

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
MEETING PACKET**

December 11, 2017

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Wayne Kazmierczak
Superintendent of Schools

Date: December 4, 2017

A meeting of the White Bear Lake Area School Board will be held on **Monday, December 11, 2017** at **7:00 p.m.** in Community 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.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.

9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Recognition of School Board Members
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Presentation and Public Hearing Related to the Proposed 2017 Payable 2018 Property Tax Levy
2. First Reading of School Board Policies:
 - a. Policy 406, Public and Private Personnel Data
 - b. Policy 413, Harassment and Violence
 - c. Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - d. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
 - e. Policy 424, License Status
 - f. Policy 515, Protection and Privacy of Pupil Records

E. OPERATIONAL ITEMS

1. Action on Certification of 2017 Payable 2018 Property Tax Levy
2. Action on Revised Fiscal Year 2018 Budget
3. Action on Accepting Brosious Grants
4. Action on Accepting H.B. Fuller Grant
5. Action on Tentative Agreement – 2017-19 Contract with White Bear Teachers' Association
6. Action on January 2018 to July 2018 School Board Liaison Assignments
7. Action on January 2018 to July 2018 School Board Committee Assignments
8. Action on Resolutions to Fully Fund Special Education Services

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **December 11, 2017**
SUGGESTED DISPOSITION: **Action Items**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

The Consent Agenda is designed to expedite the handling of routine and miscellaneous official business of the School Board. The entire agenda may be adopted by the Board in one motion. The motion for adoption is not debatable and must receive unanimous approval. By request of an individual Board member, an item can be removed from the Consent Agenda and placed upon the regular agenda for consideration and action.

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:

BE IT RESOLVED by the School Board of Independent School District No. 624 that Consent Agenda items, A-5a through A-5f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**
MEETING DATE: **December 11, 2017**
SUGGESTED DISPOSITION: **Action Item**
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

BACKGROUND:

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

RECOMMENDATION: Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, November 13, 2017 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

A. PROCEDURAL ITEMS

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman
Ex-Officio: Dr. Wayne Kazmierczak
Student representative: Rensted
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald
3. Pledge of Allegiance
4. Chapman moved and Newmaster second to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Mullin moved and Wilson second to approve the consent agenda consisting of:
 - Approval of minutes for regular Board meeting of October 9, special meeting of October 16, and work-study meeting of October 23, 2017;
 - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - Approve field trips; and
 - Passage of resolution to approve personnel issues to include:
 - **RESIGNATION/TERMINATION – CLASSIFIED STAFF**
Amy Jacob – Lunchroom Aide/Para, Vadnais Elementary
Employed by District 624 since 09/06/2016
Effective Date: 11/14/2017
Elizabeth Lind – Program Assistant Leader, Birch Lake Elementary
Employed by District 624 since 08/29/2016
Effective Date: 10/27/2017
Eric Wagner – Bus Driver, Bus Garage
Employed by District 624 since 11/18/2003
Effective Date: 09/25/2017
 - **RETIREMENT – CERTIFIED STAFF**
Lori Zwonitzer – Teacher on Leave
Employed by District since 08/21/1986
Effective Date: 12/01/2017
 - **FULL – TIME LEAVE REQUEST – CERTIFIED STAFF**
Kristine Lahr – Grade 2 Teacher, Willow Elementary
Employed by District since 08/24/2015
Effective Date: 10/10/2017 through 10/18/2017
Shelly Haddon – Spanish Teacher, Lakeaires and Matoska Elementary
Employed by District since 08/22/2016
Effective Date: 10/03/2017 through 11/17/2017
Mary Phillips – Grade 3 Teacher, Otter Lake Elementary
Employed by District since 09/18/2014
Effective Date: 10/02/2017 through 06/08/2018

➤ **EXTRA ASSIGNMENT – CERTIFIED STAFF**

Brian Griebenow – .05 FTE Phy. Ed./DAPE Teacher, Oneka and Otter Elementary

BA, Step 3, \$2,151.30

Effective Date: 08/28/2017

Joshua Lane – .1 FTE Language Arts, WBLAHS – South Campus

MA +30, Step 5, \$5,409.10

Effective Date: 08/28/2017

➤ **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**

Clare Kazmierczak – Teacher, Hugo Elementary

From .325 FTE to .6875 FTE, (.1 FTE Intervention, .225 FTE EL & .3625 Grade 1) Effective Date: 10/30/2017

➤ **NEW PERSONNEL – CLASSIFIED STAFF**

Melinda Boe – Pupil Support Assistant, Lakeaires Elementary

\$18.00/hr., 6.5 hrs. per day/ 136 days, \$15,912

Effective Date: 11/07/2017

Bridget Chevalier – Pupil Support Assistant, Otter Lake Elementary

\$18.00/hr., 6.5 hrs. per day/ 141 days, \$16,497.00

Effective Date: 10/30/2017

Alexander Egemo – Pupil Support Assistant, Lincoln Elementary

\$18.00/hr., 6.5 hrs. per day/ 145 days, \$16,965.00

Effective Date: 10/24/2017

➤ Elizabeth Fischer – Program Assistant Leader, Birch Lake Elementary

\$13.98/hr., 5.75 hrs. per day/ 191 days, \$9,345.63

Effective Date: 10/02/2017

Jay Hughes – Custodian, WBLAHS – South Campus and ALC

\$17.46/hr. + \$.25 SD, 8.0 hrs. per day/170 days, \$24,085.59

Effective Date: 11/06/2017

Rebecca Hunt – Part Time Cook, Central Middle School

\$14.79/hr., 3.75 hrs. per day/ 155 days, \$8,596.68

Effective Date: 10/09/2017

Susan Lenne – Volunteer Coordinator – Playground Supervisor, Matoska International

\$16.95/hr., 5.0 hrs. per day/ 139 days, \$11,780.25lenne

Effective Date: 10/09/2017

Abby Maas – Pupil Support Assistant, Lakeaires Elementary

\$18.00/hr., 6.5 hrs. per day/ 136 days, \$15,912

Effective Date: 11/07/2017

Amanda Moseng – Program Assistant Leader, Otter Lake Elementary

\$13.44/hr., 6.0 hrs. per day/ 180 days, \$14,515.20

Effective Date: 10/23/2017

Misty Mundell – Custodian, WBLAHS – North Campus

\$17.46/hr. + \$.25 SD, 8.0 hrs. per day/170 days, \$24,085.59

Effective Date: 11/06/2017

Anna Schletty – Part Time Cook, Central Middle School

\$14.79/hr., 3.75 hrs. per day/ 155 days, \$8,596.68

Effective Date: 10/09/2017

Andrew Schmidt – Program Assistant Leader, Vadnais Elementary

\$13.44/hr., 22 hrs. per week/ 195 days, \$11,531.52

Effective Date: 10/02/2017

Nathan Sheldon – Pupil Support Assistant, Sunrise Park Middle School

\$18.00/hr., 6.5 hrs. per day/ 141 days, \$16,497.00

Effective Date: 10/30/2017

Heather Zahn – Pupil Support Assistant, Otter Lake Elementary

\$18.00/hr., 6.5 hrs. per day/ 145 days, \$16,965

Effective Date: 10/24/2017

➤ **NEW PERSONNEL – NON-AFFILIATED**

Pamela Creger – Non-Public Schools Title I Teacher

8.0 hrs. per day, 147 Days \$32.84 per hour

Effective Date: 11/03/2017

Ashley Guthrie – Out of School Time Site Supervisor, Lakeaires Elementary

8.0 hrs. per day, 174 Days, \$32,765.53

Effective Date: 10/31/2017

➤ **NEW PERSONNEL – CERTIFIED STAFF**

Stephanie Forster – 1.0 FTE Special Education Teacher, Lincoln and Willow Elementary

BA+60, Step 3, \$37,773.20

Effective Date: 10/24/2017

Anne Hennessey – 1.0 FTE Grade 2 Teacher, Oneka Elementary

MA+45, Step 1, \$40,494.98

Effective Date: 10/12/2017

Frank Malone – 1.0 FTE Industrial Arts Teacher, WBLAHS – North and South Campus

BA, Step 11, \$54,895.00

Effective Date: 2017/2018 School Year

➤ **LONG TERM SUBSTITUTE - CERTIFIED STAFF**

Cecilia Carr – Grade 3 Teacher, Otter Lake Elementary

BA, Step 2, \$32,027.81

Effective Date: 11/06/2017 through 06/08/2018

Marcia Johnson – Music Teacher, Willow Lane Elementary

MA, Step 1, \$7,576.57

Effective Date: 09/28/2017 through 11/14/2017

Rachel Moe – Spanish Teacher, Central Middle School

BA, Step 1, \$10,676.54

Effective Date: 11/13/2017 through 01/26/2018

B. **BOARD FORUM** – No one spoke.

C. **INFORMATION ITEMS**

1. Community Forum on Senior Award from MCEA - Brett Carlson, Director of Community Education for North Branch, presented the Minnesota Community Education Association 2017 Outstanding Project Award to the district. The Community Services and Recreation Department initiated and facilitated a community engagement project, Community Forum on Seniors, in 2015. The project included over 100 stakeholders representing businesses, elected officials, faith communities, non-profit organizations, service providers and senior community members. Community Services Coordinator Tara Jebens-Singh accepted the award on behalf of the district and thanked those involved.
2. Superintendent's Report - Dr. Kazmierczak thanked community members for their support of the local operating levy renewal. The following student groups were recognized for state-level accomplishments: All-State Soccer; Girls and Boys Cross Country; Middle

School, Junior Varsity and Varsity Cheerleading teams. The Fall Musical, Footloose, has added another performance on Saturday, November 18. The show is free for seniors and tickets are available on the district website. Parent Teacher Conferences take place on Monday, Nov. 20 and Tuesday, Nov. 21 with Thanksgiving break Nov. 22-24. Parents will be notified of an emergency school closing with a phone and email message sent to all parents, and messages posted on the district Facebook, Twitter and homepage www.isd624.org

Student representative Rensted reported on the student council food drive, the success of the mountain biking and cross country teams, and encouraged attendance at Footloose.

D. DISCUSSION ITEMS

1. Presentation of Audit Report – Mr. Jim Eichten from the district’s auditing firm of Malloy, Montague, Karnowski, Radosevich, and Co, P.A (MMKR) presented the fiscal year 2016-17 audit report.

E. OPERATIONAL ITEMS

1. Chapman moved and Wilson seconded to approve the audit report for fiscal year 2017 as presented by Mr. Jim Eichten from MMKR, the district’s independent auditor. Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman. Nays: none. Motion carried.
2. Newmaster moved and Kimball seconded to take action on Canvas Returns of Votes of School District General and Special Election on November 7, 2017. **Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman. Nays: none. Motion carried.**
3. Wilson moved and Fahey seconded to take action on resolution authorizing issuance of certificates of election and directing the school district to perform other related elections duties. **Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman. Nays: none. Motion carried.**
4. Kimball moved and Chapman seconded to approve the District’s health insurance premium rates effective January 1, 2018 as presented. **Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman. Nays: none. Motion carried.**
5. Mullin moved and Newmaster seconded to approve the secondary course proposals, modifications, and deletions as presented. **Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman. Nays: none. Motion carried.**
6. Wilson moved and Fahey seconded to accept the Ryan Art Grants from the White Bear Lake Area Education Foundation totaling \$4,285. **Roll call vote: ayes: Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman. Nays: none. Motion carried.**
7. Second Reading of School Board Policies
 - a. Policy 201, Legal Status of the School Board
 - b. Policy 203, Operation of the School Board – Governing Rules
Policy 203, Addendum A – Rules of Order
 - c. Policy 303, Superintendent Selection
 - d. Policy 533, Wellness
 - e. Policy 701, Establishment and Adoption of School District Budget

Chapman moved and Mullin seconded to approve the following School Board policies 201, 203, 303, 533, and 701 as recommended by the Policy Committee and Cabinet. ***Voice vote: all ayes. Nays none. Motion carried.***

- F. **BOARD FORUM** - Wilson thanked White Bear Lake Lions Club member Bob Lundberg for his message supporting the district operating levy renewal. Kimball thanked retiring staff and welcomed new staff. The first Lincoln Elementary Gala was a success. We are all saddened by the passing of Jeanne Anderson and condolences to her family, friends, and the Lakeaires community. Newberg encouraged attendance at the production of Footloose. Fahey reported on the North Campus Parent Camp and the PTO meeting scheduled for Tuesday Nov. 14 at 6:30 pm. The Positive Behavior Intervention Strategies at Willow with 3,500 Paws awards handed out in quarter one and a 46% decrease in discipline referrals. The AMSD conference on Dec. 8 will be an update on ReImagine MN with a student panel providing their perspective on what is needed to ensure all received an equitable and excellent education.
- G. **ADJOURNMENT** - Wilson moved and Newberg seconded to adjourn the meeting at 8:10 p.m.

Submitted by clerk, Ellen Fahey

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, November 27, 2017** at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to order - Newberg called the meeting to order at 5:30 p.m.
Roll Call - Present : Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson
Ex-officio: Kazmierczak
Student representative: Rensted
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald

B. DISCUSSION ITEM

1. **Teachers On Call Proposal** - Director of Human Resources Mitch Cooper and Wayne Gilman and Lesley Hacker of Teachers on Call (TOC) presented a proposal that this agency manage our needs for reserve staff to fill teacher and para shortages and absences.
2. **IB Review Progress Update** - Superintendent for Teaching and Learning Sara Paul provided an update of the IB review being conducted by University of MN Center for Applied Research and Educational Improvement (CAREI). CAREI is currently conducting Phase II and the findings will be presented at the January or February work study. Notification will be provided when the date is finalized.
3. **Family Engagement and Supports for Conferences** - Assistant Superintendent for Teaching and Learning Sara Paul and Achievement and Integration Coordinator James Barnett shared survey data from parents regarding the elementary Welcome Back Conferences. Cultural Liaison Briana Santoscoy shared improvements made for November conferences to respond to feedback collected this fall from Latino elementary families. Parents Maria, Angelina, and Yineth shared barriers to participation by Latino families, what is helpful, and suggestions to address issues encountered by Latino families.
4. **Revised FY18 Budget Overview** - Assistant Superintendent for Finance and Operations Tim Wald and Director of Finance Tom Wiczorek presented the revised fiscal year 2017-18 budget. The budget is available on the district website under Finance Department.

5. **School Board Committee and Liaison Assignments** - Board Chair Janet Newberg led a discussion of committee and liaison assignments for January 2018 to July 2018 due to the retirement of two board members and two new board members taking office in January 2018.

RECESS - Chair Newberg called the meeting into recess at 7:51 p.m.

6. **Negotiations Study Session** - Chair Newberg reconvened the meeting at 8:00 p.m. This portion of the meeting was closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

Board members present: Chapman, Fahey, Kimball, Mullin, Newberg, Newmaster, Wilson

Administrators present: Cooper, Wald, Wieczorek, Superintendent Kazmierczak

- C. **ADJOURNMENT** - Newberg adjourned the closed session at 8:51 p.m.

Submitted by: Ellen Fahey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Action Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations**
Tom Wieczorek, Director of Finance

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 - November

		<u>11/3/2017</u>	<u>11/15/2017</u>	<u>11/30/2017</u>
Direct Deposit	499290-499334	3,714.04		
Direct Deposit	499335-500831		1,857,577.11	
Direct Deposit	500832-502318			1,802,165.98

Check Nbr	Vendor Name	Check Date	Check Amount
89101	1000 PETALS	11/02/2017	65.94
89102	A-1 HYDRAULIC SALES & SERVICE	11/02/2017	240.68
89103	AARP DRIVER SAFETY PROGRAM	11/02/2017	530.00
89104	AARP DRIVER SAFETY PROGRAM	11/02/2017	345.00
89105	ABJ EDUC CONSULTING	11/02/2017	6,350.00
89106	AED SUPERSTORE ALLIED 100 LCC	11/02/2017	125.40
89107	AKURATE SOLUTIONS	11/02/2017	210.87
89108	ALL AROUND FUN	11/02/2017	409.00
89109	ALLSTREAM	11/02/2017	3,717.20
89110	AMAZON	11/02/2017	566.72
89111	AMAZON	11/02/2017	2,019.91
89112	AMAZON	11/02/2017	939.22
89113	AMAZON	11/02/2017	948.85
89114	AMAZON	11/02/2017	163.78
89115	AMAZON	11/02/2017	312.19
89116	AMAZON	11/02/2017	1,746.68
89117	AMAZON	11/02/2017	79.44
89118	AMAZON	11/02/2017	1,810.49
89119	AMAZON	11/02/2017	303.30
89120	AMAZON	11/02/2017	4,358.47
89121	AMAZON	11/02/2017	2,897.26
89122	AMAZON	11/02/2017	1,532.10
89123	AMERICAN FLAGPOLE & FLAG CO	11/02/2017	327.90
89124	AMERICAN MAILING MACHINES	11/02/2017	519.75
89125	AMER RED CROSS	11/02/2017	999.00
89126	AMERICAN TIME & SIGNAL CO	11/02/2017	425.45
89127	AMI/USA	11/02/2017	420.00
89128	ANDERSON, ZACHARY EDWARD	11/02/2017	19.95
89129	ARBOR SCIENTIFIC	11/02/2017	1,352.42
89130	ARCH LANGUAGE NETWORK	11/02/2017	1,100.00
89131	ARNSDORFF, DANIEL J	11/02/2017	823.70
89132	ASSOC OF SCHOOL BUSINESS OFFIC	11/02/2017	225.00
89133	AMER SPEECH LANG HEARING ASSOC	11/02/2017	225.00
89134	ASHLAND PRODUCTIONS INC	11/02/2017	2,000.00
89135	ASL INTERPRETING SERVICES	11/02/2017	300.00
89136	ASSETGENIE INC	11/02/2017	3,298.75
89137	ATC GROUP SERVICES LLC	11/02/2017	6,073.12
89138	BARNES & NOBLE	11/02/2017	188.60
89139	BARNETT WB CHRYSLER JEEP DODGE	11/02/2017	31.60
89140	BARTZ, SANDY	11/02/2017	90.96
89141	BATTERIES PLUS BULBS	11/02/2017	210.68
89142	BEAR PATCH QUILTING CO	11/02/2017	131.00
89143	BEHLOW, DAVID	11/02/2017	207.02
89144	BERTRAM, TROY	11/02/2017	66.00
89145	BERWALD, KAITLYN PAIGE	11/02/2017	210.00
89146	BEST BUY BUSINESS ADVANTAGE AC	11/02/2017	31,291.22
89147	BLICK ART MATERIALS	11/02/2017	603.36
89148	BLUE BELL ENTERPRISES INC	11/02/2017	7,115.87
89149	BLUE TARP FINANCIAL INC	11/02/2017	345.73
89150	BLUEBIRD SCREEN PRINT	11/02/2017	2,314.35

Check Nbr	Vendor Name	Check Date	Check Amount
89151	BRAINPOP LLC	11/02/2017	2,395.00
89152	BRANDENBURG, PEGGY A	11/02/2017	50.00
89153	BREAKOUT INC	11/02/2017	375.00
89154	BREVIS CORPORATION	11/02/2017	123.90
89155	BROCKWAY, TOM	11/02/2017	59.00
89156	THE BUG COMPANY	11/02/2017	16.00
89157	BURNSVILLE HIGH SCHOOL DEBATE	11/02/2017	75.00
89158	THE CAMBRIAN GROUP	11/02/2017	1,819.04
89159	THE CAMBRIDGE SCHOOL OF DALLAS	11/02/2017	800.00
89160	CANION CREATIONS LLC	11/02/2017	56.00
89161	CAP ELECTRIC INC	11/02/2017	4,223.08
89162	CAPTURE VIDEO	11/02/2017	3,350.00
89163	CARBONES PIZZERIA	11/02/2017	131.35
89164	CARROT-TOP INDUSTRIES INC	11/02/2017	214.24
89165	CDW GOVERNMENT INC	11/02/2017	165.59
89166	CEND	11/02/2017	35.00
89167	THE CHILDREN'S THEATRE COMPANY	11/02/2017	1,438.00
89168	CLEAN RESPONSE	11/02/2017	200.00
89169	CLEM, LINDSEY JO	11/02/2017	15.00
89170	CMRS-FP	11/02/2017	7,000.00
89171	COBORNS DELIVERS	11/02/2017	38.11
89172	COLE, KATRINA	11/02/2017	107.50
89173	COMMERICAL KITCHEN SERVICES	11/02/2017	609.54
89174	COMPASS MINERALS	11/02/2017	5,039.55
89175	COMPUTER EXPLORERS	11/02/2017	432.00
89176	COMSTOCK & SONS INC	11/02/2017	4,560.00
89177	Vendor Continued Check	11/02/2017	0.00
89178	Vendor Continued Check	11/02/2017	0.00
89179	CONNEY SAFETY	11/02/2017	951.05
89180	CONQUER ATHLETICS	11/02/2017	100.00
89181	CONTINENTAL RESEARCH CORP	11/02/2017	2,044.45
89182	COOPS SPORTSWEAR	11/02/2017	518.00
89183	CRAIG II II, BEN ADAM	11/02/2017	50.00
89184	CRAYOLA EXPERIENCE	11/02/2017	202.27
89185	CRIMSON CHEERLEADING	11/02/2017	560.00
89186	CUMMINS NPOWER LLC	11/02/2017	867.35
89187	CUMMINGS MOBILITY CONVERSIONS	11/02/2017	303.00
89188	CUSTOM INK LLC	11/02/2017	241.74
89189	DALCO CORPORATION	11/02/2017	43,340.81
89190	DAYMARK SAFETY SYSTEMS	11/02/2017	37.02
89191	DEBZ SHIRTZ	11/02/2017	872.50
89192	DECKER INC	11/02/2017	163.97
89193	DEGARDNER, RICK	11/02/2017	59.00
89194	DELLWOOD COUNTRY CLUB	11/02/2017	2,094.85
89195	DEMCO INC	11/02/2017	650.20
89196	DISCOUNT SCHOOL SUPPLY	11/02/2017	135.00
89197	DIVERSIFIED SNACK DISTRIBUTION	11/02/2017	2,817.88
89198	DLR GROUP	11/02/2017	77.03
89199	DOMINOS PIZZA	11/02/2017	283.42
89200	DONATELLI'S	11/02/2017	407.93

Check Nbr	Vendor Name	Check Date	Check Amount
89201	DOOR SERVICE COMPANY	11/02/2017	2,909.00
89202	DEFINITIVE TECHNOLOGY SOLUTION	11/02/2017	164.96
89203	DW WRESTLING PRODUCTS	11/02/2017	560.00
89204	EARL F ANDERSEN INC	11/02/2017	269.30
89205	ECKROTH MUSIC	11/02/2017	471.00
89206	EDINA ULTIMATE	11/02/2017	175.00
89207	ENABLING DEVICES	11/02/2017	123.95
89208	ENGSTRAN, STEVE	11/02/2017	135.00
89209	ENGSTRAN, TOM	11/02/2017	150.00
89210	EPS LITERACY & INTERVENTION	11/02/2017	109.56
89211	ERHARDT, GARY	11/02/2017	140.00
89212	ERHARDT, SCOTT D	11/02/2017	140.00
89213	ERHARDT, TODD	11/02/2017	35.00
89214	F&N OPERATIONS LLC	11/02/2017	1,539.36
89215	FAIRCLOUGH, KARI L	11/02/2017	385.00
89216	FASTENAL COMPANY	11/02/2017	101.61
89217	FEDEX	11/02/2017	96.33
89218	FLAGHOUSE INC	11/02/2017	125.95
89219	FOLLETT SCHOOL SOLUTIONS INC	11/02/2017	468.65
89220	FORMAL FASHIONS INC	11/02/2017	405.00
89221	FRONTLINE TECHNOLOGIES GROUP	11/02/2017	695.00
89222	FUN EXPRESS LLC	11/02/2017	26.73
89223	GALLAGHERS NORTHWESTERN TIRE C	11/02/2017	1,463.15
89224	GARDEN CENTER	11/02/2017	962.50
89225	GLOBAL EQUIPMENT COMPANY INC	11/02/2017	261.55
89226	GOERS, LINDA S	11/02/2017	2,555.00
89227	GOODSOURCE SOLUTIONS	11/02/2017	4,478.88
89228	GOPHER	11/02/2017	1,763.45
89229	GRAND SLAM SPORTS @ COON RAPID	11/02/2017	168.75
89230	GRANDMA'S BAKERY INC	11/02/2017	85.90
89231	GREATAMERICA FINANCIAL SERVICE	11/02/2017	440.36
89232	GROTH MUSIC CO	11/02/2017	1,310.79
89233	HASTINGS HIGH SCHOOL	11/02/2017	75.00
89234	HASTINGS MIDDLE SCHOOL	11/02/2017	150.00
89235	HEALTHPARTNERS	11/02/2017	223,050.61
89236	HEALTHPARTNERS	11/02/2017	231,097.91
89237	HEALTHPARTNERS	11/02/2017	229,486.06
89238	HEALTHPARTNERS MEDICAL GROUP	11/02/2017	1,750.00
89239	HEIBERG ATHLETICS LLC	11/02/2017	1,890.00
89240	HERC-U-LIFT	11/02/2017	1,141.42
89241	HERITAGE	11/02/2017	84.25
89242	HIAWATHA HOMECARE	11/02/2017	882.00
89243	HILDI INC	11/02/2017	105.00
89244	HISDAHL INC	11/02/2017	2,584.33
89245	HOBART SERVICE	11/02/2017	736.72
89246	HOGLUND BUS AND TRUCK CO	11/02/2017	4,002.99
89247	HOME DEPOT CREDIT SERVICES	11/02/2017	71.56
89248	HOPKINS GIRLS BASKETBALL	11/02/2017	60.00
89249	HOUGHTON MIFFLIN HARCOURT	11/02/2017	5,879.52
89250	HOWDA DESIGNZ LLC	11/02/2017	300.83

Check Nbr	Vendor Name	Check Date	Check Amount
89251	HUGO CITY OF	11/02/2017	4,376.58
89252	Vendor Continued Check	11/02/2017	0.00
89253	IFD	11/02/2017	40,536.43
89254	INTELLIGERE INC	11/02/2017	105.00
89255	INTERSTATE POWERSYSTEMS	11/02/2017	1,958.60
89256	ISD #12 CENTENNIAL SCHOOLS	11/02/2017	1,569.25
89257	ISD #709 DULUTH	11/02/2017	4,800.00
89258	ISD #8492 NEW DOMINION SCHOOL	11/02/2017	1,368.01
89259	IXL LEARNING	11/02/2017	1,800.00
89260	JAYTECH INC	11/02/2017	1,162.37
89261	JENS VENDING	11/02/2017	148.00
89262	JIMMY JOHNS #869	11/02/2017	94.19
89263	JOHN HENRY FOSTER MINNESOTA	11/02/2017	128.74
89264	JW PEPPER & SON INC	11/02/2017	61.25
89265	KASSETH, NANCY	11/02/2017	91.60
89266	KATH FUEL OIL SERVICE CO	11/02/2017	518.65
89267	KEYSTONE INTERPRETING SOLUTION	11/02/2017	2,579.50
89268	KOLNIK, JOHN	11/02/2017	66.00
89269	KORNEY BOARD AIDS INC (KBA)	11/02/2017	1,431.28
89270	KRAFT CONTRACTING & MECHANICAL	11/02/2017	2,848.40
89271	KULLY SUPPLY COMPANY	11/02/2017	222.83
89272	LAKE COUNTRY BOOKSELLERS	11/02/2017	57.56
89273	LAKELAND DOOR AND CONTRACTING	11/02/2017	1,945.10
89274	LAKESHORE LEARNING MATERIALS	11/02/2017	1,154.92
89275	Vendor Continued Check	11/02/2017	0.00
89276	LAKEVIEW ELECTRICAL SERVICES	11/02/2017	2,375.00
89277	LARSON, KAREN L	11/02/2017	30.00
89278	LASHOMB, BRIAN ALAN	11/02/2017	66.00
89279	LEARNING A-Z	11/02/2017	513.13
89280	Vendor Continued Check	11/02/2017	0.00
89281	LEARNING WITHOUT TEARS	11/02/2017	1,660.90
89282	LEMIRE, ROXANNE	11/02/2017	58.00
89283	LILLEMO, ANGELA	11/02/2017	297.21
89284	M.A. APPAREL & PROMOTIONS	11/02/2017	1,685.49
89285	MACKIN EDUCATIONAL RESOURCES	11/02/2017	1,464.59
89286	MAD SCIENCE OF MINNESOTA	11/02/2017	360.00
89287	MAHER, MATTHEW	11/02/2017	125.00
89288	MAILFINANCE INC	11/02/2017	449.61
89289	MARCO, INC	11/02/2017	671.58
89290	MATHEMATICAL OLYMPIADS	11/02/2017	129.00
89291	MBCA CLINIC	11/02/2017	125.00
89292	MCBRIDE, STACIE R	11/02/2017	64.99
89293	METAL DOCTOR INC	11/02/2017	421.00
89294	METRO MEALS ON WHEELS INC	11/02/2017	142.50
89295	Vendor Continued Check	11/02/2017	0.00
89296	METRO SOUND AND LIGHTING	11/02/2017	8,121.46
89297	MIDWEST TECHNOLOGY PRODUCTS	11/02/2017	152.70
89298	MINNETONKA CHEERLEADING	11/02/2017	629.00
89299	Vendor Continued Check	11/02/2017	0.00
89300	MINVALCO INC	11/02/2017	1,876.20

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89301	MN CLAY	11/02/2017	716.00
89302	MN HISTORICAL SOCIETY	11/02/2017	199.95
89303	MN JUNIOR HIGH SCHOOL	11/02/2017	175.00
89304	MN ORCHESTRA	11/02/2017	3,168.75
89305	MN STATE COLLEGES & UNIV	11/02/2017	380.00
89306	MNAEYC-MNSACA	11/02/2017	250.00
89307	MONTESSORI OUTLET	11/02/2017	459.94
89308	MOORE, CYNTHIA A	11/02/2017	678.00
89309	MOORE, JENNIFER RAE	11/02/2017	153.70
89310	MOORHEAD MACHINERY & BOILER CO	11/02/2017	23,850.00
89311	MPLS PUBLIC SCHOOLS	11/02/2017	6,028.60
89312	MPS	11/02/2017	80.00
89313	MN SCHOOL SOCIAL WORKERS ASSN	11/02/2017	350.00
89314	MY MEDICAL CLINIC	11/02/2017	70.00
89315	NASCO	11/02/2017	187.55
89316	NASSEFF MECH CONTRACTORS	11/02/2017	7,807.63
89317	NATL GEOGRAPHIC EXPLORER	11/02/2017	123.75
89318	NATL CHEERLEADERS ASSOC	11/02/2017	5,572.00
89319	NORTH CAMPUS	11/02/2017	3,000.00
89320	NORTHBOUND CREATIVE	11/02/2017	70.00
89321	NORTHEAST METRO INTERMEDIATE D	11/02/2017	2,914.80
89322	NORTHSTAR SCOREBOARDS INC	11/02/2017	185.00
89323	NOVAK, JANICE S	11/02/2017	250.00
89324	NSGEL	11/02/2017	3,850.00
89325	OCONNOR, JILL	11/02/2017	99.86
89326	OFFICE DEPOT	11/02/2017	88.42
89327	ONENECK IT SOLUTIONS LLC	11/02/2017	525.00
89328	OXYGEN SERVICE CO INC	11/02/2017	218.96
89329	PAR INC	11/02/2017	1,552.40
89330	PICTURE THAT!	11/02/2017	460.00
89331	PITNEY BOWES INC	11/02/2017	76.25
89332	PODS COMPLETE CAR CARE	11/02/2017	1,325.00
89333	POWER SYSTEMS	11/02/2017	117.22
89334	PREISLER, PAM	11/02/2017	180.00
89335	PRIOR LAKE CHEERLEADING	11/02/2017	365.00
89336	PRO-ED INC	11/02/2017	145.20
89337	PROFESSIONAL BINDING PROD INC	11/02/2017	387.00
89338	RAMSEY COUNTY COMM HUMAN SVCS	11/02/2017	15,554.00
89339	RAMSEY COUNTY PARKS/REC DEPT	11/02/2017	14,955.83
89340	RAMSEY COUNTY PUBLIC HEALTH	11/02/2017	75.00
89341	RATWIK ROSZAK & MALONEY PA	11/02/2017	1,558.00
89342	READ NATURALLY INC	11/02/2017	460.00
89343	REDWOOD TOXICOLOGY LABORATORY	11/02/2017	181.40
89344	REGENTS OF THE UNIV OF MN	11/02/2017	1,715.00
89345	RELIABLE MEDICAL SUPPLY INC	11/02/2017	417.15
89346	RESOURCES FOR READING INC	11/02/2017	93.70
89347	RICK, CHRISTOPHER	11/02/2017	66.00
89348	RIVER VALLEY RIDERS	11/02/2017	150.00
89349	ROHLINGER, JANNA	11/02/2017	75.00
89350	ROSE, DIANA	11/02/2017	119.68

Check Nbr	Vendor Name	Check Date	Check Amount
89351	RUPP ANDERSON SQUIRES & WALDSP	11/02/2017	14,544.61
89352	SAARI, ALICIA	11/02/2017	112.00
89353	SAM'S CLUB/SYNCHRONY BANK	11/02/2017	1,090.96
89354	SAM'S CLUB/SYNCHRONY BANK	11/02/2017	52.71
89355	SAM'S CLUB/SYNCHRONY BANK	11/02/2017	203.84
89356	SAM'S CLUB/SYNCHRONY BANK	11/02/2017	566.04
89357	SANTILLANA USA	11/02/2017	224.08
89358	SARGENT-WELCH	11/02/2017	52.72
89359	SCHOLASTIC INC	11/02/2017	23.65
89360	SCHOLASTIC READING CLUB	11/02/2017	35.00
89361	Vendor Continued Check	11/02/2017	0.00
89362	SCHOOL HEALTH CORPORATION	11/02/2017	1,612.85
89363	SCHOOL SPECIALTY	11/02/2017	332.93
89364	SEEVER, GRAY	11/02/2017	160.00
89365	SERENDIPITY ART AND DESIGN SER	11/02/2017	1,250.00
89366	SHELTERLOGIC	11/02/2017	79.78
89367	SHOCK, SARAH ANNETTE	11/02/2017	14.89
89368	SITEIMPROVE INC	11/02/2017	4,081.00
89369	SITEONE LANDSCAPE SUPPLY	11/02/2017	1,871.23
89370	SMITH HOUSE PRESS	11/02/2017	51.00
89371	SCHOOL NUTRITION ASSOC (SNA)	11/02/2017	15.00
89372	SOUTH VIEW MIDDLE SCHOOL	11/02/2017	150.00
89373	SOUTHEASTERN PERFORMANCE APPAR	11/02/2017	68.48
89374	ST CATHERINE UNIVERSITY	11/02/2017	1,000.00
89375	ST CROIX RODS	11/02/2017	140.00
89376	ST MICHAEL ALBERTVILLE COMM ED	11/02/2017	420.00
89377	ST PAUL AREA ATHENA AWARDS	11/02/2017	75.00
89378	STAR TRIBUNE	11/02/2017	95.00
89379	STATE OF FUN	11/02/2017	165.00
89380	STATE SUPPLY CO	11/02/2017	1,070.17
89381	STAY TUNED PIANO SERVICES	11/02/2017	98.00
89382	STENGLEIN, PAUL	11/02/2017	105.00
89383	STONE, KATHY A	11/02/2017	180.00
89384	STRACK, GEOFFREY	11/02/2017	66.00
89385	STRAUSS SKATES AND BICYCLES	11/02/2017	4,364.06
89386	STREAMLINE DESIGN INC	11/02/2017	2,960.00
89387	SUMMIT COMPANIES	11/02/2017	273.00
89388	SUNTEX INTL INC	11/02/2017	689.60
89389	SUPPLYWORKS	11/02/2017	198.36
89390	SWANSON, STEPHEN	11/02/2017	410.00
89391	TEACHERS CURRICULUM INSTITUTE	11/02/2017	1,323.00
89392	TECHTRON ENGINEERING	11/02/2017	304.64
89393	TERNES, KELLY	11/02/2017	66.00
89394	Vendor Continued Check	11/02/2017	0.00
89395	TRADE PRESS INC	11/02/2017	5,790.95
89396	TREASURED TRANSPORTATION	11/02/2017	41,567.52
89397	TRI-STATE BOBCAT	11/02/2017	453.38
89398	TRIO SUPPLY COMPANY	11/02/2017	12,283.19
89399	TRUCK UTILITIES MFG CO	11/02/2017	42.75
89400	TWIN CITY HARDWARE	11/02/2017	1,823.98

Check Nbr	Vendor Name	Check Date	Check Amount
89401	TWIN CITY JANITOR SUPPLY CO	11/02/2017	427.65
89402	UHL CO INC	11/02/2017	2,902.00
89403	ULINE	11/02/2017	857.85
89404	UNIVERSAL ATHLETIC	11/02/2017	240.00
89405	US BANK	11/02/2017	209.40
89406	US FOODS CULINARY EQUIP & SUPP	11/02/2017	702.10
89407	US GAMES	11/02/2017	449.59
89408	VARSITY SPIRIT FASHIONS	11/02/2017	1,296.20
89409	VERIZON WIRELESS	11/02/2017	1,453.15
89410	VIKING ELECTRIC SUPPLY	11/02/2017	4,928.73
89411	VOCABULARY SPELLING CITY.COM	11/02/2017	139.50
89412	VOYAGER SOPRIS LEARNING	11/02/2017	132.00
89413	WASHINGTON CO PUBLIC HEALTH	11/02/2017	1,428.00
89414	WATERS, FAITH	11/02/2017	183.20
89415	WHITE BEAR RENTAL EQUIPMENT	11/02/2017	172.80
89416	WHITE BEAR LAKE (CITY OF)	11/02/2017	225.00
89417	WENNEN, SUZANNE	11/02/2017	14.23
89418	WEST MUSIC COMPANY	11/02/2017	348.76
89419	WHITING, JOY	11/02/2017	50.00
89420	WILCOX PAPER	11/02/2017	155.80
89421	WILLOW LANE ELEM PTO	11/02/2017	400.00
89422	WINNICK SUPPLY	11/02/2017	41.41
89423	WOODCOCK, DENISE	11/02/2017	281.06
89424	THE WORKS	11/02/2017	780.00
89425	XCEL ENERGY	11/02/2017	105,154.42
89426	XCEL ENERGY	11/02/2017	4,129.88
89427	YMCA OF GREATER SAINT PAUL	11/02/2017	850.00
89428	YOUNGBLOOD LUMBER COMPANY	11/02/2017	2,367.44
89429	ZONEONE LOCATING	11/02/2017	198.60
329	Computer	Check(s) For a Total of	1,331,759.73

Check Nbr	Vendor Name	Check Date	Check Amount
88400	AED SUPERSTORE ALLIED 100 LCC	11/02/2017	0.00
1	Manual	Check(s) For a Total of	0.00

	1	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
	329	Computer	Checks For a Total of	1,331,759.73
Total For	330	Manual, Wire Tran, ACH & Computer Checks		1,331,759.73
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,331,759.73

Check Nbr	Vendor Name	Check Date	Check Amount
9990239	Vendor Continued Check	11/07/2017	0.00
9990240	BMO	11/07/2017	10,936.46
2	Computer	Check(s) For a Total of	10,936.46

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	CC	Checks For a Total of	10,936.46
Total For	2	Manual, Wire Tran, ACH & Computer Checks		10,936.46
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		10,936.46

Check Nbr	Vendor Name	Check Date	Check Amount
171800295	ACCIARI, NICOLE E	11/14/2017	343.35
171800296	ANDERSON, CHRISTINA T	11/14/2017	370.75
171800297	ANDERSON, JON C	11/14/2017	217.75
171800298	BARKLEY, DANIELLE M	11/14/2017	560.13
171800299	BATENHORST, LYNSEY K	11/14/2017	449.39
171800300	BATTERMAN, ANGELA N	11/14/2017	79.18
171800301	BERNIER, CARYN S	11/14/2017	140.98
171800302	BOGENHOLM, SHERRY J	11/14/2017	104.95
171800303	BOSCH, DONALD	11/14/2017	1,244.08
171800304	BRABENEC, KAREN E	11/14/2017	356.00
171800305	BREDENBECK, KAREN M	11/14/2017	94.56
171800306	CARLINSCHAUER, KYLE LEE	11/14/2017	45.36
171800307	CLARK, RYAN D	11/14/2017	66.34
171800308	CLYNE, KRISTINE L	11/14/2017	26.75
171800309	DERBY, SARA A	11/14/2017	167.07
171800310	DINEHART, CHARLOTTE L	11/14/2017	8.01
171800311	DOMSCHOT, KATHLEEN SARA	11/14/2017	39.97
171800312	DURAND, JENNIFER A	11/14/2017	603.20
171800313	DYMIT, MARIE S	11/14/2017	91.49
171800314	ENGSTRAN, PAUL A	11/14/2017	86.35
171800315	ERHARDT, JACLYN A	11/14/2017	33.60
171800316	FENWICK, ELIZABETH J	11/14/2017	96.42
171800317	FINK, AVIS A	11/14/2017	1,577.14
171800318	FROGNER, JANINE M	11/14/2017	49.99
171800319	HIGGINS, SHEILA J	11/14/2017	152.31
171800320	HOGEN, KARIN ELIZABETH	11/14/2017	199.50
171800321	HUNT, STACEY ANNE	11/14/2017	50.00
171800322	JENDE, KARL F	11/14/2017	2,504.00
171800323	JOHNSON, SADIE R	11/14/2017	134.40
171800324	KANE-BURBACK, STEPHANIE LYNN	11/14/2017	513.68
171800325	KATH, ABBY J	11/14/2017	209.18
171800326	KNOPS, ROXANNE	11/14/2017	39.98
171800327	LODERMEIER, EILEEN F	11/14/2017	171.93
171800328	MARKUSON, RACHAEL J	11/14/2017	84.99
171800329	MARTINSON, KARA S	11/14/2017	111.45
171800330	MARTY, NICHOLAS B	11/14/2017	388.76
171800331	MASSA, JAYMI E	11/14/2017	50.02
171800332	MCCANN, ALLISON N	11/14/2017	49.14
171800333	MCGARTHWAITE, MICHAEL R	11/14/2017	38.52
171800334	MCKENZIE, JULIE LYNN	11/14/2017	225.00
171800335	MCMACKINS, SARA B	11/14/2017	604.01
171800336	MCPHERSON, KIRSTEN M	11/14/2017	1,150.46
171800337	MENGEL, MARY H	11/14/2017	80.00
171800338	MILES, MARY T	11/14/2017	979.65
171800339	MILLER, MOLLY M	11/14/2017	35.31
171800340	NORTON, EMILY L	11/14/2017	80.00
171800341	OLEARY, CHADRICK J	11/14/2017	49.99
171800342	PALM, LAUREN E	11/14/2017	50.00
171800343	PEIRCE, SUZANNE E	11/14/2017	99.80
171800344	PERCIVAL, PATRICIA A	11/14/2017	125.00

Check Nbr	Vendor Name	Check Date	Check Amount
171800345	PINNOW, PAIGE E	11/14/2017	259.68
171800346	POKORNY, MARY J	11/14/2017	33.98
171800347	POLLARD, AIMIE N	11/14/2017	72.22
171800348	RATLIFF, GERALD	11/14/2017	17.12
171800349	RIEBOW, MITCHELL W	11/14/2017	248.52
171800350	ROESER, DANIEL WILLIAM	11/14/2017	860.00
171800351	RUOHOMAKI, TERESA M	11/14/2017	64.55
171800352	SALKOWICZ, JASON J	11/14/2017	103.67
171800353	SAWYER, MADISON J	11/14/2017	130.89
171800354	SCHMIDT, HEATHER RAE	11/14/2017	315.92
171800355	SCHWEIZER, JENNIFER M	11/14/2017	50.00
171800356	SUOJA, WENDY T	11/14/2017	175.48
171800357	SVIR, SARA A	11/14/2017	480.64
171800358	SWANSON, SHANNON M	11/14/2017	444.68
171800359	TATE, JO E	11/14/2017	125.00
171800360	TUTTLE, JANE E P	11/14/2017	239.57
171800361	VAN ARRAGON, JANEL L	11/14/2017	183.24
171800362	VILLWOCK, ROBIN S	11/14/2017	255.56
171800363	WEINKAUF, AMANDA LARUE	11/14/2017	397.62
69	ACH	Check(s) For a Total of	19,488.23

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	0	Wire Transfer	Checks For a Total of	0.00
	69	ACH	Checks For a Total of	19,488.23
	0	Computer	Checks For a Total of	0.00
Total For	69	Manual, Wire Tran, ACH & Computer	Checks	19,488.23
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		19,488.23

Check Nbr	Vendor Name	Check Date	Check Amount
9990241	AIG	11/15/2017	6,439.30
9990242	AMERICAN FUNDS	11/15/2017	85,470.42
9990243	AMERICAN UNITED LIFE	11/15/2017	75,347.19
9990244	AMERIPRISE FINANCIAL SERVICES	11/15/2017	13,051.53
9990245	AXA EQUITABLE	11/15/2017	30,995.38
9990246	EDUCATION MN ESI BILLING TRUST	11/15/2017	32,522.02
9990247	Vendor Continued Check	11/15/2017	0.00
9990248	Vendor Continued Check	11/15/2017	0.00
9990249	Vendor Continued Check	11/15/2017	0.00
9990250	INTERNAL REVENUE SERVICE	11/15/2017	721,697.00
9990251	METROPOLITAN LIFE	11/15/2017	2,328.76
9990252	MN DEPT OF HUMAN SERVICES	11/15/2017	1,600.50
9990253	MN DEPT OF REVENUE	11/15/2017	112,981.40
9990254	MN REVENUE	11/15/2017	281.01
9990255	MN STATE RETIREMENT	11/15/2017	4,075.97
9990256	Vendor Continued Check	11/15/2017	0.00
9990257	PUBLIC EMP RETIREMENT ASSOC	11/15/2017	113,766.20
9990258	Vendor Continued Check	11/15/2017	0.00
9990259	TEACHERS RETIREMENT ASSOC	11/15/2017	336,012.48
9990260	VANGUARD SMALL BUSINESS SERVIC	11/15/2017	24,082.73
9990261	WHITE BEAR LAKE TEACHERS ASSOC	11/15/2017	41,208.83
21	Wire Transfer Check(s) For a Total of		1,601,860.72

	0	Manual	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	21	Wire Transfer	Checks For a Total of	1,601,860.72
Total For	21	Manual, Wire Tran, ACH & Computer Checks		1,601,860.72
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,601,860.72

Check Nbr	Vendor Name	Check Date	Check Amount
89430	A-1 HYDRAULIC SALES & SERVICE	11/16/2017	507.11
89431	AARP DRIVER SAFETY PROGRAM	11/16/2017	310.00
89432	ABAMATH	11/16/2017	864.00
89433	ABBOTT PAINT & CARPET INC	11/16/2017	336.72
89434	ABLENET INC	11/16/2017	159.50
89435	ACCUCUT	11/16/2017	545.00
89436	AED SUPERSTORE ALLIED 100 LCC	11/16/2017	187.18
89437	Vendor Continued Check	11/16/2017	0.00
89438	AGROPUR INC	11/16/2017	18,262.53
89439	AGUILAR, ROSALIA A	11/16/2017	1,500.00
89440	ALEXANDER, DAN	11/16/2017	510.00
89441	ALLSTREAM	11/16/2017	319.02
89442	AMAZON	11/16/2017	3,964.89
89443	AMERICAN MESSAGING	11/16/2017	53.31
89444	AMERICAN TIME & SIGNAL CO	11/16/2017	957.48
89445	AMERIPRIDE SERVICES	11/16/2017	877.73
89446	THE ANGEL FOUNDATION	11/16/2017	1,154.78
89447	APPLE COMPUTER INC	11/16/2017	299.00
89448	ARMSTRONG HIGH SCHOOL	11/16/2017	220.00
89449	ASTLEFORD INTERNATIONAL TRUCKS	11/16/2017	349.40
89450	AUDIO ENHANCEMENT	11/16/2017	209.00
89451	AUDIOQUIP INC	11/16/2017	680.00
89452	AUDUBON CENTER OF THE NORTH WO	11/16/2017	2,078.25
89453	BALCERZAK PHD, WALLACE S	11/16/2017	125.00
89454	BARNETT WB CHRYSLER JEEP DODGE	11/16/2017	554.24
89455	BARRIER GROUP LLC	11/16/2017	200.00
89456	BARTHOLD	11/16/2017	2,156.88
89457	BATTERIES PLUS BULBS	11/16/2017	69.12
89458	BEAR PATCH QUILTING CO	11/16/2017	699.00
89459	BECKMAN, CHRISTOPHER	11/16/2017	59.00
89460	BENCHMARK BEHAVIORAL HEALTH SY	11/16/2017	1,650.00
89461	BEST BUY BUSINESS ADVANTAGE AC	11/16/2017	5,149.76
89462	BUSINESS IMPACT GROUP	11/16/2017	58.77
89463	BLICK ART MATERIALS	11/16/2017	107.91
89464	BLUE TARP FINANCIAL INC	11/16/2017	165.84
89465	BLUEBIRD SCREEN PRINT	11/16/2017	843.00
89466	BOLDT, JAMES	11/16/2017	60.00
89467	BOLDT, MARY	11/16/2017	30.00
89468	BOYER TRUCKS	11/16/2017	200.50
89469	BRAINPOP LLC	11/16/2017	175.00
89470	BROAD REACH	11/16/2017	769.19
89471	BROWN, ALANA LOUISE	11/16/2017	46.44
89472	THE CAMBRIAN GROUP	11/16/2017	1,901.40
89473	CAPTURE VIDEO	11/16/2017	4,100.00
89474	CARDWELL, EMILY	11/16/2017	392.00
89475	CARLSON WAGONLIT TRAVEL	11/16/2017	19,400.00
89476	CATALYST SPORTS MEDICINE	11/16/2017	33.80
89477	CCP INDUSTRIES INC	11/16/2017	221.43
89478	CDW GOVERNMENT INC	11/16/2017	550.76
89479	CENTERVENTION	11/16/2017	28.00

Check Nbr	Vendor Name	Check Date	Check Amount
89480	THE CHILDREN'S THEATRE COMPANY	11/16/2017	620.00
89481	THE CHILDREN'S THEATRE COMPANY	11/16/2017	1,087.00
89482	CHRISTENSEN, CANDICE	11/16/2017	30.00
89483	CINTAS CORP #470	11/16/2017	445.88
89484	COBORNS DELIVERS	11/16/2017	24.35
89485	COMCAST	11/16/2017	581.84
89486	COMMERICAL KITCHEN SERVICES	11/16/2017	3,716.72
89487	CONNEY SAFETY	11/16/2017	182.58
89488	CONTINENTAL RESEARCH CORP	11/16/2017	2,142.87
89489	CORLISS, SARA	11/16/2017	250.00
89490	CORNERSTONE LAND SURVEYING INC	11/16/2017	2,900.00
89491	COX, STACIE	11/16/2017	209.81
89492	CPSI	11/16/2017	10,908.00
89493	CRIMSON CHEERLEADING	11/16/2017	200.00
89494	CUB FOODS OF WHITE BEAR TWSHP	11/16/2017	334.89
89495	CULHANE, MARIEL	11/16/2017	278.47
89496	CULLIGAN BOTTLED WATER	11/16/2017	26.00
89497	CULLIGAN BOTTLED WATER	11/16/2017	125.22
89498	CUMMINS NPOWER LLC	11/16/2017	600.00
89499	DAILEY, NOAH	11/16/2017	306.02
89500	DAKOTA TRUCK UNDERWRITERS	11/16/2017	48,312.00
89501	DEBZ SHIRTZ	11/16/2017	621.00
89502	DEGARDNER, RICK	11/16/2017	59.00
89503	DEJARLAIS, MARILYN	11/16/2017	46.96
89504	DELLWOOD COUNTRY CLUB	11/16/2017	1,333.40
89505	DELTA EDUCATION	11/16/2017	205.12
89506	DEMCO INC	11/16/2017	517.16
89507	DESCON	11/16/2017	401.50
89508	DETAILS	11/16/2017	65.00
89509	DISCOUNT SCHOOL SUPPLY	11/16/2017	431.15
89510	DIVERSIFIED SNACK DISTRIBUTION	11/16/2017	4,186.64
89511	DOMINOS PIZZA	11/16/2017	3,097.50
89512	DOMINOS PIZZA	11/16/2017	2,422.50
89513	DONATELLI'S	11/16/2017	1,472.50
89514	DOOR SERVICE COMPANY	11/16/2017	222.00
89515	DORNFELD, MARK	11/16/2017	66.00
89516	DOUGLAS, SANDRA L	11/16/2017	75.00
89517	DS ERICKSON & ASSOC PLLC	11/16/2017	235.13
89518	Vendor Continued Check	11/16/2017	0.00
89519	DEFINITIVE TECHNOLOGY SOLUTION	11/16/2017	14,418.81
89520	DEFINITIVE TECHNOLOGY SOLUTION	11/16/2017	11,856.00
89521	EAGLE SCREEN PRINTING	11/16/2017	96.00
89522	EARLY, SHERRY	11/16/2017	13.87
89523	Vendor Continued Check	11/16/2017	0.00
89524	ECKROTH MUSIC	11/16/2017	6,723.00
89525	EDINBOROUGH PARK	11/16/2017	175.00
89526	ENGSTRAN, STEVE	11/16/2017	90.00
89527	ENGSTRAN, TOM	11/16/2017	120.00
89528	ENVIROBATE	11/16/2017	455.00
89529	ERHARDT, GARY	11/16/2017	70.00

Check Nbr	Vendor Name	Check Date	Check Amount
89530	ERHARDT, SCOTT D	11/16/2017	70.00
89531	ERHARDT, TODD	11/16/2017	70.00
89532	ESSENTIAL SKILLS	11/16/2017	605.00
89533	ESSENTRA SPEC TAPES	11/16/2017	24.05
89534	EXTENDED DAY	11/16/2017	1,273.80
89535	FAIRCLOUGH, KARI L	11/16/2017	490.00
89536	FASTENAL COMPANY	11/16/2017	420.54
89537	FESTIVAL FOODS-KNOWLAN'S	11/16/2017	1,231.80
89538	FIRST STUDENT INC	11/16/2017	276,587.85
89539	FLIGHT DECK ATHLETICS INC	11/16/2017	530.20
89540	FLINN SCIENTIFIC INC	11/16/2017	99.33
89541	FRATTALONES HARDWARE STORES	11/16/2017	738.81
89542	FUN EXPRESS LLC	11/16/2017	151.66
89543	FUNTIME FUNKTIONS	11/16/2017	225.00
89544	GALLAGHERS NORTHWESTERN TIRE C	11/16/2017	1,613.15
89545	GALLAUDET UNIV PRESS	11/16/2017	55.00
89546	GARVEY, PATRICIA	11/16/2017	29.75
89547	GENES BUS CHARTERS	11/16/2017	780.00
89548	THE GOOD ACRE	11/16/2017	1,812.70
89549	GOPHER	11/16/2017	1,756.19
89550	GRAINGER	11/16/2017	14,497.19
89551	GRANDMA'S BAKERY INC	11/16/2017	253.22
89552	GREAT RIVER OFFICE PRODUCTS	11/16/2017	5.00
89553	GREATAMERICA FINANCIAL SERVICE	11/16/2017	131.51
89554	GROTH MUSIC CO	11/16/2017	724.46
89555	H2O FOR LIFE	11/16/2017	739.00
89556	HALAMA, ANDREA LINTON	11/16/2017	90.00
89557	HALO TRANSPORTATION	11/16/2017	15,284.00
89558	HAMEL, NANCY	11/16/2017	24.00
89559	HEINEMANN	11/16/2017	6,322.00
89560	HERTZ FURNITURE SYSTEMS CORP	11/16/2017	188.35
89561	HISDAHL INC	11/16/2017	437.99
89562	HOGLUND BUS AND TRUCK CO	11/16/2017	31,840.16
89563	HOLIDAY INN EXPRESS INVER GROV	11/16/2017	570.00
89564	HUGO EQUIPMENT CO	11/16/2017	115.99
89565	HYATT REGENCY	11/16/2017	605.00
89566	IDENTITYSTORES	11/16/2017	600.00
89567	Vendor Continued Check	11/16/2017	0.00
89568	Vendor Continued Check	11/16/2017	0.00
89569	IFD	11/16/2017	95,190.56
89570	IMAGINE LEARNING	11/16/2017	1,500.00
89571	INTELLIGERE INC	11/16/2017	55.00
89572	INTERSTATE POWERSYSTEMS	11/16/2017	1,812.17
89573	INTL BACCALAUREATE ORGANIZATIO	11/16/2017	1,498.00
89574	ISD #742 ST CLOUD AREA SCHOOLS	11/16/2017	1,071.60
89575	ISD #8492 NEW DOMINION SCHOOL	11/16/2017	4,104.03
89576	IUOE LOCAL 70	11/16/2017	2,337.82
89577	IVY, MARY T	11/16/2017	18.00
89578	J.R.'S ADVANCED RECYCLERS	11/16/2017	321.40
89579	JAYTECH INC	11/16/2017	251.76

Check Nbr	Vendor Name	Check Date	Check Amount
89580	JIMMY JOHNS #869	11/16/2017	396.42
89581	JOHNSON, SHARON ANNE	11/16/2017	417.32
89582	JR WESTLING 2016	11/16/2017	41.90
89583	JW PEPPER & SON INC	11/16/2017	191.34
89584	K PEARSON MECHANICAL LLC	11/16/2017	4,735.00
89585	KAISER, PHYLLIS	11/16/2017	28.04
89586	KANCANS, VINCENT MARIS	11/16/2017	90.00
89587	KARLSBURGER FOODS INC	11/16/2017	471.72
89588	KATH FUEL OIL SERVICE CO	11/16/2017	25,203.93
89589	KEOUGH, NICOLE	11/16/2017	540.00
89590	KEYSTONE INTERPRETING SOLUTION	11/16/2017	1,072.00
89591	KLEIN GAIL	11/16/2017	30.00
89592	KOREEN, GLORIA	11/16/2017	39.31
89593	KULLY SUPPLY COMPANY	11/16/2017	448.80
89594	LAKE AREA DANCE CENTER	11/16/2017	163.99
89595	LAKESHORE LEARNING MATERIALS	11/16/2017	164.89
89596	LAKESHORE LEARNING MATERIALS	11/16/2017	1,235.10
89597	LANGUAGE LINE SERVICES	11/16/2017	90.20
89598	LARSON, BEVERLEY M	11/16/2017	12.09
89599	LARSON, KAREN L	11/16/2017	60.00
89600	LARSON, KAY	11/16/2017	60.00
89601	LEARNING A-Z	11/16/2017	199.95
89602	LEARNING FORWARD	11/16/2017	268.00
89603	LEARNING A-Z	11/16/2017	219.90
89604	LEARNING WITHOUT TEARS	11/16/2017	76.23
89605	LEARNING ALLY	11/16/2017	270.00
89606	LEE SCHMITT CONSULTING LLC	11/16/2017	1,750.00
89607	LEHNER, MICHELE	11/16/2017	250.00
89608	LEVASSEUR, MARY	11/16/2017	26.77
89609	LIBRARIANS CHOICE	11/16/2017	233.95
89610	LOOKOUT BOOKS	11/16/2017	536.36
89611	L T G POWER EQUIPMENT	11/16/2017	1,792.85
89612	LUNDGREN, JOANNE M	11/16/2017	22.95
89613	MAC RUNNEL, MINDY L	11/16/2017	27.18
89614	MACKIN EDUCATIONAL RESOURCES	11/16/2017	1,024.33
89615	MACPHAIL CENTER FOR MUSIC	11/16/2017	14,692.50
89616	Vendor Continued Check	11/16/2017	0.00
89617	Vendor Continued Check	11/16/2017	0.00
89618	Vendor Continued Check	11/16/2017	0.00
89619	Vendor Continued Check	11/16/2017	0.00
89620	MADISON NATIONAL LIFE	11/16/2017	52,482.03
89621	MAKERBOT	11/16/2017	3,428.43
89622	MANKATO EAST HIGH	11/16/2017	175.00
89623	MARCO PRODUCTS INC	11/16/2017	5,252.42
89624	MARCO, INC	11/16/2017	320.00
89625	MARIAN UNIVERSITY	11/16/2017	680.00
89626	MARIER, MARYJANE C	11/16/2017	756.37
89627	MARKET DISTRIBUTING	11/16/2017	1,823.75
89628	MN ASSOC OF SCH BUSINESS OFFIC	11/16/2017	100.00
89629	MCDONOUGH'S WATERJETTING AND	11/16/2017	1,115.50

Check Nbr	Vendor Name	Check Date	Check Amount
89630	Vendor Continued Check	11/16/2017	0.00
89631	MN COMMUNITY EDUC ASSOC (MCEA)	11/16/2017	1,720.00
89632	MCGIVERN, FRANK	11/16/2017	59.00
89633	MEDICARE PREMIUM COLLECTION CT	11/16/2017	200.80
89634	MEDTOX LABORATORIES	11/16/2017	299.79
89635	MESSERLI & KRAMER PA	11/16/2017	594.28
89636	METRO SOUND AND LIGHTING	11/16/2017	966.82
89637	MEYER, MIKE	11/16/2017	30.00
89638	MICHAELSON, RUTH F	11/16/2017	12.54
89639	MID CITY SERVICES - INDUSTRIAL	11/16/2017	2,069.31
89640	MIDWEST BUS PARTS INC	11/16/2017	605.15
89641	MIDWEST SPEC INSTRUMENTS	11/16/2017	374.96
89642	MILLARD, BRENT ALAN	11/16/2017	114.86
89643	MILLIGAN, THERESA J	11/16/2017	57.00
89644	MINNETONKA HIGH SCHOOL	11/16/2017	60.00
89645	MINNSPRA	11/16/2017	398.00
89646	MINVALCO INC	11/16/2017	3,270.74
89647	MN MUSIC EDUCATORS ASSOC	11/16/2017	1,390.00
89648	MN COACHES INC	11/16/2017	5,932.90
89649	Vendor Continued Check	11/16/2017	0.00
89650	Vendor Continued Check	11/16/2017	0.00
89651	MN DEPT OF LABOR & INDUSTRY	11/16/2017	660.00
89652	MN ELEVATOR INC	11/16/2017	307.72
89653	MN HISTORICAL SOCIETY	11/16/2017	774.00
89654	MN JUNIOR HIGH SCHOOL	11/16/2017	75.00
89655	MN LANDSCAPE ARBORETUM	11/16/2017	237.50
89656	MN STATE HIGH SCHOOL LEAGUE	11/16/2017	7,032.00
89657	MN STATE HIGH SCHOOL LEAGUE	11/16/2017	150.00
89658	MNAEYC-MNSACA	11/16/2017	1,800.00
89659	MOMS CLUB OF WBL AREA	11/16/2017	65.00
89660	MN PARK & SPORTS TURF MANAGERS	11/16/2017	80.00
89661	MSP COMMUNICATIONS	11/16/2017	1,275.00
89662	MUMBLEAU, RICHARD THOMAS	11/16/2017	165.00
89663	MURPHY, LYNNE M	11/16/2017	90.00
89664	MUSIC CONNECTION INC	11/16/2017	208.00
89665	NAPA AUTO PARTS	11/16/2017	93.99
89666	NASCO	11/16/2017	207.00
89667	NASSEFF MECH CONTRACTORS	11/16/2017	6,300.00
89668	NCPERS MINNESOTA	11/16/2017	160.00
89669	NELCO	11/16/2017	799.26
89670	NELSON, GARY	11/16/2017	315.00
89671	NELSON, SANDI	11/16/2017	315.00
89672	NEOPOST USA	11/16/2017	140.00
89673	NEWARK ELEMENT 14	11/16/2017	574.11
89674	NIXON LMT, AYANO	11/16/2017	75.00
89675	NORCENTRONIX DISTRIBUTING	11/16/2017	1,166.00
89676	NORTH STAR BANK	11/16/2017	7,650.00
89677	NORTH SUBURBAN TOWING	11/16/2017	737.50
89678	NORTHBOUND CREATIVE	11/16/2017	6,196.00
89679	NORTHSTAR SCOREBOARDS INC	11/16/2017	294.50

Check Nbr	Vendor Name	Check Date	Check Amount
89680	NOVAK, JANICE S	11/16/2017	500.00
89681	NOVINSKA, TOD	11/16/2017	270.00
89682	NORTHERN SPEECH SERV INC	11/16/2017	610.39
89683	O'NEIL, LOIS	11/16/2017	25.05
89684	O'REILLY AUTOMOTIVE INC	11/16/2017	1,012.13
89685	OLSEN FIRE PROTECTION	11/16/2017	1,193.00
89686	ON SITE SANITATION INC	11/16/2017	1,812.00
89687	OTTER LAKE PTA	11/16/2017	3,550.00
89688	OXYGEN SERVICE CO INC	11/16/2017	63.24
89689	PARK CENTER HIGH SCHOOL	11/16/2017	250.00
89690	PATIENT TOOLS INC	11/16/2017	141.00
89691	PETERSON BROS ROOFING & CONST	11/16/2017	5,320.11
89692	PHOENIX ALTERNATIVES INC	11/16/2017	451.25
89693	PIERCE, KRISTINE	11/16/2017	50.00
89694	PINE TREE APPLE ORCHARD	11/16/2017	2,280.00
89695	PINZ	11/16/2017	180.00
89696	PLAYBILL INC	11/16/2017	535.00
89697	PODS COMPLETE CAR CARE	11/16/2017	31.67
89698	POLAR CHEVROLET MAZDA	11/16/2017	817.60
89699	POSSEHL, KIRK K	11/16/2017	975.00
89700	POSTMASTER	11/16/2017	1,500.00
89701	PRAXAIR DISTRIBUTION INC	11/16/2017	39.11
89702	PREISLER, PAM	11/16/2017	60.00
89703	PRESS PUBLICATIONS	11/16/2017	861.78
89704	PRIOR LAKE CHEERLEADING	11/16/2017	150.00
89705	PRO-ED INC	11/16/2017	299.20
89706	PROFORMA	11/16/2017	4,568.28
89707	PUBLIC EMP RETIREMENT ASSOC	11/16/2017	581.98
89708	R & R SPECIALTIES INC	11/16/2017	31.65
89709	RADEMACHER, CATHY	11/16/2017	30.00
89710	RAEBURN, SEAN MICHAEL	11/16/2017	60.00
89711	Vendor Continued Check	11/16/2017	0.00
89712	Vendor Continued Check	11/16/2017	0.00
89713	RAMSEY COUNTY	11/16/2017	3,807.00
89714	REDWOOD TOXICOLOGY LABORATORY	11/16/2017	185.70
89715	REGENTS OF THE UNIV OF MN	11/16/2017	7.99
89716	REHBEIN TRANSIT CO INC	11/16/2017	15,200.00
89717	RESEARCH FOR BETTER TEACHING	11/16/2017	2,200.00
89718	THE RETROFIT COMPANIES INC	11/16/2017	205.30
89719	RICHARDS MELISSA	11/16/2017	245.00
89720	ROETTGER, DORIS	11/16/2017	67.25
89721	ROOF SPEC INC	11/16/2017	3,000.00
89722	THE ROSE LAW FIRM, PLLC	11/16/2017	266.25
89723	ROSEVILLE AREA HIGH SCHOOL	11/16/2017	450.00
89724	RUIZ JR, ANTHONY R	11/16/2017	59.00
89725	RUMBLE ON THE RED LLC	11/16/2017	475.00
89726	SADDLEBACK EDUC PUBLISHING	11/16/2017	109.90
89727	SAFETY-KLEEN CORP	11/16/2017	350.34
89728	SAFETYFIRST PLAYGROUND SURFACI	11/16/2017	2,398.17
89729	SAFEWAY DRIVING SCHOOL	11/16/2017	9,450.00

Check Nbr	Vendor Name	Check Date	Check Amount
89730	SAIKO, KATHY	11/16/2017	30.60
89731	SAM'S CLUB/SYNCHRONY BANK	11/16/2017	197.69
89732	SAM'S CLUB/SYNCHRONY BANK	11/16/2017	560.16
89733	SCHMITT MUSIC COMPANY	11/16/2017	5.00
89734	SCHOOL HEALTH CORPORATION	11/16/2017	415.25
89735	Vendor Continued Check	11/16/2017	0.00
89736	SCHOOL SERVICE EMPLOYEES	11/16/2017	7,506.12
89737	SCHOOL VIDEOS	11/16/2017	215.73
89738	SEEVER, GRAY	11/16/2017	160.00
89739	SHAMELESS INC	11/16/2017	525.00
89740	SHERATON DALLAS HOTEL	11/16/2017	4,668.03
89741	SOUTH ST PAUL SCHOOLS	11/16/2017	210.00
89742	ST CATHERINE UNIVERSITY	11/16/2017	125.00
89743	ST MICHAEL ALBERTVILLE COMM ED	11/16/2017	150.00
89744	STATE SUPPLY CO	11/16/2017	4,059.29
89745	STENGLEIN, PAUL	11/16/2017	70.00
89746	STONE, KATHY A	11/16/2017	60.00
89747	STREAMLINE DESIGN INC	11/16/2017	1,711.00
89748	SULLWOLD, PHYLLIS E	11/16/2017	55.00
89749	SUMMIT COMPANIES	11/16/2017	3,259.00
89750	TAYLOR, TRINA	11/16/2017	107.45
89751	TEAMWORKS INTERNATIONAL INC	11/16/2017	891.59
89752	THE KAHLER GRAND HOTEL	11/16/2017	331.56
89753	TOWN LIFE	11/16/2017	1,215.00
89754	TRADE PRESS INC	11/16/2017	7,018.39
89755	TRANS-MISSISSIPPI BIO SUPPLY	11/16/2017	331.33
89756	TRANSPORTATION MGMT CORP	11/16/2017	62.50
89757	TRI-STATE BOBCAT	11/16/2017	47.00
89758	TRIO SUPPLY COMPANY	11/16/2017	8,659.20
89759	TRUCK UTILITIES MFG CO	11/16/2017	140.58
89760	TWIN CITY HARDWARE	11/16/2017	57.20
89761	TWIN CITY JANITOR SUPPLY CO	11/16/2017	11,002.00
89762	TWIN CITIES MAGIC AND COSTUME	11/16/2017	234.00
89763	TWIN CITY TRANSPORTATION INC	11/16/2017	97,743.27
89764	UHL CO INC	11/16/2017	5,687.00
89765	US DEPT OF EDUCATION	11/16/2017	484.52
89766	VALLEY TROPHY INC	11/16/2017	190.05
89767	VOIGT MOTORCOACH TRAVEL	11/16/2017	1,274.82
89768	WALTERS REBUILDERS	11/16/2017	249.95
89769	WB AREA EMERGENCY FOOD SHELF	11/16/2017	185.00
89770	WHITE BEAR CENTER FOR THE ARTS	11/16/2017	8,200.00
89771	WHITE BEAR LOCKSMITH INC	11/16/2017	50.25
89772	WHITE BEAR TOWNSHIP THEATRE	11/16/2017	2,268.00
89773	WHITE BEAR LAKE AREA HISTORICA	11/16/2017	184.00
89774	Vendor Continued Check	11/16/2017	0.00
89775	WHITE BEAR LAKE (CITY OF)	11/16/2017	7,947.88
89776	WHITE BEAR LAKE FOOD SERV	11/16/2017	1,339.00
89777	WEST MUSIC COMPANY	11/16/2017	286.65
89778	WILSON, GARY	11/16/2017	139.87
89779	THE WORKS	11/16/2017	420.00

Check Nbr	Vendor Name	Check Date	Check Amount
89780	WORLD'S FINEST CHOCOLATE INC	11/16/2017	1,560.00
89781	YMCA OF THE GREATER TWIN CITIE	11/16/2017	260.00
89782	ZAHL PETROLEUM MAINTENANCE CO	11/16/2017	156.50
353	Computer	Check(s) For a Total of	1,094,550.89

Check Nbr	Vendor Name	Check Date	Check Amount
86390	MALECEK TEAM WRESTLING CAMP LL	11/16/2017	0.00
9990088	BMO	11/16/2017	0.00
2	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
89312	MPS	11/16/2017	80.00
1	Void	Check(s) For a Total of	80.00

	2	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
	353	Computer	Checks For a Total of	1,094,550.89
Total For	355	Manual, Wire Tran, ACH & Computer Checks		1,094,550.89
Less	1	Voided	Checks For a Total of	80.00
		Net Amount		1,094,470.89

Check Nbr	Vendor Name	Check Date	Check Amount
171800364	BABCOCK, ARIANA K	11/28/2017	221.65
171800365	BENSEN, KATHERINE K	11/28/2017	209.73
171800366	BERNDT, MICHELE R	11/28/2017	73.73
171800367	BOOTH, KARLA J	11/28/2017	121.98
171800368	BREMER, JACLYN ANN	11/28/2017	78.53
171800369	BRISTOL, RYAN MARIE	11/28/2017	281.10
171800370	CANNIFF, AMY E	11/28/2017	183.50
171800371	COOPER, MITCHELL L	11/28/2017	130.00
171800372	DALLY, PENNY WONG	11/28/2017	195.00
171800373	EGEMO, PATRICIA ANN	11/28/2017	44.94
171800374	ENGSTRAN, PAUL A	11/28/2017	265.45
171800375	FISH, SUSAN M	11/28/2017	35.20
171800376	FORESTELL, SARAH T	11/28/2017	150.00
171800377	FROST, LORI J	11/28/2017	118.19
171800378	FUHRMAN, SARAH J	11/28/2017	62.00
171800379	GRANT, SHANNON	11/28/2017	83.52
171800380	GRIEBENOW, BRIAN N	11/28/2017	194.75
171800381	GUTHRIE, ASHLEY M	11/28/2017	41.99
171800382	INDLECOFFER, TRACI D	11/28/2017	30.12
171800383	JOHNSON, JENNIFER R	11/28/2017	50.00
171800384	KELLEY, DEBRA K	11/28/2017	140.00
171800385	KENTFIELD, KELLY S	11/28/2017	97.64
171800386	KLIER, BECKY L	11/28/2017	50.00
171800387	KOBILKA, STEVEN T	11/28/2017	151.70
171800388	KOLODNY, ADRIANA C	11/28/2017	81.86
171800389	KONOP, KRISTEN M	11/28/2017	35.77
171800390	KUBOW, MONICA A	11/28/2017	102.45
171800391	LACASSE, KIM S	11/28/2017	480.00
171800392	LAMWERS, LINDSAY M	11/28/2017	4,326.70
171800393	LARSON, BRITA A	11/28/2017	71.16
171800394	LARSON, JOHN FRANCIS	11/28/2017	60.00
171800395	LUND, BARBARA A	11/28/2017	136.00
171800396	MATUSESKI, KEVIN L	11/28/2017	193.80
171800397	MCPHERSON, KIRSTEN M	11/28/2017	79.90
171800398	MEUWISSEN, DAVID L	11/28/2017	50.00
171800399	MICHEL, ROCHELLE N	11/28/2017	533.18
171800400	MIDTHUN, CAROL J	11/28/2017	50.00
171800401	NIKKEL, DIANE L	11/28/2017	41.73
171800402	OTTAVIANI, AMY M	11/28/2017	130.00
171800403	PERCIVAL, PATRICIA A	11/28/2017	150.00
171800404	PLASTER, MARK ANTHONY	11/28/2017	103.25
171800405	POKORNY, MARY J	11/28/2017	606.61
171800406	ROSSITER, DANIEL J	11/28/2017	823.37
171800407	RYAN, CANDACE MAY	11/28/2017	79.18
171800408	SANTOSCOY, BRIANA JO	11/28/2017	84.26
171800409	SCHWEIZER, JENNIFER M	11/28/2017	109.95
171800410	TARNOWSKI, ERIN C	11/28/2017	163.85
171800411	TOLONEN, CLAY S	11/28/2017	120.55
171800412	TRIGGS, CARLA M	11/28/2017	113.82
171800413	VILLWOCK, ROBIN S	11/28/2017	66.67

Check Nbr	Vendor Name	Check Date	Check Amount
171800414	VOSS, KAREN D	11/28/2017	82.37
171800415	WHITBY, SANDRA LYNN	11/28/2017	38.52
171800416	WILLIAMS, LAURA L	11/28/2017	695.50
171800417	ZICKERMANN, JORDAN MARIE	11/28/2017	23.07
54	ACH	Check(s) For a Total of	12,644.24

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	54	ACH	Checks For a Total of	12,644.24
	0	Computer	Checks For a Total of	0.00
Total For	54	Manual, Wire Tran, ACH & Computer	Checks	12,644.24
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		12,644.24

Check Nbr	Vendor Name	Check Date	Check Amount
9990262	AIG	11/30/2017	6,504.18
9990263	AMERICAN FUNDS	11/30/2017	84,340.16
9990264	AMERICAN UNITED LIFE	11/30/2017	73,130.77
9990265	AMERIPRISE FINANCIAL SERVICES	11/30/2017	12,748.64
9990266	AXA EQUITABLE	11/30/2017	31,089.60
9990267	EDUCATION MN ESI BILLING TRUST	11/30/2017	34,160.68
9990268	Vendor Continued Check	11/30/2017	0.00
9990269	Vendor Continued Check	11/30/2017	0.00
9990270	Vendor Continued Check	11/30/2017	0.00
9990271	Vendor Continued Check	11/30/2017	0.00
9990272	INTERNAL REVENUE SERVICE	11/30/2017	699,828.77
9990273	METROPOLITAN LIFE	11/30/2017	2,224.60
9990274	MN DEPT OF HUMAN SERVICES	11/30/2017	1,600.50
9990275	Vendor Continued Check	11/30/2017	0.00
9990276	MN DEPT OF REVENUE	11/30/2017	109,683.37
9990277	MN REVENUE	11/30/2017	281.01
9990278	MN STATE RETIREMENT	11/30/2017	4,169.43
9990279	Vendor Continued Check	11/30/2017	0.00
9990280	PUBLIC EMP RETIREMENT ASSOC	11/30/2017	111,719.68
9990281	TEACHERS RETIREMENT ASSOC	11/30/2017	329,792.80
9990282	VANGUARD SMALL BUSINESS SERVIC	11/30/2017	25,566.89
9990283	WHITE BEAR LAKE TEACHERS ASSOC	11/30/2017	41,090.41
22	Computer	Check(s) For a Total of	1,567,931.49

	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
	22	Computer	Checks For a Total of	1,567,931.49
Total For	22	Manual, Wire Tran, ACH & Computer Checks		1,567,931.49
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,567,931.49

Check Nbr	Vendor Name	Check Date	Check Amount
89783	AARP DRIVER SAFETY PROGRAM	11/30/2017	340.00
89784	AARP DRIVER SAFETY PROGRAM	11/30/2017	355.00
89785	ACER SERVICE CORP	11/30/2017	111.09
89786	AMAZON	11/30/2017	1,290.66
89787	AMAZON	11/30/2017	810.94
89788	AMAZON	11/30/2017	138.76
89789	AMAZON	11/30/2017	21.98
89790	AMAZON	11/30/2017	1,743.30
89791	AMAZON	11/30/2017	821.90
89792	AMAZON	11/30/2017	136.62
89793	AMAZON	11/30/2017	2,064.42
89794	AMAZON	11/30/2017	196.00
89795	AMAZON	11/30/2017	1,771.45
89796	AMAZON	11/30/2017	2,028.01
89797	AMAZON	11/30/2017	222.24
89798	AMAZON	11/30/2017	232.44
89799	AMAZON	11/30/2017	2,091.18
89800	AMAZON	11/30/2017	676.70
89801	AMAZON	11/30/2017	51.64
89802	AMERICAN CHORAL DIRECTORS ASSO	11/30/2017	240.00
89803	AMERICAN RED CROSS	11/30/2017	1,052.00
89804	AMER RED CROSS	11/30/2017	270.00
89805	AMERICAN TIME & SIGNAL CO	11/30/2017	686.13
89806	ANDERSON, ANTHONY J	11/30/2017	66.00
89807	ARCH LANGUAGE NETWORK	11/30/2017	700.00
89808	ASSETGENIE INC	11/30/2017	319.00
89809	ATC GROUP SERVICES LLC	11/30/2017	5,706.58
89810	BARNES & NOBLE	11/30/2017	305.54
89811	BEAR PATCH QUILTING CO	11/30/2017	52.99
89812	BECKER ARENA PRODUCTS INC	11/30/2017	292.21
89813	BENCHMARK EDUCATION COMPANY	11/30/2017	4,884.00
89814	BEST BUY BUSINESS ADVANTAGE AC	11/30/2017	1,168.22
89815	BLUE TARP FINANCIAL INC	11/30/2017	225.85
89816	BLUEBIRD SCREEN PRINT	11/30/2017	603.62
89817	BOARDROOM TECHNOLOGIES	11/30/2017	4,054.00
89818	BORAH TEAMWEAR	11/30/2017	220.00
89819	BOYER TRUCKS	11/30/2017	37.88
89820	BRAUN INTERTEC CORPORATION	11/30/2017	4,150.00
89821	BREAKDOWN SPORTS USA	11/30/2017	130.00
89822	THE BUG COMPANY	11/30/2017	17.75
89823	CALCULATED INDUSTRIES	11/30/2017	1,996.89
89824	CAPITAL ONE COMMERCIAL	11/30/2017	1,437.15
89825	CARBONES PIZZERIA	11/30/2017	850.05
89826	CATALYST SPORTS MEDICINE	11/30/2017	1,216.00
89827	CATES, LINDSAY	11/30/2017	600.00
89828	CCP INDUSTRIES INC	11/30/2017	426.01
89829	CEDAR RIVER HORSE	11/30/2017	3,900.00
89830	CENTURY COLLEGE	11/30/2017	1,495.00
89831	CONNEY SAFETY	11/30/2017	413.56
89832	CONTINENTAL CLAY CO	11/30/2017	460.80

Check Nbr	Vendor Name	Check Date	Check Amount
89833	CONTINENTAL RESEARCH CORP	11/30/2017	186.89
89834	CONTINENTAL PRESS	11/30/2017	425.54
89835	COVER MY TRACTOR	11/30/2017	525.00
89836	CUB FOODS OF WHITE BEAR TWSHP	11/30/2017	557.24
89837	CUMMINS NPOWER LLC	11/30/2017	6,764.20
89838	DEBZ SHIRTZ	11/30/2017	620.00
89839	DEMCO INC	11/30/2017	28.25
89840	DIDAX	11/30/2017	644.85
89841	DONATELLI'S	11/30/2017	1,090.81
89842	DOOR SERVICE COMPANY	11/30/2017	233.00
89843	DS ERICKSON & ASSOC PLLC	11/30/2017	234.96
89844	EDBERG, REBECCA J	11/30/2017	935.91
89845	EDUCATION WEEK	11/30/2017	2,450.00
89846	ENABLING DEVICES	11/30/2017	239.90
89847	ENGSTROM, MARK	11/30/2017	149.00
89848	EQUITY ALLIANCE MN	11/30/2017	530.00
89849	THE EQUITY COLLABORATIVE	11/30/2017	4,500.00
89850	FAIRCLOUGH, KARI L	11/30/2017	240.00
89851	FAISON, JOHN	11/30/2017	66.00
89852	FASTENAL COMPANY	11/30/2017	209.32
89853	FESTIVAL FOODS-KNOWLAN'S	11/30/2017	29.01
89854	FLINN SCIENTIFIC INC	11/30/2017	317.34
89855	FOREIGN CANDY COMPANY INC	11/30/2017	251.70
89856	FREEDOM CONCEPTS USA LLC	11/30/2017	3,558.00
89857	FRONTRUNNER SCREEN PRINTING	11/30/2017	372.50
89858	FAIRVIEW SPORTS & ORTHOPEDIC C	11/30/2017	820.00
89859	GALLAGHERS NORTHWESTERN TIRE C	11/30/2017	906.30
89860	THE GOOD ACRE	11/30/2017	185.00
89861	GOPHER	11/30/2017	1,552.22
89862	GOVERNMENT FINANCE OFFICERS AS	11/30/2017	280.00
89863	GRANDMA'S BAKERY INC	11/30/2017	177.22
89864	GREAT LAKES COCA COLA DIST LLC	11/30/2017	1,691.88
89865	GREATAMERICA FINANCIAL SERVICE	11/30/2017	1,861.69
89866	GREENE, PATTI	11/30/2017	538.16
89867	HANKINS, RYAN	11/30/2017	90.00
89868	HEGGIES PIZZA	11/30/2017	3,875.68
89869	HEINEMANN	11/30/2017	1,434.00
89870	HEINEMANN	11/30/2017	548.63
89871	HERITAGE FOOD SERVICE GROUP	11/30/2017	157.90
89872	HIAWATHA HOMECARE	11/30/2017	504.00
89873	HILL MURRAY HIGH SCHOOL	11/30/2017	175.00
89874	HISDAHL INC	11/30/2017	135.25
89875	HOGLUND BUS AND TRUCK CO	11/30/2017	3,090.13
89876	HOLMES, JEFF	11/30/2017	1,493.00
89877	HOME DEPOT CREDIT SERVICES	11/30/2017	1,494.75
89878	HUFFMAN, KRISTINA MARIE	11/30/2017	156.00
89879	Vendor Continued Check	11/30/2017	0.00
89880	Vendor Continued Check	11/30/2017	0.00
89881	IFD	11/30/2017	100,983.03
89882	INDUSTRIAL ARTS SUPPLY	11/30/2017	67.15

Check Nbr	Vendor Name	Check Date	Check Amount
89883	INNOVATIVE OFFICE SOLUTIONS	11/30/2017	192.47
89884	INNOVATIVE OFFICE SOLUTIONS	11/30/2017	18,670.86
89885	INSTITUTE FOR EDUCATIONAL DEV	11/30/2017	249.00
89886	IUOE LOCAL 70	11/30/2017	2,324.40
89887	JAYTECH INC	11/30/2017	622.36
89888	JOHN HENRY FOSTER MINNESOTA	11/30/2017	67.70
89889	JUNIOR LIBRARY GUILD	11/30/2017	45.00
89890	JW PEPPER & SON INC	11/30/2017	2,025.32
89891	KARLSBURGER FOODS INC	11/30/2017	285.84
89892	KIMBALL MIDWEST	11/30/2017	828.42
89893	KITTELSON MARKETING CO INC	11/30/2017	4,272.00
89894	KNUTSON FLYNN & DEANS PA	11/30/2017	1,760.00
89895	Vendor Continued Check	11/30/2017	0.00
89896	KRAFT CONTRACTING & MECHANICAL	11/30/2017	6,570.21
89897	KUBES, TOM	11/30/2017	84.00
89898	KULLY SUPPLY COMPANY	11/30/2017	1,462.42
89899	LADENS BUSINESS SOLUTIONS	11/30/2017	145.00
89900	LAKE COUNTRY BOOKSELLERS	11/30/2017	1,799.20
89901	LAKEVIEW ELECTRICAL SERVICES	11/30/2017	2,205.00
89902	LIBERTY CLASSICAL ACADEMY	11/30/2017	800.00
89903	LONG, JENNIFER ANN	11/30/2017	22.99
89904	LOS ANGELES AIRPORT MARRIOTT	11/30/2017	924.40
89905	L T G POWER EQUIPMENT	11/30/2017	396.00
89906	MAD SCIENCE OF MINNESOTA	11/30/2017	585.00
89907	Vendor Continued Check	11/30/2017	0.00
89908	Vendor Continued Check	11/30/2017	0.00
89909	MADISON NATIONAL LIFE	11/30/2017	46,190.04
89910	MAILFINANCE INC	11/30/2017	431.82
89911	MALLOY/MONTAGUE/KARNOWSKI & CO	11/30/2017	13,800.00
89912	MALMBORGS INC	11/30/2017	1,917.25
89913	MN ASSOC OF SECONDARY SCHOOL P	11/30/2017	150.00
89914	MESSERLI & KRAMER PA	11/30/2017	273.36
89915	METRO ECSU	11/30/2017	705.00
89916	METRO MEALS ON WHEELS INC	11/30/2017	141.25
89917	METRO SOUND AND LIGHTING	11/30/2017	63.00
89918	MIDWEST BUS PARTS INC	11/30/2017	874.39
89919	MINVALCO INC	11/30/2017	640.73
89920	MN DEPT OF EDUCATION/ MCIS ACC	11/30/2017	1,055.00
89921	MN ORCHESTRA	11/30/2017	725.00
89922	MN STATE HIGH SCHOOL LEAGUE	11/30/2017	25.00
89923	MOBYMAX	11/30/2017	182.00
89924	MODERN FENCE & CONST INC	11/30/2017	2,250.00
89925	MOORE, CYNTHIA A	11/30/2017	678.00
89926	MOTTINGER, HUNTER	11/30/2017	65.00
89927	MN REC & PARK ASSN (MRPA)	11/30/2017	560.00
89928	MURPHY, LYNNE M	11/30/2017	90.00
89929	MUSIC CONNECTION INC	11/30/2017	820.00
89930	NASSEFF MECH CONTRACTORS	11/30/2017	1,450.00
89931	NCPERS MINNESOTA	11/30/2017	160.00
89932	NETCHEMIA	11/30/2017	12,832.60

Check Nbr	Vendor Name	Check Date	Check Amount
89933	NEWSELA	11/30/2017	4,950.00
89934	NORCENTRONIX DISTRIBUTING	11/30/2017	590.00
89935	OFFICE DEPOT	11/30/2017	75.29
89936	ONENECK IT SOLUTIONS LLC	11/30/2017	525.00
89937	PAUL VADNAIS PLUMBING & WELL	11/30/2017	160.00
89938	P B B S EQUIPMENT CORP	11/30/2017	1,678.96
89939	PEARSON, CHRIS	11/30/2017	149.00
89940	PEARSON EDUCATION INC	11/30/2017	259.40
89941	PEARSON EDUCATION	11/30/2017	2,625.00
89942	PINE TREE APPLE ORCHARD	11/30/2017	1,410.00
89943	PLAYBILL INC	11/30/2017	665.00
89944	POLAR CHEVROLET MAZDA	11/30/2017	443.80
89945	POWER DISTRIBUTORS	11/30/2017	63.26
89946	PRESS PUBLICATIONS	11/30/2017	914.66
89947	PRO-ED INC	11/30/2017	158.40
89948	PROFORMA	11/30/2017	420.41
89949	R & R SPECIALTIES INC	11/30/2017	56.00
89950	RAMSEY COUNTY PARKS/REC DEPT	11/30/2017	14,615.01
89951	RAUSCH, STURM, ISRAEL,	11/30/2017	201.22
89952	REGENTS OF THE UNIV OF MN	11/30/2017	5,536.57
89953	REILAND, KAREN LYNN	11/30/2017	421.33
89954	REPUBLIC SERVICES #899	11/30/2017	8,836.88
89955	RESEARCH FOR BETTER TEACHING	11/30/2017	3,221.56
89956	ROHLINGER, JANNA	11/30/2017	317.40
89957	SAFEWAY DRIVING SCHOOL	11/30/2017	7,560.00
89958	SALZMAN-HANKINS, SHARI	11/30/2017	90.00
89959	SAM'S CLUB/SYNCHRONY BANK	11/30/2017	1,322.11
89960	SAM'S CLUB/SYNCHRONY BANK	11/30/2017	470.98
89961	SAM'S CLUB/SYNCHRONY BANK	11/30/2017	451.35
89962	SCHMITT MUSIC COMPANY	11/30/2017	275.95
89963	SCHOLASTIC INC	11/30/2017	359.87
89964	Vendor Continued Check	11/30/2017	0.00
89965	SCHOOL SERVICE EMPLOYEES	11/30/2017	7,217.10
89966	SCIENCE MUSEUM OF MINNESOTA	11/30/2017	390.00
89967	SCIENCE MUSEUM OF MINNESOTA	11/30/2017	1,368.00
89968	SEEVER, GRAY	11/30/2017	160.00
89969	SEIPEL, JOSHUA DAVID	11/30/2017	209.00
89970	SELB-SACK, MICHELLE	11/30/2017	30.55
89971	SHEPLER, LAURA	11/30/2017	982.51
89972	SIMPLEXGRINNELL LP	11/30/2017	1,110.78
89973	SMARTSIGN	11/30/2017	849.10
89974	SOUTHWEST BINDING & LAMINATING	11/30/2017	129.66
89975	SPSI INC	11/30/2017	753.93
89976	ST CLOUD STATE UNIV	11/30/2017	1,285.00
89977	STATE SUPPLY CO	11/30/2017	6,023.80
89978	STAY TUNED PIANO SERVICES	11/30/2017	196.00
89979	STREAMLINE DESIGN INC	11/30/2017	180.00
89980	SUCCESS BEYOND THE CLASSROOM	11/30/2017	120.00
89981	SUMMIT COMPANIES	11/30/2017	2,336.49
89982	SUPPLYWORKS	11/30/2017	99.18

Check Nbr	Vendor Name	Check Date	Check Amount
89983	SYNOVIA SOLUTIONS	11/30/2017	2,968.90
89984	TAMARACK NATURE CENTER	11/30/2017	357.50
89985	TAYLOR, TRINA	11/30/2017	48.03
89986	TILTON, BRUCE	11/30/2017	84.00
89987	TIME FOR KIDS	11/30/2017	13.61
89988	TORMACH INC	11/30/2017	487.27
89989	TRADE PRESS INC	11/30/2017	1,472.00
89990	TRAVEL LEADERS	11/30/2017	5,836.12
89991	TREASURED TRANSPORTATION	11/30/2017	31,901.34
89992	T.R.F. SUPPLY CO	11/30/2017	824.64
89993	TRUSTED EMPLOYEES	11/30/2017	3,427.00
89994	TUFT, JAMES	11/30/2017	65.00
89995	TURFWERKS INC	11/30/2017	102.48
89996	TWIN CITY HARDWARE	11/30/2017	1,264.49
89997	UHL CO INC	11/30/2017	610.00
89998	UNITED REFRIGERATION	11/30/2017	254.53
89999	UNIVERSITY OF MINNESOTA	11/30/2017	10,295.00
90000	US DEPT OF EDUCATION	11/30/2017	480.86
90001	US FOODS CULINARY EQUIP & SUPP	11/30/2017	618.42
90002	VANDERBOSCH, DANA A	11/30/2017	100.85
90003	VARSITY SPIRIT FASHIONS	11/30/2017	48.50
90004	VERTICAL ENDEAVORS INC	11/30/2017	50.00
90005	VIKING INDUSTRIAL CENTER	11/30/2017	307.00
90006	VISTAPRINT NETHERLANDS B.V.	11/30/2017	33.27
90007	VOYAGER SOPRIS LEARNING	11/30/2017	40.00
90008	WALFOORT, ANTHONY J	11/30/2017	83.50
90009	WB AREA EMERGENCY FOOD SHELF	11/30/2017	4,879.58
90010	WHITE BEAR RENTAL EQUIPMENT	11/30/2017	53.30
90011	WHITE BEAR AREA CHAMBER	11/30/2017	170.00
90012	WHITE BEAR LAKE CITY	11/30/2017	35.00
90013	WHITE BEAR LAKE (CITY OF)	11/30/2017	1,674.75
90014	WELLNER LAW PLLC	11/30/2017	100.00
90015	WEST MUSIC COMPANY	11/30/2017	224.78
90016	WINNICK SUPPLY	11/30/2017	58.60
90017	XCEL ENERGY	11/30/2017	81,497.71
90018	XCEL ENERGY	11/30/2017	21,700.78
90019	YANKEE CANDLE	11/30/2017	2,533.40
90020	YOUTH FRONTIERS	11/30/2017	1,695.00

238	Computer	Check(s) For a Total of	591,537.72
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Check Nbr	Vendor Name	Check Date	Check Amount
88488	EDUCATIONAL TESTING SERVICE	11/30/2017	0.00
88673	SAM'S CLUB/SYNCHRONY BANK	11/30/2017	0.00
89116	AMAZON	11/30/2017	0.00
171800328	MARKUSON, RACHAEL J	11/30/2017	0.00
4	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
89159	THE CAMBRIDGE SCHOOL OF DALLAS	11/30/2017	800.00
89655	MN LANDSCAPE ARBORETUM	11/30/2017	237.50
2	Void	Check(s) For a Total of	1,037.50

	4	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
	238	Computer	Checks For a Total of	591,537.72
Total For	242	Manual, Wire Tran, ACH & Computer Checks		591,537.72
Less	2	Voided	Checks For a Total of	1,037.50
		Net Amount		590,500.22

Check Nbr	Vendor Name	Check Date	Check Amount
90021	AARP DRIVER SAFETY PROGRAM	12/01/2017	340.00
90022	DEBZ SHIRTZ	12/01/2017	220.00
90023	FLANAGAN, HOPE LYNN	12/01/2017	400.00
90024	US FOODS CULINARY EQUIP & SUPP	12/01/2017	618.42
90025	VANDEBOSCH, DANA A	12/01/2017	100.85
90026	VARSITY SPIRIT FASHIONS	12/01/2017	48.50
90027	VERTICAL ENDEAVORS INC	12/01/2017	50.00
90028	VIKING INDUSTRIAL CENTER	12/01/2017	307.00
90029	VISTAPRINT NETHERLANDS B.V.	12/01/2017	33.27
90030	VOYAGER SOPRIS LEARNING	12/01/2017	40.00
90031	WALFOORT, ANTHONY J	12/01/2017	83.50
90032	WB AREA EMERGENCY FOOD SHELF	12/01/2017	4,879.58
90033	WHITE BEAR RENTAL EQUIPMENT	12/01/2017	53.30
90034	WHITE BEAR AREA CHAMBER	12/01/2017	170.00
90035	WHITE BEAR LAKE CITY	12/01/2017	35.00
90036	WHITE BEAR LAKE (CITY OF)	12/01/2017	1,674.75
90037	WELLNER LAW PLLC	12/01/2017	100.00
90038	WEST MUSIC COMPANY	12/01/2017	224.78
90039	WINNICK SUPPLY	12/01/2017	58.60
90040	XCEL ENERGY	12/01/2017	81,497.71
90041	XCEL ENERGY	12/01/2017	21,700.78
90042	YANKEE CANDLE	12/01/2017	2,533.40
90043	YOUTH FRONTIERS	12/01/2017	1,695.00
23	Computer	Check(s) For a Total of	116,864.44

Check Nbr	Vendor Name	Check Date	Check Amount
89783	AARP DRIVER SAFETY PROGRAM	12/01/2017	340.00
89838	DEBZ SHIRTZ	12/01/2017	620.00
90001	US FOODS CULINARY EQUIP & SUPP	12/01/2017	618.42
90002	VANDERBOSCH, DANA A	12/01/2017	100.85
90003	VARSITY SPIRIT FASHIONS	12/01/2017	48.50
90004	VERTICAL ENDEAVORS INC	12/01/2017	50.00
90005	VIKING INDUSTRIAL CENTER	12/01/2017	307.00
90006	VISTAPRINT NETHERLANDS B.V.	12/01/2017	33.27
90007	VOYAGER SOPRIS LEARNING	12/01/2017	40.00
90008	WALFOORT, ANTHONY J	12/01/2017	83.50
90009	WB AREA EMERGENCY FOOD SHELF	12/01/2017	4,879.58
90010	WHITE BEAR RENTAL EQUIPMENT	12/01/2017	53.30
90011	WHITE BEAR AREA CHAMBER	12/01/2017	170.00
90012	WHITE BEAR LAKE CITY	12/01/2017	35.00
90013	WHITE BEAR LAKE (CITY OF)	12/01/2017	1,674.75
90014	WELLNER LAW PLLC	12/01/2017	100.00
90015	WEST MUSIC COMPANY	12/01/2017	224.78
90016	WINNICK SUPPLY	12/01/2017	58.60
90017	XCEL ENERGY	12/01/2017	81,497.71
90018	XCEL ENERGY	12/01/2017	21,700.78
90019	YANKEE CANDLE	12/01/2017	2,533.40
90020	YOUTH FRONTIERS	12/01/2017	1,695.00
22	Void	Check(s) For a Total of	116,864.44

	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
	23	Computer	Checks For a Total of	116,864.44
Total For	23	Manual, Wire Tran, ACH & Computer	Checks	116,864.44
Less	22	Voided	Checks For a Total of	116,864.44
		Net Amount		0.00

Consent Agenda 5(c)
December 11, 2017
School Board Meeting

From: **Donald Mullin** <donald.mullin@isd624.org>
Date: Wed, Dec 6, 2017 at 2:36 PM
Subject: November work study session
To: Schoolboard Schoolboard <Schoolboard@isd624.org>

During the November work study meeting I made a statement which may have been construed to be critical of the value of public education. My intent was to be humorous but it may have not been perceived that way by everyone in attendance.

I apologize to anybody I may have offended and assure everyone that I believe in the value of the public schools system, in particular our schools.

Going forward I will do better and I thank you for your understanding.

Respectfully,

Don Mullin

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**
Tom Wiczorek, Director of Finance

Donation	Donor	Recipient
\$30	Arnold Ramse	Central Middle School
\$4,500	White Bear Basketball Association	White Bear Lake Area High School South Campus Girls Varsity Basketball
\$500 for Phy Ed equipment	Judy Craig Edina Realty	Matoska IB World School
\$600 for students to purchase books at the school book fair	Sharon Doffing	Willow Lane Elementary School
\$100 for community outreach associated with concussion talk.	Lakewood Chiropractic	White Bear Lake Area High School South Campus
\$1,000	Kathy and Gavin Burnham	White Bear Lake Area High School-North Campus Theater Program
\$50	Swenson Family	White Bear Lake Area High School-North Campus Theater Program
\$25	Dan and Pam Saiko	White Bear Lake Area High School-North Campus Theater Program
\$250	Hugo Lions Club	White Bear Lake Area High School-North Campus Theater Program
\$100	Andrew Hoffman	White Bear Lake Area High School-North Campus Theater Program
\$35	Judith and Michael Deery	White Bear Lake Area High School-North Campus Theater Program
\$60	Tim and Rosie Teas	White Bear Lake Area High School-North Campus Theater Program
\$100	White Bear Smiles	White Bear Lake Area High School-North Campus Theater Program

\$200	Holly Thompson	White Bear Lake Area High School-North Campus Theater Program
\$100	Anissa and Raymond Wenzel	White Bear Lake Area High School-North Campus Theater Program
\$100	Ben and Dana Stob	White Bear Lake Area High School-North Campus Theater Program
\$50	Ronald and Cynthia Anderson	White Bear Lake Area High School-North Campus Theater Program
\$50	David and Theresa McGauley	White Bear Lake Area High School-North Campus Theater Program
\$25	Kathy Smith	White Bear Lake Area High School-North Campus Theater Program
\$300	White Bear Lions Club	White Bear Lake Area High School-North Campus Theater Program
\$35	Mary and Greg Larson	White Bear Lake Area High School-North Campus Theater Program
\$100	Julie and Terry Perreira	White Bear Lake Area High School-North Campus Theater Program
\$50	Kathy and Darrell Stone	White Bear Lake Area High School-North Campus Theater Program
\$35	Diane Danko	White Bear Lake Area High School-North Campus Theater Program
\$250	Bates Orthodontics Attn: Sean Bates	White Bear Lake Area High School-North Campus Theater Program
\$75	Northeast Youth & Family Services	White Bear Lake Area High School-North Campus Theater Program
\$30	Tim and Kelly Deery	White Bear Lake Area High School-North Campus Theater Program
\$30	Eileen Burchby	White Bear Lake Area High School-North Campus Theater Program
\$50	Karen and Terry Reiland	White Bear Lake Area High School-North Campus Theater Program
\$75	Manitou Grill and Event Center	White Bear Lake Area High School-North Campus Theater Program
\$105	Diana Rose	White Bear Lake Area High School-North Campus Theater Program

\$250	Cost Cutters c/o Rick MacChesney	White Bear Lake Area High School-North Campus Theater Program
\$30	John and Pinky Spoto	White Bear Lake Area High School-North Campus Theater Program
\$35	Dorothy and Howard DeWitt	White Bear Lake Area High School-North Campus Theater Program
\$250	White Bear Lions Club C/o Dave Hunt	White Bear Lake Area High School-North Campus Theater Program
\$100	Matthew and Lori Miller	White Bear Lake Area High School-North Campus Theater Program
\$417	See Attached	White Bear Lake Area High School-North Campus Theater Program
\$190	Tartan Area Youth Enrichment Inc.	White Bear Lake Area School District
Flute	Christine Cerny	Sunrise Park Middle School Band Department
Paper Door Hangers 8 boxes, 500 sheets each	Taymark Attn: Kristin Bernier	White Bear Lake Area School District
\$1,201.33	Vadnais Heights Perkins Customers and Staff	Vadnais Heights Elementary School
40 skeins of yarn	A Sheepy Yarn Shop	White Bear Lake Area Schools Extended Day Program
\$25 to zero out a child's lunch balance	Mary Maloy	Oneka Elementary School

RECOMMENDATION: Accept donations.

Last Name	First Name	Amount
Adams Bill	Bree	\$10.00
Anderson	Cynthia	\$5.00
Babcock	Ariana	\$5.00
Barth	Molly	\$5.00
Beckers	Teri	\$50.00
Belisle	Lindsay	\$2.00
Bender	Carolyn	\$10.00
Brady	Tanya	\$4.00
Cabrera	Julio	\$1.00
Davis	Karen	\$10.00
Farrington	Angela	\$10.00
Fryer	Katina	\$5.00
Goudreau	Jennifer	\$5.00
Hafoka	Heikolo	\$3.00
Hedin	Julie	\$20.00
Huesman	Cassie	\$5.00
Jensen	Rachel	\$4.00
Johnson	Jan	\$40.00
Latuff	Jen	\$5.00
Le	Luyen	\$4.00
Letourneau	Daniel	\$10.00
Mccarty	Ellie	\$5.00
Miller	Anne	\$8.00
Minnick	Maggie	\$2.00
Norton	Martha	\$5.00
Olson	Karen	\$10.00
Parranto	Emma	\$3.00
Pedersen	Steve	\$10.00
Reber	Jody	\$10.00
Ring	Sara	\$10.00
Sass	Becky	\$5.00
Slomkowski	Judith	\$10.00
Sorensen	Brad	\$1.00
Storey	Catherine	\$25.00
Thompson	Andrea	\$1.00
Tyler	Marylou	\$10.00
Vette	Marisa	\$10.00
Wakem	Mary	\$5.00
Wald	Tim	\$20.00
Westveer	Janell	\$50.00
Zerwas	Theresa	\$4.00

\$417.00

\$417.00

AGENDA ITEM:

Field Trip Requests

MEETING DATE:

December 11, 2017

SUGGESTED DISPOSITION:

Consent Agenda

CONTACT PERSON(S):

Sara Paul, Assistant Superintendent for Teaching and Learning and Tim Wald, Assistant Superintendent for Finance and Operations

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
March 7-17, 2018 Spain	Sarah Forestell	WBLAHS – North and South Campus	2	13	Total Cost Per Student: \$3,395.00 Source of Revenue: One group fundraiser, student funds	Air/Train to and in Spain	We offer student experiences abroad to give students the opportunity of living in a Spanish-speaking country. They live with a Spanish-family, attend a school day, and travel to learn about the culture and history of Spain.

Recommendation: The administration recommends the School Board approve this field trip.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATION/TERMINATION – CLASSIFIED STAFF

CHARLES ARCHER – Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/06/2016
Effective Date: 01/05/2018

KELLY JOHNSON – Part Time Cook, Sunrise Park Middle School
Employed by District 624 since 10/02/2017
Effective Date: 11/09/2017

VALENTINE JOHNSON III – Asst. Head Custodian, Willow Elementary
Employed by District 624 since 06/15/2015
Effective Date: 12/20/17

CHANGE IN ASSIGNMENT – CLASSIFIED STAFF

EMILY CLARK – Extended Day/Bear FUNdamentals Assistant Leader, Oneka and Hugo
From 5.75 hrs. per day to 7.0 hrs. per day
Effective Date: 11/27/2017

FULL – TIME LEAVE REQUEST – CERTIFIED STAFF

ASHLEY PETERSON – Grade 3 Teacher, Matoska Elementary
Employed by District since 08/24/2015
Effective Date: 10/24/17 through 11/03/2017

EXTRA ASSIGNMENT – CERTIFIED STAFF

ANTHONY WALFOORT – .1 Ambassadors, WBLAHS – North Campus
MA, Step 10, \$6,854.90
Effective Date: 08/28/2017

NEW PERSONNEL – CLASSIFIED STAFF

MADELINE BAHNEMANN – Program Aide, Birch Lake Elementary
\$12.53/hr., 2.75 hrs. per day/ 188 days, \$6,487.01
Effective Date: 10/11/2017

REBECCA HANSEN – Pupil Support Assistant, WBLAHS – South Campus
\$18.00/hr., 6.5 hrs. per day/ 125 days, \$14,625.00
Effective Date: 11/27/2017

KATHERINE LUNDE – Instructional Assistant, Vadnais Elementary
\$18.00/hr., 6.5 hrs. per day/ 138 days, \$16,146.00
Effective Date: 11/02/2017

LEIGH MILLS – Pupil Support Assistant, Hugo Elementary
\$18.00/hr., 6.5 hrs. per day/ 103 days, \$12,051.00
Effective Date: 01/03/2018

MARY SHEVIK – Payroll Clerk, District Center
\$19.03/hr., 8.0 hrs. per day/ 150 days, \$22,836.00
Effective Date: 12/04/2017

LINDA TRIPLETT – Program Assistant Bear Fundamentals, Otter Lake Elementary
\$13.44/hr., 4.0 hrs. per day/ 220 days, \$11,827.20
Effective Date: 08/28/2017

LONG TERM SUBSTITUTE - CERTIFIED STAFF

JAYSA DERMODY – .3FTE Intervention Teacher, Otter Lake Elementary
MA, Step 7, \$5,620.65
Effective Date: 11/27/2017 through 02/28/2018

SHANA EBERHARD – Special Education Teacher, Central Middle School
MA, Step 12, \$12,957.62
Effective Date: 11/09/2017 through 01/05/2018

SHAINA FAUTSCH – Kindergarten Teacher, Hugo Elementary
BA, Step 1, \$10,676.50
Effective Date: 10/09/2017 through 12/19/2017

SUSAN FISH – .3FTE Spanish Teacher, Oneka Elementary
BA, Step 2, \$8,301.08
Effective Date: 12/04/2017 through 06/08/2017

B. PUBLIC FORUM

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district officials at the meeting.
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

AGENDA ITEM: **Recognition of Retiring School Board Members**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Don Mullin, Vice-Chair**
Dr. Wayne A. Kazmierczak, Superintendent

BACKGROUND:

The School Board will recognize the invaluable contributions to the White Bear Lake Area Schools of outgoing Board members Janet Newberg and George Kimball.



Janet Newberg
January, 2007 – December, 2017



George Kimball
January, 2006 – December, 2017

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

Dr. Kazmierczak will provide information on current issues and events pertaining to the White Bear Lake Area Schools.

D. DISCUSSION ITEMS

AGENDA ITEM: **Presentation and Public Hearing Related to the Proposed 2017 Payable 2018 Property Tax Levy**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**
Tom Wieczorek, Director of Finance

BACKGROUND:

Attached please find the presentation slides that will be used to discuss the School District's 2017 payable 2018 property tax levy. Minnesota school districts are required to discuss the levy and the current year's budget at a regularly scheduled board meeting and allow the public to speak. This will occur at tonight's meeting, December 11, 2017, at 7:00 p.m.

White Bear Lake Area Schools



Public Hearing for Taxes Payable in 2018

DECEMBER 11, 2017

PRESENTED BY: TIM WALD, ASSISTANT SUPERINTENDENT FOR
FINANCE & OPERATIONS

THOMAS WIECZOREK, DIRECTOR OF FINANCE

Tax Hearing Presentation

State Law Requires Public Meeting:

- Between November 24th and December 28th
- After 6:00 PM
- May be part of regularly scheduled meeting
- May adopt final levy at same meeting

State Law Requires Presentation of:

- Current year budget
- Prior year actual revenue & expenditures
- Proposed property tax levy including % increase
- Specific purposes & reasons taxes are being increased

**State Law also requires the district allow for public comment*

Agenda for Hearing

- A. Background on School Funding, Property Tax Levies, and Budgets
- B. Information on District Budget
- C. Information on District's Proposed Tax Levy for Taxes Payable in 2018
- D. Public Comments and Questions

Background Information

Minnesota Public Education is Strong

- State law requires all juniors and seniors be offered the ACT at no cost, but test is no longer mandatory
- In 2017, 90% of Minnesota graduates took the ACT with an average composite score of 21.5,
 - Highest score among 17 states where every eligible student takes exam
- National composite score for 2017 is 21.0 based on 60% of 2017 graduating seniors taking the ACT

Public Schools Established by Minnesota Constitution

ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, *it is the duty of the legislature to establish a general and uniform system of public schools.* The legislature shall make such provisions by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.”

As a result... School funding is highly regulated by the state

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by voters)

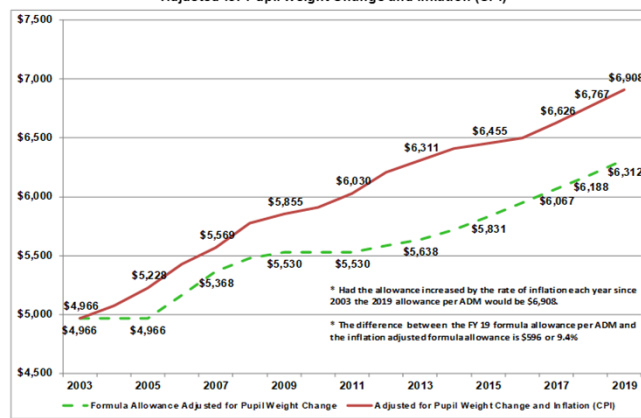
State also authorizes school board to submit referendums for operating and capital needs to voters for approval

Challenge: State Set Basic General Education Formula Lags Inflation

- Since 2003, state General Education Revenue formula has not kept pace with inflation
- For FY 2018 and FY 2019, Legislature approved an increase of 2% per year
 - \$121 per pupil unit in FY 2018
 - An additional \$124 for FY 2019
- Per-pupil allowance for Fiscal Year 2019 would need to increase by another \$596 (9.4%) to have kept pace with inflation since 2003

Basic General Education Formula Lags Inflation

General Education Formula Allowance, 2003-2019
Adjusted for Pupil Weight Change and Inflation (CPI)



Underfunding of Special Education

- MDE reports cost of providing special education programs was underfunded by \$697 million, or an average of 40% underfunded
- Translating into a statewide average funding shortfall of \$5,783 per special education student
- Underfunding of special education costs necessitates a transfer from regular program resources to support an underfunded program mandated by state and federal law
- Primary options to bridge special education funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Result: Growing Dependence on Referendum Revenue

- In 1993, 65% of districts had operating referendum revenue averaging \$332 per pupil
- For 2017-18, all Minnesota districts have referendum revenue and/or local optional revenue levy authority averaging \$1,296 per pupil
 - 20.5% of general education formula allowance
 - Of this amount, \$879 is board approved or voter approved operating referendum, and \$417 is Local Optional Revenue

Change in Tax Levy Does not Determine Change in Budget

- Tax levy is based on many state-determined formulas plus voter approved referendums
- Some increases in tax levies are revenue neutral, offset by reductions in state aid
- **Expenditure budget is limited** by state-set revenue formulas, voter-approved levies, and fund balance
- An increase in school taxes does not always correlate to an equal increase in budget

School District Levy Cycle Differs from City/County Levy Cycle

City/County:

- Budget Year same as calendar year
- 2018 taxes provide revenue for 2018 calendar year budget

Schools:

- Budget year begins July 1st and coincides with school year
- 2018 taxes provide revenue for 2018-2019 school fiscal year
- Budget will be adopted in June 2018

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information and prior year actual financial results be presented at this hearing.

All school districts' budgets are divided into separate funds based on purposes of revenue, as required by law.

Our District's Funds:

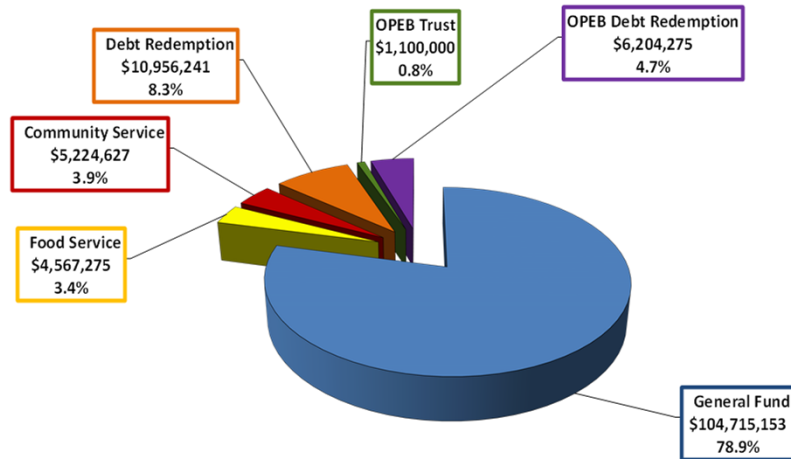
- General
- Food Service
- Community Service
- Capital Projects
- Debt Service
- Trust *
- Internal Service *
- OPEB Trust Fund *
- OPEB Debt Fund

*Annual budgets are not prepared for these funds

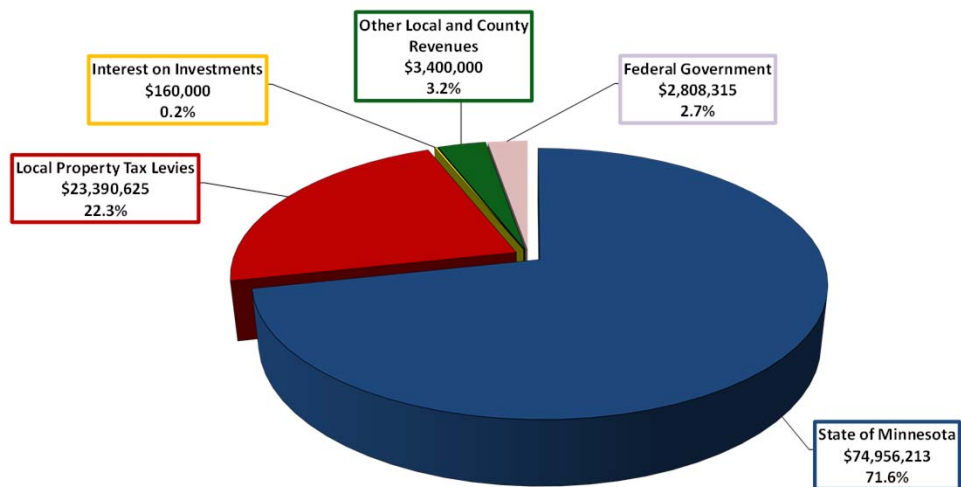
White Bear Lake Area Schools ISD No. 624 District Revenues and Expenditures Actual for FY 2017, Budget for FY 2018

FUND	FISCAL 2017 BEGINNING FUND BALANCES	2016-17 ACTUAL REVENUES AND TRANSFERS IN	2016-17 ACTUAL EXPENDITURES & TRANSFERS OUT	JUNE 30, 2017 ACTUAL FUND BALANCE	2017-18 BUDGET REVENUES AND TRANSFERS IN	2017-18 BUDGET EXPENDITURES & TRANSFERS OUT	JUNE 30, 2018 PROJECTED FUND BALANCE
General Fund/Restricted	\$1,231,387	\$7,221,340	\$6,038,629	\$2,414,098	\$8,210,908	\$6,879,904	\$3,745,102
General Fund/Other	26,273,756	96,482,436	100,130,687	22,625,505	96,504,245	99,176,851	19,952,899
Food Service Fund	320,440	4,607,261	4,426,363	501,338	4,567,275	4,555,196	513,417
Community Service Fund	1,470,731	5,647,653	5,470,711	1,647,673	5,224,627	5,303,400	1,568,900
Building Construction Fund	6,447,156	20,549	4,784,117	1,683,588	-	-	1,683,588
Debt Service Fund	1,388,384	4,927,273	5,061,953	1,253,704	10,956,241	10,956,241	1,253,704
Trust Fund	166,269	185,264	203,569	147,964	-	-	147,964
Internal Service Fund	599,388			(970,064)			500,000
OPEB Irrevocable Trust Fund	31,104,825	1,080,628	1,890,826	30,294,627	1,100,000	1,900,000	29,494,627
OPEB Debt Service Fund	821,954	6,176,884	5,887,663	1,111,175	6,204,275	6,204,275	1,111,175
Total All Funds	\$69,824,290	\$126,349,288	\$133,894,518	\$60,709,608	\$132,767,571	\$134,975,867	\$59,971,376

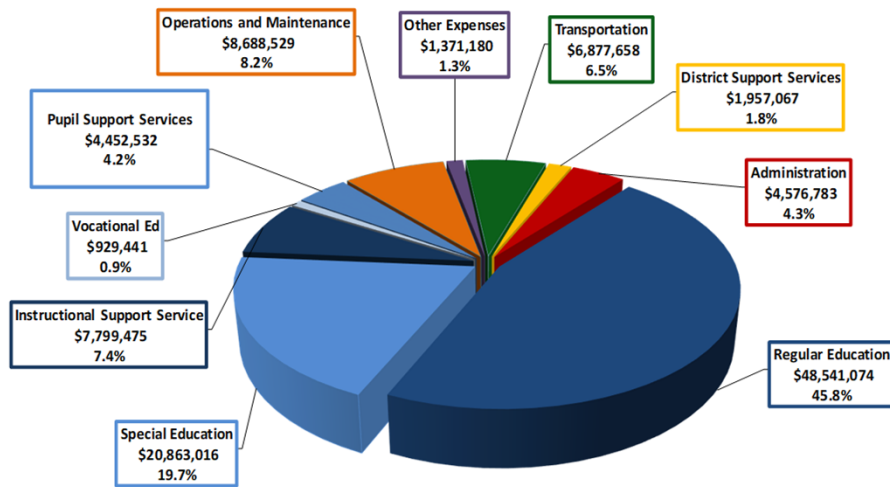
White Bear Lake ISD 624
Revenue all Funds
2017-18 Budget \$132,767,571



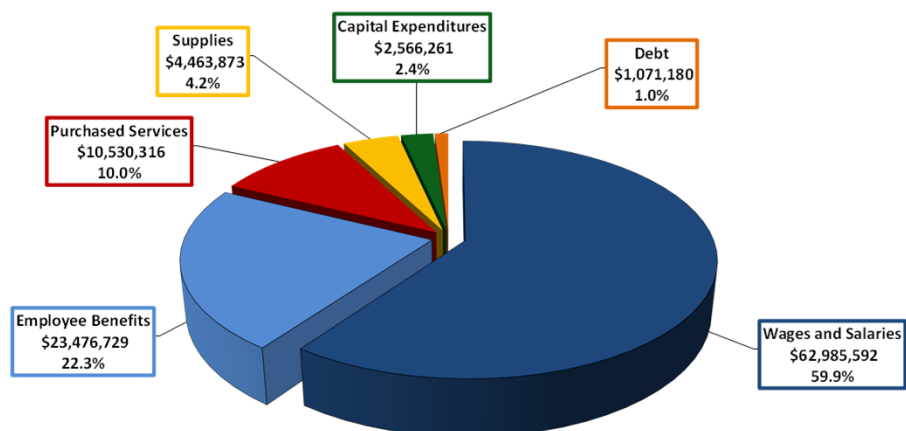
White Bear Lake Area Schools ISD No. 624
General Fund Revenue
2017-18 Budget \$104,715,153



**White Bear Lake Area Schools District 624
General Fund Expenditures by Program
2017-18 Budget \$106,056,755**



**White Bear Lake Area Schools District 624
General Fund Expenditure by Object
2017-18 Budget \$106,056,755**



Payable 2018 Property Tax Levy

- Determination of levy
- Comparison of 2017 to 2018 levies
- Specific reasons for changes in tax levy
- Impact on taxpayers

Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

TAXPAYER(S):
John and Mary Johnson
123 Pine Rd S
Spruceville, MN 55555-5555

Property Information
PIN Number: 01.234.56.789 R1 Property Address: 789 Pine Rd S
Spruceville, MN 55555

Property Description:
Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2018

THIS IS NOT A BILL. DO NOT PAY.

VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2017	2018
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$19,800
	Taxable Market Value	\$125,000	\$126,200
	Class	Res N/land	Res Hamd
PROPOSED TAX			
2	Property Taxes before credits	\$1,562.46	
	School building bond credit	\$	12.00
	Agricultural market value credit		
	Other credits		
	Property Taxes after credits	\$1,550.46	
3	PROPERTY TAX STATEMENT		
	Coming in 2018		
The time to provide feedback on PROPOSED LEVIES is NOW			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2017	Proposed 2018
State General Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 115 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 7, 7:00 PM	\$418.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7894	December 4, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 350 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-4789	December 5, 7:00 PM Spruceville High School Cafeteria		
State Approved Levies		\$289.31	\$296.48
Other Levies		\$340.11	\$374.80
<i>Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2018 may be higher than the proposed amount shown on this notice.</i>			
Metrolia Special Taxing Districts		\$77.76	\$18.70
Spruceville Metropolitan Council www.spruce.metrocouncil.org (555) 555-5555	December 6, 7:30 PM Spruce Park Centre 300 Pine St		
Other Special Taxing Districts	No public meeting	\$12.80	\$13.02
Tax Increment Tax	No public meeting	\$10.15	\$11.22
Total excluding any special assessment:		\$2,438.82	\$2,699.46
			9.0%

School District Property Taxes

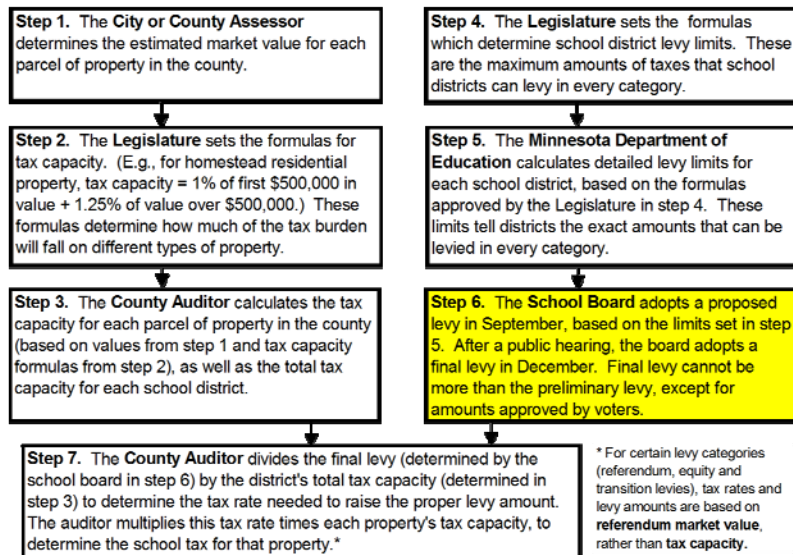
- Each school district may levy taxes in over 30 different categories
- “Levy limits” (maximum levy amounts) for each category are set by:
 - State law
 - Voter approval
- Minnesota Department of Education (MDE) calculates detailed levy limits for each district

Property Tax Background

School District Property Taxes

- Key steps in process are summarized on next slide
- Any of these steps may affect the taxes on a parcel of property, but district has control over only 1 of the 7 steps

Minnesota School District Property Taxes - Key Steps in the Process



Schedule of Events in Approval of District's 2017 (Payable 2018) Tax Levy

- September 8: MDE prepared and distributed first draft of levy limit report setting maximum authorized levy
- September 25: School board approved proposed levy amounts
- Mid-November: County mailed "Proposed Property Tax Statements" to all property owners
- December 11: Public hearing on proposed levy at regular meeting
- Following hearing, School Board will certify final levy amounts

Overview of Proposed Levy Payable in 2018

- The total 2018 proposed property tax levy will increase from 2017 by \$2,518,824, or 7.0%
- State law requires that we explain the reasons for the major increases in the levy
- Some decreases in specific levies will also be explained

White Bear Lake Area Schools ISD 624**Comparison of Proposed Tax Levy Payable in 2018 to Actual Levy Payable in 2017**

Fund	Levy Category	Actual Levy Payable in 2017	Proposed Levy Payable in 2018	\$ Change	% Change
General Fund					
	Voter Approved Referendum	\$13,016,707	\$13,497,255	\$480,548	
	Local Optional Levy	3,854,711	3,883,586	28,874	
	Equity	791,284	847,130	55,846	
	Student Achievement Levy	104,719	0	(104,719)	
	Capital Projects - Technology Levy	1,598,135	1,704,570	106,435	
	Operating Capital	871,658	783,218	(88,440)	
	Long Term Facilities Maintenance	1,354,091	2,096,871	742,780	
	Instructional Lease Levy	1,706,027	1,927,951	221,924	
	Safe Schools	445,474	467,129	21,656	
	Other	1,039,115	1,233,719	194,604	
	Levy Adjustments	(484,642)	61,352	545,994	
	Total, General Fund	\$24,297,278	\$26,502,781	\$2,205,503	9.1%
Community Service Fund					
	Basic Community Education	\$450,353	\$450,353	\$0	
	Early Childhood Family Education	245,047	254,092	9,045	
	School-Age Child Care	275,000	300,000	25,000	
	Other	11,383	11,695	313	
	Levy Adjustments	(74,334)	7,463	81,796	
	Total, Community Service Fund	\$907,449	\$1,023,603	\$116,154	12.8%
Debt Service Funds					
	Voter Approved Debt Service	\$3,640,350	\$3,224,550	(\$415,800)	
	LT Facility Maintenance Debt Service	1,261,995	1,313,902	51,907	
	Other Post Employment Benefits	6,514,489	6,901,165	386,676	
	Reduction for Debt Excess	(697,658)	(411,934)	285,724	
	Levy Adjustments	144,582	33,243	(111,339)	
	Total, Debt Service Fund	\$10,863,758	\$11,060,925	\$197,167	1.8%
	Total Levy, All Funds	\$36,068,485	\$38,587,309	\$2,518,824	7.0%
Subtotal by Truth in Taxation Categories:					
	Voter Approved Levies	17,941,576	18,427,627	486,051	
	Other Levies	18,126,909	20,159,682	2,032,773	
	Total	\$36,068,485	\$38,587,309	\$2,518,824	7.0%

Explanation of Levy Changes

Category: Voter Approved Referendum

Change: +\$480,548

Use of Funds: General education expenses

Reason for Change:

- Funding for this program is a per pupil formula provided through a combination of state aid and local tax levies
- Because the district's total property value increased, share of funding provided through tax levy increased
- Revenue increased due to projected enrollment increases
- Revenue also increased due to voter-authorized inflation in the revenue per pupil

Explanation of Levy Changes

OPERATING CAPITAL	STUDENT ACHIEVEMENT
<u>Change:</u> -\$88,440 <u>Use of Funds:</u> Technology, facility maintenance, other capital expenses <u>Reason for Decrease:</u> • Revenue neutral – offset by state aid increase • State set decrease to partially offset levy increase for long term maintenance	<u>Change:</u> -\$104,719 <u>Use of Funds:</u> General operating expenses <u>Reason for Decrease:</u> • Legislature phased out levy for 2018 • State set decrease to partially offset levy increase for long term maintenance

Explanation of Levy Changes

Category: Long Term Facilities Maintenance (LTFM) Revenue

Change: +\$742,780

Use of Funds: Deferred maintenance expenses

Reason for Change:

- District is eligible for LTFM revenue based on approved project costs; project costs have increased
- Revenue phased-in over three years; increased from \$292 to \$380 per pupil unit
- Increase partially offset by reductions in other levy categories (Student Achievement and Operating Capital)

Explanation of Levy Changes

Category: Lease Levy

Change: +\$221,924

Use of Funds: Contracted lease payments on instructional space

Reason for Change:

- Increase in contracted annual lease payments for instructional space

Explanation of Levy Changes

ADJUSTMENTS FOR PRIOR YEARS – GENERAL FUND	OTHER GENERAL FUND LEVIES
<u>Change:</u> +\$545,994 <u>Use of Funds:</u> General operating expenses <u>Reason for Increase:</u> • Initial levies are based on estimates of enrollment, values and costs • Reflects net of prior three year levy adjustments to 18 levies	<u>Change:</u> +\$194,604 <u>Use of Funds:</u> General operating expenses <u>Reason for Increase:</u> • Net change of eleven state formula levies • Larger changes occurred in safe schools levy and career technical levy

Explanation of Levy Changes

Category: Debt Service Levy

Change: +\$197,167

Use of Funds: Principal and interest payments on bonds

Reason for Change:

- Net reduction of \$88,557 in levy for scheduled debt retirement payments
- Levy reduction for debt excess fund balance was lower resulting in a levy increase of \$285,724

Factors Impacting Individual Taxpayers School Taxes

Many factors can cause the tax bill for an individual property to increase or decrease from year to year:

- Changes in value of the individual property
- Changes in the total value of all property in the district
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

Four Year School Levy Comparison

The following are tables and graphs showing examples of changes in the school district portion of property taxes from 2015 to 2018

Examples include school district taxes only

All examples are based on a 11.9% increase in property value over this period

- Actual changes in value may be more or less than this for any parcel of property
- Figures are intended to provide a fair representation of what has happened to school district property taxes over this period for typical properties

Impact on Taxpayers

- Examples for property in the City of White Bear Lake, for commercial-industrial property, school taxes in other parts of the district may be slightly higher or lower due to variations in the impact of the Fiscal Disparities Program
- Figures for 2018 are preliminary estimates, based on the best data available now – final figures could change slightly
- Estimates prepared by Ehlers, district's municipal financial advisors

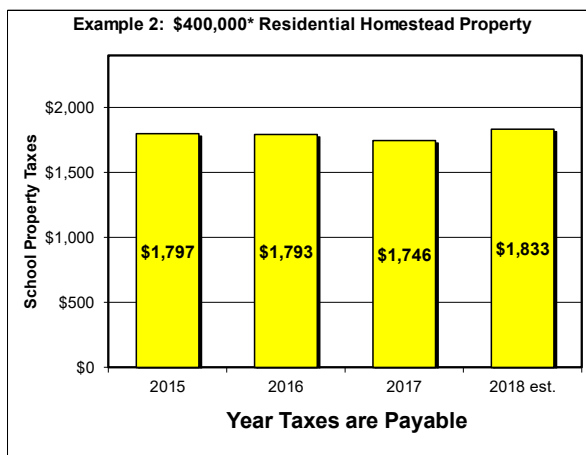
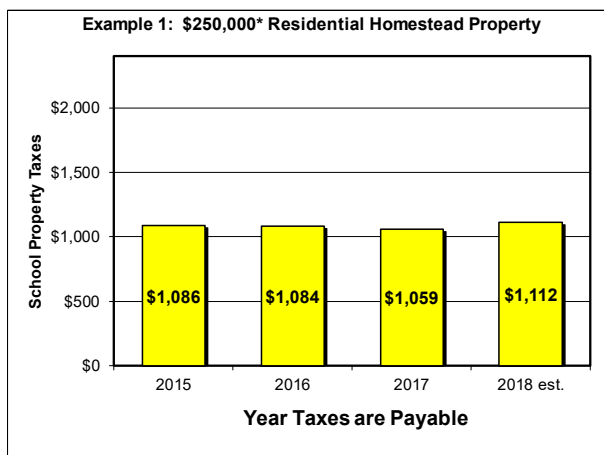
White Bear Lake Area Schools ISD No. 624**Estimated Changes in School Property Taxes, 2015 to 2018****Based on 11.9% Cumulative Changes in Property Value from 2015 to 2018 Taxes**

Type of Property	Estimated Market Value for 2015 Taxes	Actual Taxes Payable in 2015	Estimated Market Value for 2016 Taxes	Actual Taxes Payable in 2016	Estimated Market Value for 2017 Taxes	Actual Taxes Payable in 2017	Estimated Market Value for 2018 Taxes	Estimated Taxes Payable in 2018	Change in Taxes 2015 to 2018	Change in Taxes 2017 to 2018
Residential Homestead	\$134,078	\$612	\$135,993	\$611	\$141,509	\$600	\$150,000	\$632	\$20	\$32
	178,771	849	181,324	848	188,679	829	200,000	872	23	43
	223,463	1,086	226,655	1,084	235,849	1,059	250,000	1,112	26	53
	268,156	1,323	271,987	1,320	283,019	1,288	300,000	1,352	29	64
	312,849	1,560	317,318	1,557	330,189	1,517	350,000	1,593	33	76
	357,541	1,797	362,649	1,793	377,358	1,746	400,000	1,833	36	87
	402,234	2,034	407,980	2,029	424,528	1,973	450,000	2,065	31	92
	446,927	2,263	453,311	2,256	471,698	2,192	500,000	2,294	31	102
Commercial/Industrial #	491,619	2,489	498,642	2,482	518,868	2,423	550,000	2,553	64	130
	536,312	2,740	543,973	2,736	566,038	2,669	600,000	2,812	72	143
	\$134,078	\$657	\$135,993	\$666	\$141,509	\$647	\$150,000	\$684	\$27	\$37
	446,927	2,440	453,311	2,476	471,698	2,398	500,000	2,554	114	156
	89,385	438	90,662	444	94,340	431	100,000	456	18	25
Apartments and Res. Non-Homestead (2 or more units)	1,340,780	7,570	1,359,933	7,682	1,415,094	7,422	1,500,000	7,896	326	474
	1,787,707	10,135	1,813,243	10,286	1,886,792	9,934	2,000,000	10,567	432	633
	\$670,390	\$3,841	\$679,966	\$3,830	\$707,547	\$3,704	\$750,000	\$3,885	\$44	\$181
Tax Rates	893,854	5,122	906,622	5,107	943,396	4,938	1,000,000	5,180	58	242
	1,787,707	10,244	1,813,243	10,214	1,886,792	9,876	2,000,000	10,359	115	483
Tax Capacity Rate		26.660	26.236		23.476		23.631			
Referendum Market Value Rate		0.23976	0.23536		0.23000		0.22258			

For commercial-industrial property, figures above are for property in the City of White Bear Lake. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

General Notes

- The figures in the table are based on school district taxes only, and do not include taxes for the city or township, county, state, or other taxing jurisdictions.
- Estimates of taxes payable in 2018 are preliminary, based on the best data available as of the date above.
- For all examples of properties, taxes are based on changes in taxable market value of 1.4% from 2015 to 2016 taxes, 4.1% from 2016 to 2017, and 6.0% from 2017 to 2018.

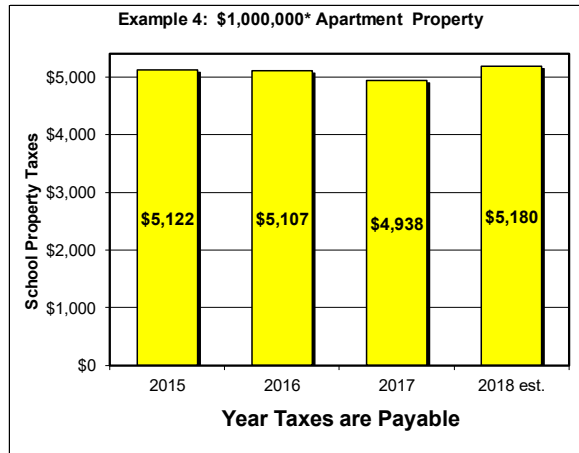
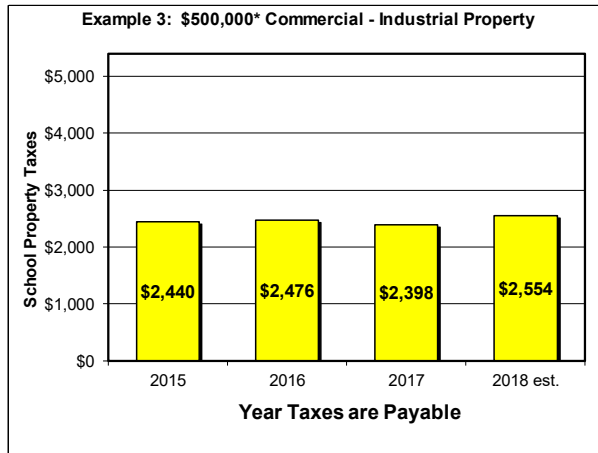
White Bear Lake Area Schools ISD No. 624**Estimated Changes in School Property Taxes, 2015 to 2018****Based on 11.9% Cumulative Changes in Property Value from 2015 to 2018 Taxes**

* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2018. Taxes are calculated based on changes in market value of 1.4% from 2015 to 2016 taxes, 4.1% from 2016 to 2017, and 6.0% from 2017 to 2018.

White Bear Lake Area Schools ISD No. 624

Estimated Changes in School Property Taxes, 2015 to 2018

Based on 11.9% Cumulative Changes in Property Value from 2015 to 2018 Taxes



* For all four examples of properties, the value shown in the title of the chart is the estimated market value for taxes payable in 2018. Taxes are calculated based on changes in market value of 1.4% from 2015 to 2016 taxes, 4.1% from 2016 to 2017, and 6.0% from 2017 to 2018.

Minnesota Homestead Credit Refund "Circuit Breaker"

- Has existed since 1970s
- Available **each year** to owners of homestead property
(applies to taxes paid on house, garage and one acre for ag homestead property)
- Annual income must be approximately \$108,660 or less
(income limit is higher if you have dependents)
- Sliding scale - refund based on income and total property taxes
- Maximum refund for homeowners is \$2,660
- Average refund was \$847 for property tax in year 2015
- Also available to renters

Minnesota Special Property Tax Refund

- Available each year to owners of homestead properties with a gross tax increase of at least 12% and \$100 over prior year
- Helpful in first year after referendum
- Refund is 60% of amount by which tax increase exceeds greater of 12% or \$100, up to a maximum of \$1,000
- No income limits
- Complete state tax form M-1PR (www.revenue.state.mn.us)

Senior Citizen Property Tax Deferral

- Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on their home
- Limits maximum amount of property tax paid to 3% of household income
- Additional taxes are deferred, not forgiven
- Provides predictability; amount of tax you pay will not change for as long as you participate in the program
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps

- Board will accept public comments and questions on proposed levy
- Board will certify the 2018 property tax levy



Public Comments & Questions?

AGENDA ITEM: **Policy 406, Public and Private Personnel Data**
MEETING DATE: **December 11, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 406, Public and Private Personnel Data, was reviewed by the School Board Policy Committee and Cabinet. There is one small change in III. Definitions - Finalist removed "by the school board for a position." This was removed because the school board only interviews the superintendent. Policy 406 is recommended for a first reading and annual review.

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.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 8, 2018 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012
Annual Review: March 3, 2014
Annual Review: October 13, 2014
Annual Review: November 9, 2015
Annual Review: November 14, 2016

*White Bear Lake Area
School District #624 Policy 406*

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. "Confidential" means the data is not available to the subject.
- B. "Finalist" means an individual who is selected to be interviewed ~~by the school board for a position.~~
- C. "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.

- D. "Personnel data" means government data on individuals maintained 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.
- E. "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.
- F. "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 the Federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

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. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit
12. job description;
13. education and training background;
14. previous work experience;
15. dates of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. 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;
18. the complete 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;

19. work location;
20. work telephone number;
21. work email address;
22. badge number;
23. work-related continuing education;
24. honors and awards received; and
25. payroll time sheets or other comparable data that 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 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 private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
 - 1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 - 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the

appointee can be reached, or both at the request of the appointee;

- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2, 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 designated electronic mail address or telephone number at which the appointee can be reached.

- 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 is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if:
 - (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 - (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with 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. An individual's checking account number is private when submitted to a government entity.
- C. Data pertaining to an employee's dependents is private data on individuals.
- D. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- E. Parking space leasing data is private.
- F. 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 ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. 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.
- H. 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 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 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.
- I. 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.

- J. 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.
- K. 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.

- L. The school district shall make any report to the Board of Teaching or the 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.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that 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. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. 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 or termination of the subject of the data, or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.
- Q. 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.
- R. 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.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. §123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

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 Human Resources as the authority responsible for personnel data. If you have any questions, contact the Director of Human Resources.

IX. RELEASE FORM

Employee authorization form is included as “Addendum A” to this policy.

- 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. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts, Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
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)

Consent to Release **Data** – Request from an Individual

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to
the Director of Human Resources _____ before you sign it.
[entity contact person name and contact information]

I, _____, give my permission for _____
[name of individual data subject] [name of government entity]

to release data about me to _____ as described on this form.
[name of other entity or person]

1. The specific data I want _____ to release _____.
[name of government entity] [explanation of data]
2. I understand that I have asked _____ to release the data.
[name of government entity]
3. I understand that although the data are classified as private at _____, the
[name of government entity]
classification/treatment of the data at _____ depends on laws or
[name of other entity or person]
policies that apply to _____.
[name of other entity or person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject's signature _____ Date _____

Parent/guardian's signature [if needed] _____ Date _____

AGENDA ITEM: **Policy 413, Harassment and Violence**
MEETING DATE: **December 11, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 413, Harassment and Violence, was reviewed by the School Board Policy Committee and Cabinet. There is one small change in III. Definitions –G the word “definitions” is deleted. Policy 413 is recommended for a first reading and annual review.

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 8, 2018 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996

Revised: January 10, 2005

Revised: May 12, 2008

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: January 13, 2014

Annual Review: October 13, 2014

Annual Review: July 11, 2016

*White Bear Lake Area
School District #624 Policy 413*

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Independent School District No. 624 to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District harasses, threatens to harass or attempts to harass any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, School District personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district).
- C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex,

gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability, and will take appropriate corrective action.

III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

- D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

- b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
- 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
- 5. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- 6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
- 8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

- E. School District Personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the district.

G. Sexual Harassment Definitions

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

H. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in 413-5 Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

I. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report

Form attached and incorporated by reference to this policy as Addendum A, but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district Human Rights Officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by 413-6 the reporting party or complainant.
- D. ~~In each school building.~~ The building principal, principal's designee, or building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence 1 In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board. 413-7 prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the 413-8 individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law. 413-9
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human

Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
WBLASB Policy 401 (Equal Employment Opportunity)
WBLASB Policy 402 (Disability Nondiscrimination Policy)
WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 514 (Bullying Prohibition Policy)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 524 (Internet Acceptable Use and Safety Policy) 413-11
WBLASB 525 (Violence Prevention)
WBLASB Policy 526 (Hazing Prohibition)
WBLASB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT



Please Print or Enter Clearly the Following Information

Your Name:

Date:

Bldg Site:

Job/Title:

Address at which you wish to receive confidential mail:

Phone No.: (H) (____) _____ - _____ (W) (____) _____ - _____ (C) (____) _____ - _____

Name and title of your supervisor:

Type of *Discrimination and Harassment Policy* violation alleged:

☐ Race

☐ Color

☐ National Origin

☐ Sexual Harassment

☐ Sexual Orientation

☐ Gender Discrimination

☐ Age

☐ Religion/Creed

☐ Veteran Status

☐ Disability

☐ Retaliation

☐ Other

Please refer to the *Discrimination and Harassment Policy and Guidelines* or contact the Human Resources Office if you have difficulty completing this form. **You may reach Human Resources at 651-407-7546.**

1. Describe what happened. Include the dates and locations of each incident. If you require additional space, you may attach a statement page to this form in addition to the statement you give below. Also, please attach any additional documents you think are relevant to your complaint.

2. List each person you believe may have violated the *Discrimination and Harassment Policy and Guidelines*.

<u>Name</u>	<u>Job Title</u>	<u>Phone</u>	<u>Supervisor</u>
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3. List each person you believe may have pertinent information about the situation.

<u>Name</u>	<u>Job Title</u>	<u>Phone</u>	<u>Supervisor</u>

4. What steps, if any, have you taken to resolve this matter?

5. List the person(s) you contacted in an attempt to resolve this matter.

<u>Name</u>	<u>Job Title</u>	<u>Date of Contact</u>

WHITE BEAR LAKE AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER. THE DISTRICT TAKES ALL ALLEGATIONS OF HARASSMENT AND DISCRIMINATION SERIOUSLY. ALL PERSONS ARE TO BE TREATED WITH RESPECT AND DIGNITY. SEXUAL VIOLENCE, SEXUAL ADVANCES OR OTHER FORMS OF UNLAWFUL DISCRIMINATION OR HARASSMENT IN ANY FORM BY ANY STUDENT, TEACHER, ADMINISTRATOR OR OTHER SCHOOL PERSONNEL WHICH CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE ENVIRONMENT WILL NOT BE TOLERATED.

Please forward this form to:

White Bear Lake Area Schools
Department of Human Resources
4855 Bloom Avenue

White Bear Lake, MN 55110

OFFICE: (651) 407-7546

FAX: (651) 407-7541

-OR-

INTEROFFICE MAIL: Dept. of HR

You will be contacted by a representative of the Human Resources Office to obtain additional information as needed. All employees must provide truthful and complete information and cooperate fully with the District in any investigation concerning conduct of employees. The investigation process will be concluded within a reasonable period of time and the results will be communicated to you either verbally or in writing. Although we cannot guarantee complete confidentiality, your concerns will be handled with the utmost discretion.

I hereby state and affirm that the information supplied via this complaint form is true and correct to the best of my knowledge.

Signature:

Date:

SUPERVISORS: Forward this complaint form via FAX to the Human Resources Office immediately upon receipt..

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

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**
Kathleen Daniels, Director of Student Services

BACKGROUND:

School Board Policy 414, Mandated Reporting of child Neglect or Physical or Sexual Abuse, was reviewed by the School Board Policy Committee and Cabinet. Recommended changes by MSBA are in III. Definitions – L “Sexual abuse” and IV. Reporting Procedures – E “healthcare” added. Policy 414 is recommended for a first reading and annual review.

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.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 8, 2018 School Board meeting agenda or a subsequent meeting for action.

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

White Bear Lake Area
School District #624 Policy 414
Revised: October 11, 2010
Revised: November 14, 2011

Annual Review: September 10, 2012
Annual Review: December 9, 2013
Annual Review: December 8, 2014

Annual Review: July 11, 2016

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence of an event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. is occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means a person under the age of 18, and, for purposes of Minn. Stat. Ch.260C (Child Protection) and Minn. Stat. Ch 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible, but in no circumstance longer than 24 hours.
- D. “Mandated reporter” means any school personnel, as defined in this policy, who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “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.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health, when reasonably able to do so;
 3. failure to provide for necessary supervision or appropriate child care arrangements after considering factors such as the child’s age, mental ability and physical condition; the length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
 6. medical neglect as defined by Minn. Stat. § 260C.007, subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or

person responsible for the care of the child that adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

- G. "Non-maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "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.
- I. "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 §125A.0942 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: (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) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) 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; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

Neither physical abuse nor neglect includes a nonmaltreatment mistake.

- J. "Report" means any communication received by the local welfare agency, police 414-4 department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- K. "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.
- L. "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 all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation which requires registration under Minn Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders.)

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

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the building principal or appropriate administrator and the local welfare agency, police department or county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- 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, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. 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.
- E. With the exception of a **healthcare** professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.

- G. 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.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.

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

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166 subd. 1b(a)(b) (Registration of Predatory Offenders)
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. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et.seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

AGENDA ITEM: **Policy 415, Mandated Reporting of
Maltreatment of Vulnerable Adults**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources
Kathleen Daniels, Director of Student Services**

BACKGROUND:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, was reviewed by the School Board Policy Committee and Cabinet. Recommended changes by MSBA are in II. General Statement of Policy, III. Definitions and IV Reporting Procedures. Policy 415 is recommended for a first reading and annual review.

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 8, 2018 School Board meeting agenda or a subsequent meeting for action.

Adopted: April 29, 1996

White Bear Lake Area School District #624 Policy 415

Revised: August 25, 2003

Revised: January 11, 2010

Annual Review: August 8, 2011

Annual Review: September 10, 2012

Annual Review: December 9, 2013

Annual Review: October 13, 2014

Annual Review: November 9, 2015

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a **A** violation of this policy **occurs when** ~~for~~ any school personnel ~~to~~ fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a

vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- D. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- E. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- F. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- G. "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care or supervision which is: (1) reasonable and necessary to obtain or maintain

the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- H. "School Personnel" means professional employees or their delegates engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services ~~at or from a licensed facility which serves adults as set for in Minn.Stat. § 626.5572, Subd. 21(a)(2)~~ required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or ~~home care provider service~~ person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the ~~designated county entity~~ common entry point (as defined under Minn. Stat. § 626.5572) responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The reporter shall to the extent possible identify the vulnerable adult, the caretaker, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose no public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected neglect or abuse of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident is guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report, is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

Minn. Stat. § 245.825 (Aversive and Deprivation procedures; Licensed Facilities and Services)
Minn. Stat. § 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: WBLASB Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
WBLASB Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
WBLASB Policy 403 (Discipline Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

AGENDA ITEM: **Policy 424, License Status**
MEETING DATE: **December 11, 2017**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

BACKGROUND:

School Board Policy 424, License Status, was reviewed by the School Board Policy Committee and Cabinet. Recommended change is in I. Purpose – delete “or permit” Policy 424 is recommended for a first reading and annual review.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 8, 2018 School Board meeting agenda or a subsequent meeting for action.

Adopted: December 10, 2001

White Bear Lake Area School Board Policy #424

Revised: January 10, 2005

Revised: November 8, 2007

Annual Review: October 10, 2011

Annual Review: September 10, 2012

Annual Review: December 9, 2013

424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURE

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

that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

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

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

AGENDA ITEM: **Policy 515, Protection and Privacy of Pupil Records**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources
Sara Paul, Assistant Superintendent for
Teaching and Learning**

BACKGROUND:

School Board Policy 515, Protection and Privacy of Pupil Records, was reviewed by the School Board Policy Committee and Cabinet. Recommended change by MSBA are in sections III. Definitions - C, D, E, I, VI. Disclosure of Education Records – B3, VII. Release of Directory Information C-d, and XIV Right to Inspect and Review Education Records – delete H-5. Policy 515 is recommended for a first reading.

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the January 8, 2018 School Board meeting agenda or a subsequent meeting for action.

Adopted: September 8, 1997

White Bear Lake Area School District #624 Policy 515

Revised: June 12, 2000

Revised: April 9, 2001

Revised: September 9, 2002

Revised: May 9, 2005

Revised: November 8, 2007

Revised: January 14, 2008

Revised: March 8, 2010

Annual Review: September 12, 2011

Annual Review: September 10, 2012 Annual

Review: April 14, 2014

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act [FERPA]) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 - 1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance”, as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, **satellite**, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, **but is not limited to:** the student’s name, photograph, **information that a student provides for inclusion in the yearbook**, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. ~~According to statute, Directory information does not include:~~

- ~~1. a student’s social security number;~~
- ~~2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;~~
- ~~3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;~~
- ~~4. personally identifiable data which references religion, race, color, social position, or nationality; or~~
- ~~5. data collected from nonpublic school students, other than those who receive shared time educational services unless written consent is given by the student’s parent or guardian.~~

The school district has also determined the following items are not directory information:

- a. Student’s address**

b. ~~Student's telephone numbers~~

c. ~~Student's date and place of birth~~

d. ~~Student's email address~~

E. Education Records

1. ~~What constitutes "education records."~~ Education records" mean those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. ~~What does not constitute an education record. The term, "Education records"~~ does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an

individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

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

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid; and
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

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

M. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor.

N. Students

“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records.

Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of students' names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and

- b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
- 5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in 5e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L., which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
- 6. Eligible Student Consent.

Whenever a student has attained eighteen (18) years of age or is attending an

institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines to have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions, provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX), suspension and expulsion information pursuant to section 7165 7917 of the federal ~~No Child Left Behind~~ **Every Student Succeeds Act (ESSA)** and, if applicable, data regarding a student's history of violent behavior. The record also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with section XV of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal

identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In

addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonable necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers.
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this

information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal or administrator of the school where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notice from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal or administrator of the school where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to

protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements. ~~or~~
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 405b of Title 25) who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

d. Disclosure of directory information will be limited to the following individuals, agencies, or parties: companies that have a contract with the district to publish yearbooks or distribute class rings; organizations that exist to promote the school district's interest, such as parent-teacher organizations and area education foundations; and other organizations determined by the district to promote the interests of the district's students. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non- directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;

4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information is not to be made public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or

emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health service provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected, and/or physically, and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The individual subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for

the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individual

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified

as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40, *et. seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within 60 days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the Superintendent of Schools or designee, in writing by *October 1* each year. The written request must include the following information.
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to

military recruiters and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonable likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
 - E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A of this Section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record keeping requirements of Section XIII. of this policy.

2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C, which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; ~~and~~
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
- 4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
- 6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parents of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

5. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or

admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be \$2.00 (actual search/retrieval and copying costs) plus postage, if that is involved.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minn. Stat. Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices official means superintendent or designee.

- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal ~~No Child Left Behind~~ **Every Student Succeeds** Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification To Parents Or Eligible Students Who Are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40 - 121A.56 (The Pupil Fair Dismissal Act) Minn.
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer
Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services) Minn.

Minn. Stat. § 260B.171. Subds. 3 and 5 (Disposition Order and Peace Officer
 Records of Children)
 Minn. Stat. § 363A.42 (Public Records Accessibility)
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) Minn.
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation
 of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries) 20
 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act) 20
 U.S.C. § 6301 *et seq.* (~~No Child Left Behind~~ **Every Student Succeeds Act**)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information) 26
 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy) 34
 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
 309 (2002)

Cross References: WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or
 Sexual Abuse)
 WBLASB Policy 417 (Chemical Use and Abuse)
 WBLASB Policy 506 (Student Discipline)
 WBLASB Policy 519 (Interviews of Students by Outside Agencies)
 WBLASB Policy 520 (Student Surveys)
 WBLASB Policy 529 (Notification to Staff Regarding Placement of
 Students with Violent Behavior)
 WBLASB Policy 711 (Videotaping on School Bus)
 WBLASB Policy 906 (Community Notification of Predatory Offenders)
 MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School
 Records-Privacy-Access to Data)

E. OPERATIONAL ITEMS

AGENDA ITEM: **Certification of Final 2017 Payable 2018 Property Tax Levy**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald Assistant Superintendent for Finance and Operations**
Tom Wieczorek, Director of Finance

BACKGROUND:

The School Board approved the preliminary tax levy on September 25, 2017. The requirement for a public hearing on the proposed levy was met earlier during this meeting. The final step in the tax levy process is for the School Board to certify the final levy amounts.

Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The total levy represents a 6.98 % increase compared to the total levy from the previous year. Please note that this increase was *not* caused by the renewal of the District's operating levy and that many factors can cause the tax bill for an individual property to increase or decrease from year to year including changes in value of the individual property, changes in the total value of all property in the district, and increases or decreases in levy amounts caused by changes in state funding and other factors. The amount that will be levied by fund and the total levy are listed below:

General Fund	\$26,502,781.25
Community Services Fund	\$1,023,602.58
General Debt Service Fund	\$4,366,215.18
OPEB Debt Service Fund	\$6,694,710.01
Total Levy	<u>\$38,587,309.02</u>

RECOMMENDATION: Move to approve the certification of the final 2017 payable 2018 property tax levy in the amount of \$38,587,309.02.

Minnesota Department of Education
Levy Limitation and Certification Report
2017 Payable 2018

District Number-Type: 0624-01
District Name: WHITE BEAR LAKE SCHOOL DISTRICT
Home County: RAMSEY

Date Printed: 12/5/17
Limits Updated: 11/27/17
Certified Submitted: 12/5/17

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER - JOBZ EXEMPT	13,614,477.28	13,614,477.28	13,614,477.28
GENERAL - RMV OTHER - JOBZ EXEMPT	4,969,472.13	4,969,472.13	4,969,472.13
GENERAL - NTC VOTER - JOBZ EXEMPT	1,704,570.08	1,704,570.08	1,704,570.08
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	6,214,261.76	6,214,261.76	6,214,261.76
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	1,023,602.58	1,023,602.58	1,023,602.58
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	3,108,579.71	3,108,579.71	3,108,579.71
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	1,257,635.47	1,257,635.47	1,257,635.47
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	6,694,710.01	6,694,710.01	6,694,710.01
SUBTOTALS BY FUND			
GENERAL FUND	26,502,781.25	26,502,781.25	26,502,781.25
COMMUNITY SERVICES FUND	1,023,602.58	1,023,602.58	1,023,602.58
GENERAL DEBT SERVICE FUND	4,366,215.18	4,366,215.18	4,366,215.18
OPEB/PENSION DEBT SERVICE FUND	6,694,710.01	6,694,710.01	6,694,710.01
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	18,583,949.41	18,583,949.41	18,583,949.41
NET TAX CAPACITY	20,003,359.61	20,003,359.61	20,003,359.61
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	18,427,627.07	18,427,627.07	18,427,627.07
OTHER	20,159,681.95	20,159,681.95	20,159,681.95
TOTAL LEVY			
TOTAL LEVY	38,587,309.02	38,587,309.02	38,587,309.02

The school district must submit the completed original of this form to the home county auditor by December 28, 2017. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2018.

The certified levy listed above is the levy voted by the school board for taxes payable in 2018.

Signature of School Board Clerk

Date of Certification

AGENDA ITEM: **Action on Revised Fiscal Year 2018 Budget**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance and Operations**
Tom Wiczorek, Director of Finance

BACKGROUND:

Attached please find a summary of the revised fiscal year 2018 budget. This revised budget was presented to the School Board for discussion at the November 27, 2017 work-study session. At the December 11, 2017 School Board meeting, the revised budget will be proposed for approval. In addition, projected budgets for fiscal years 2018-2019 and 2019-2020 were discussed at the November work-study meeting.

RECOMMENDED ACTION: Move to approve the revised budget for Fiscal Year 2018.

ISD624.ORG

Revised Fiscal Year 2018, Projected Fiscal Years 2019, 2020 & 2021 Budgets

School Board Meeting
December 11, 2017

WHITE BEAR LAKE AREA SCHOOLS



General Fund Budget (Fund 1, 3, 5)

FY18

- Revenue: \$107.31 million total (\$92.06 million General Education revenue plus \$15.24 million Other Sources)
- Revenue compared to preliminary budget
 - General education state aid adjustment
 - Adjusted for actual enrollment



General Fund Budget (Fund 1, 3, 5)

FY18

- Expenses: \$108.78 million total
 - Adjustments made based on data from payroll and human resources
 - Transportation adjusted to include the additional special education costs
- Overall: Expenses projected to exceed revenues by approximately \$1.5 million

3



General Fund Budget (Fund 1, 3, 5)

FY19

- Revenue: \$110.60 million total (\$94.81 million General Education revenue plus \$15.80 million Other Sources)
- Expenses: \$110.99 million total
- Expenses projected to exceed revenues by approximately \$379,618

FY20

- Revenue: \$113.65 million total (\$97.26 million General Education revenue plus \$16.39 million Other Sources)
- Expenses: \$113.08 million total
- Revenues projected to exceed expenses by approximately \$576,402

4

White Bear Lake Area Schools General, Nutritional Services, and Community Services Funds—Revenues and Expenditures Summary Revised FY18 and Projected FY19, FY20 & FY21 Budgets							
	Actual 2016	Actual 2017	Preliminary 2018	Revised 2018	Projected 2019	Projected 2020	Projected 2021
1 General Fund							
2 Revenue							
3 Local sources							
4 Property taxes	23,170,610	23,808,740	23,390,625	23,390,625	23,624,531	23,860,776	24,099,384
5 Investment earnings	75,992	241,258	160,000	250,000	265,000	270,000	270,000
6 Other	3,637,559	3,233,704	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000
7 State sources	61,295,737	61,738,255	62,519,295	65,019,295	67,519,681	69,732,476	71,378,463
8 Special Education	9,952,820	11,926,095	12,436,918	12,436,918	12,996,579	13,581,425	14,192,590
9 Federal sources	2,544,900	2,732,657	2,806,815	2,806,815	2,806,815	2,806,815	2,806,815
10 Total revenue	\$ 100,607,739	\$ 109,761,309	\$ 108,713,133	\$ 107,303,133	\$ 110,641,106	\$ 111,652,991	\$ 116,148,752
11 Expenditures							
12 Current							
13 Administration	4,319,876	4,438,948	4,576,783	4,576,783	4,666,353	4,727,713	4,820,116
14 District support services	1,927,834	2,150,921	1,957,067	2,042,067	2,076,113	2,110,784	2,146,096
15 Elementary and secondary regular instruction	46,242,132	47,911,170	46,541,074	49,895,167	51,769,060	52,895,363	54,053,597
16 Vocational education instruction	880,860	1,534,004	929,441	929,441	947,000	965,050	983,453
17 Special education instruction	19,818,791	20,846,113	20,863,016	21,218,016	21,654,821	22,101,735	22,559,007
18 Instructional support services	8,247,743	7,901,076	7,799,475	7,874,475	7,912,451	8,041,211	8,176,706
19 Pupil support services	4,277,020	4,355,368	4,452,532	4,560,032	4,650,188	4,742,162	4,836,003
20 Transportation	6,212,524	7,270,711	6,877,658	7,627,658	7,729,435	7,778,566	7,950,243
21 Sites and buildings	8,619,133	8,382,462	8,688,529	8,688,529	8,217,153	8,342,956	8,470,991
22 Fiscal and other fixed cost programs	318,115	318,782	300,000	300,000	300,000	300,000	300,000
23 Debt service	731,156	664,137	690,180	690,180	717,200	745,270	779,432
24 Principal	434,999	496,164	381,000	381,000	353,000	325,780	296,547
25 Interest and fiscal charges							
26 Total expenditures	\$ 102,030,583	\$ 106,169,316	\$ 106,056,755	\$ 108,783,348	\$ 110,993,724	\$ 113,076,500	\$ 115,382,191
27 Excess (deficiency) of revenue over expenditures	(1,353,044)	(2,467,927)	(1,343,622)	(1,478,195)	(379,618)	576,402	766,561
28 Other financing sources (uses)							
29 District Reserves				1,300,000			
30 Assigned for Subsequent Years Budgets							
31 Assigned for Secondary Facilities		500,000	500,000	500,000			
32 Assigned for Construction & Capital Improvements		490,000	250,000	250,000	150,000	150,000	150,000
33 Assigned for Carryovers		610,000	350,000	560,000	550,000	550,000	550,000
34 Assigned for Strategic Priorities		250,000	50,000	50,000	50,000	20,000	20,000
35 Student Transportation Vehicles			300,000	300,000	130,000		
36 Capital lease issued							
37 Proceeds from sale of assets		26,846	2,387				
38 Prior Period Adjustment							
39 Transfer In	1,340,000						
40 Transfer to Community Service Fund							
41 Total other financing sources (uses)	\$ 1,366,846	\$ 1,812,387	\$ 1,450,000	\$ 2,960,000	\$ 880,000	\$ 720,000	\$ 720,000
42 Net change in fund balances	13,802	(655,540)	108,398	1,481,805	500,382	1,296,402	1,486,561
43 Fund balances							
44 Beginning of year	27,491,342	27,505,144	25,039,604	25,039,604	23,561,409	23,181,791	23,758,194
45 Ending Fund Balance (Assigned and Unassigned)	27,505,144	25,039,604	23,698,002	23,561,409	23,181,791	23,758,194	24,524,754
46 Ending Fund Balance (Assigned)	11,225,973	12,872,907	11,422,007	9,912,007	9,032,007	8,312,007	8,902,007
47 Ending Fund Balance (Unassigned)	\$ 15,729,571	\$ 12,166,697	\$ 12,275,995	\$ 13,649,402	\$ 14,149,784	\$ 15,446,187	\$ 15,622,747
48 Ending Fund Balance (Unassigned as % of total)	18.5%	11.5%	11.6%	12.5%	12.7%	13.7%	14.7%
49 Nutritional Services							
50 Revenues	4,435,030	4,607,261	4,567,275	4,567,275	4,635,784	4,705,321	4,775,901
51 Expenditures	4,347,542	4,426,363	4,555,196	4,555,196	4,646,300	4,735,226	4,834,010
52 Excess (deficiency) of revenue over expenditures	87,288	180,898	12,079	12,079	(10,516)	(32,905)	(58,109)
53 Ending Fund Balance	\$ 320,440	\$ 501,338	\$ 513,417	\$ 513,417	\$ 502,901	\$ 469,996	\$ 410,887
54 Ending Fund Balance (as % of expenditures)	7.4%	11.3%	11.3%	11.3%	10.8%	9.9%	8.5%
55 Community Services							
56 Revenues	5,343,584	5,647,653	5,224,627	5,231,877	5,362,674	5,496,741	5,634,159
57 General Fund Transfer							
58 Expenditures	5,230,818	5,470,711	5,303,400	5,383,250	5,477,457	5,573,312	5,670,845
59 Excess (deficiency) of revenue over expenditures	112,766	176,942	(78,773)	(51,373)	(114,783)	(76,572)	(36,686)
60 Ending Fund Balance	\$ 1,470,711	\$ 1,647,653	\$ 1,568,885	\$ 1,517,512	\$ 1,402,729	\$ 1,326,157	\$ 1,289,471
61 Ending Fund Balance (as % of expenditures)	28.0%	30.1%	29.6%	29.2%	27.2%	24.4%	23.4%

General education revenue increase due to inflationary adjustment and anticipated enrollment growth.

Balanced budget projected for FY20-FY21.

Board adopted fund balance policy of 12.5-16.7%.

5

Budget Planning	
November 27	Revised FY18, Projected FY19-FY21 budgets reviewed by School Board
December 11	Revised FY18 budget presented for School Board action
January-April	Staffing plan and enrollment projections refined
February-May	Budget planning with stakeholders, budget refinement
May	Preliminary FY19 budget reviewed with School Board
May	Recommendations for budget adjustments that have staffing ramifications
June 11	Preliminary FY19 budget presented for School Board action

6

AGENDA ITEM: **Action on Accepting Brosious Grants**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne A. Kazmierczak, Superintendent**

BACKGROUND:

The White Bear Lake Area Educational Foundation has forwarded fourteen Brosious Teaching Grants to the superintendent, with a request that these grants be formally accepted by the School Board.

As part of their internal process, prior to consideration of any proposal the Foundation reviews the proposals with our administration. We confirm that proposals are consistent with our curriculum, and if technology is used, consistent with our technology plan.

RECOMMENDATION:

Accept the fourteen Brosious Teaching Grants as shown in the attached materials in the total amount of \$30,020.50.

2017 Brosious Grant Proposals

#1 Coding for Kindergartens – Abby Kath – *Lincoln Elementary* -22 students - \$3,000

This grant will allow kindergartners the opportunity, through a variety of materials, to learn, practice and understand the process of coding; thus giving students a hands on coding opportunity to problem solve and critically think. Abby is requesting a KIBO Activity Center, Puzzlets, and Osmo Coding Kit. **Cost: \$3,337.32**

#2 Creation of photo books for ECFE Class and home use - Ann Zettel – *Early Childhood* – 52 students - \$600

The creation of photo books for ECFE Class and home use is a project designed to produce and circulate photo books featuring the students in each of five ECFE classes which includes parenting. The proposal is to create two photo stories per class and purchase two copies of each of these books for the classroom use and for families to check out and read at home.

#3 The Marisposa Effect – Ariana Lowther, Lee McGrath, Jennifer Craigan, Krisitne Abrahamson – *Otter Lake Elementary* - 123 4th graders - \$2,995.51

This project will change the approach to literacy and STEM in fourth grade classes. This proposal integrates Spanish-English dual language literacy (reading, writing, speaking and listening) with science, technology, engineering and math. Project based learning (learning about the monarch butterfly) puts forth a real world situation requiring students to apply what they have learned in a new content.

#4 Flexible Classroom Seating – Beth Clymer – *Lakeaires Elementary* – 24 students - \$1,725.37

This project is to create a more comfortable learning space for students with the intent that they will be able to focus more and do their best learning when they feel comfortable. 2 Zenergy Ball chairs, 1 set of 6 Scoop Rockers, 2 Standing desks, 4 air stability wobble cushions, 3 Portable Lap Desks, one 12 pack of wooden clipboards, 3 sets of 2 metal stackable stools, 1 set of 4 kneeling pads, and one 10 pack of kick bands will be purchased.

#5 Frolic in the Snow – Craig Nasvik – *North and South Campus* – 110 students - \$3,000

Thirty pair of cross country skis will be purchased to enhance physical education opportunities that can be offered to students and DAPE students in the winter.

#6 World of Readers – David Olson, Sarah Forestell, Robert Anderson, Kerry Feirn – *South Campus* - 320 Students - \$2,999.75

The English Language Department, World Languages and Media are working together to offer high interest fiction and nonfiction titles that will pique students' interest and promote reading in students' home language and enhance learning for students studying foreign languages. The proposal includes, popular fiction, graphic novels and Manga, popular nonfiction, and E-books.

#7 Connecting the Reading Pieces to the Writing Puzzle – Elizabeth Ulmer, *Oneka Elementary School*, 200 students - \$393

Elizabeth would like to purchase several Award Winning picture books to enhance the teaching of writing with her 3rd grade students. She will then share these ideas with other 3rd grade teachers.

#8 Breakout Boxes of Inquiry, Thinking Skills and Collaboration – Jeanne Mack, Angela Bianco – 100 students - \$250

Breakout boxes help to support active learning, encourage critical thinking, creativity and cultivate a growth mindset. These will be used in an interdisciplinary manner. The Breakout Box not only helps engage students but helps students collaborate and work to master social, thinking and communication skills. The Box includes 1 Hasp, 1 Alphabet Multilock, 1 Directional Multilock, 1 3-digit lock, 1 4-digit lock, 1 key lock, 1 UV light, 1 deck of reflection cards, 1 invisible ink pen, 1 small lockable box, 1 USB thumb drive, and 2 hint cards.

#9 Interactive Graphing – Julie Hopkins, Nancy Brown – *Sunrise Park Middle School* – 250 Students - \$978.12

The request is for two classroom sets of small white boards that have graphs on them to allow for students to work on graphing using a different medium. This also includes 2 white board fat heads, 12 boxes of thick assorted color dry erase EXPO markers, and 14 boxes of thin, black dry erase EXPO markers.

#10 Otter Lake Stem Coach – Kim Raasch, LuAnne Oklobzija, Sarah Lemon – *Otter Lake Elementary* - 590 students - \$2,652.83

The request is for the STEM value-added Units of Study and each grade level's robotic unit. This would allow staff and students to order supplies and implement the Otter Lake Innovation Lab. Kindergarten: Animal Habitats, 3 Little Pigs, Lego WeDo; First Grade: Animals in Winter, Designing Insects, Lego WeDo; Second Grade: Life on the Prairie, Healthy Living, Lego WeDo; Third Grade: The Town, Crayfish Investigations, Lego WeDo; Fourth Grade: Titanic, Citizen Science – Prairie Pollinators, Lego Mindstorms; Fifth Grade: Stop Motion, STEM Fair Projects, Junior Naturalist, Lego Mindstorms.

#11 Authors in the Schools - Mary Pokorny, Betsy Peterson – *Lincoln/Otter Elementary Schools and Lakeaires/Matoska Elementary Schools* - 600+ students - **\$2,800**

A local Minnesota/Wisconsin or Iowa author will come and present information about the writing and illustrating process to encourage our students to write and illustrate. Additional factors will be allowing students the time to develop their ideas using critical thinking skills into a full project. Everything on the spectrum of the beginning of an idea to the final publication of a book – either print or digital will be discussed.

#12 The Enhancing 4 Block Literacy Skills in the Classroom – Shaun Hocking, Tracy Mowery – *Otter Lake and Lakeaires Elementary Schools* – 17 students - **\$2,751.92**

For children who have trouble with fine motor skills, touch screen devices are easier to use than a mouse and a computer. The size and portability of the iPad is easier for student with motor difficulties because it is easier to transport. The request is for 8 iPad 9.7 and cases.

#13 Project Ursa Major – Shawn Gritzmacher, Sarah Atkins – *South Campus* – 120 students - **\$2,874**

Through the Project Ursa Major we would expose our Astronomy and Photojournalism students to astrophotography through the use of the Tiny 1 Astronomy Camera. The camera through built in applications allows our students to explore the night sky as well as photographing it with a special low light sensor. The camera opens up the realm of astrophotography to the beginner without the complex use of much more expensive cameras and motorized mounts. The camera will give students a portable way for students to produce images of the night sky and further their learning of astronomy while also allowing them to create images that reflect their learning. This would include the purchase of 6 cameras and a trip to Big Marine Park.

#14 Recreational Activities for Relapse Prevention for Recovering Students – Traci Bowermaster, Dan Kovacich – *Insight Programs WBL ALC* - **\$3,000**

This grant seeks to procure funds to provide recreational activities for students in order to increase the repertoire of activities that these students have been exposed to so that they may be more likely to participate in such activities once they leave the Insight Program. The funds will be used to fund four excursions: a fishing trip to Lake Mille Lacs, a skiing trip to Afton Alps, an ice skating trip to Wells Fargo Winterskate, and a snow tubing trip to Green Acres.

REQUESTED TOTAL: \$30,020.50

AGENDA ITEM: **Action on STEM Mini-Grant from H.B. Fuller**

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

H.B. Fuller Foundation supports Science/Technology/Engineering/Mathematics (STEM) instruction in the White Bear Lake Area School District.

The H.B. Fuller STEM Mini-Grants provide materials to support classroom instruction. This year one project was funded for \$5,534.00, CNC router for the Manufacturing Lab at Sunrise Park Middle School.

RECOMMENDATION:

Accept the STEM mini-grant from H.B. Fuller in the amount of \$5,534 from CNC router for the Manufacturing Lab at Sunrise Park Middle School.

AGENDA ITEM: Tentative Agreement – 2017-19 Contract
White Bear Lake Teachers’ Association

MEETING DATE: December 11, 2017

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Mitch Cooper, Director of Human Resources
Tim Wald, Assistant Superintendent for Finance and Operations
Tom Wieczorek, Director of Finance

BACKGROUND:

The District has reached a tentative agreement with the White Bear Lake Teachers’ Association. The unit ratified the tentative agreement on December 7, 2017 for 2017-18 and 2018-19.

The Board has received in its previous correspondence a summary sheet of the proposed salary/benefits and language changes.

Mitch Cooper and Tim Wald will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2017-2019 Master Agreement with the White Bear Lake Teachers’ Association by passing the following resolution.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2017-19 Contract;

WHEREAS, the Association has ratified the Contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2017-2019 Agreement and authorizes the Chair and Clerk to execute the Agreement on behalf of the School Board.

AGENDA ITEM: Action on School Board Liaison Assignment and Description of School Liaison Role

MEETING DATE: December 11, 2017

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON: Janet Newberg, School Board Chair
Dr. Wayne Kazmierczak, Superintendent

BACKGROUND:

With the retirement of School Board members George Kimball and Janet Newberg, the reelection of Kim Chapmin and Don Mullin, and election of Deborah Beloyed and Jessica Ellison we have assigned new liaison assignment for January 2018 through July 2018. At the July 9, 2018 School Board meeting new liaison assignments will be put in place for a two-year period.

We also would like to review the description of School Liaison role.

Philosophy and Rationale for School Board Liaison Role

In order to give the School board greater visibility and first-hand knowledge of the schools, board members will be assigned liaison relationships with individual schools in the district. Board members and building staff and parent leaders will be informed of the relationship. Board members will establish and maintain, to the degree possible, a periodic physical presence at the school and will work to be aware of significant school and building issues, events, and accomplishments.

Responsibilities for School Board Members in the Liaison Role

The following is a list of representative activities that can be attended by the School board member. While the number of events will depend on the Board member's schedule, the member should try to attend at least some events in each category during the course of the year.

- Attend Meet the Teacher events (elementary).
- Attend Open House events.
- Attend monthly PTO/PTA meetings (elementary).
- Attend parent involvement group events (secondary).

- Attend music, theater and/or carnival events.
- Establish phone and email communication with building principal for the purpose of serving in the liaison role.
- Report significant news/upcoming events at the school during the “board forum” portion of school board meetings.

RECOMMENDATION:

The board chair and superintendent are recommending the attached liaison assignments for January, 2018 to July, 2018 be approved.

INDEPENDENT SCHOOL DISTRICT #624

SCHOOL BOARD LIAISON ASSIGNMENTS

January 2018 – July 2018

School	Beloyed	Chapman	Ellison	Fahey	Mullin	Newmaster	Wilson
Birch Lake		X					
Hugo/Oneka							X
Lakeaires			X				
Lincoln	X						
Matoska International					X		
Otter Lake						X	
Vadnais Heights	X						
Willow Lane				X			
Central			X				
Sunrise						X	
North Campus				X			
South Campus					X		
ECFE						X	
ALC							X
Transition Education Center					X		

Approved at the _____ School Board Meeting.

AGENDA ITEM: Action on School Board Committee Assignment

MEETING DATE: December 11, 2017

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON: Janet Newberg, School Board Chair
Dr. Wayne Kazmierczak, Superintendent

BACKGROUND:

With the retirement of two School Board members, reelection of two board members and election of two new board members, we have the new committee assignments for January 2018 through July 2018. At the July 9, 2018 School Board meeting new committee assignments will be put in place for a two-year period.

RECOMMENDATION:

The board chair and superintendent are recommending the attached committee assignments for January 2018 to July 2018 be approved.

Independent School District #624
White Bear Lake Area Schools

January 2018 – July 2018
SCHOOL BOARD COMMITTEE ASSIGNMENTS

Committees	Beloyed	Chapman	Ellison	Fahey	Mullin	Newmaster	Wilson
Association of Metropolitan School Districts (AMSD)						X	
World's Best Workforce Committee	X						
Community Services Advisory Liaison						X	
Finance Advisory Committee					X		X
Metro ECSU		X					
Policy Committee		X	X				
Special Education Parent Advisory Liaison			X		X		
White Bear Educational Foundation	X						X
American Indian Parent Committee				X			
Other District Boards							
East Metro Integration District #6067 Board				X			
N.E. Metro District 916 Board		X					
Minnesota State High School League							X

Approved at the _____ School Board Meeting.

AGENDA ITEM: Action on Resolutions to Fully Fund Special Education Services

MEETING DATE: December 11, 2017

SUGGESTED DISPOSITION: Action Item

CONTACT PERSON: Dr. Wayne Kazmierczak, Superintendent

BACKGROUND:

Expenditures for special education programs provided by local school districts are funded with a combination of state categorical aids, federal categorical aids, third-party billing revenues and state and local general education revenues. The special education cross-subsidy measures the difference between special education expenditures and corresponding revenues; special education expenditures far exceed corresponding revenues. The Minnesota School Boards Association (MSBA) is asking individual school districts to join together and call on state and federal lawmakers to help draw attention to this issue.

At its recent Delegate Assembly on Saturday, December 2, 2017, MSBA shared with delegates two resolutions (attached) related to the special education cross-subsidy to help create statewide and national momentum to develop a plan to resolve this important issue. White Bear Lake Area Schools Board members Don Mullin and George Kimball attended this Delegate Assembly. The School Board is being asked to adopt the resolutions provided by MSBA.

RECOMMENDED ACTION:

Move to pass Resolutions to Fully Fund Special Education Services at the State and Federal levels.

Resolution to Fully Fund Special Education Services –Minnesota

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task force to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy.

Adopted by the School Board of Independent School District 624 this ____ day of _____, 2017.

School Board Chair

School Board Clerk

Resolution to Fully Fund Special Education Services – Federal

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for Minnesota school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the President and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE, BE IT RESOLVED, that the State of Minnesota calls upon the Congress of the United States to pass appropriate legislation in order to increase funding for federal special education mandates to meet the urgent financial special education needs of our cities and towns; and

BE IT FURTHER RESOLVED, that the Secretary of the Senate cause a copy of this resolution to be delivered to all United States Representatives and Senators representing Minnesota in the Congress of the United States.

Adopted by the School Board of Independent School District 624 this _____ day of _____, 2017.

School Board Chair

School Board Clerk