

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

October 11, 2010

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: October 6, 2010

A meeting of the White Bear Lake Area School Board will be held on **Monday, October 11, 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. Approve Agenda
5. Consent Agenda
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

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. Presentation of ASBO and GFOA Awards
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Report on District October 1 Enrollment and Elementary Class Sizes
2. First Reading of Policy 201, Legal Status of the School Board
3. First Reading of Policy 202, School Board Officers
4. First Reading of Policy 203, Operation of the School Board – Governing Rules
5. First Reading of Policy 203.5, School Board Meeting Agenda
6. First Reading of Policy 205, Open Meetings and Closed Meetings
7. First Reading of Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
8. First Reading of Policy 503, Student Attendance
9. First Reading of Policy 513, Student Promotion, Retention and Program Design
10. First Reading of Policy 605, Alternative Programs
11. First Reading of Policy 608, Instructional Services – Special Education
12. First Reading of Policy 609, Religion
13. First Reading of Policy 615, Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plan, and LEP Students

E. OPERATIONAL ITEMS

1. Second Reading of Policy 404, Employment Background Checks
2. Second Reading of Policy 406, Public and Private Personnel Data
3. Second Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
4. Second Reading of Policy 416, Drug and Alcohol Testing
5. Second Reading of Policy 601, School District Curriculum and Instructional Goals

6. Action on Contract with MacPhail
7. Action on 2011-2014 Contract for Superintendent of Schools
8. Action on Student Teacher Agreement with College of St. Scholastica
9. Action on Student Teacher Agreement with St. Cloud State University

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **October 11, 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: October 11, 2010
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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, September 13, 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 7:02 p.m.
- 2 Roll Call- Present: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, and Vette
- 3 Pledge of Allegiance
- 4 Seating of Student Representative – Swanson introduced and welcomed Maraki Ketema our 2010-11 School Board Student Representative and Sima Bazooband our alternate Student Representative. Both are seniors at South Campus.
- 5 Newberg moved, Storey seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
- 6 Hiniker moved, Chapman seconded to approve the consent agenda consisting of:
 - approval of minutes of the regular meeting on August 9, 2010 and work-study meetings on August 23, 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
Denise Jechorek, Bus Driver, Bus Garage, effective date: 8/23/10
Carl Saarion, Bus Driver, Bus Garage, effective date: 9/10/10
Lisa Spiess, Part-Time Cook, South Campus, effective date: 8/25/10
Steven Sundberg, Program Assistant Leader, Oneka Elementary
 - Retirement – Classified Staff
Robyn Stuemke, Community Services Clerk, District Center, effective date: 11/1/10
 - Resignation – Certified Staff
Leah Stauber, Social Worker, North Campus
 - Change in Continuing Contracts – Certified Staff - 2010-11 school year
Robert Anderson, ELL/Social Studies Teacher, South Campus, from .80 f.t.e. to a 1.00 f.t.e.
Shannon Fulton, Elementary Teacher, Lakeaires Elementary, from .50 f.t.e. to 1.00 f.t.e.
Anne Ellsworth, FACS Teacher, North Campus, from .90 f.t.e. to a 1.00 f.t.e.
Jessica Hosmer, Kindergarten/Learning Skills Teacher, Vadnais Heights, from .50 f.t.e. to a .70 f.t.e.
 - Part-Time Leave Request – Certified
Debra Thibault, Learning Skills Specialist/ADSIS, Lincoln Elementary, .20 leave (.80 position)
 - Correction to Part-Time Leave Request – Certified Staff
Susan Moses-Zirkes, Psychologist, Lincoln Elementary .10 leave (.60 position)
 - New Personnel – Classified Staff
Donald Bauer, Custodian, Central, effective date: 9/13/10
Ricky Bernier, Custodian, Central, effective date: 9/13/10

Matthew Bradshaw, Program Assistant Leader, Matoska International, effective date: 8/30/10
 Daniel Lundberg, Program Leader, Oneka Elementary, effective date: 8/30/10
 Allyson Medin, Bus Driver, effective date: 8/17/10
 Zachary Miller, Bus Driver, effective date: 8/17/10
 Trisha Olsen, Pupil Support Assistant, Hugo Elementary, effective date: 9/7/10
 Margaret Perron, Part Time Cook, Oneka Elementary, effective date:
 Joseph Palumbo, Assistant Head Custodian Engineer, Lincoln Elementary, effective date: 9/13/10
 Matthew Riebow, Program Assistant Leader, Oneka Elementary, effective date: 9/7/10
 Janine Schoeller, Program Assistant Leader, Matoska International, effective date: 8/30/10
 Mary Shevik, Classroom Instructional Assistant, Willow Lane Elementary, effective date: 9/7/10
 Kari Stutelberg-Hines, Pupil Support Assistant, Otter Lake Elementary, effective date: 9/7/10
 Steven Sundberg, Custodian, South Campus/Vadnais Heights Elementary, effective date: 8/30/10
 Carrie Troske, Program Leader, Willow Lane Elementary, effective date: 8/30/10
 Peter Wagner, Custodian, District Center/Central, effective date: 8/30/10
 Sonya Wrona, Program Assistant Leader, Lakeaires Elementary, effective date: 9/7/10
 ➤ New Personnel – Certified Staff for 2010-11 School Year
 Laura Brovold, Kindergarten Teacher, Otter Lake/Vadnais Elementary
 Kathleen Elletson, Elementary Teacher, Birch Lake Elementary
 Kelsey Engstrom, .4 Communications Teacher, Sunrise
 Sarah Gustafson, Communications Teacher, Central
 Abby Leonard, Kindergarten Teacher, Lincoln Elementary
 Vanessa Lotito-Meier, .625 Social Worker, District Wide Willow Lane Elementary
 Margaret Nelson, Art Teacher, North Campus
 Mary Scherr, American Sign Language Teacher, South Campus/North Campus
 Randi Weber, Communications, Central
 Thomas White, .5 Social Worker, North Campus
 Whitney Woodard, .6 Mathematics, Central
 ➤ Long Term Substitute - Certified
 Shawna Traver, .2 Media Specialist, Lincoln Elementary

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

- B. PUBLIC FORUM** – Mr. Keith Warner, community member from Vadnais Heights, thanked the White Bear Lake Area School District for their participation in and support of the recent Relay for Life held at South Campus. Mr. Warner noted special appreciation to our White Bear Lake cheerleaders for their on-going dedication.

C. INFORMATION ITEMS

1. Opening School Report – Dr. Lovett and administration provided highlights of the opening of school including:
 - a. Summary/Highlights of August Workshops – Extensive training was provided for all staff members this year prior to the start of the school year.
 - b. New Staff Profile – Highly qualified staff was hired for this incoming school year.
 - c. Highlights of Summer Facility Projects – Numerous summer projects were completed or are near completion that will enhance our student's education and increase safety.
 - d. Opening School Enrollment – While enrollment is down slightly it is not as low as

originally projected. Official figures will be obtained in October per Minnesota state law.

2. Presentation of ASBO and GFOA Awards – This item was tabled due to a scheduling conflict and will be rescheduled for an upcoming Board meeting.
3. Superintendent's Report – Dr. Lovett reported on the following:
 - Several District publications were highlighted including the District Calendar and the new Student Planners which were designed with student input this year.
 - It was a successful start to the school year for all grades. Early Childhood education starts back this week. All are looking forward to a successful year.
 - Homecoming 2010 is being celebrated this week with many community-building activities planned, themed dress-up days, Coronation and pep rallies. Athletic contests are also scheduled throughout the week along with the our Homecoming Parade being held on Friday, September 17 at 3:15 downtown White Bear Lake. Community members are encouraged to attend the special activities being offered.
 - Fall sports are underway. Of special note is the White Bear Lake Girl's Swim and Dive team who held their first home meet ever at the new White Bear Lake Area Schools YMCA Aquatic Center. They were victorious in their opening meet against Tartan High School.
 - District Center will be under construction for a short time this fall as we work to bring the building into compliance with ADA requirements, to establish a safe and secure entrance for our Central Middle School students who use this building on a regular basis, to increase the efficiency and effectiveness in the use of this space and to create a more welcoming and larger service area for families and visitors especially for new student registration and community education.
 - Additional information on the above can be found on the District website, www.whitebear.k12.mn.us.

D. DISCUSSION ITEMS

1. Status of Federal Funds Under New Jobs Bill – Additional detail continues to be provided on the Federal funds that will be received by the School District under the direction of the Minnesota Department of Education. Dr. Lovett explained details as he currently knows them. At present the District's plan is to use the majority of the funding to support class size reduction for the 2010-11 school year. Anticipating the revenue would be available, class size has been reduced for grades K-4, additional sections of enriched language arts were added to 8th grade and class sizes have been reduced at the high school level.
2. First Reading of Policy 404, Employment Background Checks – Policy was reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA).
3. First Reading of Policy 406, Public and Private Personnel Data – Policy was reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by MSBA.
4. First Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse - Policy was reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by MSBA.

5. First Reading of Policy 416, Drug and Alcohol Testing - Policy was reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by MSBA.
6. First Reading of Policy 416, Forms - Policy was reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by MSBA.
7. First Reading of Policy 601, School District Curriculum and Instructional Goals - Policy was reviewed by the School Board Policy Committee. Changes recommended are consistent with those recommended by MSBA.

E. OPERATIONAL ITEMS

1. Chapman motioned and Kimball seconded to approve the School Board/Superintendent Goals for 2010-11. *Voice vote: All ayes. Motion carried.*
2. Shevik motioned and Storey seconded to 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 to start in the 2010-11 school year. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none. Motion carried.*
3. Newberg motioned and Hiniker seconded to approval the 2009-10 Annual Report on Curriculum, Instruction and Student Achievement as required by the State of Minnesota. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; naysnone. Motion carried.*
4. Hiniker motioned and Kimball seconded to approve the land dedication to the School District (Oneka Elementary School Site). *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays – none. Motion carried.*

F. BOARD FORUM – Kimball acknowledged the retirement of Robyn Stuemke and expressed his appreciation for her dedication to the District.

G. ADJOURNMENT - Newberg motioned and Shevik seconded to adjourn the School Board meeting at 8:12 p.m. *Voice vote: all ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, September 27, 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 – Hiniker called the meeting to order at 5:43 p.m.

Roll Call – Present: Kimball, Newberg, Shevik, Storey, Chapman, Hiniker
Swanson arrived at 6:25 p.m.

Ex-Officio - Lovett

Cabinet – Daniels, Guenther, Law, Vette

B. DISCUSSION ITEMS

1. Preliminary Review of Annual Report for 2009-10 – Marisa Vette, Director of Communications and Community Relations, Madelyn Benson, Student and Instructional Assessment and Accountability Coordinator and Gretchen Harriman, Curriculum and Program Development Coordinator, provided an overview of the draft copy of the Annual Report.
2. Review of Enrollment and Class Sizes for 2010-11 – David Law, Assistant Superintendent, reviewed enrollment comparisons from last May and this September. An official count will be taken and provided to the Minnesota Department of Education in October.
3. Review of Proposal with MacPhail – Dr. Lovett provided an overview of a proposal regarding a potential expansion with MacPhail Center for Music that would include an option for a string program in the District.
4. Review of Progress on School Board/Superintendent Goals
 - a. Goal 5 – Options and Timeline for Strategic Planning – John Messelt, Associate with Cambridge Strategic Services, provided an overview of the strategic planning process as provided by Cambridge Strategic Services.

Kimball moved and Swanson seconded to recess the Work Study meeting at 7:08 p.m. in order to hold a special meeting of the White Bear Lake School Board. Voice vote: ***All ayes. Motion carried.***

The Work Study meeting was reconvened at 7:25 p.m. with final discussion on 4a.

- b. Goal 6e – Program Review of White Bear Lake Area Schools Preschool Programming, including Early Childhood and Family Education, special education and pre-school programs- Kathleen Daniels, Director of Special Services and Dave Guenther, Director of Community Services, presented plans for a comprehensive Early Childhood Program Review to begin this fall.

5. Review of Protocols for the School Board Liaison Role – Board member Kimball provided a draft of protocols for the School Board liaison role for each of our building locations. Additional discussion will be held with Building administration prior to making a final recommendation.
 6. Discussion on Superintendent Evaluation – The Board discussed the results of Dr. Lovett's 2009-10 evaluation.
- C. ADJOURNMENT** - Storey motioned; Shevik seconded to adjourn the meeting at 8:35 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

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

A special meeting of the White Bear Lake Area School Board was held on Monday, September 27, 2010 at 7:00 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

Call To Order – Hiniker called the meeting to order at 7:08 p.m.

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

Ex-Officio - Lovett

Cabinet – Daniels, Guenther, Law, Vette

B. OPERATIONAL ITEMS

1. Action on Approval of 2010 Payable 2011 Proposed Property Tax Levy – Shevik motioned; Chapman seconded to approve a maximum 2010 Payable 2011 Property Tax Levy of 6.79%. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays- none. Motion carried.*
2. Action on Preliminary Draft of Annual Report for 2009-10 - Newberg motioned; Chapman seconded to approval the Preliminary Draft of Annual Report for 2009-10. *Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays- none. Motion carried.*

- C. ADJOURNMENT** - Newberg moved; Storey seconded to adjourn the meeting at 7:25 p.m. Voice vote: *All ayes. Motion carried.*

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: October 11, 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 - September

	9/15/2010	9/30/2010
Direct Deposit 276615-277825	1,526,704.57	
U.S. Treasury (FICA, Medicare, withholding)	547,697.84	
MN State Income Tax	92,328.63	
PERA	85,928.49	
TRA	185,364.90	
ING	1,573.59	
Direct Deposit 277826-279067		1,518,004.30
U.S. Treasury (FICA, Medicare, withholding)		536,228.20
MN State Income Tax		89,827.03
PERA		87,781.26
TRA		181,997.92
ING		1,611.09

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
11214	AIG	09/13/2010	5,495.61
11215	AMERICAN FUNDS	09/13/2010	68,395.41
11216	AMERICAN UNITED LIFE	09/13/2010	44,687.19
11217	AMERICAN UNITED LIFE	09/13/2010	750.00
11218	AMERIPRISE	09/13/2010	10,277.17
11219	AXA EQUITABLE	09/13/2010	11,289.21
11220	CHAMBER THEATRE PRODUCTIONS	09/13/2010	4,485.00
11221	ECMC	09/13/2010	178.00
11222	EDUCATION MN ESI BILLING TRUST	09/13/2010	19,181.73
11223	INTERNAL REVENUE SERVICE	09/13/2010	787.00
11224	IUOE #70	09/13/2010	1,981.06
11225	METROPOLITAN LIFE	09/13/2010	4,054.59
11226	MN CHILD SUPPORT	09/13/2010	1,931.40
11227	MN DEPT OF REVENUE	09/13/2010	850.00
11228	PITNEY BOWES PURCHASE POWER	09/13/2010	146.98
11229	THE ROSE LAW FIRM, PLLC	09/13/2010	118.75
11230	SCHOOL SERVICE EMPLOYEES	09/13/2010	5,581.49
11231	US DEPT OF EDUCATION	09/13/2010	329.70
11232	VANGUARD SMALL BUSINESS SERVIC	09/13/2010	18,459.40
19	Computer	Check(s) For a Total of	198,979.69

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
19	Computer	Checks For a Total of	198,979.69
Total For 19	Manual, Wire Tran, ACH & Computer	Checks	198,979.69
Less 0	Voided	Checks For a Total of	0.00
	Net Amount		198,979.69

Check Nbr	Vendor Name	Check Date	Check Amount
11233	1ST LINE/LEEWES VENTURES LLC	09/16/2010	457.75
11234	4IMPRINT INC	09/16/2010	237.24
11235	AARP DRIVER SAFETY PROGRAM	09/16/2010	100.00
11236	ABBOTT PAINT & CARPET INC	09/16/2010	5,035.51
11237	ABDI-SHIRE, SAIDO	09/16/2010	500.00
11238	ABRAHAMSON, KRISTINE A	09/16/2010	82.54
11239	ACADEMIC THERAPY PUBLICATIONS	09/16/2010	272.25
11240	ACP DIRECT	09/16/2010	154.40
11241	ADAMS, LINDA	09/16/2010	148.89
11242	ALLINDER, MICHAEL	09/16/2010	67.00
11243	AMERICAN MESSAGING	09/16/2010	149.19
11244	AMERICAN PHYSICAL THERAPY ASSO	09/16/2010	435.00
11245	AMERICAN TIME & SIGNAL CO	09/16/2010	1,546.91
11246	ANDERSON, JON C	09/16/2010	337.85
11247	ANDERSON, LEIGH A	09/16/2010	1,183.72
11248	APPLIED ENVIRONMENTAL SCI INC	09/16/2010	3,437.00
11249	ARMSTRONG TORSETH SKOLD & RYDE	09/16/2010	3,961.94
11250	ASSOC FOR SUPERVISION & CURRIC	09/16/2010	240.85
11251	AUTISM RESOURCE NETWORK INC	09/16/2010	933.28
11252	AV AVENUE LLC	09/16/2010	2,900.00
11253	BARNES, JOHN D	09/16/2010	69.09
11254	BATTERIES PLUS	09/16/2010	9,678.56
11255	BAUER BUILT TIRE	09/16/2010	521.32
11256	BILL WEIGEL SIGNS	09/16/2010	30.00
11257	BIX PRODUCE COMPANY INC	09/16/2010	250.51
11258	BLB CONSULTING LLC	09/16/2010	455.00
11259	BLICK ART MATERIALS	09/16/2010	4,415.46
11260	BONNGARD, STEVE	09/16/2010	600.00
11261	BRANSON ELECTRONICS	09/16/2010	124.95
11262	BRAY, CHERYL RAE	09/16/2010	40.75
11263	BRIMAR	09/16/2010	103.62
11264	BROZA, KAREN	09/16/2010	125.00
11265	BUESING, EMILIE C	09/16/2010	163.76
11266	BURSACK, BARBARA	09/16/2010	29.75
11267	CARLSON, REBECCA C	09/16/2010	40.44
11268	CAROLINA BIOLOGICAL SUPPLY	09/16/2010	259.10
11269	CARTRIDGE CARE	09/16/2010	178.00
11270	CATES, TAMMY J	09/16/2010	50.75
11271	Vendor Continued Check	09/16/2010	0.00
11272	CDW GOVERNMENT INC	09/16/2010	59,368.21
11273	CHARAI, AHMED	09/16/2010	117.00
11274	THE CHILDREN'S THEATRE COMPANY	09/16/2010	972.50
11275	CHRISTENSON, LUKE	09/16/2010	22.45
11276	CITY HEIGHTS INC	09/16/2010	1,300.00
11277	COCA-COLA BOTTLING MIDWEST CO	09/16/2010	1,318.05
11278	COLLIN-PILARSKI, JESSICA	09/16/2010	25.00
11279	COMCAST	09/16/2010	10.52
11280	COMSTOCK & SONS INC	09/16/2010	220.00
11281	CONSTRUCTION MANAGEMENT BUILDI	09/16/2010	32,110.00
11282	CONTINENTAL CLAY CO	09/16/2010	120.85

Check Nbr	Vendor Name	Check Date	Check Amount
11283	CONTINENTAL RESEARCH CORP	09/16/2010	1,237.80
11284	COOPER, MICHAEL	09/16/2010	81.00
11285	COOPS SPORTSWEAR	09/16/2010	225.00
11286	COPY IMAGES INC	09/16/2010	13,754.44
11287	Vendor Continued Check	09/16/2010	0.00
11288	COPY IMAGES INC	09/16/2010	2,452.82
11289	COUILLARD, TOM	09/16/2010	35.00
11290	COURTNEY, MARK	09/16/2010	60.00
11291	CRAIGAN, JENNIFER M	09/16/2010	70.06
11292	CSETER, ANDREW	09/16/2010	117.00
11293	CTB INC	09/16/2010	106,558.74
11294	CULLEN, CRAIG	09/16/2010	29.95
11295	CURRICULUM ASSOCIATES LLC	09/16/2010	139.92
11296	Vendor Continued Check	09/16/2010	0.00
11297	Vendor Continued Check	09/16/2010	0.00
11298	DALCO CORPORATION	09/16/2010	15,927.03
11299	DALLAS MIDWEST	09/16/2010	726.95
11300	DANIELSON, MATTHEW C	09/16/2010	103.12
11301	DARTS VMS INC	09/16/2010	234.72
11302	DCX LLC (TORNADO SLUSH)	09/16/2010	920.00
11303	DELL MARKETING LP	09/16/2010	4,435.68
11304	DELTA EDUCATION	09/16/2010	13,609.75
11305	DIAMOND VOGEL	09/16/2010	559.94
11306	DINGMANN, KURT	09/16/2010	81.00
11307	DISCOUNT SCHOOL SUPPLY	09/16/2010	491.97
11308	DOMINOS PIZZA	09/16/2010	135.65
11309	DOOR SERVICE COMPANY	09/16/2010	58,385.00
11310	E.L. REINHARDT COMPANY INC	09/16/2010	518.25
11311	EBSCO SUBSCRIPTION SERVICES	09/16/2010	28.27
11312	ECKROTH MUSIC	09/16/2010	4,317.47
11313	ECOLAB	09/16/2010	1,467.54
11314	ELLSWORTH, ANNE M	09/16/2010	145.90
11315	ENCORE PRODUCTIONS	09/16/2010	598.00
11316	ENGSTROM, KELSEY R	09/16/2010	38.73
11317	ERBERT & GERBERTS SUBS & CLUBS	09/16/2010	1,348.85
11318	ESSON, ANN	09/16/2010	262.00
11319	FAHEY, ELLEN	09/16/2010	30.30
11320	FASTENAL COMPANY	09/16/2010	135.71
11321	FEDEX	09/16/2010	11.19
11322	FERNANDEZ, LUKE M	09/16/2010	35.00
11323	FESTIVAL FOODS-KNOWLAN'S	09/16/2010	397.41
11324	FINKE CARLA	09/16/2010	38.88
11325	FIORAVANTI, MARC	09/16/2010	81.00
11326	FIRST STUDENT INC	09/16/2010	122,878.04
11327	FISCHER, KAREN	09/16/2010	82.63
11328	FITZGERALD, THOMAS M	09/16/2010	57.00
11329	FOLEY PUBLIC SCHOOLS	09/16/2010	100.00
11330	FONG, BELINDA M	09/16/2010	65.52
11331	FORESTLAND NURSERIES INC	09/16/2010	1,007.50
11332	FRANK, ANGELA	09/16/2010	100.00

Check Nbr	Vendor Name	Check Date	Check Amount
11333	FRONTLINE PLACEMENT TECHNOLOGI	09/16/2010	1,361.59
11334	FUHRMAN, SARAH	09/16/2010	227.76
11335	G&K SERVICES INC	09/16/2010	62.49
11336	G&K SERVICES INC	09/16/2010	818.02
11337	GALLATIN, EMILY K	09/16/2010	145.00
11338	GALLAGHERS NORTHWESTERN TIRE C	09/16/2010	2,069.20
11339	GAMBONI, RICHARD A	09/16/2010	120.00
11340	GATOR SIGNS	09/16/2010	76.00
11341	GC PETERSON MACHINERY CO INC	09/16/2010	3,915.00
11342	GEPHART ELECTRIC CO INC	09/16/2010	10,260.00
11343	GOODIN COMPANY	09/16/2010	974.97
11344	GRAFFIC TRAFFIC LLC	09/16/2010	900.80
11345	Vendor Continued Check	09/16/2010	0.00
11346	Vendor Continued Check	09/16/2010	0.00
11347	Vendor Continued Check	09/16/2010	0.00
11348	GRAINGER	09/16/2010	5,649.38
11349	GRANDMA'S BAKERY INC	09/16/2010	85.29
11350	GREATAMERICA LEASING CORP	09/16/2010	812.91
11351	GREBE, HEATHER L	09/16/2010	25.00
11352	GREEN VALUE NURSERY INC	09/16/2010	780.00
11353	GRITZMACHER, SHAWN	09/16/2010	69.00
11354	GROTH MUSIC CO	09/16/2010	831.62
11355	GULBRANSEN, THERESA J	09/16/2010	50.00
11356	HAFNER, LORI	09/16/2010	50.00
11357	HALLBERG ENGINEERING INC	09/16/2010	2,306.80
11358	HALVERSON, KATHLEEN	09/16/2010	13.90
11359	HANDWRITING WITHOUT TEARS	09/16/2010	672.27
11360	HARRIS, FRED	09/16/2010	81.00
11361	HAUGEN, HEATHER	09/16/2010	11.80
11362	HEADSETS.COM INC	09/16/2010	426.85
11363	HEANEY CYNTHIA	09/16/2010	43.21
11364	HECK, ZACHARY J	09/16/2010	35.00
11365	HEITKAMP, STEVEN	09/16/2010	13.66
11366	HELLO DIRECT INC	09/16/2010	504.70
11367	HILKER, MARCUS	09/16/2010	70.00
11368	HILLYARD INC MINNEAPOLIS	09/16/2010	358.95
11369	HISDAHL INC	09/16/2010	21.00
11370	HOEFER, SHANE	09/16/2010	134.00
11371	HOGLUND BUS AND TRUCK CO	09/16/2010	2,332.12
11372	HOUGHTON MIFFLIN HARCOURT	09/16/2010	13,767.50
11373	HOUSE OF PRINT	09/16/2010	8,424.83
11374	HUBERT, DAN	09/16/2010	17.20
11375	HUDSON, SCOTT	09/16/2010	67.00
11376	HURRY, DENISE	09/16/2010	54.00
11377	HUSEMAN, LELAND J	09/16/2010	67.00
11378	HUTCHINGS, KARLIE A	09/16/2010	70.98
11379	HYLEN, JENNIFER	09/16/2010	36.25
11380	INNOVATIVE OFFICE SOLUTIONS	09/16/2010	7,505.96
11381	ION INC	09/16/2010	359.90
11382	ISD #622 NO ST PAUL/MAPLEWOOD	09/16/2010	1,200.00

Check Nbr	Vendor Name	Check Date	Check Amount
11383	JOANN FABRIC	09/16/2010	1,000.66
11384	JOHN DEERE LANDSCAPES	09/16/2010	873.41
11385	JOHNSON CONTROLS INC	09/16/2010	1,948.00
11386	JOHNSTONE, PAMELA M	09/16/2010	79.99
11387	JORGENSEN, AMY	09/16/2010	190.86
11388	K PEARSON MECHANICAL LLC	09/16/2010	8,931.68
11389	KANCANS, ANDREW V	09/16/2010	39.25
11390	KAPLAN	09/16/2010	187.03
11391	KATH COMPANIES	09/16/2010	3,301.95
11392	KEARN, BARBARA	09/16/2010	128.18
11393	KEARNEY, CARRIE L	09/16/2010	42.33
11394	KENNEALLY, NATALIE	09/16/2010	100.00
11395	KLEIST, AMY JO	09/16/2010	74.94
11396	KNIGHT, MARTY	09/16/2010	67.00
11397	KNUTSON, CRAIGE L	09/16/2010	30.00
11398	KRAUS ANDERSON CONSTRUCTION CO	09/16/2010	12,842.00
11399	KRUMM, PATRICIA ANN	09/16/2010	139.95
11400	KRUSEMARK, CARY L	09/16/2010	363.30
11401	KUEMMEL, JANEEN	09/16/2010	210.18
11402	LACASSE, KIM S	09/16/2010	54.00
11403	LAMWERS, LINDSAY M	09/16/2010	152.73
11404	LANGUAGE LINE SERVICES	09/16/2010	51.78
11405	LARSON, BOBBIE JEAN	09/16/2010	70.00
11406	LARSON, KAREN L	09/16/2010	138.77
11407	LARSON ENGINEERING INC	09/16/2010	4,300.00
11408	LEARNING ZONE EXPRESS	09/16/2010	57.75
11409	LEICK, LINDA M	09/16/2010	139.91
11410	LEONARD, ABBY	09/16/2010	49.99
11411	LINCOLN ELEMENTARY SCHOOL	09/16/2010	49.50
11412	LINDER, ROB	09/16/2010	60.00
11413	LOFFLER COMPANIES INC	09/16/2010	310.00
11414	LOHMANN, JOHN H	09/16/2010	117.25
11415	LOVE, DAVID MZ	09/16/2010	6.50
11416	LOVETT, MICHAEL J	09/16/2010	163.50
11417	MACKIN EDUCATIONAL RESOURCES	09/16/2010	2,655.80
11418	MALWITZ, ANN	09/16/2010	107.39
11419	MANKE, ANNE	09/16/2010	106.97
11420	MARTIN, DREW T	09/16/2010	75.50
11421	MN ASSOC OF SCH BUSINESS OFFIC	09/16/2010	290.00
11422	Vendor Continued Check	09/16/2010	0.00
11423	MCDONOUGH'S WATERJETTING AND	09/16/2010	3,609.35
11424	MCGARTHWAITE, NICOLE M	09/16/2010	110.00
11425	MCGRATH, LEE	09/16/2010	89.04
11426	MCINERNEY, TIFFANIE	09/16/2010	13.10
11427	MCTMAHON, MARGARET	09/16/2010	200.00
11428	MEDALLION ELECTRIC	09/16/2010	225.00
11429	MELLOUKY, RADOUANE	09/16/2010	117.00
11430	METRO CASH REGISTER SYSTEMS	09/16/2010	238.50
11431	METRO ECSU	09/16/2010	25.00
11432	METRO ECSU	09/16/2010	3,075.00

Check Nbr	Vendor Name	Check Date	Check Amount
11433	MICHAEL BASICH INC	09/16/2010	1,620.00
11434	MIDTHUN, CAROL	09/16/2010	217.25
11435	MIDWEST BUS PARTS INC	09/16/2010	423.85
11436	MIEURE, MARY ELLEN	09/16/2010	108.00
11437	MINVALCO INC	09/16/2010	68.06
11438	MN AEYC	09/16/2010	450.00
11439	MN AEYC	09/16/2010	30.00
11440	MN ASSOC OF ADMIN OF STATE	09/16/2010	375.00
11441	MN ASSOC OF SECONDARY SCHOOL P	09/16/2010	1,584.00
11442	MN CAREERS MAGAZINE	09/16/2010	147.50
11443	MN COMMUNITY EDUC ASSOC (MCEA)	09/16/2010	45.00
11444	MN DEPT OF HUMAN RIGHTS	09/16/2010	175.00
11445	MN DEPT OF LABOR & INDUSTRY	09/16/2010	100.00
11446	MN ELEVATOR INC	09/16/2010	280.04
11447	MN JUNIOR HIGH SCHOOL	09/16/2010	180.00
11448	MN SCHOOL PSYCHOLOGISTS ASSOC	09/16/2010	35.00
11449	MN SPORTS TURF MANAGERS ASSOC	09/16/2010	45.00
11450	MN STATE HIGH SCHOOL MATH LEAG	09/16/2010	500.00
11451	MOBILE RADIO ENGINEERING INC	09/16/2010	2,444.00
11452	MODERN FENCE & CONST INC	09/16/2010	115.00
11453	MONTGOMERY, JACOB	09/16/2010	99.88
11454	MOONEY, CYNTHIA L	09/16/2010	228.00
11455	MOORHEAD MACHINERY & BOILER CO	09/16/2010	557.13
11456	MOTT, RANDY	09/16/2010	80.00
11457	MULLIN MICHAEL	09/16/2010	105.50
11458	NAC MECHANICAL & ELECTRICAL SE	09/16/2010	18,738.75
11459	NASCO	09/16/2010	330.47
11460	NATL COUNCIL OF TEACHERS OF MA	09/16/2010	78.00
11461	NATL FLAVORS INC	09/16/2010	36.80
11462	NATL HONOR SOCIETY	09/16/2010	81.00
11463	NATL SCIENCE TEACHERS ASSOC	09/16/2010	2,550.00
11464	NAVIS, NANCY L	09/16/2010	108.75
11465	NAVIS, RYAN C	09/16/2010	132.00
11466	NCS PEARSON INC	09/16/2010	7,019.47
11467	NCS PEARSON INC	09/16/2010	143.40
11468	NELSON, A WILLIAM	09/16/2010	81.00
11469	NELSON AUTO CENTER	09/16/2010	58,572.36
11470	NEUMAN, KELSEY	09/16/2010	650.00
11471	NOLAN, KEITH	09/16/2010	85.00
11472	NORTH BRANCH HIGH SCHOOL	09/16/2010	40.00
11473	Vendor Continued Check	09/16/2010	0.00
11474	NORTH CENTRAL TRUCK EQUIPMENT	09/16/2010	1,880.52
11475	NORTH COAST MEDICAL	09/16/2010	153.12
11476	NOVAK, JIM	09/16/2010	60.00
11477	O'REILLY AUTOMOTIVE INC	09/16/2010	587.28
11478	O'ROURKE, JULIE	09/16/2010	167.11
11479	Vendor Continued Check	09/16/2010	0.00
11480	OFFICE DEPOT	09/16/2010	787.24
11481	OLSON, PAULETTE M	09/16/2010	118.15
11482	ON SITE SANITATION INC	09/16/2010	372.00

Check Nbr	Vendor Name	Check Date	Check Amount
11483	ORBELL, RAY	09/16/2010	85.00
11484	PAMS LUNCHROOM LLC	09/16/2010	563.74
11485	PAN-O-GOLD	09/16/2010	58.03
11486	PARKOS CONSTRUCTION CO INC	09/16/2010	153,737.55
11487	PARSONS SALLY ANN	09/16/2010	66.46
11488	PASSI, SAGE	09/16/2010	146.24
11489	PAUL THE PLUMBER INC	09/16/2010	190.00
11490	PAULS GRAB BARS	09/16/2010	290.00
11491	PAYPAL INC-VPS	09/16/2010	54.10
11492	PCS REVENUE CONTROL SYSTEMS IN	09/16/2010	1,620.00
11493	PEARSON EDUCATION INC	09/16/2010	5,096.63
11494	PERCIVAL, PATTI	09/16/2010	195.00
11495	POKORNY MARY	09/16/2010	161.73
11496	POR LLC	09/16/2010	3,888.89
11497	POSTMASTER	09/16/2010	176.00
11498	POSTMASTER	09/16/2010	176.00
11499	POULSON, JOHN W	09/16/2010	67.00
11500	POWER OF RELATIONSHIPS	09/16/2010	3,888.89
11501	PRAXAIR DISTRIBUTION INC	09/16/2010	89.65
11502	PREMIER AGENDAS INC	09/16/2010	1,065.90
11503	PREMIUM PAINTING SERVICES LLC	09/16/2010	10,200.00
11504	PRESS PUBLICATIONS	09/16/2010	311.31
11505	PROGRESS PUBLICATIONS	09/16/2010	604.80
11506	PROJECTUS	09/16/2010	642.53
11507	PUBLIC EMP RETIREMENT ASSOC	09/16/2010	118.28
11508	QUIA CORPORATION	09/16/2010	1,500.00
11509	QUILL CORPORATION	09/16/2010	693.29
11510	QWEST	09/16/2010	257.50
11511	RA PEARSON & ASSOCIATES LLC	09/16/2010	5,867.00
11512	RATWIK ROSZAK & MALONEY PA	09/16/2010	12.75
11513	RAYMOND GEDDES & CO INC	09/16/2010	36.63
11514	READ NATURALLY INC	09/16/2010	158.40
11515	REALLY GOOD STUFF INC	09/16/2010	40.93
11516	REASON	09/16/2010	49.00
11517	RED BALLOON BOOKSHOP	09/16/2010	191.68
11518	RED RIVER COMMODITIES, INC.	09/16/2010	118.30
11519	RENAISSANCE LEARNING INC	09/16/2010	1,211.25
11520	RENAISSANCE LEARNING	09/16/2010	458.00
11521	RESERVE ACCOUNT	09/16/2010	5,000.00
11522	RICOH AMERICAS CORP	09/16/2010	406.23
11523	ROGNEY, CHERI	09/16/2010	35.25
11524	SAFETY-KLEEN CORP	09/16/2010	224.65
11525	SAGDALEN, NATALIE R	09/16/2010	149.98
11526	SAM'S CLUB	09/16/2010	444.23
11527	SAM'S CLUB	09/16/2010	980.72
11528	SAM'S CLUB	09/16/2010	404.64
11529	SANNY, JOHN H	09/16/2010	54.00
11530	SAUMWEBER, SHELLY	09/16/2010	35.00
11531	SCAN AIR FILTER INC	09/16/2010	436.83
11532	SCHAEFFER MFG CO	09/16/2010	113.47

Check Nbr	Vendor Name	Check Date	Check Amount
11533	SCHINDLER ELEVATOR CORP	09/16/2010	1,175.00
11534	SCHMITT, ALYSSA A	09/16/2010	67.50
11535	SCHMITZ, KAREN M	09/16/2010	60.02
11536	SCHMIDT, NOEL	09/16/2010	2,739.17
11537	SCHOCHET, HANNAH M	09/16/2010	134.65
11538	SCHOLASTIC INC	09/16/2010	944.40
11539	SCHOLASTIC MAGAZINES	09/16/2010	264.74
11540	SCHOOL HEALTH CORP	09/16/2010	907.41
11541	SCHOOL SPECIALTY	09/16/2010	253.05
11542	SCHOOL TOOLS TV	09/16/2010	500.00
11543	SCHROEDER MILK CO INC	09/16/2010	336.82
11544	SCOTT, KEVIN	09/16/2010	46.50
11545	SCR	09/16/2010	25,935.00
11546	SEEVER, GRAY	09/16/2010	405.00
11547	SELECTACCOUNT	09/16/2010	1,365.00
11548	Vendor Continued Check	09/16/2010	0.00
11549	SENTRY SYSTEMS INC	09/16/2010	2,243.00
11550	SFM	09/16/2010	45,157.00
11551	SHELHORN, JAMES F	09/16/2010	72.00
11552	SHIFFLER EQUIPMENT SALES INC	09/16/2010	298.52
11553	SHOUP, ANDREA J	09/16/2010	184.75
11554	SHRED-IT	09/16/2010	266.00
11555	SIEBENALER, KEVIN R	09/16/2010	81.75
11556	SIKORA, PAUL	09/16/2010	80.00
11557	SIMPLEXGRINNELL LP	09/16/2010	555.00
11558	SKYWARD INC	09/16/2010	559.99
11559	SLATOR, KEVIN T	09/16/2010	50.00
11560	SMITH, TAMMY L	09/16/2010	120.00
11561	SNELL, MICHAEL M	09/16/2010	14.98
11562	SNYDER, SCOTT	09/16/2010	85.00
11563	ST CROIX RECREATION CO INC	09/16/2010	8,460.00
11564	ST PAUL LINOLEUM & CARPET COMP	09/16/2010	17,762.15
11565	ST PETER CATHOLIC SCHOOL	09/16/2010	720.00
11566	STAGES THEATRE COMPANY	09/16/2010	164.50
11567	STANWAY JR, JIM W	09/16/2010	67.00
11568	STAPLES ADVANTAGE	09/16/2010	7,570.76
11569	STATE SUPPLY CO	09/16/2010	227.12
11570	STEADLAND, KEITH	09/16/2010	73.15
11571	STEWART, SCOTT	09/16/2010	81.50
11572	SUBURBAN FLOOR COVERING	09/16/2010	7,056.00
11573	SUPREME SCHOOL SUPPLY CO	09/16/2010	268.58
11574	SURPLUS SERVICES	09/16/2010	35.00
11575	SVIR, SARA A	09/16/2010	144.55
11576	TAHER INC	09/16/2010	3,677.18
11577	TAMARACK NATURE CENTER	09/16/2010	396.00
11578	TARGET	09/16/2010	78.92
11579	TAYLOR SALES INC	09/16/2010	24.60
11580	TEACHER DIRECT	09/16/2010	56.07
11581	TEACHERS CURRICULUM INSTITUTE	09/16/2010	8,522.74
11582	TELIN TRANSPORTATION GROUP LLC	09/16/2010	73.32

Check Nbr	Vendor Name	Check Date	Check Amount
11583	TERRA GENERAL CONTRACTORS	09/16/2010	92,497.50
11584	TEXTBOOK WAREHOUSE INC	09/16/2010	770.40
11585	THIMJON, KARI	09/16/2010	107.69
11586	THOMPSON, JEAN	09/16/2010	99.84
11587	THUNDER COMMUNICATIONS DESIGN	09/16/2010	510.00
11588	TIME FOR KIDS	09/16/2010	625.20
11589	TIME FOR KIDS	09/16/2010	141.44
11590	TOSHIBA FINANCIAL SERVICES	09/16/2010	111.00
11591	TRADE PRESS INC	09/16/2010	909.00
11592	TRANE US INC	09/16/2010	7,825.00
11593	TRIO SUPPLY COMPANY	09/16/2010	3,213.21
11594	TRUSTED EMPLOYEES	09/16/2010	3,300.00
11595	TV TEACHER	09/16/2010	146.93
11596	UHL CO INC	09/16/2010	289.50
11597	UNIVERSITY OF ST THOMAS	09/16/2010	150.00
11598	UPS FREIGHT	09/16/2010	73.00
11599	VAVRICKA, ROCHELLE	09/16/2010	99.99
11600	VIKING AUTOMATIC SPRINKLER	09/16/2010	1,350.00
11601	VIKING INDUSTRIAL CENTER	09/16/2010	184.00
11602	VIRCO INC	09/16/2010	7,090.02
11603	VSG	09/16/2010	216.09
11604	W E NEAL SLATE CO	09/16/2010	380.00
11605	WALSWORTH PUBLISHING CO	09/16/2010	4,305.00
11606	Vendor Continued Check	09/16/2010	0.00
11607	WASTE MANAGEMENT OF WI-MN	09/16/2010	5,930.05
11608	WHITE BEAR GLASS INC	09/16/2010	518.00
11609	WHITE BEAR LOCKSMITH INC	09/16/2010	93.60
11610	WHITE BEAR TOWNSHIP	09/16/2010	995.01
11611	WHITE BEAR LAKE SPORTS CENTER	09/16/2010	1,920.00
11612	WHITE BEAR LAKE AREA HIGH SCHO	09/16/2010	474.00
11613	WHOLE PERSON ASSOCIATES	09/16/2010	107.25
11614	WISCONSIN NATURALS INC	09/16/2010	44.62
11615	WICK, JULIE	09/16/2010	67.00
11616	WILDMAN HILAL, ANDREA L	09/16/2010	65.75
11617	WINSOR LEARNING INC	09/16/2010	535.80
11618	WORLDWIDE INTERPRETER SERVICE	09/16/2010	140.00
11619	WRS GROUP LTD	09/16/2010	113.75
11620	WURZER, MARY JO	09/16/2010	68.25
11621	XCEL ENERGY	09/16/2010	2,260.22
11622	XEROX CORPORATION	09/16/2010	419.46
11623	XIONG, XUE	09/16/2010	300.00

391	Computer	Check(s) For a Total of	1,188,077.69
-----	----------	-------------------------	--------------

Check Nbr	Vendor Name	Check Date	Check Amount
10828	ST PETER CATHOLIC SCHOOL	09/16/2010	12,302.40
11112	POR LLC	09/16/2010	7,777.78
2	Void	Check(s) For a Total of	20,080.18

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	391	Computer	Checks For a Total of	1,188,077.69
Total For	391	Manual, Wire Tran, ACH & Computer	Checks	1,188,077.69
Less	2	Voided	Checks For a Total of	20,080.18
		Net Amount		1,167,997.51

PAYROLL

Check Nbr	Vendor Name	Check Date	Check Amount
11624	AIG	09/23/2010	5,495.61
11625	AMERICAN FUNDS	09/23/2010	68,532.89
11626	AMERICAN UNITED LIFE	09/23/2010	44,815.10
11627	AMERICAN UNITED LIFE	09/23/2010	240,975.00
11628	AMERIPRISE	09/23/2010	10,277.17
11629	AXA EQUITABLE	09/23/2010	11,289.21
11630	ECMC	09/23/2010	178.00
11631	EDUCATION MN ESI BILLING TRUST	09/23/2010	19,181.73
11632	GOOD TIME PRODUCTIONS	09/23/2010	420.00
11633	GRAINGER	09/23/2010	89.42
11634	GREENBRIDGE FINANCE	09/23/2010	2,800.00
11635	INTERNAL REVENUE SERVICE	09/23/2010	1,144.43
11636	IUOE #70	09/23/2010	1,981.06
11637	METROPOLITAN LIFE	09/23/2010	4,054.59
11638	MN CHILD SUPPORT	09/23/2010	1,999.14
11639	MN DEPT OF REVENUE	09/23/2010	681.00
11640	PITNEY BOWES PURCHASE POWER	09/23/2010	1,518.99
11641	THE ROSE LAW FIRM, PLLC	09/23/2010	274.97
11642	Vendor Continued Check	09/23/2010	0.00
11643	SCHOOL SERVICE EMPLOYEES	09/23/2010	5,660.25
11644	SEARS COMMERCIAL ONE	09/23/2010	372.74
11645	SPARK	09/23/2010	1,276.69
11646	US DEPT OF EDUCATION	09/23/2010	329.70
11647	VANGUARD SMALL BUSINESS SERVIC	09/23/2010	18,543.07
24	Computer	Check(s) For a Total of	441,890.76

	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
	24	Computer	Checks For a Total of	441,890.76
Total For	24	Manual, Wire Tran, ACH & Computer	Checks	441,890.76
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		441,890.76

Check Nbr	Vendor Name	Check Date	Check Amount
11648	1ST LINE/LEEWES VENTURES LLC	09/30/2010	433.25
11649	916 EDUC FOUNDATION	09/30/2010	200.00
11650	AARP DRIVER SAFETY PROGRAM	09/30/2010	398.00
11651	AARP DRIVER SAFETY PROGRAM	09/30/2010	280.00
11652	ACADEMIC THERAPY PUBLICATIONS	09/30/2010	232.65
11653	ACCESS COMMUNICATIONS INC	09/30/2010	2,047.53
11654	ACT INSTITUTIONAL SERVICES	09/30/2010	195.00
11655	ADVANCED WIRELESS COMMUNICATIO	09/30/2010	64.39
11656	ADVANCED ENVIRONMENTAL RESTORA	09/30/2010	528.00
11657	AKUM, STANLEY	09/30/2010	62.00
11658	ALBRECHT, GARY	09/30/2010	100.00
11659	ALLEN, JIM	09/30/2010	60.00
11660	AMAZON	09/30/2010	1,129.37
11661	AMAZON	09/30/2010	2,262.60
11662	AMAZON	09/30/2010	1,151.47
11663	AMAZON	09/30/2010	225.25
11664	AMERICAN SCHOOL HEALTH ASSOC	09/30/2010	65.00
11665	AMERICAN UNITED LIFE	09/30/2010	12,750.00
11666	AMERICAN UNITED LIFE	09/30/2010	625.00
11667	ANDERSON, JON C	09/30/2010	54.00
11668	ANDERSON, SHANNON A M	09/30/2010	557.59
11669	ANDERSON, TODD	09/30/2010	62.00
11670	ANFANG, SALLY G	09/30/2010	265.63
11671	APPLE COMPUTER INC	09/30/2010	200.00
11672	APPLIED ENVIRONMENTAL SCI INC	09/30/2010	686.50
11673	ARENIVAR, JOHN D	09/30/2010	62.00
11674	ARMSTRONG TORSETH SKOLD & RYDE	09/30/2010	1,387.43
11675	ASKIN, ANGELA	09/30/2010	25.00
11676	ASTLEFORD INTERNATIONAL TRUCKS	09/30/2010	220.17
11677	AT & T MOBILITY	09/30/2010	1,402.44
11678	AUDIO ENHANCEMENT	09/30/2010	400.00
11679	AUTO GLASS EXPRESS	09/30/2010	99.95
11680	AVI SYSTEMS	09/30/2010	5,049.54
11681	AVON BUSINESS FORMS & PROMOTIO	09/30/2010	58.63
11682	BARKLOW, TIM	09/30/2010	62.00
11683	BARNES & NOBLE	09/30/2010	85.52
11684	BARNETT WB CHRYSLER JEEP DODGE	09/30/2010	49.68
11685	BARTON, JOSIAH D	09/30/2010	117.00
11686	BASICH, CHERYL	09/30/2010	100.00
11687	BATENHORST, LYNSEY K	09/30/2010	555.50
11688	BATTERIES PLUS	09/30/2010	49.98
11689	BERGIN FRUIT AND NUT CO	09/30/2010	368.75
11690	BILL WEIGEL SIGNS	09/30/2010	536.00
11691	BIO CORPORATION	09/30/2010	140.67
11692	Vendor Continued Check	09/30/2010	0.00
11693	BLICK ART MATERIALS	09/30/2010	2,009.79
11694	BOUGIE, MICHAEL	09/30/2010	100.00
11695	BRANDT, MIKE	09/30/2010	62.00
11696	BRICHACEK, LISA	09/30/2010	39.24
11697	BROWN, JIM P	09/30/2010	30.00

Check Nbr	Vendor Name	Check Date	Check Amount
11698	BROWN, MATT	09/30/2010	61.00
11699	BUTLER, PEGGY A	09/30/2010	37.99
11700	CAFFREY, RYAN	09/30/2010	81.00
11701	CAMBIUM LEARNING INC	09/30/2010	2,035.37
11702	CAPAN, NANCY	09/30/2010	180.00
11703	CARLSON, DENISE	09/30/2010	179.46
11704	CARLSON, REBECCA C	09/30/2010	37.96
11705	CARNEGIE LEARNING INC	09/30/2010	2,620.25
11706	CARTRIDGE CARE	09/30/2010	379.00
11707	CASHMAN ENTERPRISES	09/30/2010	401.25
11708	CDW GOVERNMENT INC	09/30/2010	1,553.39
11709	CHARAI, AHMED	09/30/2010	62.00
11710	THE CHILDREN'S THEATRE COMPANY	09/30/2010	674.50
11711	THE CHILDREN'S THEATRE COMPANY	09/30/2010	580.75
11712	THE CHILDREN'S THEATRE COMPANY	09/30/2010	1,355.50
11713	CITI-CARGO & STORAGE CO INC	09/30/2010	210.00
11714	Vendor Continued Check	09/30/2010	0.00
11715	CJ DUFFY PAPER CO	09/30/2010	30,263.45
11716	CLYNE, KRIS	09/30/2010	39.76
11717	COMCAST	09/30/2010	127.90
11718	CONSTANT CONTACT INC	09/30/2010	252.00
11719	CONSTRUCTIVE PLAYTHINGS	09/30/2010	15.99
11720	CONSTRUCTION MANAGEMENT BUILDI	09/30/2010	3,704.00
11721	COOL AIR MECHANICAL	09/30/2010	298.31
11722	COOROUGH, KELLY M	09/30/2010	695.00
11723	COPY IMAGES INC	09/30/2010	446.55
11724	Vendor Continued Check	09/30/2010	0.00
11725	COPY IMAGES INC	09/30/2010	2,173.58
11726	COUILLARD, TOM	09/30/2010	150.00
11727	CRAGUNS LODGE AND CONF CTR	09/30/2010	824.00
11728	CSN SCHOOL	09/30/2010	215.39
11729	CTB INC	09/30/2010	1,188.00
11730	CUB FOODS OF WHITE BEAR TWSHP	09/30/2010	851.78
11731	CULLEN, CRAIG	09/30/2010	43.82
11732	CUNNINGHAM, DAN	09/30/2010	60.00
11733	CURRICULUM ASSOCIATES LLC	09/30/2010	426.85
11734	DAHLEM, TERESA	09/30/2010	184.98
11735	Vendor Continued Check	09/30/2010	0.00
11736	Vendor Continued Check	09/30/2010	0.00
11737	Vendor Continued Check	09/30/2010	0.00
11738	DALCO CORPORATION	09/30/2010	7,246.84
11739	DALLAS MIDWEST	09/30/2010	32.95
11740	DANIELS, KATHLEEN	09/30/2010	250.00
11741	DAVIS, TIM	09/30/2010	62.00
11742	DELL MARKETING LP	09/30/2010	15,596.15
11743	DELTA EDUCATION	09/30/2010	894.88
11744	Vendor Continued Check	09/30/2010	0.00
11745	DELTA DENTAL PLAN OF MN	09/30/2010	65,557.60
11746	DEMARS, MARILEE	09/30/2010	100.00
11747	DEMCO INC	09/30/2010	131.00

Check Nbr	Vendor Name	Check Date	Check Amount
11748	DISCOUNT SCHOOL SUPPLY	09/30/2010	1,188.75
11749	DISCOUNT MAGAZINE SUBSC SERV I	09/30/2010	40.92
11750	DOLESHAL, TODD	09/30/2010	60.00
11751	DOOR SERVICE COMPANY	09/30/2010	7,327.00
11752	DUFRESNE, MIKE	09/30/2010	25.00
11753	DVORAK, RON	09/30/2010	117.00
11754	E.L. REINHARDT COMPANY INC	09/30/2010	1,426.78
11755	EARTH ADVENTURE	09/30/2010	250.00
11756	Vendor Continued Check	09/30/2010	0.00
11757	ECOLAB	09/30/2010	2,246.22
11758	EDC EDUC SERV/USBORNE BOOKS	09/30/2010	1,397.20
11759	EDUCATION TO GO	09/30/2010	329.50
11760	EDWARD DON & COMPANY	09/30/2010	651.06
11761	EESCO UNITED ELECTRIC	09/30/2010	234.74
11762	EIGENFELD, CAROLYN	09/30/2010	785.70
11763	EPA AUDIO VISUAL INC	09/30/2010	121.14
11764	ETA/CUISENAIRE	09/30/2010	38.95
11765	FAISON, JOHN	09/30/2010	60.00
11766	FAME AWARDS	09/30/2010	3,058.00
11767	FASTENAL COMPANY	09/30/2010	17.21
11768	FEHR, ABIGAIL L	09/30/2010	70.00
11769	FESTIVAL FOODS-KNOWLAN'S	09/30/2010	138.52
11770	FILIP, LOU	09/30/2010	60.00
11771	FOLABONI, JOSEPH	09/30/2010	1.50
11772	FOLLETT EDUCATIONAL SERVICES	09/30/2010	544.82
11773	FOREIGN CANDY COMPANY INC	09/30/2010	392.95
11774	FRANCONIA SCULPTURE PARK	09/30/2010	125.00
11775	FRATTALONES HARDWARE STORES	09/30/2010	1,533.80
11776	FRIENDT, JAMISON	09/30/2010	25.00
11777	FRISCHMON, MIKE	09/30/2010	61.00
11778	FRONTLINE PLACEMENT TECHNOLOGI	09/30/2010	14,589.00
11779	FURLONG, SHARON	09/30/2010	4.00
11780	GALLAGHERS NORTHWESTERN TIRE C	09/30/2010	3,781.80
11781	GALLAGHER, LARRY	09/30/2010	61.00
11782	GAMBONI, RICHARD A	09/30/2010	156.00
11783	GCS SERVICE INC	09/30/2010	191.72
11784	GEFRE, DEB	09/30/2010	69.99
11785	GENERAL SECURITY SERVICES CORP	09/30/2010	248.00
11786	GENERAL PARTS LLC	09/30/2010	236.00
11787	GEORGE, MAMENNEH	09/30/2010	90.00
11788	GERMAN LIFE	09/30/2010	24.95
11789	GERRELL, MICHAEL	09/30/2010	25.00
11790	GETZ-HOFFMAN, MARI	09/30/2010	26.50
11791	GOLDCOM INC	09/30/2010	336.70
11792	GOPHER	09/30/2010	552.43
11793	Vendor Continued Check	09/30/2010	0.00
11794	GRAINGER	09/30/2010	2,384.63
11795	GRANDMA'S BAKERY INC	09/30/2010	57.63
11796	GREAT RIVER OFFICE PRODUCTS	09/30/2010	165.31
11797	GREATAMERICA LEASING CORP	09/30/2010	324.45

Check Nbr	Vendor Name	Check Date	Check Amount
11798	GREEN VALUE NURSERY INC	09/30/2010	60.55
11799	GRIEFENHAGEN, JOSHUA	09/30/2010	25.00
11800	GROGAN, NICHOLAS JAMES	09/30/2010	10.00
11801	GROTH MUSIC CO	09/30/2010	1,000.00
11802	GROTH MUSIC CO	09/30/2010	32.00
11803	GROUP HEALTH INC - WORKSITE	09/30/2010	181.50
11804	HALL, BARB	09/30/2010	57.00
11805	HANDWRITING WITHOUT TEARS	09/30/2010	350.00
11806	HANDWRITING WITHOUT TEARS	09/30/2010	323.89
11807	HANSON, MARILYN	09/30/2010	111.50
11808	HANSON, PAUL	09/30/2010	186.00
11809	HARDGROVE, JOHN	09/30/2010	81.00
11810	HARMONY WILDFLOWERS	09/30/2010	10.00
11811	HARVARD EDUCATION PUBLISHING G	09/30/2010	109.91
11812	HAWLEY, ELIZABETH	09/30/2010	100.00
11813	Vendor Continued Check	09/30/2010	0.00
11814	Vendor Continued Check	09/30/2010	0.00
11815	Vendor Continued Check	09/30/2010	0.00
11816	HEALTHPARTNERS	09/30/2010	1,135,287.54
11817	HEALY, JASON	09/30/2010	922.54
11818	HEANEY, CYNTHIA	09/30/2010	51.98
11819	HEANEY PETE	09/30/2010	24.00
11820	HEDEEN, SHANE	09/30/2010	61.00
11821	HICKS, SUSAN L	09/30/2010	144.98
11822	HILDI INC	09/30/2010	7,844.00
11823	HILL MURRAY HIGH SCHOOL	09/30/2010	274.38
11824	HILLYARD INC MINNEAPOLIS	09/30/2010	9,989.00
11825	HISDAHL INC	09/30/2010	55.20
11826	HOCKENBERGS	09/30/2010	3,744.70
11827	HODD, ROY	09/30/2010	158.90
11828	Vendor Continued Check	09/30/2010	0.00
11829	HOGLUND BUS AND TRUCK CO	09/30/2010	2,115.07
11830	HONEYWELL INTERNATIONAL INC	09/30/2010	39,875.00
11831	HOOLEY, MEG	09/30/2010	199.73
11832	HOUGHTON MIFFLIN HARCOURT	09/30/2010	527.45
11833	HSBC BUSINESS SOLUTIONS	09/30/2010	342.25
11834	HUGO FEED MILL & HARDWARE	09/30/2010	11.22
11835	HUGO MILL OUTDOOR POWER	09/30/2010	149.94
11836	I-STATE TRUCK CENTER	09/30/2010	581.51
11837	IMAGE BUILDERS	09/30/2010	3,056.97
11838	INTA JUICE	09/30/2010	300.00
11839	INTERSTATE POWERSYSTEMS	09/30/2010	581.51
11840	INVENTORY MGMT PARTNERS LLC	09/30/2010	1,530.20
11841	ION INC	09/30/2010	104.97
11842	IRGENS, LINDA S	09/30/2010	123.79
11843	ISD #16 SPRING LAKE PARK SCHOO	09/30/2010	676.16
11844	ISD #181 BRAINERD	09/30/2010	1,314.60
11845	ISD #200 HASTINGS SCHOOLS	09/30/2010	877.50
11846	JACOBS, HEATHER A	09/30/2010	60.21
11847	JAGUAR EDUCATIONAL	09/30/2010	165.84

Check Nbr	Vendor Name	Check Date	Check Amount
11848	JOHN, MELISSA	09/30/2010	25.00
11849	JOHNSON, DOROTHY	09/30/2010	19.00
11850	JOHNSON CONTROLS INC	09/30/2010	358.00
11851	JOHNSON, SADIE R	09/30/2010	106.37
11852	JONES, ADAM	09/30/2010	61.00
11853	JOYCE, THERESA C	09/30/2010	25.00
11854	JRH ENTERPRISES INC	09/30/2010	485.00
11855	JUNIOR LIBRARY GUILD	09/30/2010	334.80
11856	JW PEPPER & SON INC	09/30/2010	275.99
11857	K-LOG INC	09/30/2010	140.32
11858	KANCANS, ANDREW V	09/30/2010	44.93
11859	KANEKO, SHINICHI	09/30/2010	56.97
11860	KARLSBURGER FOODS INC	09/30/2010	82.80
11861	KATH COMPANIES	09/30/2010	21,365.06
11862	KAY, ALANA DODGE	09/30/2010	120.00
11863	KIBBLE, SHAMARIA	09/30/2010	23.35
11864	KIMBALL MIDWEST	09/30/2010	226.83
11865	KINDLIEN, CYNTHIA J	09/30/2010	94.50
11866	KIRKPATRICK, MEGAN E	09/30/2010	95.97
11867	KITTS, HARRY	09/30/2010	260.10
11868	KNUTSON, KELLY D	09/30/2010	202.20
11869	KNUTSON FLYNN & DEANS PA	09/30/2010	222.50
11870	KOWALSKIS MARKET	09/30/2010	118.74
11871	KUBITZ EDUCATIONAL SERVICES	09/30/2010	341.10
11872	KULENKAMP, DAVID	09/30/2010	588.60
11873	LAB SAFETY SUPPLY CO INC	09/30/2010	78.37
11874	LAKESHORE LEARNING STORE	09/30/2010	415.05
11875	LAKESHORE LEARNING MATERIALS	09/30/2010	127.10
11876	LAMMINEN, JERIMIE	09/30/2010	25.00
11877	LAMWERS, DAVID H	09/30/2010	63.86
11878	LAMWERS, LINDSAY M	09/30/2010	110.68
11879	LANDS BEST FOODS	09/30/2010	13,205.00
11880	LARSON, KAY	09/30/2010	30.00
11881	LASHOMB, BRIAN	09/30/2010	183.00
11882	LAW, DAVID W	09/30/2010	47.80
11883	LAWRENCE SIGN	09/30/2010	4,920.00
11884	LEVASSEUR, MARK S	09/30/2010	60.00
11885	Vendor Continued Check	09/30/2010	0.00
11886	LIDS TEAM SPORTS	09/30/2010	5,307.20
11887	LILLIE, JESSICA	09/30/2010	10.00
11888	LILLIE, KRISTEN	09/30/2010	60.48
11889	LINGUISYSTEMS INC	09/30/2010	71.95
11890	LORENZ, JODI	09/30/2010	130.37
11891	LOVETT, MICHAEL J	09/30/2010	65.00
11892	LUTZ, JEFF	09/30/2010	25.00
11893	MACKIN EDUCATIONAL RESOURCES	09/30/2010	651.23
11894	Vendor Continued Check	09/30/2010	0.00
11895	Vendor Continued Check	09/30/2010	0.00
11896	Vendor Continued Check	09/30/2010	0.00
11897	MADISON NATIONAL LIFE INS CO I	09/30/2010	57,304.30

Check Nbr	Vendor Name	Check Date	Check Amount
11898	MAILBOX YEARBOOK	09/30/2010	119.85
11899	MAILFINANCE INC	09/30/2010	159.99
11900	MAKEMUSIC INC	09/30/2010	121.85
11901	MALLOY/MONTAGUE/KARNOWSKI & CO	09/30/2010	18,500.00
11902	MALWITZ, ANN	09/30/2010	40.44
11903	MARTIN, DREW T	09/30/2010	17.00
11904	MARTIN-MCALLISTER	09/30/2010	1,300.00
11905	MASE	09/30/2010	498.00
11906	MAYER-JOHNSON LLC	09/30/2010	263.00
11907	MCDOWELL, ROBERT C	09/30/2010	168.00
11908	MCGINLEY MYERS, NANCY J	09/30/2010	50.45
11909	MCGRATH, LEE	09/30/2010	475.44
11910	MCGRAW, TIM	09/30/2010	87.78
11911	MCTMAHON, MARGARET	09/30/2010	58.34
11912	MED-DIET LABORATORIES INC	09/30/2010	57.26
11913	MEDALLION ELECTRIC	09/30/2010	1,925.77
11914	MEDCO SUPPLY CO	09/30/2010	561.98
11915	MEDTOX LABORATORIES	09/30/2010	713.27
11916	MELLGREN JOAN	09/30/2010	54.00
11917	METROPOLITAN PRINCIPALS ACADEM	09/30/2010	175.00
11918	MEUWISSEN, PAUL	09/30/2010	66.73
11919	MIDTHUN, CAROL	09/30/2010	77.53
11920	MIDWEST BUS PARTS INC	09/30/2010	378.00
11921	MIDWEST TECHNOLOGY PRODUCTS	09/30/2010	132.75
11922	MILLER, DIANE C	09/30/2010	25.00
11923	MINVALCO INC	09/30/2010	778.24
11924	MITCHELL, SCOTT	09/30/2010	81.00
11925	MLA	09/30/2010	6,000.00
11926	MN ASSOC OF SECONDARY SCHOOL P	09/30/2010	140.00
11927	MN CONTINUING LEGAL EDUC (CLE)	09/30/2010	295.00
11928	MN DEC-CEC FALL LEADERSHIP CON	09/30/2010	50.00
11929	MN DEPT OF HEALTH	09/30/2010	35.00
11930	MN EDUCATIONAL MEDIA ORGANIZAT	09/30/2010	110.00
11931	MN ELEMENTARY SCH PRIN ASSOC	09/30/2010	1,690.00
11932	MN HISTORICAL SOCIETY	09/30/2010	50.00
11933	MN HISTORICAL SOCIETY	09/30/2010	50.00
11934	MN HUMANITIES COMMISSION	09/30/2010	3,145.00
11935	MN NCPERS LIFE INSURANCE	09/30/2010	544.00
11936	MN ORCHESTRA	09/30/2010	2,744.00
11937	MN STATE UNIV MANKATO	09/30/2010	30.00
11938	MN STATE BAR ASSOC	09/30/2010	250.00
11939	MOBILE RADIO ENGINEERING INC	09/30/2010	661.00
11940	MOEN, JILL	09/30/2010	332.84
11941	MOORE, CYNTHIA	09/30/2010	761.96
11942	MOULTON DAVID, PIANO TECHNICIA	09/30/2010	85.00
11943	MPLS ST PAUL MAGAZINE	09/30/2010	19.95
11944	MUNDELL, GERALD	09/30/2010	160.50
11945	MURRAY, DANIEL E	09/30/2010	81.00
11946	MUSTAR, BETH	09/30/2010	59.36
11947	MUTSCHLER, DUANE	09/30/2010	81.00

Check Nbr	Vendor Name	Check Date	Check Amount
11948	NARDINI FIRE EQUIPMENT CO INC	09/30/2010	495.00
11949	Vendor Continued Check	09/30/2010	0.00
11950	NASCO	09/30/2010	947.60
11951	NATL CENTER FOR PARENTS AS TEA	09/30/2010	250.00
11952	NCS PEARSON INC	09/30/2010	2,520.90
11953	NELSON, BRAD	09/30/2010	62.00
11954	NELSON, MARGARET R	09/30/2010	63.97
11955	NEXTEL COMMUNICATIONS	09/30/2010	2,066.27
11956	NODES, TODD	09/30/2010	25.00
11957	NOLAN, KEITH	09/30/2010	50.00
11958	Vendor Continued Check	09/30/2010	0.00
11959	NORTH CENTRAL TRUCK EQUIPMENT	09/30/2010	2,165.68
11960	NORTH RAMSEY CHAPTER #8	09/30/2010	30.00
11961	Vendor Continued Check	09/30/2010	0.00
11962	NORTHEAST METRO INTERMEDIATE D	09/30/2010	261,926.46
11963	NORTHERN FOREST PRODUCTS LLC	09/30/2010	1,671.24
11964	NOVAK, JIM	09/30/2010	122.00
11965	NOW CARE MEDICAL CENTERS	09/30/2010	816.00
11966	NYDAM, JOEL A	09/30/2010	76.24
11967	NYREN, DELROY	09/30/2010	600.90
11968	Vendor Continued Check	09/30/2010	0.00
11969	OFFICE DEPOT	09/30/2010	683.55
11970	OFFICEMAX INCORPORATED	09/30/2010	60.48
11971	OLSON, BRIAN H	09/30/2010	35.00
11972	OLSON, DENNIS	09/30/2010	25.00
11973	Vendor Continued Check	09/30/2010	0.00
11974	ON SITE SANITATION INC	09/30/2010	2,617.62
11975	ORBELL, RAY	09/30/2010	85.00
11976	OXYGEN SERVICE CO INC	09/30/2010	19.53
11977	PACER CENTER INC	09/30/2010	100.00
11978	PAR INC	09/30/2010	548.26
11979	PARTS NOW ! LLC	09/30/2010	121.90
11980	PAXTON/PATTERSON	09/30/2010	183.30
11981	PEARSON, STEVE	09/30/2010	80.00
11982	PETERSON BROS ROOFING & CONST	09/30/2010	421.78
11983	PETERSEN, JILL	09/30/2010	80.00
11984	PETERSON, WAYNE	09/30/2010	85.72
11985	PHILLIPS, JAN	09/30/2010	9.80
11986	PIANOMAN SERVICE INC	09/30/2010	120.00
11987	PICHA, CHRISTINA K	09/30/2010	77.00
11988	PINES SCHOOL	09/30/2010	1,918.72
11989	PIONEER PRESS	09/30/2010	147.55
11990	PIONEER MANUFACTURING CO	09/30/2010	327.00
11991	PITCHER, JULIE K	09/30/2010	152.71
11992	PITNEY BOWES PURCHASE POWER	09/30/2010	3,037.98
11993	PITNEY BOWES INC	09/30/2010	508.56
11994	PLAS-TIQUE PRODUCTS INC	09/30/2010	318.00
11995	PLASTER, MARK A	09/30/2010	80.00
11996	PODGORSKI, CARRIE J	09/30/2010	133.46
11997	PORTABLE PARTITIONS	09/30/2010	959.00

Check Nbr	Vendor Name	Check Date	Check Amount
11998	POSTMASTER	09/30/2010	100.00
11999	PRATT, WILLIAM	09/30/2010	200.00
12000	PREMIER AGENDAS INC	09/30/2010	4,777.60
12001	PRESS PUBLICATIONS	09/30/2010	244.09
12002	PRESTIGE PROD/WB DANCE CENTER	09/30/2010	856.00
12003	PROJECTUS	09/30/2010	2,601.11
12004	PRUBAN, LINDA I	09/30/2010	88.73
12005	RAMSEY COUNTY PARKS/REC DEPT	09/30/2010	5,440.00
12006	RATWIK ROSZAK & MALONEY PA	09/30/2010	3,109.17
12007	RAYMOND, JOHN	09/30/2010	183.00
12008	READ NATURALLY INC	09/30/2010	75.90
12009	REASON	09/30/2010	408,766.00
12010	REFRIGERATION HARDWARE SUPPLY	09/30/2010	93.18
12011	REGION 4AA	09/30/2010	50.00
12012	REINHART FOODSERVICE	09/30/2010	3,906.14
12013	RENAISSANCE LEARNING INC	09/30/2010	260.13
12014	RIEBAU, PATRICIA ANN	09/30/2010	253.00
12015	RIES, ROBERT A	09/30/2010	61.00
12016	RITTENHOUSE, PAULA	09/30/2010	56.14
12017	ROCKFORD, JEREMY	09/30/2010	109.75
12018	ROSE, LORI J	09/30/2010	155.96
12019	ROSSBACH, PATRICIA	09/30/2010	71.60
12020	ROY C, INC	09/30/2010	1,312.26
12021	RUDDY, JACQUELINE M	09/30/2010	51.00
12022	RUST, RANDY	09/30/2010	25.00
12023	RYNDERS, MICHAEL	09/30/2010	62.00
12024	S & T OFFICE PRODUCTS INC	09/30/2010	204.75
12025	SAGRASSE, ABDELAZIZ	09/30/2010	62.00
12026	SAM'S CLUB	09/30/2010	383.72
12027	SAM'S CLUB	09/30/2010	112.41
12028	SAM'S CLUB	09/30/2010	1,678.01
12029	SANNES, EMILY	09/30/2010	80.00
12030	SARGENT-WELCH	09/30/2010	350.24
12031	SCAN AIR FILTER INC	09/30/2010	218.71
12032	SCHABERT, JON	09/30/2010	33.45
12033	SCHAEFFER MFG CO	09/30/2010	99.60
12034	SCHERPING JIM	09/30/2010	120.00
12035	SCHMITT MUSIC COMPANY	09/30/2010	45.10
12036	SCHOLASTIC EQUIPMENT CO LLC	09/30/2010	2,339.88
12037	SCHOLASTIC MAGAZINES	09/30/2010	197.50
12038	Vendor Continued Check	09/30/2010	0.00
12039	Vendor Continued Check	09/30/2010	0.00
12040	SCHOOL HEALTH CORP	09/30/2010	803.75
12041	SCHOOL OUTFITTERS.COM	09/30/2010	532.55
12042	SCHOOL SPECIALTY	09/30/2010	119.84
12043	SCHOOL SERVICE INC	09/30/2010	72.30
12044	SCHUETTE, SCOTT T	09/30/2010	100.00
12045	SECURITAS SEC SVCS USA INC	09/30/2010	1,922.56
12046	SEEBA, PAUL T	09/30/2010	446.22
12047	SEEVER, GRAY	09/30/2010	130.00

Check Nbr	Vendor Name	Check Date	Check Amount
12048	SEHR, DEBRA	09/30/2010	36.57
12049	SENTRY SYSTEMS INC	09/30/2010	940.00
12050	SFM	09/30/2010	73,561.00
12051	SHAWBOLD, DEAN	09/30/2010	20.00
12052	SHIFFLER EQUIPMENT SALES INC	09/30/2010	788.08
12053	SIMPLEXGRINNELL LP	09/30/2010	403.75
12054	SKOW, KAREN L	09/30/2010	765.00
12055	SKURDALSVOLD, ABIGAIL E	09/30/2010	30.00
12056	SLACK, LISA ANN	09/30/2010	171.11
12057	SLATOR, KEVIN T	09/30/2010	235.00
12058	SLAUGHTER, ANTHONY	09/30/2010	46.00
12059	SLOWIKOWSKI, JEWELS	09/30/2010	507.50
12060	SMITH MICRO TECHNOLOGIES INC	09/30/2010	330.00
12061	SNAP ON TOOLS	09/30/2010	349.09
12062	SNOM	09/30/2010	120.00
12063	SNYDER, SCOTT	09/30/2010	35.00
12064	SOAR LEARNING LLC	09/30/2010	175.91
12065	SOLBERG, SARAH K	09/30/2010	6.95
12066	SORENSEN, MATT	09/30/2010	61.00
12067	SOUTHWEST PREFERRED FINISHING	09/30/2010	321.64
12068	SPECIALTY PROMOTIONS	09/30/2010	2,008.00
12069	SPIEGL MUSIC PUBLICATIONS	09/30/2010	230.98
12070	ST PETER CATHOLIC SCHOOL	09/30/2010	76.80
12071	ST PIUS X HOLY FAMILY SCHOOL	09/30/2010	200.00
12072	STAFF DEVELOPMENT FOR EDUCATOR	09/30/2010	199.00
12073	STAR TRIBUNE	09/30/2010	81.70
12074	STAR TRIBUNE	09/30/2010	395.60
12075	STATE SUPPLY CO	09/30/2010	620.93
12076	STEADLAND, ADAM D	09/30/2010	100.00
12077	STEFFEL, KAREN L	09/30/2010	101.15
12078	STINGLEY, RONDA	09/30/2010	60.00
12079	STIRLING CONNIE	09/30/2010	159.00
12080	STOB, BENJAMIN	09/30/2010	25.00
12081	STRATEGIC EQUIPMENT & SUPPLY C	09/30/2010	15,881.55
12082	SUBSCRIPTION SERV OF AMER INC	09/30/2010	520.70
12083	SUBURBAN EAST CONFERENCE	09/30/2010	5,500.00
12084	SUPREME SCHOOL SUPPLY CO	09/30/2010	297.58
12085	TATGE, DAVID A	09/30/2010	53.25
12086	TAUER, SANDRA	09/30/2010	19.00
12087	TAYLOR, GARY	09/30/2010	25.00
12088	TAYLOR SALES INC	09/30/2010	212.73
12089	TEACHERS CURRICULUM INSTITUTE	09/30/2010	1,046.40
12090	TEAM SPORTING GOODS INC	09/30/2010	545.26
12091	TEXTBOOK WAREHOUSE INC	09/30/2010	493.90
12092	THERAPRO INC	09/30/2010	52.50
12093	THIEL, SCOTT	09/30/2010	25.00
12094	THINK SOCIAL PUBLISHING INC	09/30/2010	485.00
12095	THOMPSON, JEAN	09/30/2010	50.00
12096	THOMPSON, MARY	09/30/2010	100.00
12097	TIERNEY BROTHERS INC	09/30/2010	544.00

Check Nbr	Vendor Name	Check Date	Check Amount
12098	TIME FOR KIDS	09/30/2010	945.16
12099	TOOLS FOR SCHOOLS/GOOD SOURCE	09/30/2010	4,200.00
12100	TOP TEMPORARY INC	09/30/2010	1,901.25
12101	TOTAL ENTERTAINMENT PRODUCTION	09/30/2010	100.00
12102	TOTAL ENTERTAINMENT PRODUCTION	09/30/2010	200.00
12103	TOUSLEY FORD INC	09/30/2010	15.00
12104	TRADE PRESS INC	09/30/2010	1,418.00
12105	TRAYLOR, ALAN	09/30/2010	25.00
12106	TRIO SUPPLY COMPANY	09/30/2010	9,836.28
12107	TRUCK UTILITIES MFG CO	09/30/2010	2,407.42
12108	TWIN CITIES TRANSPORT & RECOVER	09/30/2010	150.00
12109	U.S. ENERGY SERVICES INC	09/30/2010	2,965.42
12110	ULTIMATE ELECTRONICS CORP	09/30/2010	529.95
12111	UNIVERSITY OF ST THOMAS	09/30/2010	200.00
12112	UPPER LAKES FOODS INC	09/30/2010	68,693.74
12113	VADNAIS TOWING	09/30/2010	85.00
12114	VAN LUYK, LEONARD	09/30/2010	52.00
12115	VERIZON WIRELESS	09/30/2010	360.82
12116	VERNIER SOFTWARE	09/30/2010	118.00
12117	VIKING ELECTRIC SUPPLY	09/30/2010	4,384.03
12118	VIKING INDUSTRIAL CENTER	09/30/2010	123.25
12119	VIRCO INC	09/30/2010	855.27
12120	WAISWA, MOSES	09/30/2010	124.00
12121	WALD, TIM	09/30/2010	45.15
12122	WHITE BEAR GLASS INC	09/30/2010	118.00
12123	WHITE BEAR LOCKSMITH INC	09/30/2010	43.45
12124	WHITE BEAR RENTAL EQUIPMENT	09/30/2010	182.52
12125	WHITE BEAR LAKE (CITY OF)	09/30/2010	17,261.95
12126	WHITE BEAR LAKE CITY	09/30/2010	25.00
12127	WEEKLY READER	09/30/2010	407.20
12128	WERF	09/30/2010	150.00
12129	WEST MUSIC COMPANY	09/30/2010	2,403.00
12130	WESTERN PSYCHOLOGICAL SERVICES	09/30/2010	64.90
12131	WHITCOMB, JACLYN ANN	09/30/2010	51.46
12132	WILLE, CYNTHIA	09/30/2010	35.10
12133	WILLIAMSON, KATHY	09/30/2010	100.00
12134	Vendor Continued Check	09/30/2010	0.00
12135	XCEL ENERGY	09/30/2010	73,442.97
12136	ZELENAK, MARK	09/30/2010	61.00
12137	ZOUAD, BADR	09/30/2010	62.00
12138	ZWONITZER, KATHY L	09/30/2010	229.73

491	Computer	Check(s) For a Total of	2,625,374.06
-----	----------	-------------------------	--------------

Check Nbr	Vendor Name	Check Date	Check Amount
10933	COCHRAN, EVON	09/30/2010	100.00
11425	MCGRATH, LEE	09/30/2010	89.04
2	Void	Check(s) For a Total of	189.04

	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
	491	Computer	Checks For a Total of	2,625,374.06
Total For	491	Manual, Wire Tran, ACH & Computer	Checks	2,625,374.06
Less	2	Voided	Checks For a Total of	189.04
			Net Amount	2,625,185.02

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$100	Rich and Donna Fearing	White Bear Lake Area Public Schools
\$2,932.47	Target Take Charge of Education	Vadnais Heights Elementary School
\$2,590 for Peter E. Palm Memorial Student Activities Fund	White Bear Lake Area Educational Foundation	White Bear Lake Area Public Schools
\$137.28	Wells Fargo Foundation	Willow Lane Elementary School
\$3,178.45	Target Take Charge of Education	White Bear High School North Campus
Digital Camera Kodak Easy Share Printer Dock (value \$200)	Amy Mueller	Early Childhood Program

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **October 11, 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
Thursday, 10/28/10 - Friday, 10/29/10 Camp Ripley, Minnesota	Laura Watters and Traci Bowermaster	MAAP Starts - Student Leadership	1 and one-half	5-8	\$5.00	District Transportation	Students will develop leadership skills through a variety of experiential activities and connect with other students about relevant issues.
Sunday, 11/14/10 - Monday, 11/15/10 Arrowwood Resort in Alexandria, Minnesota	Mary Dahle, Cindi Swenson, and John Forestell	Grades 9-12 - Student Council	1	4 (2 from North, 2 from South)	\$40	Car	Minnesota Association of Student Councils Presidents' and Officers' training.
Friday, 12/3/10 - Saturday, 12/4/10 American Inn in South St. Paul, Minnesota	Paul Seeba	Debate Team - 9 th and 10 th Grade	One-half	18-24	\$100 Debate / Activity fee	District Transportation	To attend the State Debate Tournament held in South St. Paul.
Wednesday, 1/19/11 - Friday, 1/21/11 Standing Cedars in East Farmington, Wisconsin	Laura Watters and Mike Hamernick	Science/ Communication	2	10-12	\$15 Student Activities / Youth Development	District Transportation	Students will gain an appreciation for the natural outdoor world and see it through the eyes of a scientist. They will also analyze the difference between needs and wants as they accomplish tasks as a team in a rustic environment.

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
Wednesday, 3/16/11 - Sunday, 3/20/11 Spring Training Complex in Orlando, Florida	Tom Paulson	Boys Track	0 (Spring Break)	24	\$850	Sun Country Airlines	Provide excellent training facilities in warm weather. Sport complex has track and field, trainers, weight room. This is their sixth trip.

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

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RETIREMENT - CLASSIFIED STAFF

KATHRYN WATKINS – Pupil Support Assistant, South Campus
Employed by District 624 since 09/06/2006
Effective Date: 10/13/2010

RESIGNATION/RELEASE OF CONTRACT - CERTIFIED STAFF

LISA THOMPSON – Elementary Teacher, Otter Lake Elementary
Employed by District 624 since 08/24/2000
Effective Date: 09/17/2010

CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF

STACY BACIGALUPO – Communications Teacher, South Campus
From .90 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

MARY HERMANS – School Nurse, ALC/South Campus/Willow Elementary
From .90 f.t.e. to a 1.00 f.t.e.
Effective Date: 2010-2011 School Year

NEW PERSONNEL – CLASSIFIED STAFF

RICHARD FISHER – Bus Driver, Bus Garage
Replacing T. Niemczycki, who resigned
\$15.80/hr., + .25 CP + In-service (8 hrs), 5.25 hrs. / day, 153 days \$13,020.56
Effective Date: 10/05/2010

DARBY E. HILL – Bus Driver, Bus Garage
Replacing K. Granger, who transferred
\$15.80/hr., + .25 CP + In-service (4 hrs/), 5.00 hrs. / day, 153 days \$12,342.45
Effective Date: 10/04/2010

LEAVE OF ABSENCE – CERTIFIED STAFF

MEGAN PERRON – Kindergarten Teacher, Birch Lake Elementary
Employed by district 624 since 08/21/2010
Effective Dates: 09/09/2010 through 10/01/2010

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RE-HIRE FROM TERMINATION – CERTIFIED STAFF

TAMMY REED – Elementary Teacher, Willow Lane Elementary
Effective Date: 09/13/2010
MA, Step 12 \$61,326.06 (pro-rated based on 186 days)

NEW PERSONNEL – CERTIFIED STAFF

KRISTIN ERICKSON – Elementary Teacher, Otter Lake Elementary
Effective Date: 09/20/2010
MA, Step 7 \$45,284.39 (Pro-rated @ 181 days)

LONG TERM SUBSTITUTE - CERTIFIED STAFF

NANCY ROBINSON – .10 French Teacher, North Campus
Effective Date: 2010-2011 School Year
BA+60, Step 12 \$6,400.00

NEW PERSONNEL – CERTIFIED STAFF – NON AFFILIATED

MARK GARRISON – District Instructional Technology Coordinator, District Center
Effective Date: 10/18/2010
\$60,774.40 (86,346.15 pro-rated @ 183 days)

SUPPLEMENTAL/EXTRA DUTY STIPEND LIST

<u>Activities</u>	<u>Ambassadors</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
South Campus		Jackie Witcomb	Year Long	\$500
North Campus		Nate Hunstiger	Year Long	\$500
<u>Band</u>				
Pep Band-South (step 3)		Shannon Anderson	Year Long	\$1,236
Jazz Band-South (step 3)		Shannon Anderson	Year Long	\$1,700
High School Band-South (step 3)		Shannon Anderson	Year Long	\$2,627
Pep Band-North (step 3)		Jeremy Rockford	Year Long	\$1,236
Jazz Band - North (step 3)		Jeremy Rockford	Year Long	\$1,700
High School Band - North (step 3)		Jeremy Rockford	Year Long	\$2,627
Band - Sunrise (step 3)		Michael Snell	Year Long	\$1,506
Band - Sunrise (step 3)		Wendy Suoja	Year Long	\$1,506
Jazz Band - Sunrise (step 3)		Michael Snell	Year Long	\$927
Band - Central (step 3)		Robert Ruper	Year Long	\$1,506
Jazz Band - Central (step 3)		Robert Ruper	Year Long	\$927
Band - Central (step 1)		Kristin Kusche	Year Long	\$1,356
Jazz Band - Central (step 1)		Kristin Kusche	Year Long	\$834
<u>Chess Club</u>				
South Camps (step 2)		Cassandra Schulte	Year Long	\$1,174
<u>Choir</u>				
High School Choir-South (step 3)		Marie Dymit	Year Long	\$2,627
Choir - Mariners (step 3)		Marie Dymit	Year Long	\$1,700
High School Choir-North (step 3)		Marie Dymit	Year Long	\$2,627
High School Choir-North (step 3)		Wendy Suoja	Year Long	\$2,627
Choir - Lakeaires (step 3)		Wendy Suoja	Year Long	\$1,700
Choir - Sunrise (step 3)		Connie Hamilton	Year Long	\$1,506
Choir - Central (step 3)		Sarah Cohen	Year Long	\$1,506
<u>Debate</u>				
Head Coach (step 3)		Paul Seeba	Fall	\$4,850
Asst Coach (step 3)		Annika Pittman	Fall	\$3,395
Lincoln Douglas (step 3)		Katie Marsh	Year Long	\$4,850

Drama

Head Full Length Theatre (step 3)	Wendy Suoju	Fall	\$2,209
Stage Mangaer Theatre (step 3)	Connie Hamilton	Fall	\$1,190
Stage Mangaer Theatre (step 3)	Jeremy Rockford	Fall	\$1,190
Stage Mangaer Theatre (step 3)	Jeff Willey	Fall	\$1,190
Musical Director Theatre (step 2)	Rob Sutherland	Fall	\$1,453
Choreographer Theatre (step 3)	Kayla Schiltgen	Fall	\$1,190
Head Full Length Theatre (step 3)	Chris Sorenson	Winter	\$2,209
Play - Middle School (step 3)	Connie Hamilton	Year Long	\$1,657

Homecoming

Homecoming (step 3)	Nikki McGarthwaite	Fall	\$1,213.33
Homecoming (step 3)	Jennifer Kirkham	Fall	\$1,213.33
Homecoming (step 3)	Amanda Vernon	Fall	\$1,213.33

Literary Magazine

Literary Magazine (step 3)	Lou Ferreri	Year Long	\$1,213
----------------------------	-------------	-----------	---------

Math Team

Math Team - North (step 3)	Amanda Vernon	Year Long	\$1,391
Math Team - Sunrise (step 3)	Wayne Ostlund	Year Long	\$1,391
Math Team - Central (step 3)	Shane Cody	Year Long	\$1,391

Mock Trial

Mock Trial (step 3)	Gretchen Eibs	Year Long	\$2,426
---------------------	---------------	-----------	---------

National Honor Society

National Honor Society - South (step 3)	Rita Leonard	Year Long	\$2,426
National Honor Society - Sunrise (step 3)	Huy Nguyen	Year Long	\$910
National Honor Society - Sunrise (step 3)	Lisa Switzer	Year Long	\$910
National Honor Society - Central (step 3)	Vicky Olson	Year Long	\$1,638

Newspaper

Bear Tracks - South (step 3)	Chris Sorenson	Year Long	\$4,280
Newspaper - Sunrise (step 2)	Chris Campbell	Year Long	\$2,765
Newspaper - Central (step 3)	Sue Hicks	Year Long	\$2,911

Speech

Speech (step 3)	Andrew Mendez	Year Long	\$3,638
-----------------	---------------	-----------	---------

Student Council

Student Council - South (step 3)	Mary Dahle	Year Long	\$4,280
Student Council - North (step 3 - .5)	Cindy Swenson	Year Long	\$2,140
Student Council - North (step 2 - .5)	John Forestell	Year Long	\$2,033
Student Council - Sunrise (step 1)	Lisa Brichacek	Year Long	\$2,887
Student Council - Central (step 3)	Carol Hultman	Year Long	\$3,207

Yearbook

Yearbook - Secondary		Year Long	\$4,280
Yearbook - Middle School (step 1)	Laura Meyer	Year Long	\$2,493

ATHLETICS**Cheer**

Head Coach (step 3)	Heather Leaf	Fall/Winter	\$4,172
---------------------	--------------	-------------	---------

Boys Cross Country

Head Coach (step 3)	Dan Kovacich	Fall	\$4,318
Asst Coach (step 3)	Shawn Gritzmacher	Fall	\$3,023
Middle School	Paul Meuwissen	Fall	\$2,400
Middle School (FR)	Tony Walfoort	Fall	\$500

Girls Cross Country

Head Coach (step 3)	Patti Percival	Fall	\$4,318
Asst Coach (step 3)	Jenny Kasten	Fall	\$3,023
Asst Coach (step 3 .75/.25 FR)	Sue Wurl	Fall	\$3,023

Danceline

Head Coach (step 3)	Jessica Twedt	Fall	\$2,183
---------------------	---------------	------	---------

Football

Head Coach (step 3)	Robert Jackson	Fall	\$6,644
Asst Coach (step 3)	Brad Engen	Fall	\$4,650
Asst Coach (step 3)	Nick Nitti	Fall	\$4,650
Asst Coach (step 3)	Dave Meuwissen	Fall	\$4,650
Asst Coach (step 3)	Travis Littlefield	Fall	\$4,650
Asst Coach (step 3)	Ryan Poepard	Fall	\$4,650
Asst Coach (step 3)	Jeremy Post	Fall	\$4,650
Asst Coach (step 3)	Keith Lockwood	Fall	\$4,650
Asst Coach (step 2)	Connor Luby	Fall	\$4,418
Asst Coach (step 2)	Timothy Whalen	Fall	\$4,418
Asst Coach (step 1)	Jon Hurt	Fall	\$4,185
Asst Coach (FR)	Brett Carlson	Fall	\$2,000
Asst Coach (FR)	Matt Bennek	Fall	\$2,200
Asst Coach (FR)	Donovan Bates	Fall	\$2,200
Asst Coach (FR)	Duston Holman	Fall	\$2,200
Asst Coach (FR)	Brad Borowske	Fall	\$1,800
Asst Coach (FR)	Brett Borowske	Fall	\$1,800
Asst Coach (FR)	Ryan Engle	Fall	\$1,800

Boys Soccer

Head Coach (step 3)	Ben Vulu	Fall	\$5,253
Asst Coach (step 3)	Mike Knutson	Fall	\$3,677
Asst Coach JV (step 3)	Karl Jende	Fall	\$3,677
Asst Coach B (step 3)	Keith Steadland	Fall	\$3,677

Girls Soccer

Head Coach (step 3)	Jim Pelletier	Fall	\$5,253
Asst Coach (step 3 .5/.5 FR)	David Ashley	Fall	\$3,677
Asst Coach (step 3)	Tammy Stanlius	Fall	\$3,677
Asst Coach (Step 3)	John Dierkhising	Fall	\$3,677

Girls Swim

Head Coach (step 3)	John Suchomel	Fall	\$5,496
Asst Coach (step 3)	Abby Callahan	Fall	\$3,847
Diving Coach	Tim Baden	Fall	\$2,000

Girls Tennis

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

Volleyball

Head Coach (step 3)	Rachael Schmieg	Fall	\$5,242
Asst Coach JV (step 3)	Stacy Hinz	Fall	\$3,670
Asst Coach B (step 3)	Sarah Wagoner	Fall	\$3,670
Asst Coach 9 (step 3 .75/.25 FR)	Paula Rittenhouse	Fall	\$3,670
Asst Coach (FR)	Rachel Kovala	Fall	\$2,500
Asst Coach 9 (FR)	Emily Rittenhouse	Fall	\$2,000

Adaptive Soccer (CI)

Head Coach (step 1)	Joseph Dustin	Fall	\$2,781
---------------------	---------------	------	---------

Activity - BLT (Building Leadership Team) North Campus

<u>Activity - BLT (Building Leadership Team) North Campus</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
World Language	Camille Erickson	Year long	\$385
Language Arts	Peg Ludtke	Year long	\$385
Math	Ryan Brown	Year long	\$610
Family and Consumer Science	Rochelle Michel	Year long	\$610
Business Education	Amy Caniff	Year long	\$610
Music	Jeremy Rockford	Year long	\$610
Art	Margaret Nelson	Year long	\$610
Media	Marge Newmaster	Year long	\$610
Health	Kari Thalhuber	Year long	\$610
Physical Education	David Meuwissen	Year long	\$610
Special Education	Sue Wurl	Year long	\$610
Industrial Technology (Curriculum, Building & Supplies)	Dan Rossiter	Year long	\$1,645
Science (Leader & .5 Supply)	Chad Conzemious	Year long	\$497.50
Social Studies	Joe Christensen	Year long	\$610
Guidance	Brian Merhar	Year long	\$610
World Language - Dept. Supply Coordinator	Elizabeth Evert	Year long	\$225
Language Arts - Dept. Supply Coordinator	Karen Koehler	Year long	\$225
Science (.5 Supply)	Karen Bredenbeck	Year long	\$112.50
Note: World Language, Science & Language Arts split BLT & Dept. Supply Coordinator. All other departments combine both positions.			

Activity - BLT (Building Leadership Team) South Campus

<u>Activity - BLT (Building Leadership Team) South Campus</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
World Language (Curriculum, Building & Supplies)	Mary Dahle	Year long	\$1,645
Language Arts	Barbara Bursack	Year long	\$610
Math	Matt Danielson	Year long	\$610
Family and Consumer Science (Curriculum, Bldg & Supplies)	Jackie Whitcomb	Year long	\$1,645
Business Education (Curriculum, Bldg & Supplies)	Jim Scherping	Year long	\$1,645
Music	Marie Dymit	Year long	\$610
Art	Shawn Gritzmacher	Year long	\$610
Media (Curriculum, Bldg & Supplies)	David Olson	Year long	\$1,645
Health (Curriculum, Bldg & Supplies)	Rita Leonard	Year long	\$1,645
Physical Education	Robert Jackson	Year long	\$610
Special Education (Curriculum, Bldg & Supplies)	Mary Fox	Year long	\$1,645
Industrial Technology	Delroy Nyren	Year long	\$610
Science	Jim Christensen	Year long	\$610
Social Studies	Bob Hannigan	Year long	\$610
Guidance	Rochelle Vavricka	Year long	\$610
<u>Activity - Building Leadership Team ALC</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
Special Education	Tracy Bowermaster	Year Long	\$610

Activity - BLT (Building Leadership Team) Sunrise

<u>Activity - BLT (Building Leadership Team) Sunrise</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
World Language	Kelly Picard	Year long	\$610
Language Arts (.5 Curriculum, 1.0 Building & Supplies)	Melisa Tenant	Year long	\$1,310
Math (Curriculum & Building)	Nancy Brown	Year long	\$1,635
Math (Supply)	Wayne Ostlund	Year long	\$225
Family and Consumer Science	Anne Ellsworth	Year long	\$610
Business Education	Louann Kittelson	Year long	\$610
Music	Mike Snell	Year long	\$610
Art	Lori Quello	Year long	\$610
Media	Beth Mustar	Year long	\$610
Health	Lisa Brichacek	Year long	\$610
Physical Education	Keith Lockwood	Year long	\$610
Special Education	Diane Vasicek	Year long	\$610
Industrial Technology	Paul Meuwissen	Year long	\$610
Science (Curriculum, Building & Supplies)	Lindsay Lamwers	Year long	\$1,860
Social Studies (Curriculum, Building & Supplies)	Abby Skurdalsvold	Year long	\$1,860
Guidance	Brian Merhar	Year long	\$610

Activity - BLT (Building Leadership Team) Central

<u>Activity - BLT (Building Leadership Team) Central</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
World Language	Nancy McGinley Myers	Year long	\$610
Language Arts	Pam Brown	Year long	\$1,310
Math	Amy Jorgenson	Year long	\$610
Family and Consumer Science	Paul Rittenhouse	Year long	\$610
Business Education	Amy Caniff	Year long	\$610
Music	Robert Ruper	Year long	\$610
Art	Molly Vadnais	Year long	\$1,645
Media	Emilie Buesing	Year long	\$610
Health	Patti Percival	Year long	\$610
Physical Education	David Percival	Year long	\$610
Special Education	Kim Lacasse	Year long	\$610
Industrial Technology	Tom Paulson	Year long	\$610
Science	Pattie Rossbach	Year long	\$610
Social Studies	Kari Janzen	Year long	\$610
Guidance	Karen Schmitz	Year long	\$610

Activity - BLT (Building Leadership Team) T-PLUS

<u>Activity - BLT (Building Leadership Team) T-PLUS</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
Special Education	Emily Schaefer	Year Long (Bld Leader/.5 Supply)	\$497.50
Special Education	Jim Smith	Year Long (.5 Bldg Leader)	\$192.50
Special Education	Jessie Prissel	Year Long (.5 Bldg Leader/.5 Supp	\$305

Activity - Supply Coordinator

Willow Lane
Lakeaires
Oneka
Otter Lake
Birch Lake

Advisor/Coach

Deb Rivard
Amanda Burns
Diane Puodziunas
Sarah Lemon
Cathy O'Grady

Length of Activity

Year long
Year long
Year long
Year long
Year long

Pay

\$225
\$225
\$225
\$225
\$225

Activity - BLT (Building Leadership Team) SPED - OTHER

Special Education - SLP
Early Childhood - Hugo

Advisor/Coach

Sue Hicks
Donna Kass

Length of Activity

Year Long
Year Long

Pay

\$610
\$610

Activity - Curriculum Leader Secondary

World Language 6-12			
Family and Consumer Science 6-12			
Business Education 6-12			
Music 6-12			
Art 6-12			
Media 6-12			
Health 6-12			
Physical Education 6-12			
Special Education 6-12			
Technology Education 6-12			
Math 9-12			
Math 6-8			
Language Arts 9-12			
Language Arts 6-8			
Science 9-12			
Science 6-8			
Social Studies 9-12			
Social Studies 6-8			
ALC			
Student Support Services			
ELL			
	Advisor/Coach	Length of Activity	Pay
	Mary Dahle	Year long	See Leadership tab
	Jackie Whitcomb	Year long	See Leadership tab
	James Scherping	Year long	See Leadership tab
	Shannon Anderson	Year long	\$1,045
	Molly Vadnais	Year long	See Leadership tab
	Dave Olson	Year long	See Leadership tab
	Rita Leonard	Year long	See Leadership tab
	Michelle Shelp	Year long	\$1,045
	Mary Fox	Year long	See Leadership tab
	Dan Rossiter	Year long	See Leadership tab
	Emily Larson/Brian Morris	Year long	\$710/\$710
	Nancy Brown	Year long	See Leadership tab
	Tiffany Dittrich	Year long	\$1,420
	Melisa Tennant/Pam Brown	Year long	See Leadership tab
	Keith Steadland/Jim Christensen	Year long	\$710/\$710
	Lindsay Lamwers	Year long	See Leadership tab
	Karla Cummins Lauerma	Year long	\$1,420
	Abby Ksurdalsvold	Year long	See Leadership tab
	Mike Hamernick/Leann Burris	Year long	See Leadership tab
	Janeen Kuemmel	Year long	\$710/\$710
	Cindy Swenson	Year long	\$1,420
		Year long	\$1,045

Activity - Curriculum Leader Elementary

Lincoln			
Lincoln			
Vadnais Heights			
Vadnais Heights			
Willow Lane			
Willow Lane			
Physical Education PreK-5 (Curriculum & Supplies)			
Media PreK-5 (Curriculum & Supplies)			
Matoska			
Matoska			
Lakeaires			
Lakeaires			
	Advisor/Coach	Length of Activity	Pay
	Debra Thibault	Year long	\$1,635
	Karen Wallrich	Year long	\$1,635
	Kelly Barkve	Year long	\$1,635
	Deb Girard	Year long	\$1,635
	Kathy Manke	Year long	\$1,635
	Erin Maas	Year long	\$1,635
	Maruta Thompson	Year long	\$1,860
	Connie Stirling	Year long	\$1,860
	Jeanne Mack	Year long	\$1,635
	Kirsten Duoos	Year long	\$1,635
	Janet Dickinson	Year long	\$1,635
	Amanda Burns	Year long	\$1,635

Oneka	Evan Weismann	Year long	\$1,635
Oneka	Janie Briggs	Year long	\$1,635
Music PreK-5 (Curriculum & Supplies)	Susan Mielke	Year long	\$1,860
Otter Lake	Sarah Lemon	Year long	\$1,635
Otter Lake	Sally Parsons	Year long	\$1,635
Birch Lake	Greg Hjelm	Year long	\$1,635
Birch Lake	Susan Anker	Year long	\$1,635
ELL	Steve Hawkinson	Year long	\$610

<u>Activity - Curriculum Leader Early Childhood</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
Early Childhood	Janet Ehrlich	Year Long	\$1,860

<u>Activity - District Coordinators</u>	<u>Advisor/Coach</u>	<u>Length of Activity</u>	<u>Pay</u>
Support Coordinator	Avis Fink	Year long	\$1,855
Homeless Transportation Coordinator	Avis Fink	Year long	\$1,855
Program Coordinator	Marilyn Hanson	Year long	\$2,505

<u>Activity - Equity Coaches North Campus</u> Equity Coach Equity Coach	<u>Advisor/Coach</u> Rochelle Michel Camille Erickson	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Equity Coaches South Campus</u> Equity Coach Equity Coach	<u>Advisor/Coach</u> Tim Brown Sadie Johnson	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Equity Coaches ALC</u> Equity Coach	<u>Advisor/Coach</u> Marie Myrlie/Beth Samuelson	<u>Length of Activity</u> Year Long	<u>Pay</u> \$300/\$300
<u>Activity - Equity Coaches Sunrise</u> Equity Coach Equity Coach	<u>Advisor/Coach</u> Lisa Switzer Erin Hoff	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Equity Coaches Central</u> Equity Coach Equity Coach	<u>Advisor/Coach</u> Katie Kolegas Carrie Kearney	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Equity Coaches Oneka/Hugo</u> Equity Coach Equity Coach	<u>Advisor/Coach</u> Laurie Hahn Liz Stamson	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Equity Coaches Birch Lake</u> Equity Coach	<u>Advisor/Coach</u> Kristina DeNucci	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Equity Coaches Lincoln</u> Equity Coach	<u>Advisor/Coach</u> Brenda Heaton	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Equity Coaches Vadnais Heights</u> Equity Coach	<u>Advisor/Coach</u> Kari Thimjon	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Equity Coaches Willow Lane</u> Equity Coach	<u>Advisor/Coach</u> Carrie Podgorski	<u>Length of Activity</u> Year long	<u>Pay</u> \$600

<u>Activity - Equity Coaches Matoska</u> Equity Coach	<u>Advisor/Coach</u> Kari Baillet	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Equity Coaches Lakeaires</u> Equity Coach	<u>Advisor/Coach</u> Steve Hawkinson	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Equity Coaches Otter Lake</u> Equity Coach	<u>Advisor/Coach</u> Louanne Oklobzija	<u>Length of Activity</u> Year long	<u>Pay</u> \$600

<u>Activity - Data Coaches North Campus</u> Data Coach Data Coach	<u>Advisor/Coach - North</u> Jacob Zisla Brett Carlson	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Data Coaches South Campus</u> Data Coach Data Coach	<u>Advisor/Coach - South</u> Stacy Bacigalupo Shelly Lustig	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Data Coaches ALC</u> Data Coach	<u>Advisor/Coach - ALC</u> Karen Benjamin/Beck/Mike Hamernick	<u>Length of Activity</u> Year Long	<u>Pay</u> \$300/\$300
<u>Activity - Data Coaches Sunrise</u> Data Coach Data Coach Data Coach	<u>Advisor/Coach - Sunrise</u> Julie Hopkins Dan Peace Melisa Tenant	<u>Length of Activity</u> Year long Year long Year long	<u>Pay</u> \$400 \$400 \$400
<u>Activity - Data Coaches Central</u> Data Coach Data Coach	<u>Advisor/Coach - Central</u> Scott Johnson Andrea Shoup	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Data Coaches Birch Lake</u> Data Coach	<u>Advisor/Coach - Birch Lake</u> Karla Keller	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Data Coaches Lakeaires</u> Data Coach	<u>Advisor/Coach - Lakeaires</u> Robert Bruce Smith	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Data Coaches Lincoln</u> Data Coach	<u>Advisor/Coach - Lincoln</u> David Grothe	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Data Coaches Hugo/Oneka</u> Data Coach Data Coach	<u>Advisor/Coach - Oneka</u> Jane Jahnke Carla Triggs	<u>Length of Activity</u> Year long Year long	<u>Pay</u> \$600 \$600
<u>Activity - Data Coaches Otter Lake</u> Data Coach	<u>Advisor/Coach - Otterlake</u> Joel Nydam	<u>Length of Activity</u> Year long	<u>Pay</u> \$600

<u>Activity - Data Coaches Matoska</u> Data Coach	<u>Advisor/Coach - Matoska</u> Sandra Harthan Whitby	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Data Coaches Vadnais Heights</u> Data Coach	<u>Advisor/Coach - Vadnais Heights</u> Barbara Bliss	<u>Length of Activity</u> Year long	<u>Pay</u> \$600
<u>Activity - Data Coaches Willow</u> Data Coach	<u>Advisor/Coach - Willow Lane</u> Tracy Gripenrog	<u>Length of Activity</u> Year long	<u>Pay</u> \$600

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: Presentation of ASBO and GFOA Awards

MEETING DATE: October 11, 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: **October 11, 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: **Report on District October 1 Enrollment and
Elementary Class Sizes**

MEETING DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

David Law, Assistant Superintendent, and Chris Picha, Director of Human Resources, will provide information on student enrollment and class sizes for 2010-11.

AGENDA ITEM: School Board Policy 201, Legal Status of the School Board

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy #201, Legal Status of the School Board, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995
Revised: September 13, 1999
September 10, 2001

White Bear Lake Area School Board Policy 201

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

III. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. ~~make and authorize contracts;~~
 - 4. 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 5. ~~manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;~~
 - 6. 4. provide services to promote the health of its pupils;
 - 7. 5. provide school buildings and erect needed buildings;
 - 8. 6. purchase, sell, lease and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 9. 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

10. 8. employ and discharge necessary employees and contract for other services;
11. 9. provide for transportation of pupils to and from school, as governed by statute; and
12. 10. procure insurance against liability of the school district, its officers and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize co-curricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 202 (School Board Officers)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
WBLASB Policy 205 (Open Meetings and Closed Meetings)
~~MSBA Service Manual, Chapter 3, School Board and its Powers~~
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

201-4

AGENDA ITEM: School Board Policy 202, School Board Officers
MEETING DATE: October 11, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Michael J. Lovett, Superintendent

Background:

School Board Policy #202, School Board Orriders, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, vice-chair, clerk, treasurer, and such other officers as determined by the school board. These officers shall hold office for one-year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair.
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk

may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer.

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 124.06.

C. Clerk.

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before ~~August~~ September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) ~~condition and value of school property;~~
 - (2)(1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3)(2) length of school term and enrollment and attendance by grades; and
 - (4)(3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before ~~October 10~~ September 30 of each year, an attested copy of the clerk's record, showing

the amount of ~~money~~ proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. superintend school grading practices and examinations for promotions;
 - d. make reports required by the commissioner; and
 - e. perform other duties prescribed by the school board.

Legal References: ~~Minn. Stat. § 123.34 (officers)~~
~~Minn. Stat. § 124.06 (finance))~~
~~Minn. Stat. § 124A.03 (Referendum Revenue)~~
Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: WBLASB Policy 101 (Legal Status of the School District)
WBLASB Policy 201 (Legal Status of the School Board)
WBLASB Policy 203 (Operation of the School Board-Governing Rules)
~~MSBA/MASA Service Manual, Chapter 3, The School Board and its Powers~~
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

AGENDA ITEM: School Board Policy 203, Operation of the School Board – Governing Rules

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy #203, Operation of the School Board – Governing Rules, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

203 OPERATION OF THE SCHOOL BOARD — GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order*, Revised (latest edition) where not inconsistent with A and B above.

NOTE: The edition of Robert's Rules of Order differ, so specifying the edition used is important.

Legal References: Minn. Stat. § 123.33, Subds. 5, 6 and 11 (School Board Matters)
Minn. Stat. § 123.34 (Officers)
Minn. Stat. § 471.705 (Open Meeting Law)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

AGENDA ITEM: School Board Policy 203.5, School Board Meeting Agenda
MEETING DATE: October 11, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Michael J. Lovett, Superintendent

Background:

School Board Policy #203.5, School Board Meeting Agenda, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members 3 days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross Reference: WBLASB Policy 203 (Operation of the School Board - Governing Rules)
WBLASB Policy 203.2 (Order of the Regular School Board Meeting)
WBLASB Policy 203.6 (Consent Agenda)
WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 207 (Public Hearings)

AGENDA ITEM: School Board Policy 205, Open Meetings and Closed Meetings

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy #205, Open Meetings and Closed Meetings, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995

White Bear Lake Area School Board Policy 205

Revised: August 25, 2003

Revised: May 9, 2005

Revised: December 14, 2009

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its

schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board, and on the school district website. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be physically posted, and posted on the school district website, and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by electronic means or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. State. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor

contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself,

justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency; ~~or~~
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data, or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price of real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
~~Department of Administration Advisory Opinion 04-004 (February 3, 2004)~~
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W. 2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993).
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988).
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983).
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 09-00 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

WBLASB Policy 204 (School Board Meeting Minutes)
WBLASB Policy 206 (Public Participation in School Board Meetings/
Complaints about Persons at School Board Meetings and Data Privacy
Considerations)
WBLASB Policy 207 (Public Hearings)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota's Open Meeting Law)

AGENDA ITEM: **School Board Policy 206, Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations**

MEETING DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

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

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: November 13, 1995

Revised: August 25, 2003

Revised: January 10, 2005

Revised: November 8, 2007

Revised: April 13, 2009

White Bear Lake Area School Board Policy 206

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

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, an independent contractor, and a member of an advisory board.
- B. Personnel data on current and former employees that is "public" includes:

Name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit, job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the

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

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

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

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

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

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13.D.05 (Not Public Data).
 - 4. right to private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)

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

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

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

PUBLIC FORUM SPEAKER CARD

	Independent School District #624
SPEAKER	
Name: (Please Print) _____	
Address: _____	
City: _____	
Phone: _____	
Item or topic I will address: _____	

PUBLIC FORUM GUIDELINES

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

1. Public Forum will be continued in its current place on the agenda.
2. Public Forum will be open for 30 minutes (~~4~~3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule).
3. Those wishing to address the Board should fill out a card to be turned into the clerk. The card will identify the issue and the speaker's name and address.
4. The chair may ask for a show of hands to determine if anyone else desires to speak.
5. Questions may be asked on any topic, including those on the agenda.
6. An attempt will be made to answer questions. In those cases where an answer is not available or is not possible to give that evening, a phone call from someone in the administration will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available.
8. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person making the complaint.

AGENDA ITEM: **School Board Policy 503, Student Attendance**

MEETING DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy #503, Student Attendance, has been reviewed by the School Board Policy Committee and is recommended for a first reading. During the past few months, this policy has been updated with recommendations from MSBA and then put through a multiple step review process with elementary, middle school, and high school administrators as well as students.

During the review process, there were several areas that required considerable attention. I will address each of these areas and include the rationale behind the final recommendation.

Generally, we have revised the organizational structure of the policy.

Section III, Attendance Policies, has been revised to reflect the fact that travel, vacations, and college visits are allowed but not encouraged during the time when school is in session. They are listed under the “unexcused” portion of this section, but provide options for families to have these types of absences excused. In reality, we allow these but want to send a message that we would like to minimize students’ time out of school. This section has also been revised to reflect the fact that we do not automatically punish students academically for their absences, regardless of the reason. While MSBA recommends a correlation between attendance and grades, we are choosing to let the student's work determine the student’s grade, not the attendance.

In Section III, A, 3 “Expectations Following Excused Absences” we have added clarification to the amount of time a student has to complete work following an absence. Students now have two additional days per day of absence to complete work assigned during the absence. We also changed the policy from “no credit” for work that isn’t completed during the additional time frame to “considered late and handled consistent with the teacher’s late work policy.” We also added language that encourages students to use available technology to stay current during the absence rather than waiting until they return to school.

In Section III, B, f “Unexcused Absences” now reflects a change in practice regarding unexcused tardies. After connecting with the Ramsey County attorney’s office, we are implementing a policy that considers three unexcused tardies to be equivalent to one half day unexcused absence. This will primarily be used at the elementary level where tardies are defined as late arrivals up to forty-five minutes after school starts. Three of these could add up to over two hours of school missed and therefore will be considered equivalent to one half day absence.

Section III, C “Excessive Absences” has been added to address students with a pattern of absences, excused or unexcused. The threshold “ten percent” has been added to assist school administration in determining when the issue becomes excessive. While this may seem like a high percentage, it actually allows for school administration to act earlier than the previous practice of waiting for students to miss ten days before addressing the issue. This section also allows school administrators to consider excused absences unexcused if the student continues to miss school after several attempts to remedy the problem working with the parent and student.

Section III, D “Tardiness” has been revised to parallel the absence section. In subsection 3, the unexcused tardy section, several common areas of misunderstanding have been specifically identified.

Section III, E “Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs” has been modified in subsection 6 to discourage students from missing school on the day of an activity or event. The previous policy specifically defined an amount of time that could be missed by a student and still allow participation. By removing this from the policy, the assumption is that students need to be in school all day.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: October 20, 1975
Revised: March 11, 1991
Revised: September 13, 1993
Revised: August 14, 1996
Revised: March 27, 2000
Revised: June 11, 2001
Revised: August 25, 2003

DRAFT 9/28/10
White Bear Lake Area
School District #624 Policy 503

503 STUDENT ATTENDANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Student's Responsibility

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

It is the student's right to be in school. ~~It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall.~~ Finally, it is the student's responsibility to request any missed assignments due to an absence.

B. Parent or Guardian's Responsibility

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

C. Teacher's Responsibility

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

missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

D. Administrator's Responsibility

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

B. III. ATTENDANCE POLICIES

A. Excused Absences

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

l. A student's condition that requires ongoing treatment for a mental health diagnosis.

m. Individual need as approved by school principal.

~~Whenever a student is absent, parents are asked to call the school to report the absence. School notification and/or a written excuse is required when a student returns from the absence.~~

1. Excused Absences

~~a. Absences due to illness, injury or family emergency are legitimate excuses for absence from school. The following reasons shall be sufficient to constitute excused absences:~~

~~(1) Illness~~

~~(2) Medical or dental appointments (length of appointment and reasonable travel time)~~

~~(3) Death or critical illness in student's immediate family or of a close friend or relative~~

~~(4) Religious instruction not to exceed three hours in one week~~

~~(5) Official field trip or other school-sponsored event~~

~~(6) Court appearances occasioned by family or personal action~~

~~(7) Individual need as approved by school principal~~

~~(8) Pre-approved family travel, vacation, or college visitation~~

~~(9) Physical emergency conditions such as fire, flood, storm, etc.~~

~~(10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.~~

3. b. Consequences of Expectations Following Excused Absences

~~(1) a. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.~~

~~(2) b. Work missed because of absence must be made up **Student work must be finished within two (2) days per day of absence** from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment **will be considered late and will be handled consistent with the teacher's late work practices.**~~

~~However,~~ The building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

c. Students are encouraged to use available technology, including web-based communication, to stay current while absent.

2. B. Unexcused Absences

a. **1.** The following are examples of absences which will not be excused:

(1) **a.** Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) **b.** Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) **c.** Work at home.

(4) **d.** Work at a business, except under a school-sponsored work release program.

(5) **e. Vacations with family may be considered unexcused if the student/family have been warned of an attendance issue or the vacation has not been pre-approved by a school administrator.**

(6) **Personal trips to schools or colleges.**

(6) **f. Absences resulting from cumulated unexcused tardies (3 tardies equals one-half day unexcused absence).**

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

b. **2.** Consequences of Unexcused Absences

(1) **a. Completing work missed during the absence, but receiving credit only at the discretion of the teacher.**

(2) **b.** Students with unexcused absences shall be subject to **appropriate** discipline **from** the following **list, based on the severity of the issue:**

(a) **(i) Detention**

(b) **(ii) Loss of student privileges**

(c) **(iii) Placement on a supervised attendance program**

(d) **(iv) Truancy petition to juvenile court for those under age 16**

(e) **(v) Failing grade**

(f) **(vi) Other appropriate consequences as determined by parent/guardian and school personnel.**

(g) **(vii) Loss of parking privileges at secondary level**

(h) ~~Grade reduction of 1/3 letter grade for each truancy at the high school level (9-12)~~

(h) **(viii) Restriction from participation in extracurricular activities**

(i) **(ix) Saturday School**

(j) **(x) Make up time missed from school**

- ~~(k)~~ (xi) Out of school suspension
- ~~(l)~~ (xii) Agreed upon goals/plans as determined by the parent, student and school personnel
- ~~(m)~~ (xiii) Other appropriate consequences
 - ~~1-~~ (a) After three (3) cumulated unexcused absences, a student will be considered "continuing truant" and parent or guardian will be notified.
 - ~~2-~~ (b) After five (5) cumulated unexcused absences, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.
- ~~(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.~~
- c. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- d. In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.
 - ~~(a) The student may not be allowed to make up work missed due to an unexcused absence.~~
 - ~~(b) After the eighth cumulated unexcused absence in a semester (fourth cumulated unexcused absence in a high school term), a student's parent or guardian will be notified that his or her child is nearing a total of ten (10) unexcused absences (five (5) unexcused absences in a high school term).~~
 - ~~(c) After ten (10) cumulated unexcused absences in a semester, (five (5) cumulated unexcused absences in a high school term), the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held between the principal, student and parent.~~

C. Excessive Absences: Students who are absent more than ten percent of student contact days at any time during the school year may be considered to have excessive absences.

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

~~Frequent student absences disrupt the continuity of the classroom learning process. Given the limited number of school days, any attendance procedures which condone, excuse, or encourage student absenteeism constitutes non-compliance with the spirit and intent of the Minnesota State Attendance Law and State Board of Education Regulations.~~

~~a. Consequences for elementary and middle school (K-8) students:~~

- ~~(1) After the sixth absence per trimester, or at the time absences impact student achievement, teacher contact will be made with the parent/guardian via written or telephone communications.~~
- ~~(2) After the twelfth absence per trimester, the teacher will confer with the student and contact the administrator. The administrator will notify parent/guardian and set up a conference with the teacher, administrator and parent/guardian. Consequences determined at the conference could include:~~

~~b. Consequences for high school (9-12) students:~~

- ~~(1) After the fourth absence per term in any class, the teacher will confer with the student and contact will be made with the parent/guardian via written or telephone communication and the student's counselor is notified.~~
- ~~(2) After the sixth absence per term, a written notice will be sent to the parent/guardian that the student has now dropped below the minimal amount of instructional time. Credit will be held subject to approval. Consequences include one or more of the following:~~
 - ~~(a) Removal from class and no credit earned for the semester. Student continues in class with no credit earned for the quarter grading period.~~
 - ~~(b) After school make-up of time missed~~
 - ~~(c) Loss of student privileges (e.g., parking, work program, early release)~~
 - ~~(d) Restriction from participation in extracurricular activities~~
 - ~~(e) Community/school service time assigned~~
 - ~~(f) Academic probation (i.e. daily or weekly progress reports, student contract)~~
 - ~~(g) Saturday School~~
 - ~~(h) Contact with truancy intervention program~~
 - ~~(i) Any combination of consequences cited previously based on individual circumstances.~~

~~4. Truancy~~

~~An absence by a student which was not approved by the parent and/or school district.~~

- ~~a. All truanies will be applied toward the excessive absence guidelines. In addition, students will have immediate consequences for each truancy.~~

~~C. Appeal Process~~

~~Parents/guardians and students who believe that extenuating circumstances warrant a review of student removal from class and/or student loss of credit may submit a written appeal to the~~

~~Attendance Appeals Committee within three (3) days of the notification. The Attendance Appeals Committee will convene after the written appeal has been submitted. Parents/guardians and students will be informed of the decision by the committee.~~

D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

(a) Elementary: Students who arrive late and within 45 minutes after the start of the school day are considered tardy. After 45 minutes, it is considered a half-day absence.

(b) Secondary: Students are considered tardy if they are late and miss less than ten minutes of any class. If they miss more than ten minutes of class, they are considered absent.

2. Procedures for Reporting Tardiness:

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

2. Excused Tardiness.

Valid excuses for tardiness are:

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

4. 3. Unexcused Tardiness.

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

(i) not approved by parent

(ii) student failing to comply with reporting requirements of the school district attendance procedures

(iii) work at home

(iv) work at a business

(v) missed bus

(vi) overslept

(vii) car trouble

(viii) doing homework

- b. c. Consequences of tardiness may include:

(1) (i) Detention

(2) (ii) Saturday School

(3) (iii) Loss of parking

(4) (iv) Suspension

(5) (v) Grade reduction

(6) (vi) Other consequences as determined by parent/guardian and school personnel

(vii) Consequences of tardiness may include detention after _____ unexcused tardies. **Three (3) unexcused tardies are equivalent to one half-day unexcused absence.**

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

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.
6. Students who are participating in extracurricular activities must be in school ~~for one-half day (3 1/2 school hours)~~ on the day of the activity or practice. ~~If the activity is during afternoon school hours, the student must be in attendance in the morning.~~

IV. DISSEMINATION OF POLICY

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

V. **REQUIRED REPORTING**

A. Continuing Truant

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

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

~~A student is not continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individual with Disabilities Education Act or accommodations and modifications under the Americans with Disabilities Act, if the parent makes good faith efforts to provide the child educational services from any other source.~~

B. Reporting Responsibility

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

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
4. that this notification serves as the notification required by Minn. Stat. §120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

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

Legal References:

Minn. Stat. § 120A.05 (Definitions)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)

Minn. Stat. § 120A.30 (Attendance Officers)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. § 121A.40 – 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truancy)

Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

~~White Bear Lake Area School District Student Discipline Policy 506~~

MSBA/MASA Model Policy 506 (Student Discipline)

AGENDA ITEM: School Board Policy 513, Student Promotion, Retention and Program Design

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Kathleen Daniels, Director of Special Services

Background:

School Board Policy #513, Student Promotion, Retention and Program Design, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, ~~tutorial~~ interventions and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

III. A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

IV. B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

V. C. Program Design

1. **A.** The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment can be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

B. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

1. assess a student's readiness and motivation for acceleration; and
2. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
 Minn. Stat. § 123B.143 Subd.1 (Superintendents)

Cross References: WBLASB Policy 613 (Graduation Requirements)
 WBLASB Policy 614 (School District Testing Plan and Procedure)
 WBLASB Policy 615 (Testing Accommodations, Modifications, and
 Exemptions for IEP, Section 504 Plans, and LEP Students)
 WBLASB Policy 618 (Assessment of Student Achievement)
 WBLASB Policy 620 (Credit for Learning)

AGENDA ITEM: School Board Policy 605, Alternative Programs

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent
Kathleen Daniels, Director of Special Services

Background:

School Board Policy #605, Alternative Programs, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. ~~It is the policy of the School Board to provide educational alternatives. These alternatives may include the opportunity to learn in a variety of environments and through different learning styles. Circumstances may be such that some students are put at risk of being unable to continue or to complete their education programs.~~ It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: ~~Minn. Stat. § 120.062 (Enrollment Options Program)~~
Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)

Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)

Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)

AGENDA ITEM: School Board Policy 608, Instructional Services –
Special Education

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Kathleen Daniels, Director of Special Services

Background:

School Board Policy #608, Instructional Services – Special Education, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide ~~for~~ special educational services ~~on the part of~~ to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education ~~needs exist on the part of some students~~, and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts the responsibility to identify, evaluate and provide special instruction and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special ~~instruction~~ education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all disabled children are provided the special instruction and services which are appropriate to their educational needs.
- ~~C. It shall be the ultimate responsibility of the superintendent to see to the development of the administrative procedures and practices necessary to deliver the appropriate special education services.~~
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: ~~Minn. Stat. § 120.03 (Definition)~~
Minn. Stat. § 120.062 124D.03 (Enrollment Options Program)
Minn. Stat. § 120.17 125A.02 (Definition of Children with a Disability)
~~Minn. Stat. § 126.22 (High School Graduation Incentives Program)~~
Minn. Stat. § § 125A.027, § 125A.03, § 125A.08, § 125A.15, § 125A.29
(District Obligations)
29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
20 U.S.C. § 1401 1400 *et seq.* (~~IDEA~~, Individuals with Disabilities Education Improvement Act of 2004)

Cross References: WBLASB Policy 402 (Disability Nondiscrimination)
WBLASB Policy 508 (Extended School Year for Certain Students with Individual Education Plans)
WBLASB Policy 509 (Enrollment of Nonresident Students)
WBLASB Policy 521 (Student Disability Nondiscrimination)

AGENDA ITEM: School Board Policy 609, Religion
MEETING DATE: October 11, 2010
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy #609, Religion, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997
Revised: June 11, 2001
Revised: December 14, 2009

White Bear Lake Area
School District #624 Policy 609

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or non belief. Instead, the school district encourages all students and employees to have respect for each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.

- B. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.

Legal References: U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 540 F.Supp.2d 1047 (E.D. Mo. 2008)
573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)

AGENDA ITEM: School Board Policy 615, Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plan, and LEP Students

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Kathleen Daniels, Director of Special Services

Background:

School Board Policy #615, Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plan, and LEP Students, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the November 8 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: September 8, 1997

Revised: August 27, 2001

Revised: January 10, 2005

Revised: April 12, 2010

White Bear Lake Area
School Board Policy 615

**615 ~~MINNESOTA ACADEMIC STANDARDS TESTING ACCOMMODATIONS,~~
MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504
ACCOMMODATION PLANS AND LEP STUDENTS**

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program IEP, Rehabilitation Act of 1973, § Section 504 Plans (~~Section 504~~) accommodation, or limited English proficiency (LEP) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of IEPs or Section 504 ~~accommodation~~ plans to review, on a case-by-case basis, the extent of student participation in basic ~~standards~~ skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or Section 504 ~~accommodation~~ plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or Section 504 ~~accommodation~~ plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or Section 504 ~~accommodation~~ plan specifies other decisions consistent with the above stated requirements.

B. Students with LEP needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which can be found on the Minnesota Department of Education’s (MDE’s) website at: <http://education.state.mn.us>, then click on “Accountability Programs,” followed by “Assessment and Testing,” and “Policies, Procedures & Guidelines.”

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS SKILLS AND GRAD TESTING

See the current “Procedures Manual for the Minnesota Assessments” which can be found on MDE’s website at: <http://education.state.mn.us>, then click on “Accountability Programs,” followed by “Assessment and Testing,” and “Policies, Procedures & Guidelines.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator or designee. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually on December 1. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
 Minn. Rules Parts 3501.0010-3501.0180 (~~Rules Relating to~~ Graduation Standards – Mathematics and Reading)
 Minn. Rules Parts 3501.0200-3501.0290 (~~Rules Relating to~~ Graduation Standards – Written Composition)
~~Minn. Rules Parts 3501.0505-3501.0745 (K-12 Standards)~~
Minn. Rules Parts 3501.0505-3501.0550 (Graduation Standards – Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Graduation Standards – Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Graduation Standards – Arts)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required
Assessment for Diploma)

Cross References:

WBLASB Policy 104 (School District Mission Statement)
WBLASB Policy 601 (School District Curriculum and Instruction Goals)
WBLASB Policy 613 (Graduation Requirements)
WBLASB Policy 614 (School District Testing Plan and Procedure)
WBLASB Policy 616 (School District System Accountability)

E. OPERATIONAL ITEMS

AGENDA ITEM: School Board Policy #404, Employment Background Checks

MEETING DATE: October 11, 2010

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

School Board Policy #404, Employment Background Checks, has been reviewed by the School Board Policy Committee, had a first reading in September, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To approve School Board Policy #404, Employment Background Checks as recommended.

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: **October 11, 2010**

SUGGESTED DISPOSITION: **Operational 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, had a first reading in September, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To approve School Board Policy #406, Public and Private Personnel Data.

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: **October 11, 2010**

SUGGESTED DISPOSITION: **Operational 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, had a first reading in September, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To approve School Board Policy #414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse with recommended changes.

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: **October 11, 2010**
SUGGESTED DISPOSITION: **Operational 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, had a first reading, and is recommended for a second reading. The changes recommended are consistent with those recommended by MSBA.

RECOMMENDATION: To approve School Board Policy #416, Drug and Alcohol Testing, as recommended.

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 (1) 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.

G.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 sSection 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 pParagraph 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.

4.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.

4.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 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: October 11, 2010

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

RECOMMENDATION: To approve School Board Policy #601, School District Curriculum and Instructional Goals, as recommended.

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: **Contract with MacPhail Center for Music**

DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Pete Willcoxon, Executive Director of Business Services**
Michael J. Lovett, Superintendent

BACKGROUND:

Four years ago, the School Board first approved a contract which began the partnership between the MacPhail Center for Music and the District. The program is located at Birch Lake Elementary School.

This partnership provides students of Birch Lake with a significant music experience during their years of attendance at the school. It also provides the opportunity for students and families of our District, as well as surrounding districts, to take lessons and participate in other programs that are offered by MacPhail.

Beginning with the 2008-09 school year, the partnership expanded to provide group piano lessons during the school day to students in grades 2-5. Last year nearly 40% of Birch Lake Elementary students participated in the piano lessons. Specialized music program are also provided weekly to students in grades K and 1. Another feature of the partnership is the music therapy classes provided to students in our DCD program at Birch Lake Elementary; for 2010-11, special funding is available to MacPhail and to us through a new grant from the National Endowment for the Arts.

After nearly 18 months of discussion with MacPhail about a way to thoughtfully and cost responsibly add a strings program at the elementary level, this year's contract will add violin lessons as an option for students in grade 3. Our longer range plan, as reviewed with the School Board at last month's work-study session, will be to add a grade each year, with grades 3 and 4 next year, and grades 3 – 5 for 2012-13.

RECOMMENDATION:

Administration recommends approval of the contract with MacPhail Center for Music for 2010-11.

**MACPHAIL CENTER FOR MUSIC- INDEPENDENT SCHOOL DISTRICT #624
LETTER OF AGREEMENT**

1. Parties.

This agreement, entered into this 7th day of September, 2010, is between MACPHAIL CENTER FOR MUSIC (hereinafter MACPHAIL) and INDEPENDENT SCHOOL DISTRICT #624 (hereinafter WBL SCHOOLS).

2. Term.

The term of this agreement begins September 1, 2010 and runs through August 31, 2011, unless extended by mutual agreement of the parties or terminated pursuant to paragraph 8.

3. Program Elements. There are two essential programming elements to this agreement:

A. MACPHAIL Music Program for the WBL SCHOOLS School Curriculum (hereinafter SCHOOL PROGRAM).

B. Utilization of Birch Lake Elementary School facilities by MACPHAIL for the delivery of MACPHAIL registration-based offerings (hereinafter REGISTRATION-BASED PROGRAM).

4. SCHOOL PROGRAM

MACPHAIL will provide the following music program components for the students at Birch Lake Elementary School, to take place at Birch Lake Elementary School:

1. Group Piano instruction for 2nd -5th grade students: ten 40-minute group classes per week for 28 weeks (186.66 hours total).
2. Early Childhood Music Artist-in-Residency for 2 Kindergarten and 2 First Grade classrooms:
 - a. Kindergarten: 2 classrooms, 30 minutes each for 27 weeks (27 hours total)
 - b. First Grade: 2 classrooms, 45 minutes each for 27 weeks (40.5 hours total)
3. Music Therapy program for DCD area: three 30-minute classes per week for 32 weeks (48 hours total).
4. Group Violin instruction for 2nd -5th grade students: three sections of 45-minute classes per week (2.25 hours/per week) for 21 week.

The following provisions are in consideration of the SCHOOL PROGRAM for the 2010-2011 academic year. Programming elements will be planned and determined in spring 2011 for the 2011-2012 academic year. Financial changes related to the program plans for 2011-2012 will be reflected in invoices beginning July 1, 2012.

A. SCHEDULE – The SCHOOL PROGRAM will be delivered by MACPHAIL during operating hours of Birch Lake Elementary school day and will be scheduled in cooperation with Birch Lake Elementary staff and MACPHAIL staff.

B. CURRICULUM - The curriculum for this program will be designed by MACPHAIL teaching artists to be integrated with the curriculum of WBL SCHOOLS.

C. SUPPLIES AND MATERIALS – MACPHAIL will purchase and retain as property curriculum materials in the nature of planning textbooks, CDs and related items used in developing and delivery the SCHOOL PROGRAM curriculum. WBL SCHOOLS will supply day-to-day staples such as paper, makers, staplers and similar office supplies.

D. INSTRUMENTS – WBL SCHOOLS will provide limited access to musical instruments already on site. Such instruments include pianos and classroom music instruments stored in the Birch Lake Elementary music room.

E. SPACE – WBL SCHOOLS will provide appropriate space for the delivery of the SCHOOL PROGRAM.

F. MUSICIAN-ARTIST FACULTY – MACPHAIL will provide all supervision and oversight of the musician-artist faculty assigned to deliver the SCHOOL PROGRAM. MACPHAIL will retain musician-artist faculty as employees of MACPHAIL complete with all associated benefits.

G. ABSENCES – MACPHAIL will provide substitute teaching in the case of absence on the part of the assigned faculty member. If no MACPHAIL substitute is available, WBL SCHOOLS will find substitute for the given day. In such instance, MACPHAIL will reimburse WBL SCHOOLS for the cost of the substitute.

H. FEE – The fee for the SCHOOL PROGRAM is **\$34,775.00**. See section X for payment calculation and schedule.

5. REGISTRATION-BASED PROGRAM.

WBL SCHOOLS will provide MACPHAIL with space in Birch Lake Elementary School to offer MACPHAIL program offerings for which the general public may enroll.

The following provisions are in consideration of the REGISTRATION-BASED PROGRAM.

A. SPACE. WBL SCHOOLS will allow MACPHAIL access to appropriate classroom space for the delivery MACPHAIL's registration-based programs. The quantity and type of spaces mutually agreed upon between WBL SCHOOLS administration and MACPHAIL administration. Space in common area will be provided to accommodate MACPHAIL registration activities and student waiting.

B. SCHEDULE. REGISTRATION-BASED programs will be scheduled only during times when WBL SCHOOLS is not using those spaces for school purposes. A mutually agreed upon schedule will be drawn up and approved by both parties. MACPHAIL will have access to rooms 128 and 130 in Birch Lake Elementary School at all times.

C. EQUIPMENT. WBL SCHOOLS will provide access to MACPHAIL for use of the pianos on-site at Birch Lake Elementary School. MACPHAIL will provide all other musical equipment and related furniture required for delivering REGISTRATION – BASED PROGRAM. Damage related to abuse of these instruments will be the responsibility of MACPHAIL if damage occurs when instruments are being used in the REGISTRATION-BASED programming. MACPHAIL will provide computer and office equipment for MACPHAIL staff person at WBL SCHOOLS.

D. SIGNANGE. WBL SCHOOLS will allow MACPHAIL to post and MACPHAIL signage on the exterior of the building. This will be done so at MACPHAIL's expense. All signage must meet all code restrictions and be approved by WBL SCHOOLS.

E. PROMOTIONAL MATERIALS. Both parties agree to permit the other in promotional materials including use of logos, links to web-sites and contact information. Both parties have the right to approve all promotional materials prior to the printing.

F. BUILDING ACCESS. MACPHAIL is a tenant under this agreement and will not have independent access to the WBL SCHOOLS building. WBL SCHOOLS will provide services to open and close the facilities as needed according to the approved schedule. The main entrance to Birch Lake Elementary will be open for MACPHAIL faculty and student access to the building during MACPHAIL's hours of operation.

G. MACPHAIL STAFF. MACPHAIL will provide the teaching artists to deliver the registration-based program. In addition, MacPhail will provide administrative staff during after school and weekend hours. The responsibilities of this staff person will be to handle student registration, monitor all activities of the Registration-based programs and help move equipment as needed.

H. STORAGE. WBL SCHOOLS will work with MACPHAIL to determine appropriate and secure areas for storage of musical instruments and office equipment during hours when Registration –based programs are not in operation.

I. FEE. – MACPHAIL will pay an annual building **usage fee (including pro-rated facility improvements)** for utilization of WBL SCHOOL facilities of \$25,000.

6. General Provisions.

This agreement is entered into with the intent to be mutually beneficial to both parties. The agreement will be revisited and modified as necessary to ensure the partnership is operating to meet both parties' needs.

7. Payment.

Based on the fee sections listed above in Section 5.I. and 4.H. WBL SCHOOLS will pay MACPHAIL **\$9775.00** (SCHOOL PROGRAM - \$34,775 less building usage fee for REGISTRATION-BASED PROGRAM - \$25,000). Payments will be made to MACPHAIL in 2 equal installments of \$4,887.50 on November 1, 2010 and February 15, 2011.

8. Impossibility of Performance.

Both the WBL SCHOOLS and MACPHAIL shall use its best efforts to perform all of the requirements of this contract. MACPHAIL will have no liability for failure to appear or perform in the event that such failure is caused by acts or regulations of public authorities, strike, epidemic or any other cause beyond MACPHAIL's control.

9. Termination.

This Agreement may be terminated prior to the end of the Term by the written mutual consent of the Parties; or, in the event of a breach of this agreement, upon ten days' written notice by the non-breaching party to the breaching party, if the breach is not cured within ten days after such notice. In the event MACPHAIL is unable to perform, or this Agreement is terminated prior to the end of any course, MACPHAIL will refund to the WBL SCHOOLS all unearned amounts, if any, previously paid to MACPHAIL as set forth in Paragraph 5 herein.

10. Insurance.

MACPHAIL will provide to the WBL SCHOOLS a Certificate of Insurance with general liability coverage of at least \$2.0 million naming the WBL SCHOOLS as an additional insured.

By signing this agreement, the parties agree to the terms herein.

MACPHAIL CENTER FOR MUSIC

INDEPENDENT SCHOOL DISTRICT #624

By: _____

By: _____

Paul Babcock
President

MacPhail Center for Music
501 South Second Street
Minneapolis, MN 55401
612.767.5314

Dr. Michael Lovett
Superintendent

White Bear Lake Area Schools
4855 Bloom Avenue
White Bear Lake, MN 55110
651.407.7562

p.c. Kath Sharp, Cathy Smetana

AGENDA ITEM: **Superintendent's Contract**
MEETING DATE: **October 11, 2010**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Lori Swanson, School Board Chair**

BACKGROUND:

At the work-study session of September 27, the School Board reviewed the results of the 2009-10 performance evaluation with the superintendent.

This evening, the School Board will publicly comment on that evaluation to the extent permitted by law, and will act on a contract extension for the years 2011-12 through 2013-14.

The contract for Dr. Michael Lovett has been reviewed by the School Board Personnel Committee members and legal counsel.

RECOMMENDATION:

The School Board act to approve the contract extension for the superintendent for the years 2011-12 through 2013-14.

AGENDA ITEM: **Student Teacher Agreement with the College of St. Scholastica**

DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The attached contract allow White Bear Lake Area School District to enter into an agreement with the College of St. Scholastica for the placement of PreK-12 student teachers, which is consistent with School Board Policy 499, Student Teaching.

Administration recommends approval of the contract.

RECOMMENDATION:

The administration recommends the School Board to accept the student teacher agreement with the College of St. Scholastica.

This agreement between the College of St. Scholastica (College) and the White Bear Lake Schools (District 624) is for services related to the placement and supervision of student teachers and field experience students for the 2010 – 2011 school year.

1. The District agrees to supply to student teachers who are accepted by the District, an opportunity to work in a teaching-learning situation with a teacher certified under the regulations of the State of Minnesota.
2. The College will forward requests for the placement of student teachers within a reasonable time in advance of the teaching period, along with relevant information about the candidate to the District. If needed, the College will provide additional information as requested.
3. The District will advise the College as promptly as possible of available opportunities and of the acceptance of the student teacher.
4. During the student teaching time designated by the College, the student will be able to observe classes and carry out work assignments designed to prepare the student for teaching responsibilities.
5. All student teaching shall be under the direction of the District, which may terminate the relationship at any time for breach of rules, regulations, and/or directives.
6. Student teachers will attend the District's student teacher orientation session and provide the funds required for a criminal background check if required.
7. The College will provide additional supervision and direction to the student teacher and assistance to the cooperating teacher as mutually agreed to with the cooperating teacher.
8. In exchange for professional services, the College will send the Cooperating Teacher a stipend of \$150 for each student teacher placed and \$50 stipend for each field experience placement.

College of St. Scholastica

By Arnoldo Curiel Date 09-21-10

Official Signature

Arnoldo Curiel

White Bear Lake Public Schools

By _____ Date _____

Official Signature

AGENDA ITEM: **Student Teacher Agreement with St. Cloud State University**

DATE: **October 11, 2010**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

The attached contract allows White Bear Lake Area School District to enter into an agreement with the St. Cloud State University for the placement of PreK-12 student teachers, which is consistent with School Board Policy 499.

RECOMMENDATION:

The administration recommends the School Board to accept the student teacher agreement with St. Cloud State University.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
St. Cloud State University

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, St. Cloud, Minnesota and White Bear Lake Public Schools, White Bear Lake, Minnesota. This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training experiences for the student of the University and to identify the responsibilities of the University and the Site.

A. THE PARTIES UNDERSTAND THAT:

1. The University has Teacher Preparation Programs (the "Program") for qualified students enrolled in the University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Site has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the University; and
4. It is in the general interest of the Site to provide opportunities for University students to learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The University and the Site want to cooperate to furnish a training experience at the Site for students of the University enrolled in the Program; and
6. Participation in the activities outlined in this agreement do not make University faculty and students employees of the Site. An employment relationship may exist if independently created between the individual and the Site/University.

B. RESPONSIBILITIES OF EACH PARTY

1. The University agrees to:

- a. make arrangements with the Site for a training experience at the Site that will support and meet any applicable Program requirements.
- b. provide a list of student placements prior to the start of the experience (student name, licensure, experience dates, name of school and cooperating teacher assigned to).
- c. make periodic visits to the Site's training site to observe the student or receive periodic reports from the Site and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Site, as needed.
- d. discuss with the Site any problems or concerns arising from the student's participation.
- e. notify the Site in the event the student is no longer enrolled in the Program at the University.

- f. assist in the evaluation of the student's performance in the training experience.

2. The Site agrees to:

- a. cooperate with the University in providing a mutually agreeable training experience at the Site that supports the student's educational goals.
- b. supply to the student teacher so placed by the university an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license and has; at least three years total teaching experience.
- c. conduct any required background checks if required by the Site
- d. consult with the University about any difficulties arising at the Site that may effect the student's participation.
- e. assist in the written and verbal evaluation of the student's performance, and provide time for consultation with the University concerning the student, as needed.
- f. permit students from the University to devote a reasonable amount of time in observation, participation and student teaching in the school. Student teaching and field experiences shall be under the direction of the Superintendent/Director of the School, in accordance with the policy, procedures and regulations determined by the parties, and as governed by the licensure rules of Minnesota.
- g. not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher shall not act as a substitute teacher.

3. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. TERM OF AGREEMENT

This Agreement is in effect from August 15, 2010 or when fully executed, and shall remain in effect for five years from the date of this contract. This Agreement may be terminated by giving at least seven (7) days advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. FINANCIAL CONSIDERATION

- a. The University and the Site each agree to bear their own costs associated with this Agreement.
- b. Honorarium: In consideration of the above, the University will pay an honorarium to the Site OR to the cooperating teacher, for each student assigned as a student teacher. The amount and distribution of these funds will be determined by current Site and MnSCU policies and procedures. Distribution will be made by the Site, unless District policy requires another arrangement.

6. CHANGES OR ADDITIONS TO THE AGREEMENT

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. ASSIGNMENT

Neither the University nor the Site shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

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

9. MINNESOTA GOVERNMENT DATA PRACTICES ACT

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ("the Act")) that classify the University's written and electronic information as public, private or confidential. The Site may use data about students only for purposes authorized under this Agreement. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Site receives a request from a third party for any data provided to the Site by the University, the Site agrees to immediately notify the University. The University will give the SITE instructions concerning the release of the data to the requesting party before the data is released and the Site agrees to follow those instructions.

10. STUDENT TRAINING EXPERIENCE AGREEMENT/CONTRACT

The student assigned to a training experience at the Site shall be required to sign a Student Training Experience contract (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Site.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified.

SITE

St. Cloud State University

Authorized Site Representative

Dean: _____

Title _____

Date: _____

Date _____

AS TO FORM AND EXECUTION

By: (authorized University signature)

Title: _____

Date: _____

St. Cloud State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.



Field Experience Placement Agreement

Issued

The Office of Clinical Experiences (OCE) has arranged or approved this assignment for:

OFFICE OF CLINICAL EXPERIENCES

720 Fourth Avenue South
St. Cloud, MN 56301-4498
tel 320.308.4783
fax 320.308.6442
www.stcloudstate.edu/oce

As a partial requirement for _____ for _____

Assignment:

School District:

School:

School Address:

School Phone:

Principal:

Cooperating Teacher:

Experience Dates:

Contract Notes:

The following student responsibilities need to be completed IMMEDIATELY:

- ___ Sign and return the top copy to the Office of Clinical Experiences to ensure your placement. The white copy is yours to maintain for your records.
- ___ Conduct yourself professionally at all times while on school premises. This includes promptness, dress, grammar, and etiquette.
- ___ I will conform to all rules, regulations and policies including health, safety and work environment of the Site, follow all instructions given by the Site and always conduct myself in a safe manner.
- ___ If you need a Criminal Background Check (CBC), directions will be attached.
- ___ Contact your Cooperating Teacher via email.
 - * If an email address is not provided, go to the district website.
- ___ You must wear a SCSU ID Badge at all times when working in the P-12 schools.
 - * These are available in Atwood at the campus card center.
 - * If you already have a badge, obtain the current semester sticker from OCE.
- ___ I understand the professional liability insurance is required and it is my responsibility to purchase.
 - * Required that you obtain professional liability insurance. (Either EMSP or through your personal insurance company)
 - * Available through EMSP (Education Minnesota Student Program)
 - * Apply online at www.educationminnesota.org

Agreement:

The placement above was secured for me using the information I provided the Office of Clinical Experiences. I accept the above field experience placement and will comply with the above stated responsibilities. If it is impossible to accept this placement due to changes in information supplied to OCE, please contact OCE immediately.

Signature

(Date)