but would increase the opportunities available to our high school students through the support of the members of the sailing community.

As reflected in the attached memorandum from Mr. Tim Hermann, High School Activities Director, and Principals Tim Wald and Don Bosch, the school administration worked closely with the parents to develop a model consistent with other independent provider agreements.

If approved, White Bear Lake Area students will receive notice of the opportunity for what would be a spring activity, with communications coordinated by our Activities Director in cooperation with the White Bear Lake Sailing School. As is noted in the attached memo, the team fee will be collected by the Sailing School. The School District will receive a \$25 fee per varsity sailor from the Sailing School consistent with the District's Independent Provider agreement. The Sailing Program will also work to provide scholarship opportunities for students who are interested in the program, but do not have the resources available to participate.

We want to express our appreciation for the work of the parents and members of the sailing community for their support of our White Bear Lake Area Schools students.

Recommendation:

The School Board approve an alternative provider agreement between the White Bear Lake Area Schools and the White Bear Sailing School for the purpose of implementing a competitive sailing team for the 2010-11 school year.

To: Dr. Michael Lovett, Superintendent
David Law, Assistant Superintendent

From: Tim Hermann, Activities Director
Tim Wald, Principal, White Bear Lake Area High School South Campus
Don Bosch, Principal, White Bear Lake Area High School North Campus

Date: September 3, 2010

Re: Recommendation for a Partnership with the White Bear Sailing School

On May 11, 2010 parent representatives and school administrators met to discuss a proposal for the implementation of a competitive Sailing Team for the 2010-2011 school year. The agenda included a discussion of involvement of youth in the community in the White Bear Sailing School, opportunities for youth, and possibilities of a partnership between the White Bear Sailing School (Sailing School) and the White Bear Lake Area Schools (District).

The proposed funding structure of the program is in alignment with other club sports brought in to the high school program during the past three years. We discussed the following:

Definition:

The team will be considered a school club sport operating outside the oversight of the Minnesota State High School League and the Suburban East Conference.

Participation:

The proposed partnership would serve students in grades 9-12. All students will be expected to meet the expectations of the District for participation on athletic teams.

All students representing the District will compete in orange and black apparel when representing White Bear Lake Area High School.

Equipment:

All equipment will be provided by the Sailing School.

Practice and Competition:

The Sailing School will practice with students at its location at the White Bear Yacht Club. The Sailing School will work with the Activities Director to schedule use of gym space for dry land training.

The competitive schedule will be determined by the Sailing School and include participation in Midwest Interscholastic Sailing Association (MISSA) events. The practice and competition schedule will be provided to the Activities Director in the fall.

Student Recognition:

District students will be recognized with an Honor Letter for participation with requirement outlined in the Alternative Provider Agreement.

Fees:

Team fees will be collected by the Sailing School. The school will collect a \$25 fee per varsity sailor from the Sailing School as per the District's Independent Provider agreement. The Sailing School will provide a scholarship program for equitable access to the program.

Promotion of the Sailing Club:

The District will promote the White Bear Lake Area High School Sailing Team in all published lists of sports and clubs. The Sailing Club will provide the District a copy of all literature and promotional materials that identify the District as a partner.

AGENDA ITEM: **Annual Report on Curriculum, Instruction and Student Achievement**

MEETING DATE: **September 13, 2010**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Marisa Vette, Communications Coordinator**
David Law, Assistant Superintendent
Gretchen Harriman, Curriculum and Program Development Coordinator

Background:

At this evening's meeting we will present the *2009-2010 Annual Report on Curriculum, Instruction, and Student Achievement*, which is in the form required by Minnesota law.

At the School Board work-study session on September 17 we will review the preliminary draft of the *2009-10 Annual Report to the Community*. This will be a more comprehensive report and will include more detailed information on student achievement, accountability, finances, staffing, and our partnerships.

Minnesota Department of Education (MDE) guidelines stipulate that the attached information be "approved by the district's School Board by October 1."

Consistent with Minnesota State Statute, the White Bear Lake Area School Board has been involved in the process of setting goals for continuous improvement and reviewing progress of the previous year's goals and has reviewed testing results for school year 2009-2010.

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

- District Goals and Improvement Plans
- Academic Standards and Curriculum Alignment
- Community Curriculum Advisory Committee (CCAC)
- District Assessment Plan

Recommendation:

The administration recommends approval of the *2009-2010 Annual Report on Curriculum, Instruction, and Student Achievement* as required by the State of Minnesota.

2009-2010 Annual Report on Curriculum, Instruction and Student Achievement

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

The White Bear Lake Area Schools School Board has been involved in goal setting for continuous improvement, and reviewing test results from the 2009-2010 school year. The School Board approved the data required for the *2009-2010 Annual Report on Curriculum, Instruction and Student Achievement* at their meeting on September 13, 2010. Notice of this electronic publication has been included in the district's legal paper, the *White Bear Press*. This report includes information regarding:

- District Goals and Improvement Plans
- Academic Standards and Curriculum Alignment
- Community Curriculum Advisory Committee (CCAC)
- District Assessment Plan

In addition to this report, the district will publish its own annual report for the 2009-2010 school year. This report will include additional pieces of data, including student achievement data, financial reports, partnership updates, district curriculum initiatives, and stories of student and community involvement. It will be mailed later this fall to all district residents.

District Goals and Improvement Plans

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

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

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

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

Academic Standards and Curriculum Alignment

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

The district continually reviews what students are taught and how they are taught. Student performance, as shown by a variety of assessment results, guides the district in deciding what needs to be done so that all students can be successful. This commitment to continuous review of curriculum and instruction has led the district to also require local standards and assessments for departments which do not have state developed standards. District-wide department meetings are often used to analyze current curriculum, and determine which benchmarks and assessments are most appropriate for student learning.

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

Aligning District Curriculum with Minnesota Academic Standards

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

2009-2010 Community Curriculum Advisory Committee

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

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

2009-2010 Community Curriculum Advisory Committee

Member Name	Term Ends	Representing
Jill Becker	2011	Parent
Beth Brisch	2011	Parent
Kim Chapman	2011	School Board
Linda Gondringer	2012	Parent
Barb Kearn	2011	Administration
Debbie Keller	2011	Parent
David Law	2011	Administration
Laura Mittelbrun	2011	Parent
Jenny Nadeau	2011	Parent
Janet Newberg	2011	School Board
Becky Peterson	2009	Teacher
Jan Peterson-Bjostad	2010	Parent
Nancy Roth	2011	Community Member
Lori Roth	2011	Parent
Dawn/Jim Segermark	2010	Parent
Bob Shevik	2011	School Board
Cathy Solomon	2010	Parent
Sheila Sullivan	2011	Parent
Nancy Thom	2010	Parent
Kate Whelan	2010	Teacher/Parent
District Staff		
Madelyne Benson – Assessment Coordinator		
Marisa Vette – Communications Coordinator		
Gretchen Harriman – Curriculum Coordinator		
Dr. Michael Lovett - Superintendent		
Ann Malwitz – Staff Development Coordinator		
Cindy Moore – Director of Curriculum & Assessment		

District Assessment Plan

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

Instructing

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

Reporting

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

Screening

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

In 2009-2010, District 624 assessed student achievement using the following tests:

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

- The GRAD Mathematics test is embedded in the MCA-II Mathematics Test. Students in the Classes of 2010-2014 meet the state mathematics graduation requirement by:
 - Completing with a passing score or grade all state and local coursework and credits required for graduation, and
 - Receiving a score of 1150 or higher on the MCA-II Mathematics test or a score of 50 or higher on the Mathematics GRAD component.
- OR**
- Completing with a passing score or grade all state and local coursework and credits required for graduation, and
- Participating in a district-prescribed academic remediation in mathematics, and
- Fully participating in at least two retests of the Mathematics GRAD or until they pass the Mathematics GRAD, whichever comes first.
- **Measures of Academic Progress (MAP)**
 - Locally administered, computer-based growth model testing instrument, given to students in the fall and spring to assess individual academic growth in a year
 - Students tested in Reading and Math
 - In 2009-2010, MAP tests were administered to all students in grades 1-10 and at the Area Learning Center
 - Results to be reported in 2009-10 Annual Report to the Community (mid-October, 2010)

Minnesota Basic Skills Tests (BST) results for 2010

In 2010, fewer than 10 students in District 624 participated in BST testing. According to requirements of the Minnesota Department of Education, results are not to be reported if fewer than ten students test.

AGENDA ITEM: Action to approve property dedication to the School District (Oneka Elementary School Site)

MEETING DATE: September 13, 2010

SUGGESTED DISPOSITION: Operational Item

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

Background:

Almost six years ago there was a gift of land from RAPO LLC, and its chief manager Mr. Leonard W. Pratt to the White Bear Lake Area School District. Part of that gift was a piece of land in an area that had not yet been platted. The City of Hugo and the School District agreed that when the final plat was approved by the City, there would be a final transfer of title to the District. This action will culminate this process.

Attached is the communication from the City of Hugo requesting the School Board that this action. Also attached is the cover sheet for the original agenda item.

Recommendation:

It is recommended that the School Board approve this land dedication.



City of
Hugo

14669 Fitzgerald Avenue North, Hugo, MN 55038 (651) 762-6300 www.ci.hugo.mn.us

August 30, 2010

Phil Fisher
Manager of Building Operations
White Bear Lake Area Public Schools
4855 Bloom Avenue, Room 309
White Bear Lake, MN 55110

Dear Mr. Fisher:

The City of Hugo is requesting action by the White Bear Lake School District Board to approve property to be dedicated to the school district. The property is located northwest of Oneka Elementary School adjacent to property that was previously dedicated by the developer. The property proposed to be dedicated is shown as outlot C and outlot D on the enclosed Plat for Prairie Village. The property is occupied by the existing trail/boardwalk connected to the school (outlot C) and provides trail connection to the new development and sidewalks within the adjacent developments (outlot D). There is a storm water pond within outlot C that will be maintained by the City of Hugo as a part of its storm water management system for ongoing maintenance. Please feel free to contact me at (651) 762-6304 or rsimone@ci.hugo.mn.us with any questions. Thanks for your consideration.

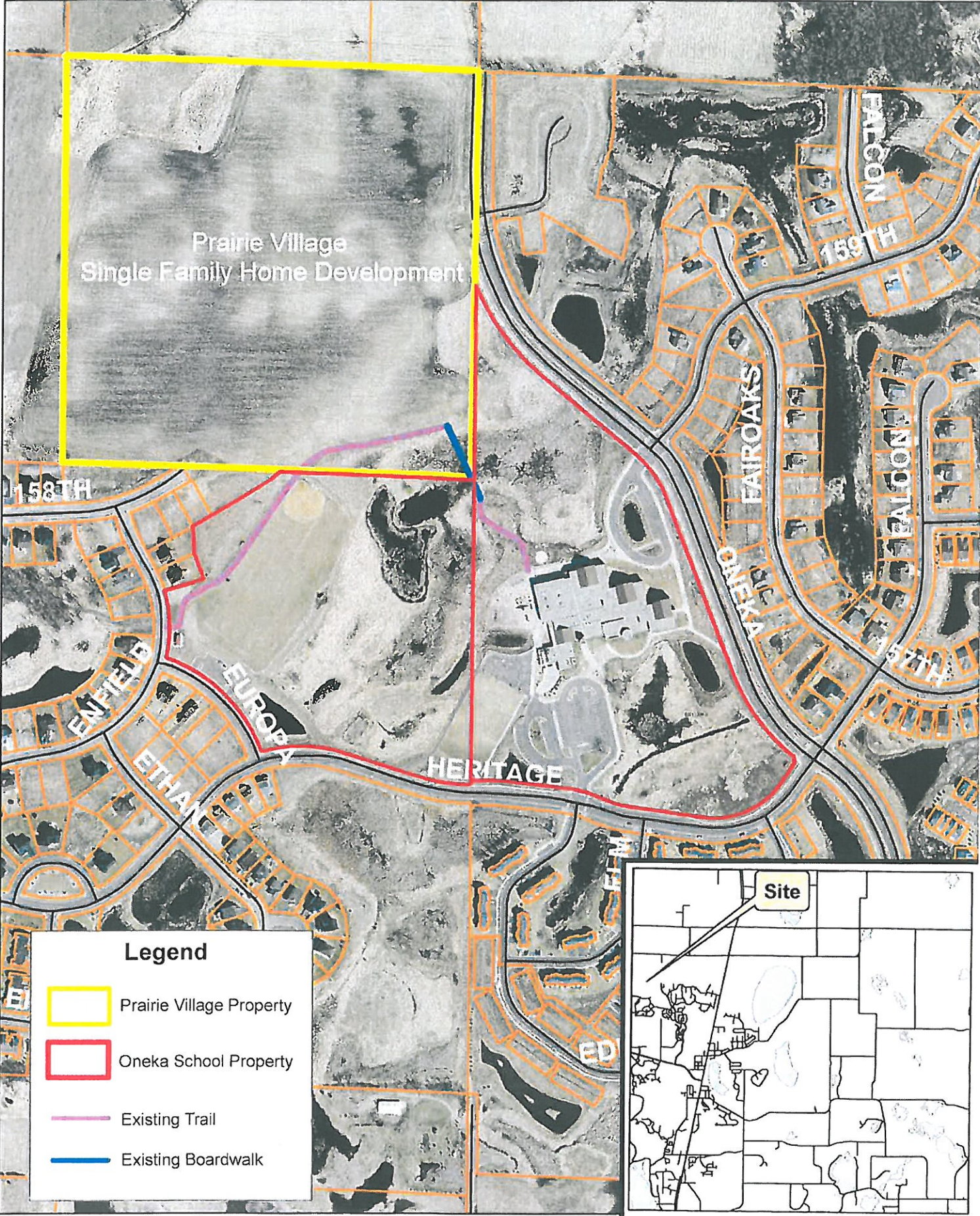
Sincerely,

Rachel Simone
Planner

Cc:
Bryan Bear, Community Development Director

Enclosures

Aerial View of Property
Approving Resolution
Engineers Memo
Prairie Village Final Plat



RESOLUTION 2010-35

APPROVING A FINAL PLAT AND DEVELOPMENT AGREEMENT FOR PRATT DEVELOPMENT FOR "PRAIRIE VILLAGE" LOCATED NORTH OF 158TH STREET AND WEST OF ONEKA PARKWAY

WHEREAS, Pratt Development has requested approval of a final plat and development agreement to plat 6 lots and 4 outlots to be known as "Prairie Village" located north of 158th Street and west of Oneka Parkway and is legally described as follows:

THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 18,
TOWNSHIP 31 NORTH, RANGE 21 WEST, WASHINGTON COUNTY, MN.

AND

OUTLOT J, HERITAGE PONDS FIRST ADDITION

AND

OUTLOT A, HERITAGE PONDS THIRD ADDITION

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUGO, MINNESOTA, that it should and hereby does approve the final plat and development agreement to Pratt Development for "Prairie Village" subject to the following conditions:

1. The final plat is approved to allow the construction of 6 single family homes and 4 outlots, in accordance the approved preliminary plat dated May 25, 2009 and the final plat plans received by the City and dated June 14, 2010 and July 16, 2010, except as amended by this resolution.
2. The final plat shall be subject to the preliminary plat approval granted by the City Council on June 21, 2010 and as may be amended. (Resolution # 2010-23).
3. Development is subject to the R-3 district standards and setbacks as followed. No variances are granted or implied.

Minimum Front Yard Setback	30 feet
Minimum Side Yard Setback	10 feet
Minimum Rear Yard Setback	30 feet

4. The development shall comply with the comments in the Engineer's memo dated June 3, 2010, July 1, 2010, and July 22, 2010.
5. The applicant shall construct Oneka Parkway to the north property line of the pre plat at the time any portion of phase 5 is final platted.
6. The applicant shall dedicate the right of way for Prairie Trail North and Oneka Parkway at any time deemed necessary by the City.

7. The landscaping planned for the development shall be installed all at the same time during each phase. The developers shall take proper precautions to protect the trees as the homes are being built.
8. Each home shall include a minimum of 2 parking spaces within the driveway. The driveway widths shall be a maximum of 24 feet at the right of way line.
9. The applicant shall dedicate outlots C and D to the City along with a per lot fee of \$1,956.00/lot for parkland dedication. The park dedication land shall be deeded to the City with the final plat.
10. The trail on outlots C and D shall be constructed.

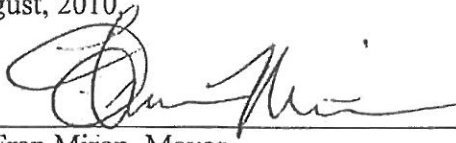
The following conditions shall be met prior to the Final Plat being recorded:

11. The developer shall pay \$17,311.48 in full to satisfy the required AUAR fees for the entire 40 acre tract of land.
12. The developer shall pay \$11,736 and dedicate Outlots C and D to satisfy the City's parkland dedication requirement for Phase 1. Credit will also be applied to the lots in future Phases for the park land dedication.
13. The developer shall pay the sewer and water trunk fees for each lot at final plat. The City's SAC and WAC fees will be paid at the time building permits issued.
14. The developer shall enter into a development agreement, shall agree to complete all improvements, and pay all fees as required by the agreement.

The following conditions shall be met prior to the issuance of building permits:

15. The applicant shall file the final plat, development agreement and associated documents with Washington County. Proof of recording shall be provided to the City.
16. The applicant shall submit one full set of approved final plans to the City.
17. If a sales trailer is located in the property, a site plan and building elevations shall be submitted for City review and approval.

ADOPTED by the City Council this 16th day of August, 2010.



Fran Miron, Mayor

ATTEST:



Michele Lindau, City Clerk

AGENDA ITEM: Resolution Approving Gift of Real Estate by RAPO LLC
(Oneka Elementary School Site)

MEETING DATE: December 13, 2004

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: Pete Willcoxon

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Background:

As part of the land acquisition for the Oneka Elementary School site, the City of Hugo negotiated with the two developers that approximately 30 acres would be platted as an outlot and ultimately deeded over to the school district. This portion of the agreement, approximately 17.9 acres comprises part of that arrangement.

This portion of the land is being donated to the School District by RAPO LLC and its chief manager, Mr. Leonard W. Pratt.

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Recommendation:

It is recommended that the School Board approve this resolution.