

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

August 13, 2012

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: August 1, 2012

A Student Recognition will be held on Monday, August 13, 2012, at 6:20 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, August 13, 2012** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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. Presentation of Awards from National School Public Relations Association
2. Superintendent's Report

D. DISCUSSION ITEMS

1. Preliminary Review of 2011-12 Student Assessment Results
2. Preliminary Recommendation for School Board/Superintendent Goals for 2012-13
3. Report on International Partnership Visit to China
4. Annual Review and first Reading of School Board Policy 406, Public And Private Personnel Data
5. Annual Review and First Reading of School Board Policy 410, Family and Medical Leave Policy
6. Annual Review and First Reading of School Board Policy 413, Harassment and Violence
7. Annual Review and First Reading of School Board Policy 414, Mandated Reporting Of Child Neglect or Physical or Sexual Abuse
8. Annual Review and First Reading of School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
9. Annual Review and First Reading of School Board Policy 424, License Status

E. OPERATIONAL ITEMS

1. Action on Approval of Health & Safety Budget for 2012-2013 & 2013-2014
2. Action on School District Records Retention Schedule
3. Second Reading of Policy 496, Faculty and Staff Dress and Appearance
4. Second Reading of Policy 505, Distribution on Non-School Sponsored Materials on School Premises by Students and Employees

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **August 13, 2012**
SUGGESTED DISPOSITION: **Procedural Items**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes

MEETING DATE: August 13, 2012

SUGGESTED DISPOSITION: Consent Agenda

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

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, July 9, 2012 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Swanson called the meeting to order at 7:03 p.m.
- 2 Roll Call- Present: **Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman,**
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon
- 3 Pledge of Allegiance
- 4 Newberg moved, Hiniker seconded to approve the agenda. ***Voice vote: all ayes. Motion carried.***
- 5 Storey moved, Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on June 11;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of resolution to approve field trip;
 - passage of resolution to approve personnel issues to include:
 - **Resignations/Terminations - Classified Staff**
Craig Carlson – Bus Driver, Bus Garage, Employed by District 624 since 01/20/2010. Effective Date: 06/07/2012
Gina Marich – Program Assistant Leader, Matoska International, Employed by District 624 since 09/06/2011. Effective Date: 06/07/2012
Theresa Sherrick – Early Childhood Assistant, Normandy Park. Employed by District 624 since 10/26/2000, Effective Date: 06/07/2012
Kari Stutelberg-Hines – Pupil Support Assistant, Central Middle School. Employed by District 624 since 09/07/2010. Effective Date: 06/12/2012
 - **Resignations - Certified Staff**
Emilie Buesing – Media Specialist, Central Middle School. Employed by District 624 since 08/25/2005. Effective Date: 06/30/2012
Samantha Meyer – School Psychologist, Elementary. Employed by District 624 since 08/21/2003. Effective Date: 06/26/2012
 - **Retirement – Certified Staff**
Sally Parsons – Elementary Classroom Teacher, Otter Lake Elementary. Employed by District 624 since 10/18/1988. Effective Date: 06/08/2012
 - **Change In Continuing Contracts - Certified Staff**
Christopher Lyons – Industrial Tech Teacher, Sunrise/High School. From a .75 f.t.e. to a .95 f.t.e. Effective Date: 2012-2013 School Year

- **Change In Leave Request - Certified Staff**
Josephine Robinson – Guidance Counselor, Secondary. From a 1.00 leave to a .80 leave (.20 position). Effective Date: 2012-2013 School Year
- **Leave of Absence - Certified Staff**
Jeffrey Nowak – Guidance Counselor, High School. Employed by District 624 since 08/21/2008. Effective Dates: 2012-2013 School Year
- **New Personnel - Classified Staff**
Noah Dombrovski – Pupil Support Assistant, High School
\$16.40/ hr. 6.5 hrs./day 180 days \$19,188.00. Effective Date: 09/04/2012
Jennifer Mader – Health Assistant, Birch Lake Elementary
\$16.55/ hr. 5.00 hrs. /day 185 days \$15,308.75. Effective Date: 09/04/2012
Molly A. Miller – Production Clerk, High School.
\$16.05/ hr. 4.00 hrs. /day 185 days \$11,877.00. Effective Date: 09/04/2012
Gretchen Peterson – Media Clerk/Playground Assistant, Vadnais Elementary.
\$15.55/ hr. 5.50 hrs. /day 185 days \$15,822.13. Effective Date: 09/04/2012
- **Rehire From Non-Renewal – Certified Staff New Personnel – Certified Staff**
Sarah Gustafson – Language Arts Teacher, Central Middle School.
MA, Step 6 \$49,353.00. Effective Date: 08/27/2012
- **New Personnel - Certified Staff**
Margaret Kochevar - Play & Learn Teacher, Normandy Park
\$30.00 hr. / 28 hrs. per week on timesheet. Effective Date: 08/22/2012
Tamara Lemieux – .8 ECFE/Parent Educator, Normandy Park
BA, Step 4 \$32,420.00. Effective Date: 08/22/2012
- **New Personnel – Certified Staff**
Shannon Nicholas – .5 Kindergarten Teacher, Otter Lake Elementary
BA, Step 2 \$19,171.00. Effective Date: 08/22/2012
Kimberly Rasch – Elementary Classroom Teacher, Otter Lake Elementary
MA, Step 8 \$53,964.00. Effective Date: 08/22/201
- **Long Term Substitutes – Certified Staff**
Katherine Bergman – Elementary Classroom Teacher, Otter Lake Elementary.
BA+60, Step 2 \$41,986.00. Effective Date: 2012-2013 School Year
Chelsey Colbert – Health Teacher, Central/Sunrise Middle Schools
BA, Step 1 \$19,558.67. Effective Dates: 08/22/2012 through 01/25/2013
Ashlee Ellefsen – Elementary Classroom Teacher, Hugo Elementary
BA, Step 1 \$8,165.27. Effective Dates: 09/04/2012 through 11/02/2012
Caleb Hardacre – .9 Mathematics Teacher, High Schools
BA, Step 1 \$33,497.00. Effective Date: 2012-2013 School Year
Lisa Horowicki – School Counselor, High School. MA, Step 12 \$67,745.00
Effective Date: 2012-2013 School Year
Amanda Koehler – Mathematics Teacher, Sunrise Middle School/Golfview-ALC.
BA, Step 1 \$37,219.00. Effective Date: 2012-2013 School Year
Stephanie Mosher – .7 Language Arts Teacher, High School
BA, Step 1 \$26,053.30. Effective Date: 2012-2013 School Year
Jeffrey Oppenheim – Elementary Classroom Teacher, Oneka Elementary
MA+45, Step 12 \$72,441.00. Effective Date: 2012-2013 School Year
Lacey Schiele – Elementary Classroom or Intervention Teacher, Oneka Elementary. MA, Step 6 \$49,353.00. Effective Date: 2012-2013 School Year

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

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

C. INFORMATION ITEMS

1. Recap of 2011-12 School Year - Dr. Lovett and Marisa Vette, Director of Communications and Community Relations, provided a month by month recap highlighting student performance, measures of success, student achievement and our partnerships for the 2011-12 school year.
2. Superintendent's Report - Dr. Lovett reported on the following:
 - Prior to tonight's Board meeting, the following students and their coaches/mentors were recognized for their accomplishments: White Bear Lake Area Schools Trapshooting team members who participated in the state competition. Congratulations to all!
 - White Bear Lake Area Schools have a booth at Marketfest again this year. School Board members and District administrators are available for conversation, you may pick up District information including class supply lists, visit our Early Childhood activity station and see highlights of innovative student programming run by the students themselves. We hope to see many community members each Thursday evening through July 26.
 - White Bear Lake students have been making the state and national scene lately:
 - o Sunrise Park Middle School student Kylie Noonan competed in National History Day in June.
 - o Recent graduate Eric Gebeke was selected from more than 2,000 applicants as one of four male finalist for the prestigious AAU High School Sullivan Award.
 - o Recent graduate Alexis Foley was named Pioneer Press female athlete of the year.
 - o Incoming senior Emily Nies represented the state of Minnesota in New York City in June as a Triple Threat Award winner for her participation in our high school theater program. Emily and her director, Wendy Suoja, presented an overview of their experience in New York City.
 - CAMP Program – High school teachers and CAMP advisors Jennifer Kirkham and Katie Marsh along with 2010 White Bear graduate Danae Jaslow, were recognized for their leadership in developing the Cross-Aged Mentoring Program (CAMP) which was recognized with a Star of Innovation Award by the Association of Secondary School Administrators this past spring.

Additional information may be found at the District website: www.isd624.org.

D. DISCUSSION ITEMS

1. First Reading of Policy 496, Faculty and Staff Dress and Appearance - This is a new policy which has been under discussion for most of the past year and was reviewed by the School

Board Policy Committee. Policy 496 will be placed on the August 13 School Board meeting agenda or subsequent meeting as an operational item for action.

2. First Reading of Policy 505, Distribution on Non-School Sponsored Materials on School Premises by Students and Employees – Policy 505 was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by the Minnesota School Boards Association (MSBA) with editing as recommended by the School Board Policy Committee and Administration. Policy 505 will be placed on the August 13 School Board meeting agenda or subsequent meeting as an operational item for action.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Newberg seconded to approve the resolution approving Northeast Metro Intermediate School District #916's Health & Safety Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Health & Safety Revenue. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**
2. Storey motioned and Shevik seconded to approve action on certifying resolution related to 403(b) Amendment for HEART and WRERA. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**
3. Newberg motioned and Chapman seconded to approve resolution on lease levy administrative space at Matoska International World School. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**
4. Chapman motioned and Kimball seconded the School Board of Independent School District 624 hereby takes official action to take control of all District extracurricular activities effective June 30, 2011. Shevik stated the word "accounts" should be in the motion after the words "extracurricular activities". Chapman motioned to amend his motion to read: School Board of Independent School District 624 hereby takes official action to take control of all District extracurricular activities accounts effective June 30, 2011 and Hiniker seconded. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**
5. Storey motioned and Shevik seconded that the School Board Meeting Dates for 2012-13 be approved as recommended. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**
6. Hiniker motioned and Newberg seconded to approve the School Board Liaison Assignments for 2012-13 and 2013-14. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**
7. Newberg motioned and Kimball seconded to approve Policy 721, Minnesota Post-Issuance Debt Compliance as recommended by the administration and our financial advisors. **Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.**

8. Newberg motioned and Kimball seconded to approve Policy 805, Waste Reduction and Recycling, as recommended by the administration. ***Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.***
9. Newberg motioned and Kimball seconded to approve Policy 807, Health and Safety, as recommended by the administration. ***Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.***
10. Chapman motioned and Hiniker seconded to approve the contract with SEIU Local 284 Paraprofessional Association of District 624. ***Roll call vote: ayes: Hiniker, Kimball, Newberg, Storey, Swanson, Chapman; abstain-Shevik; nays- none; motion carried.***
11. Shevik motioned and Newberg seconded to accept the Society of American Military Engineers Grant in the amount of \$2,500 to be used for purchasing additional laptop computers and robotic kits. ***Roll call vote: ayes: Hiniker, Kimball, Newberg, Shevik, Storey, Swanson, Chapman; nays- none; motion carried.***

F. BOARD FORUM – Kimball wished the staff a good summer and acknowledged those who recently announced their retirement, thanking them for their service to the District.

G. ADJOURNMENT - Newberg moved and Kimball seconded to adjourn the meeting at 8:08 p.m. ***Voice vote: All ayes. Motion carried.***

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, July 9, 2012 at 10:00 a.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Swanson called the meeting to order at 10:07 a.m.
2. Roll Call – Present: Hiniker, Kimball, Newberg, Storey, Swanson, Chapman
Absent: Shevik

Ex-Officio: Lovett

Cabinet: Present – Daniels, Guenther, Law, Picha, Vette, Willcoxon

B. STRATEGIC ITEMS

1. Reflections on accomplishments during 2011-12, including
 - a. School Board/Superintendent Goals – Board and Superintendent Goals were reviewed at the June Board meeting and important achievement detailed. No additional discussion at this point.
 - b. Strategic Planning Document – No additional input was provided.
2. Strategic Plan Priorities for 2012-13 – Dr. Lovett, David Law, Assistant Superintendent, Pete Willcoxon, Executive Director of Business Services, Kathleen Daniels, Director of Special Services, David Guenther, Director of Community Services, Chris Picha, Director of Human Resources, Marisa Vette, Director of Communication and Community Relations, Mary McGrane, Student and Instructional Assessment and Accountability Coordinator, Ann Malwitz, Professional Development and Learning Coordinator, and Mark Garrison, Instructional Technology Coordinator, all provided input on Strategic Plan priorities under consideration for 2012-13. It is anticipated that a first reading of the document will be on the August Board meeting agenda.
3. Consideration of Priority School Board/Superintendent Goals for 2012-13 – Dr. Lovett and Pete Willcoxon provided input on priority goals beyond those identified in the Strategic Planning document.

The Work Study meeting recessed at 1:00 p.m. for lunch and resumed at 1:32 p.m.

4. School District Vision – Dr. Lovett reviewed additional thoughts on strengthening the White Bear Lake Area School District brand and sharing our legacy of excellence.
5. Public Engagement – Suggestions were provided on how we can add to our public engagement.

C. OPERATIONAL ITEMS

1. Evaluation of School Board and – The evaluation process for the Superintendent will continue in the same format as presented in 2011. A Board self-evaluation will be completed once a format is identified.
2. School Board Working Protocols – Board members discussed liaison assignments for 2012-13, liaison roles and work study sessions.
3. Policy Development – A list of policies to be reviewed during 2012-13 was provided. The review process was discussed.
4. School Board training – This item was tabled to the August Work Study meeting.
5. Other – No additional items were discussed.

D. ADJOURNMENT - Newberg motioned; Hiniker seconded to adjourn the meeting at 4:05 p.m. **Voice vote: All ayes. Motion carried.**

Submitted by: Cathy Storey, Clerk

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

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

Recommendation:

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

White Bear Lake Area Schools

Electronic Transfers - July

	7/13/2012	7/13/2012	7/26/2012	7/31/2012
State of MN - Unemployment Insurance	525.97			
Direct Deposit 332031-332525		449,035.36		
U.S. Treasury (FICA, Medicare, withholding)		149,217.32		
MN State Income Tax		26,383.36		
PERA		44,991.49		
TRA		34,600.70		
ING		487.51		
Bond Payments - US Bank			523,350.00	
Bond Payments - Bremer			1,537,861.25	
Direct Deposit 332526-333128				478,243.99
U.S. Treasury (FICA, Medicare, withholding)				140,540.81
MN State Income Tax				22,378.90
PERA				57,327.93
TRA				26,714.00
ING				487.51

Check Nbr	Vendor Name	Check Date	Check Amount
32818	AMAZON	07/03/2012	1,839.00
32819	BOND TRUST SERVICES CORP	07/03/2012	1,350.00
32820	CATALYST INSTITUTE	07/03/2012	6,188.00
32821	CHENG & TSUI CO INC	07/03/2012	18,617.28
32822	CLOSING THE GAP INC	07/03/2012	550.00
32823	DISCOUNT MAGAZINE SUBSC SERV I	07/03/2012	532.57
32824	EBSCO SUBSCRIPTION SERVICES	07/03/2012	1,148.23
32825	GIRARD, DEBORAH ANN	07/03/2012	901.60
32826	INTL BACCALAUREATE ORGANIZATIO	07/03/2012	10,600.00
32827	ISD #623 ROSEVILLE AREA SCHOOL	07/03/2012	23,500.00
32828	JDL HORIZONS LLC	07/03/2012	643.00
32829	JOHNSON, JUDITH ANN	07/03/2012	251.00
32830	JOHNSON, VIRGINIA C	07/03/2012	488.70
32831	KITTS, HARRY	07/03/2012	251.00
32832	LEE, CHARLOTTE L	07/03/2012	239.00
32833	LIGHTHOUSE MANAGEMENT GROUP	07/03/2012	6,617.00
32834	MAAS, ERIN K	07/03/2012	916.60
32835	MACK, JEANNE C	07/03/2012	406.60
32836	MN ASSOC OF SCHOOL MAINTENANCE	07/03/2012	125.00
32837	MOORE, CYNTHIA	07/03/2012	919.00
32838	NATL ASSOC OF STUDENT COUNCILS	07/03/2012	95.00
32839	NATL HONOR SOCIETY	07/03/2012	85.00
32840	NCPERS MINNESOTA	07/03/2012	448.00
32841	ORDWAY CENTER FOR PERFORMING	07/03/2012	350.00
32842	ORKIN INC	07/03/2012	14,292.86
32843	PITNEY BOWES INC	07/03/2012	1,197.62
32844	POSTMASTER	07/03/2012	190.00
32845	ROSENTHAL BROS INC	07/03/2012	435,941.00
32846	SCHOOLFINANCES.COM	07/03/2012	2,750.00
32847	SENTRY SYSTEMS INC	07/03/2012	29,534.52
32848	SOLARWINDS	07/03/2012	4,490.00
32849	TYLER TECHNOLOGIES INC	07/03/2012	4,413.34
32850	ULMER ELIZABETH	07/03/2012	876.66
32851	WALLRICH, KAREN	07/03/2012	916.60
32852	WHITE BEAR LAKE CITY	07/03/2012	4,250.00
32853	WEEKLY READER	07/03/2012	407.20
32854	WELLS FARGO SECURITIES LLC	07/03/2012	47,542.29
37	Computer	Check(s) For a Total of	623,863.67

	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
	37	Computer	Checks For a Total of	623,863.67
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	623,863.67
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		623,863.67

Check Nbr	Vendor Name	Check Date	Check Amount
32855	AMERICAN FUNDS	07/10/2012	9,110.68
32856	AMERICAN UNITED LIFE	07/10/2012	54,000.00
32857	AMERIPRISE FINANCIAL SERVICES	07/10/2012	2,661.75
32858	AXA EQUITABLE	07/10/2012	4,783.96
32859	EDUCATION MN ESI BILLING TRUST	07/10/2012	2,946.00
32860	IUOE LOCAL 70	07/10/2012	1,272.23
32861	METROPOLITAN LIFE	07/10/2012	501.26
32862	MN CHILD SUPPORT	07/10/2012	1,166.50
32863	SCHOOL SERVICE EMPLOYEES	07/10/2012	718.45
32864	VANGUARD SMALL BUSINESS SERVIC	07/10/2012	3,484.26
10	Computer	Check(s) For a Total of	80,645.09

	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
	10	Computer	Checks For a Total of	80,645.09
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	80,645.09
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		80,645.09

Check Nbr	Vendor Name	Check Date	Check Amount
32865	4 ACE PRODUCTIONS	07/12/2012	395.00
32866	AARP DRIVER SAFETY PROGRAM	07/12/2012	428.00
32867	ABBOTT PAINT & CARPET INC	07/12/2012	2,614.18
32868	ABRAKADOODLE	07/12/2012	1,620.00
32869	AGROPUR INC	07/12/2012	6,885.25
32870	AMAZON	07/12/2012	1,083.82
32871	AMERICAN MESSAGING	07/12/2012	107.60
32872	AMERICAN UNITED LIFE	07/12/2012	194,625.00
32873	AMERIPRIDE SERVICES	07/12/2012	304.23
32874	ASSOC OF METROPOLITAN SCHOOL D	07/12/2012	11,133.00
32875	ANDERSON, AMY C	07/12/2012	360.28
32876	ANDERSON, MARGARET M	07/12/2012	233.37
32877	APPLE COMPUTER INC	07/12/2012	500.00
32878	APPLE COMPUTER INC	07/12/2012	4,988.00
32879	APPLIED ENVIRONMENTAL SCI INC	07/12/2012	2,902.41
32880	ASCA	07/12/2012	750.00
32881	ASTLEFORD EQUIPMENT CO	07/12/2012	570.48
32882	AUTISM SOCIETY OF MINNESOTA	07/12/2012	250.00
32883	BAILLET, KARI LYNN S	07/12/2012	941.60
32884	BARNES & NOBLE	07/12/2012	1,258.40
32885	BARNETT WB CHRYSLER JEEP DODGE	07/12/2012	124.00
32886	BARTH, CARRIE M	07/12/2012	455.00
32887	BATENHORST, LYNSEY K	07/12/2012	179.27
32888	BLICK ART MATERIALS	07/12/2012	757.62
32889	BOMI INTERNATIONAL	07/12/2012	150.00
32890	BOWERMASTER, TRACI	07/12/2012	380.73
32891	BRAMSCHER, JUDEE	07/12/2012	11.05
32892	BREMER BANK	07/12/2012	1,956.77
32893	BRIGGS, JANE	07/12/2012	373.07
32894	BUILDING RESTORATION CORPORATI	07/12/2012	19,543.00
32895	BURMEISTER, JANE M	07/12/2012	62.70
32896	CALVIN CHRISTIAN SCHOOL	07/12/2012	175.00
32897	CAMBIUM LEARNING INC	07/12/2012	4,002.35
32898	CANNIFF, AMY E	07/12/2012	8.99
32899	CANVAS HEALTH	07/12/2012	1,875.00
32900	CAROLINA BIOLOGICAL SUPPLY	07/12/2012	98.91
32901	CDW GOVERNMENT INC	07/12/2012	563.62
32902	CENGAGE LEARNING	07/12/2012	891.00
32903	CENTURYLINK	07/12/2012	266.12
32904	CHAKOLIS, RICHARD A	07/12/2012	118.12
32905	CHAPPELL CENTRAL INC	07/12/2012	215,013.55
32906	CHINN, MELISSA	07/12/2012	266.65
32907	CHRISTENSEN, JOE	07/12/2012	97.88
32908	CHRIST EV LUTHERAN SCHOOL	07/12/2012	175.00
32909	CITI-CARGO & STORAGE CO INC	07/12/2012	210.00
32910	CITY OF LAKES WALDORF SCHOOL	07/12/2012	175.00
32911	CONSTRUCTION MANAGEMENT BUILDI	07/12/2012	58,364.00
32912	COMCAST	07/12/2012	40.95
32913	COMMUNICATION MAILING SERVICES	07/12/2012	733.72
32914	CONCORDIA ACADEMY	07/12/2012	5,284.48

Check Nbr	Vendor Name	Check Date	Check Amount
32915	CONNEY SAFETY	07/12/2012	58.05
32916	CONSTRUCTION RESULTS CORP	07/12/2012	32,680.00
32917	CONVENT OF THE VISITATION	07/12/2012	243.00
32918	COOPS SPORTSWEAR	07/12/2012	800.00
32919	COPY IMAGES INC	07/12/2012	371.78
32920	Vendor Continued Check	07/12/2012	0.00
32921	COPY IMAGES INC	07/12/2012	1,110.72
32922	CRETIN-DERHAM HALL	07/12/2012	3,955.72
32923	CUB FOODS OF WHITE BEAR TWSHP	07/12/2012	614.73
32924	CUMMINS NPOWER LLC	07/12/2012	194.53
32925	CUP AND CONE	07/12/2012	930.05
32926	DAHLEM, TERESA	07/12/2012	245.24
32927	Vendor Continued Check	07/12/2012	0.00
32928	DALCO CORPORATION	07/12/2012	7,123.40
32929	DARTS VMS INC	07/12/2012	399.51
32930	DEEN, DENISE	07/12/2012	385.18
32931	DEJARLAIS, MARILYN	07/12/2012	10.20
32932	DELASALLE HIGH SCHOOL	07/12/2012	175.00
32933	DELL MARKETING LP	07/12/2012	76,820.61
32934	DELTA EDUCATION	07/12/2012	200.92
32935	DELTA DENTAL PLAN OF MN	07/12/2012	62,159.80
32936	DERAAD, MAX D	07/12/2012	674.72
32937	DONATELLI'S	07/12/2012	324.24
32938	DOOR SERVICE COMPANY	07/12/2012	1,621.00
32939	DRAMM, MATTHEW R	07/12/2012	43.01
32940	E.L. REINHARDT COMPANY INC	07/12/2012	1,122.00
32941	CITY OF EAGAN PARKS & REC	07/12/2012	405.00
32942	EARLY CHILDHOOD MFG DIRECT	07/12/2012	1,531.71
32943	EARLY, SHERRY	07/12/2012	14.40
32944	EBSCO SUBSCRIPTION SERVICES	07/12/2012	473.47
32945	EDWARD DON & COMPANY	07/12/2012	7.31
32946	ELLSWORTH, ANNE M	07/12/2012	112.68
32947	ENGSTRAN, PAUL	07/12/2012	416.86
32948	ESSON, ANN	07/12/2012	25.00
32949	ETA HAND2MIND	07/12/2012	50.23
32950	EVERSON, MARK	07/12/2012	1,144.80
32951	FASTENAL COMPANY	07/12/2012	263.12
32952	FESTIVAL FOODS-KNOWLAN'S	07/12/2012	54.74
32953	FIRST STUDENT INC	07/12/2012	8,730.60
32954	FISHER, PHILLIP E	07/12/2012	843.05
32955	FLORIN, JOLYN A	07/12/2012	616.40
32956	FLYING HIGH DISCS & APPAREL	07/12/2012	257.00
32957	FOLLETT SOFTWARE COMPANY	07/12/2012	12,744.43
32958	FRANSEN, BRIAN J	07/12/2012	35.80
32959	FRATTALONES HARDWARE STORES	07/12/2012	1,292.95
32960	FREDERICKSON, KYLE	07/12/2012	1,000.00
32961	FREE SPIRIT PUBLISHING CO	07/12/2012	87.93
32962	G&K SERVICES	07/12/2012	635.33
32963	GALLAGHERS NORTHWESTERN TIRE C	07/12/2012	849.95
32964	GARDEN & ASSOCIATES INC	07/12/2012	105.00

Check Nbr	Vendor Name	Check Date	Check Amount
32965	GENERAL PARTS LLC	07/12/2012	342.16
32966	GENERAL SHEET METAL	07/12/2012	169,100.00
32967	GLENN, JERILYN	07/12/2012	375.00
32968	GOOGLE INC	07/12/2012	159.50
32969	GRAINGER	07/12/2012	1,743.54
32970	Vendor Continued Check	07/12/2012	0.00
32971	GRAINGER	07/12/2012	2,213.11
32972	GRAMBUSH, TINA	07/12/2012	39.25
32973	GRAWE, JARED	07/12/2012	16.94
32974	GREAT GARAGE DOOR CO	07/12/2012	188.09
32975	GREATAMERICA LEASING CORP	07/12/2012	1,532.39
32976	GROVES ACADEMY	07/12/2012	175.00
32977	GULBRANSEN, THERESA J	07/12/2012	329.67
32978	HALLBERG ENGINEERING INC	07/12/2012	35,749.84
32979	HANSON, DONNA	07/12/2012	13.60
32980	Vendor Continued Check	07/12/2012	0.00
32981	Vendor Continued Check	07/12/2012	0.00
32982	HEALTHPARTNERS	07/12/2012	967,819.51
32983	HILL MURRAY HIGH SCHOOL	07/12/2012	5,362.06
32984	HISDAHL INC	07/12/2012	21.00
32985	Vendor Continued Check	07/12/2012	0.00
32986	Vendor Continued Check	07/12/2012	0.00
32987	HOGLUND BUS AND TRUCK CO	07/12/2012	3,974.46
32988	HOLY ANGELS	07/12/2012	175.00
32989	HOME DEPOT CREDIT SERVICES	07/12/2012	31.82
32990	HOWARD, JOAN A	07/12/2012	38.25
32991	HUGO CITY OF	07/12/2012	2,539.00
32992	HUGO FEED MILL & HARDWARE	07/12/2012	27.98
32993	INTERCULTURAL DEVT INVENTORY	07/12/2012	1,600.00
32994	Vendor Continued Check	07/12/2012	0.00
32995	IFD	07/12/2012	36,681.73
32996	INTEGRA TELECOM	07/12/2012	313.20
32997	IVEY, JEFFREY D	07/12/2012	52.45
32998	JC ENVIRONMENTAL & DEMOLITION	07/12/2012	38,221.00
32999	JILEK, JULIA	07/12/2012	745.20
33000	JIMMY JOHNS #869	07/12/2012	158.45
33001	JOHN DEERE LANDSCAPES	07/12/2012	362.85
33002	JOHNSTON, MICHELLE	07/12/2012	158.00
33003	JOHNSON CONTROLS INC	07/12/2012	1,282.00
33004	JW PEPPER & SON INC	07/12/2012	139.98
33005	K PEARSON MECHANICAL LLC	07/12/2012	6,801.67
33006	K12 TRANSPORTATION MGMT SERVIC	07/12/2012	1,980.00
33007	KAISER, PHYLLIS	07/12/2012	23.79
33008	KIMBALL MIDWEST	07/12/2012	307.01
33009	KING OF KINGS LUTHERAN SCHOOL	07/12/2012	175.00
33010	KOWALSKIS MARKET	07/12/2012	119.93
33011	KRAMES STAYWELL LLC	07/12/2012	1,450.64
33012	KRISS DESIGN COMPANY LLC	07/12/2012	600.00
33013	KUBITZ EDUCATIONAL SERVICES	07/12/2012	1,115.05
33014	LANGER'S	07/12/2012	1,565.00

Check Nbr	Vendor Name	Check Date	Check Amount
33015	LANGUAGE LINE SERVICES	07/12/2012	51.83
33016	LARSON, SCOTT	07/12/2012	25.81
33017	LEGACY PRODUCTIONS	07/12/2012	2,000.00
33018	LEIGH, ANNETTA K	07/12/2012	768.12
33019	LHB INC	07/12/2012	2,850.75
33020	LIBERTY CLASSICAL ACADEMY	07/12/2012	1,127.00
33021	LOEGERING, ARNITA	07/12/2012	25.73
33022	LOFFLER COMPANIES INC	07/12/2012	1,737.63
33023	LORENZ, JODI	07/12/2012	163.00
33024	LOVETT, MICHAEL J	07/12/2012	1,772.53
33025	LUCID DATA CORPORATION	07/12/2012	3,288.00
33026	MACDONALD, ANN	07/12/2012	210.00
33027	Vendor Continued Check	07/12/2012	0.00
33028	Vendor Continued Check	07/12/2012	0.00
33029	Vendor Continued Check	07/12/2012	0.00
33030	MADISON NATIONAL LIFE	07/12/2012	54,713.37
33031	MALWITZ, ANN	07/12/2012	1,629.00
33032	MARANATHA CHRISTIAN ACADEMY	07/12/2012	875.00
33033	MARIS LLC	07/12/2012	600.00
33034	MASA	07/12/2012	810.00
33035	MN ASSOC OF SECONDARY SCHOOL P	07/12/2012	4,305.00
33036	MATHIESON, SARA	07/12/2012	25.50
33037	MCCOLLOUGH, MICK	07/12/2012	17.48
33038	MCCORMICK, REBEKKA ANNE	07/12/2012	27.47
33039	MCDONALD, MARIE	07/12/2012	114.32
33040	Vendor Continued Check	07/12/2012	0.00
33041	MCDONOUGH'S WATERJETTING AND	07/12/2012	2,793.25
33042	MCDOWELL, ROBERT C	07/12/2012	499.27
33043	MCGRANE, MARY E	07/12/2012	402.93
33044	MCGRAW-HILL COMPANIES	07/12/2012	55.23
33045	MCPMAHON, MARGARET	07/12/2012	140.74
33046	MEDICAL GRAPHICS CORP	07/12/2012	1,750.00
33047	MN ELEMENTARY SCH PRIN ASSOC	07/12/2012	3,183.00
33048	METRO SCHOOL BUS MAINTENANCE A	07/12/2012	180.00
33049	METROPOLITAN PRINCIPALS ACADEM	07/12/2012	175.00
33050	MID CITY SERVICES - INDUSTRIAL	07/12/2012	2,330.63
33051	MILES, MARY T	07/12/2012	658.62
33052	MINNEHAHA ACADEMY	07/12/2012	860.32
33053	MINVALCO INC	07/12/2012	128.66
33054	MISGEN, JENNIFER R	07/12/2012	601.12
33055	MN CENTER FOR BOOK ARTS	07/12/2012	120.00
33056	MN DEPT OF HEALTH	07/12/2012	15.00
33057	MN DEPT OF HEALTH	07/12/2012	70.00
33058	MN TWINS	07/12/2012	2,084.00
33059	MN WALDORF SCHOOL	07/12/2012	885.12
33060	MODERN FENCE & CONST INC	07/12/2012	40,200.00
33061	MORTENSEN, KIM	07/12/2012	96.00
33062	MOUNDS PARK ACADEMY	07/12/2012	5,867.08
33063	MN REC & PARK ASSN (MRPA)	07/12/2012	480.00
33064	MUELLER, LEAH	07/12/2012	916.00

Check Nbr	Vendor Name	Check Date	Check Amount
33065	MUNDELL, GERALD	07/12/2012	483.67
33066	MUNDELL, KARLA J	07/12/2012	31.90
33067	MUSIC CONNECTION INC	07/12/2012	423.00
33068	NAC MECHANICAL & ELECTRICAL SE	07/12/2012	12,587.38
33069	NATL COUNCIL OF TEACHERS OF MA	07/12/2012	91.00
33070	NATL SCIENCE TEACHERS ASSOC	07/12/2012	75.00
33071	NAVIANCE	07/12/2012	17,505.00
33072	NEFF CO	07/12/2012	750.48
33073	NEOFUNDS BY NEOPOST	07/12/2012	1,055.09
33074	NEW LIFE ACADEMY	07/12/2012	525.00
33075	NEW VISION PRINTING	07/12/2012	332.97
33076	NEXTEL COMMUNICATIONS	07/12/2012	893.17
33077	NGUYEN, HUY	07/12/2012	930.00
33078	NOONAN, CHRISTINE	07/12/2012	830.00
33079	Vendor Continued Check	07/12/2012	0.00
33080	NORTH CENTRAL TRUCK EQUIPMENT	07/12/2012	3,375.84
33081	NORTH HEIGHTS CHRISTIAN ACADEM	07/12/2012	4,555.44
33082	NORTHEAST METRO INTERMEDIATE D	07/12/2012	48,399.93
33083	NORTHERN STAR COUNCIL, BSA	07/12/2012	290.00
33084	NORTHERN VOICES	07/12/2012	5,950.00
33085	O'NEIL, LOIS	07/12/2012	36.28
33086	OAK HILL MONTESSORI SCHOOL	07/12/2012	2,104.88
33087	Vendor Continued Check	07/12/2012	0.00
33088	Vendor Continued Check	07/12/2012	0.00
33089	ON SITE SANITATION INC	07/12/2012	2,331.32
33090	OPEN ARMS OF MN	07/12/2012	5,336.16
33091	ORIENTAL TRADING	07/12/2012	95.74
33092	PAMS LUNCHROOM LLC	07/12/2012	855.80
33093	PAN-O-GOLD	07/12/2012	1,056.66
33094	PAR CODE SYMBOLOGY INC	07/12/2012	247.00
33095	PEARSON EDUCATION INC	07/12/2012	76.29
33096	PEARSON EDUCATION	07/12/2012	54.43
33097	PELTIER, GEORGIANNA N	07/12/2012	68.00
33098	Vendor Continued Check	07/12/2012	0.00
33099	PETERSON BROS ROOFING & CONST	07/12/2012	14,501.28
33100	PHI DELTA KAPPA INTL	07/12/2012	95.00
33101	PICHA, CHRISTINA K	07/12/2012	329.00
33102	PIERRE, CHRISTINA	07/12/2012	37.36
33103	PITLICK, GREG	07/12/2012	460.66
33104	PITNEY BOWES PURCHASE POWER	07/12/2012	207.99
33105	PITNEY BOWES PURCHASE POWER	07/12/2012	1,500.00
33106	PITNEY BOWES INC	07/12/2012	120.95
33107	PLADSON ENVIRONMENTAL INC	07/12/2012	5,580.00
33108	PLASTER, MARK A	07/12/2012	120.99
33109	POSTMASTER	07/12/2012	200.00
33110	PRESS PUBLICATIONS	07/12/2012	672.53
33111	PROBLEM SOLVING SOLUTIONS	07/12/2012	1,000.00
33112	PROPERTY PROPS	07/12/2012	2,116.00
33113	PRUFROCK PRESS INC	07/12/2012	144.98
33114	QUARFOTH, LYNN MARIE	07/12/2012	232.00

Check Nbr	Vendor Name	Check Date	Check Amount
33115	RAK CONSTRUCTION INC	07/12/2012	9,832.50
33116	RAMSEY COUNTY PARKS/REC DEPT	07/12/2012	780.00
33117	REBER, JODY ANN	07/12/2012	147.90
33118	REGION 4AA	07/12/2012	920.00
33119	RESERVE ACCOUNT	07/12/2012	5,000.00
33120	RICOH AMERICAS CORP	07/12/2012	426.07
33121	RIVER BOTTOM STORYTELLERS	07/12/2012	225.00
33122	RJF MINNEAPOLIS	07/12/2012	400.00
33123	ROUSH, ROBIN	07/12/2012	306.55
33124	SAINTS NORTH MAPLEWOOD	07/12/2012	742.00
33125	SAM'S CLUB/GEMB	07/12/2012	180.51
33126	SAM'S CLUB/GEMB	07/12/2012	406.02
33127	SAM'S CLUB/GEMB	07/12/2012	2,133.10
33128	SAM'S CLUB/GEMB	07/12/2012	42.96
33129	SCAN AIR FILTER INC	07/12/2012	520.74
33130	Vendor Continued Check	07/12/2012	0.00
33131	Vendor Continued Check	07/12/2012	0.00
33132	Vendor Continued Check	07/12/2012	0.00
33133	SCHMITT MUSIC COMPANY	07/12/2012	1,134.00
33134	SCHOOL HEALTH CORP	07/12/2012	29.61
33135	SCHOOL SPECIALTY	07/12/2012	27.85
33136	SEEVER, GRAY	07/12/2012	165.00
33137	SEHR, DEBRA	07/12/2012	142.60
33138	SENTRY SYSTEMS INC	07/12/2012	800.00
33139	SFM	07/12/2012	164,504.00
33140	SOCIETY FOR HUMAN RESOURCE MGM	07/12/2012	180.00
33141	SKIDMORE, CECILIA	07/12/2012	17.00
33142	SMRDEL, KATHY	07/12/2012	105.00
33143	SCHOOL NUTRITION ASSOC (SNA)	07/12/2012	45.25
33144	SOCIAL STUDIES SCHOOL SERVICE	07/12/2012	67.14
33145	SPECIAL PAY TRUST AUL	07/12/2012	196,226.27
33146	SPENCER, DOROTHY	07/12/2012	12.75
33147	ST AGNES HIGH SCHOOL	07/12/2012	822.60
33148	ST CROIX LUTHERAN SCHOOL	07/12/2012	1,050.00
33149	ST JOHN THE BAPTIST SCHOOL	07/12/2012	963.52
33150	ST PAUL ACADEMY	07/12/2012	3,234.92
33151	ST THOMAS ACADEMY	07/12/2012	875.00
33152	STAGES THEATRE COMPANY	07/12/2012	568.00
33153	STARUCK, DONNA M	07/12/2012	739.71
33154	STATE SUPPLY CO	07/12/2012	241.24
33155	STONE KATHY	07/12/2012	112.24
33156	STUDENT SUPPLY	07/12/2012	82.75
33157	SUOJA, WENDY	07/12/2012	1,164.00
33158	SUPREME SCHOOL SUPPLY CO	07/12/2012	86.20
33159	SYN-TECH SYSTEMS INC	07/12/2012	918.75
33160	TAYLOR MUSIC INC	07/12/2012	399.00
33161	TEACHERS CURRICULUM INSTITUTE	07/12/2012	85,293.60
33162	TIERNEY BROTHERS INC	07/12/2012	2,117.00
33163	TIES	07/12/2012	1,083.33
33164	TOTINO-GRACE HIGH SCHOOL	07/12/2012	7,574.20

Check Nbr	Vendor Name	Check Date	Check Amount
33165	TRADE PRESS INC	07/12/2012	485.00
33166	TRAEGER, MARY	07/12/2012	17.93
33167	TRUSTED EMPLOYEES	07/12/2012	2,014.00
33168	TUBETAPE	07/12/2012	356.83
33169	TURFWERKS INC	07/12/2012	63.18
33170	TWIN CITY NURSERY INC	07/12/2012	83.98
33171	U.S. ENERGY SERVICES INC	07/12/2012	4,946.43
33172	UHL CO INC	07/12/2012	7,775.00
33173	UNITED RENTALS NORTH AMER INC	07/12/2012	485.01
33174	UPSTART	07/12/2012	118.04
33175	VERIZON WIRELESS	07/12/2012	35.08
33176	VETTE, MARISA AA	07/12/2012	623.87
33177	VISI	07/12/2012	538.16
33178	WALD, TIM	07/12/2012	1,350.90
33179	WARGO NATURE CENTER	07/12/2012	450.00
33180	Vendor Continued Check	07/12/2012	0.00
33181	WASTE MANAGEMENT OF WI-MN	07/12/2012	10,783.46
33182	WATTERS, LAURA J	07/12/2012	30.94
33183	WHITE BEAR GLASS INC	07/12/2012	1,471.15
33184	WHITE BEAR LOCKSMITH INC	07/12/2012	43.50
33185	WHITE BEAR TOWNSHIP THEATRE	07/12/2012	167.50
33186	WHITE BEAR AREA YMCA	07/12/2012	300.00
33187	WHITE BEAR LAKE LIONS CLUB	07/12/2012	153.00
33188	WBLAHS GRAD PARTY	07/12/2012	550.00
33189	WILLIAMS, LAURA L	07/12/2012	744.81
33190	WINDSTREAM	07/12/2012	2,606.10
33191	WL HALL COMPANY	07/12/2012	3,531.00
33192	WOLTERS, MERRILY J	07/12/2012	510.00
33193	WOODCREST BAPTIST ACADEMY	07/12/2012	340.48
33194	XEROX CORPORATION	07/12/2012	558.00
33195	XEROX FINANCIAL SERVICES	07/12/2012	271.31
33196	XIONG, XUE	07/12/2012	36.96
33197	YMCA CAMP WIDJIWAGAN	07/12/2012	2,223.00
33198	YOGA DEVOTION LLC	07/12/2012	350.00
33199	YOUTH FRONTIERS	07/12/2012	750.00
33200	YOUTH SERVICES INTERNATIONAL	07/12/2012	270.00

336	Computer	Check(s) For a Total of	2,872,261.64
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Check Nbr	Vendor Name	Check Date	Check Amount
29011	DOOR SERVICE COMPANY	07/12/2012	1,227.00
31676	HARVARD UNIVERSITY	07/12/2012	500.00
32739	MN RECREATION AND PARK	07/12/2012	1,407.00
32745	NGUYEN, HUY	07/12/2012	930.00
32746	NOONAN, CHRISTINE	07/12/2012	830.00
32748	NORTH CENTRAL TRUCK EQUIPMENT	07/12/2012	1,667.10
32805	VERTICAL ENDEAVORS INC	07/12/2012	300.00
7	Void	Check(s) For a Total of	6,861.10

	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
	336	Computer	Checks For a Total of	2,872,261.64
Total For	336	Manual, Wire Tran, ACH & Computer	Checks	2,872,261.64
Less	7	Voided	Checks For a Total of	6,861.10
		Net Amount		2,865,400.54

Check Nbr	Vendor Name	Check Date	Check Amount
33201	POSTMASTER	07/18/2012	602.74
1	Computer	Check(s) For a Total of	602.74

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	602.74
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	602.74
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		602.74

Check Nbr	Vendor Name	Check Date	Check Amount
33202	AMERICAN FUNDS	07/24/2012	9,152.36
33203	AMERIPRISE FINANCIAL SERVICES	07/24/2012	2,661.75
33204	AXA EQUITABLE	07/24/2012	4,783.96
33205	EDUCATION MN ESI BILLING TRUST	07/24/2012	2,946.00
33206	IUOE LOCAL 70	07/24/2012	1,272.23
33207	METROPOLITAN LIFE	07/24/2012	501.26
33208	MN CHILD SUPPORT	07/24/2012	1,255.63
33209	SCHOOL SERVICE EMPLOYEES	07/24/2012	718.45
33210	VANGUARD SMALL BUSINESS SERVIC	07/24/2012	3,530.09
9	Computer	Check(s) For a Total of	26,821.73

	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
	9	Computer	Checks For a Total of	26,821.73
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	26,821.73
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		26,821.73

Check Nbr	Vendor Name	Check Date	Check Amount
33211	FIRST BOOK	07/24/2012	157.50
33212	INNOVATIVE OFFICE SOLUTIONS	07/24/2012	2,173.74
33213	LAKESHORE LEARNING MATERIALS	07/24/2012	5,415.04
33214	STAPLES ADVANTAGE	07/24/2012	2,831.30
4	Computer	Check(s) For a Total of	10,577.58

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	10,577.58
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	10,577.58
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		10,577.58

Check Nbr	Vendor Name	Check Date	Check Amount
33215	1ST LINE/LEEWES VENTURES LLC	07/26/2012	302.75
33216	4IMPRINT INC	07/26/2012	211.90
33217	AARP DRIVER SAFETY PROGRAM	07/26/2012	462.00
33218	AARP DRIVER SAFETY PROGRAM	07/26/2012	420.00
33219	ABBOTT PAINT & CARPET INC	07/26/2012	451.46
33220	ABRAKADOODLE	07/26/2012	630.00
33221	ACCURATE LABEL DESIGNS	07/26/2012	61.95
33222	ADAMS, LINDA	07/26/2012	190.10
33223	AM-PM AUTO REPAIR	07/26/2012	729.05
33224	AMAZON	07/26/2012	36.06
33225	AMAZON	07/26/2012	1,224.69
33226	AMERICAN TIME & SIGNAL CO	07/26/2012	91.90
33227	AMI IMAGING SYSTEMS INC	07/26/2012	1,792.00
33228	ANDERSON, JON C	07/26/2012	750.00
33229	ANDERSON'S	07/26/2012	313.95
33230	APPLE COMPUTER INC	07/26/2012	18,950.00
33231	APPLIED ENVIRONMENTAL SCI INC	07/26/2012	8,420.15
33232	AQUA ENGINEERING INC	07/26/2012	180.75
33233	ASTLEFORD INTERNATIONAL TRUCKS	07/26/2012	123.32
33234	ATOMIC ARCHITECTURAL SHEET MET	07/26/2012	18,980.00
33235	AV AVENUE LLC	07/26/2012	1,350.00
33236	B & H PHOTO-VIDEO-PRO AUDIO	07/26/2012	487.00
33237	BARTH, CARRIE M	07/26/2012	304.82
33238	BARTHOL, JOEL D	07/26/2012	144.86
33239	BATTERIES PLUS	07/26/2012	3,834.49
33240	BEAR, DELORES ANN	07/26/2012	313.61
33241	BEARTOWN AUTO BODY INC	07/26/2012	1,009.00
33242	BENCHMARK EDUCATION COMPANY	07/26/2012	385.00
33243	BUSINESS IMPACT GROUP	07/26/2012	2,039.50
33244	BLICK ART MATERIALS	07/26/2012	1,106.00
33245	BOYER TRUCKS	07/26/2012	92.49
33246	BREMER BANK	07/26/2012	3,200.00
33247	BRUTON, SANDRA R	07/26/2012	486.00
33248	THE BUG COMPANY	07/26/2012	16.00
33249	BWANA ARCHERY	07/26/2012	79.95
33250	CAMP ST CROIX	07/26/2012	200.00
33251	CANVAS HEALTH	07/26/2012	1,875.00
33252	CAPAN, NANCY	07/26/2012	52.25
33253	CARROT-TOP INDUSTRIES INC	07/26/2012	93.63
33254	CARTRIDGE CARE	07/26/2012	932.00
33255	CDW GOVERNMENT INC	07/26/2012	315.00
33256	THE CENTER FOR EFFICIENT SCHOO	07/26/2012	15,000.00
33257	CERTIFIED LABORATORIES	07/26/2012	692.78
33258	CHAKOLIS, RICHARD A	07/26/2012	27.62
33259	CHRISTIAN BOOK DISTRIBUTORS	07/26/2012	210.30
33260	CITI-CARGO & STORAGE CO INC	07/26/2012	210.00
33261	COMCAST	07/26/2012	5.27
33262	COMCAST	07/26/2012	79.41
33263	COMCAST	07/26/2012	70.95
33264	COMMERICAL KITCHEN SERVICES	07/26/2012	213.75

Check Nbr	Vendor Name	Check Date	Check Amount
33265	COMMITTEE FOR CHILDREN	07/26/2012	9,276.30
33266	CONNEY SAFETY	07/26/2012	159.00
33267	CONSTRUCTION RESULTS CORP	07/26/2012	40,755.00
33268	CONTINENTAL CLAY CO	07/26/2012	2,087.90
33269	CONTINENTAL RESEARCH CORP	07/26/2012	3,586.08
33270	COOPS SPORTSWEAR	07/26/2012	1,452.00
33271	COPY IMAGES INC	07/26/2012	12.00
33272	CRESS, ROMAN W	07/26/2012	1,084.00
33273	CTB INC	07/26/2012	615.00
33274	CUB FOODS OF WHITE BEAR TWSHP	07/26/2012	344.65
33275	CUB FOODS OF WOODBURY	07/26/2012	344.25
33276	CUMMINS NPOWER LLC	07/26/2012	823.02
33277	DAHLEM, TERESA	07/26/2012	172.05
33278	Vendor Continued Check	07/26/2012	0.00
33279	Vendor Continued Check	07/26/2012	0.00
33280	Vendor Continued Check	07/26/2012	0.00
33281	Vendor Continued Check	07/26/2012	0.00
33282	DALCO CORPORATION	07/26/2012	14,564.71
33283	DARR, SHELLY	07/26/2012	904.96
33284	DELTA DENTAL PLAN OF MN	07/26/2012	61,990.00
33285	DEMCO INC	07/26/2012	287.92
33286	DESIGNER SIGN SYSTEMS INC	07/26/2012	69.78
33287	DOMINOS PIZZA	07/26/2012	36.57
33288	DOOR SERVICE COMPANY	07/26/2012	3,293.00
33289	DRAMM, MATTHEW R	07/26/2012	121.83
33290	DURACO EXPRESS CHICAGO	07/26/2012	61.78
33291	E.L. REINHARDT COMPANY INC	07/26/2012	36.00
33292	EBSCO SUBSCRIPTION SERVICES	07/26/2012	209.94
33293	ECKROTH MUSIC	07/26/2012	259.59
33294	EDUCATIONAL RESEARCH AND DEV	07/26/2012	4,538.04
33295	ELECTRIC MOTOR REPAIR	07/26/2012	1,306.00
33296	FASTENAL COMPANY	07/26/2012	276.39
33297	FEDEX	07/26/2012	32.72
33298	FERNANDEZ, KEVIN	07/26/2012	647.40
33299	FESTIVAL FOODS-KNOWLAN'S	07/26/2012	581.86
33300	FISHER SCIENTIFIC	07/26/2012	121.46
33301	FLAHERTY'S ARDEN BOWL	07/26/2012	1,020.00
33302	FLORIN, JOLYN A	07/26/2012	616.40
33303	FORMANEK, DANIELLE E	07/26/2012	25.00
33304	FRY, JOHN	07/26/2012	96.02
33305	GA CONSTRUCTION INC	07/26/2012	11,121.65
33306	GALLAGHERS NORTHWESTERN TIRE C	07/26/2012	3,246.09
33307	GAMBONI, RICHARD A	07/26/2012	40.00
33308	GARCEAUS HARDWARE	07/26/2012	182.94
33309	GARDEN & ASSOCIATES INC	07/26/2012	381.20
33310	GECRB/AMAZON	07/26/2012	111.09
33311	GEMINI LETTERS & SIGNS	07/26/2012	49.52
33312	GENERAL PARTS LLC	07/26/2012	417.70
33313	GENERAL SHEET METAL	07/26/2012	238,830.00
33314	GIRARD, DEBORAH ANN	07/26/2012	386.28

Check Nbr	Vendor Name	Check Date	Check Amount
33315	GOLDEN VALLEY SUPPLY CO	07/26/2012	10,624.00
33316	GOOGLE INC	07/26/2012	44,040.00
33317	GOPHER	07/26/2012	1,429.39
33318	Vendor Continued Check	07/26/2012	0.00
33319	GRAINGER	07/26/2012	2,885.66
33320	GREAT GARAGE DOOR CO	07/26/2012	148.10
33321	GROTH MUSIC CO	07/26/2012	87.97
33322	GROUP HEALTH INC - WORKSITE	07/26/2012	181.50
33323	Vendor Continued Check	07/26/2012	0.00
33324	HALLBERG ENGINEERING INC	07/26/2012	16,139.82
33325	HANDWRITING WITHOUT TEARS	07/26/2012	187.55
33326	HAZELDEN	07/26/2012	493.90
33327	Vendor Continued Check	07/26/2012	0.00
33328	Vendor Continued Check	07/26/2012	0.00
33329	HEALTHPARTNERS	07/26/2012	975,346.96
33330	HISDAHL INC	07/26/2012	1,043.94
33331	Vendor Continued Check	07/26/2012	0.00
33332	Vendor Continued Check	07/26/2012	0.00
33333	HOGLUND BUS AND TRUCK CO	07/26/2012	4,735.56
33334	HOUGHTON MIFFLIN HARCOURT	07/26/2012	9,773.96
33335	HSBC BUSINESS SOLUTIONS	07/26/2012	10.27
33336	HUGO CITY OF	07/26/2012	509,846.00
33337	IDC AUTOMATIC	07/26/2012	185.13
33338	IMMEL, COLLEEN	07/26/2012	108.23
33339	INTL BACCALAUREATE ORGANIZATIO	07/26/2012	6,000.00
33340	IPARADIGMS	07/26/2012	5,670.00
33341	JAYTECH INC	07/26/2012	2,676.80
33342	JC ENVIRONMENTAL & DEMOLITION	07/26/2012	7,253.00
33343	JIMMY'S FOOD AND DRINK	07/26/2012	225.00
33344	Vendor Continued Check	07/26/2012	0.00
33345	JOHN DEERE LANDSCAPES	07/26/2012	1,543.36
33346	JOHNSON, JUDITH ANN	07/26/2012	251.00
33347	K PEARSON MECHANICAL LLC	07/26/2012	1,476.56
33348	KAPLAN	07/26/2012	752.24
33349	KIMBALL MIDWEST	07/26/2012	477.30
33350	KITTS, HARRY	07/26/2012	251.00
33351	KOECKERITZ, JEANNE	07/26/2012	452.28
33352	KOTA PAINTING LLC	07/26/2012	8,000.00
33353	KOVACICH, DAN	07/26/2012	284.60
33354	KOWALSKIS MARKET	07/26/2012	95.00
33355	L'ALLIER CONCRETE INC	07/26/2012	40,160.00
33356	LAB SAFETY SUPPLY CO INC	07/26/2012	15.41
33357	LAKESHORE LEARNING MATERIALS	07/26/2012	469.71
33358	LANGERS	07/26/2012	8,135.00
33359	LAWSON PRODUCTS INC	07/26/2012	129.40
33360	LEE, CHARLOTTE L	07/26/2012	239.00
33361	LETTERTECH INC	07/26/2012	372.78
33362	LIDS TEAM SPORTS	07/26/2012	1,895.00
33363	LORENZ, JODI	07/26/2012	96.00
33364	LOVETT, MICHAEL J	07/26/2012	249.00

Check Nbr	Vendor Name	Check Date	Check Amount
33365	L T G POWER EQUIPMENT	07/26/2012	465.66
33366	MACKIN EDUCATIONAL RESOURCES	07/26/2012	269.98
33367	Vendor Continued Check	07/26/2012	0.00
33368	Vendor Continued Check	07/26/2012	0.00
33369	Vendor Continued Check	07/26/2012	0.00
33370	MADISON NATIONAL LIFE	07/26/2012	54,424.44
33371	MALLOY/MONTAGUE/KARNOWSKI & CO	07/26/2012	4,700.00
33372	MALWITZ, ANN	07/26/2012	734.76
33373	MARTINSON ANDREW	07/26/2012	78.96
33374	MARTIN-MCALLISTER	07/26/2012	800.00
33375	MN ASSOC OF SCHOOL MAINTENANCE	07/26/2012	483.00
33376	MN ASSOC OF SCHOOL MAINTENANCE	07/26/2012	250.00
33377	MN ASSOC OF SECONDARY SCHOOL P	07/26/2012	2,484.00
33378	MCDONOUGH'S WATERJETTING AND	07/26/2012	1,176.00
33379	MCTMAHON, MARGARET	07/26/2012	40.00
33380	MEDCO SUPPLY CO	07/26/2012	2,037.92
33381	MERZER MALP, SHEILA	07/26/2012	1,020.00
33382	METRO ECSU	07/26/2012	8,056.60
33383	METRO-CLEANING SERVICES INC	07/26/2012	1,750.00
33384	MIDWEST BUS PARTS INC	07/26/2012	237.00
33385	MIDWEST INSTRUCTIONAL	07/26/2012	975.00
33386	MINITEX	07/26/2012	850.00
33387	MINVALCO INC	07/26/2012	903.43
33388	MN DEPT OF HEALTH	07/26/2012	45.00
33389	MN ELEVATOR INC	07/26/2012	290.77
33390	MN MOBILE TELEPHONE CO INC	07/26/2012	99.00
33391	MN TRANSPORTATION MUSEUM	07/26/2012	170.00
33392	MN TRANSPORTATION MUSEUM	07/26/2012	50.00
33393	MOBILE RADIO ENGINEERING INC	07/26/2012	262.05
33394	MOORE, CYNTHIA	07/26/2012	919.00
33395	MN REC & PARK ASSN (MRPA)	07/26/2012	640.00
33396	MN SCHOOL BOARDS ASSN	07/26/2012	11,758.00
33397	MUSIC THEATER INTL	07/26/2012	10.00
33398	NAC MECHANICAL & ELECTRICAL SE	07/26/2012	12,872.50
33399	NADEAU, MARGARET	07/26/2012	15.00
33400	NCS PEARSON INC	07/26/2012	3,127.00
33401	NELSON, JUDI	07/26/2012	40.00
33402	NEXTEL COMMUNICATIONS	07/26/2012	917.70
33403	Vendor Continued Check	07/26/2012	0.00
33404	Vendor Continued Check	07/26/2012	0.00
33405	NORTH CENTRAL TRUCK EQUIPMENT	07/26/2012	74.44
33406	NORTH HEIGHTS CHRISTIAN ACADEM	07/26/2012	160.00
33407	NORTHEAST METRO INTERMEDIATE D	07/26/2012	16,100.36
33408	NATL SCHOOL PUBLIC RELATIONS A	07/26/2012	250.00
33409	NUTRIKIDS	07/26/2012	770.00
33410	O'REILLY AUTOMOTIVE INC	07/26/2012	3,246.81
33411	OFFICE DEPOT	07/26/2012	3,147.07
33412	OLSEN FIRE PROTECTION	07/26/2012	1,256.00
33413	OLSON, MARK	07/26/2012	387.89
33414	ON SITE SANITATION INC	07/26/2012	40.69

Check Nbr	Vendor Name	Check Date	Check Amount
33415	OXYGEN SERVICE CO INC	07/26/2012	131.60
33416	OYEN, JENNIFER M	07/26/2012	226.59
33417	PAPA MURPHY'S PIZZA	07/26/2012	150.80
33418	PAPA MURPHY'S PIZZA	07/26/2012	67.91
33419	PARTSMASTER	07/26/2012	480.74
33420	PCS REVENUE CONTROL SYSTEMS IN	07/26/2012	1,419.00
33421	PEARSON EDUCATION INC	07/26/2012	1,085.56
33422	PELANEK II, TIMOTHY J	07/26/2012	525.00
33423	PETERSON BROS ROOFING & CONST	07/26/2012	22,920.00
33424	PHI DELTA KAPPA INTL	07/26/2012	90.00
33425	PIERRE, CHRISTINA	07/26/2012	837.77
33426	PINES SCHOOL	07/26/2012	6,892.55
33427	PITNEY BOWES INC	07/26/2012	618.00
33428	PIZZA MAN	07/26/2012	95.00
33429	PLADSON ENVIRONMENTAL INC	07/26/2012	360.00
33430	PLASTER, MARK A	07/26/2012	104.34
33431	POLAR CHEVROLET MAZDA	07/26/2012	3,160.43
33432	POSTMASTER	07/26/2012	522.79
33433	PRAXAIR DISTRIBUTION INC	07/26/2012	116.98
33434	PRESS PUBLICATIONS	07/26/2012	1,051.00
33435	PROFESSIONAL TURF & RENOVATION	07/26/2012	7,940.00
33436	PROJECTUS	07/26/2012	6,996.30
33437	RAMSEY COUNTY COMM HUMAN SVCS	07/26/2012	30,226.00
33438	RATWIK ROSZAK & MALONEY PA	07/26/2012	1,902.53
33439	REASON	07/26/2012	60,615.00
33440	RENAISSANCE LEARNING INC	07/26/2012	1,295.04
33441	RIEBAU, PATRICIA ANN	07/26/2012	1,024.49
33442	RIGGS INSTITUTE SALES	07/26/2012	354.70
33443	ROCHESTER 100 INC	07/26/2012	498.75
33444	ROSEVILLE AREA SCHOOLS	07/26/2012	20,636.25
33445	RUDDYS PARTY TOWN INC	07/26/2012	85.15
33446	S & T OFFICE PRODUCTS INC	07/26/2012	138.00
33447	SAFEWAY DRIVING SCHOOL	07/26/2012	4,960.00
33448	SAINTS NORTH MAPLEWOOD	07/26/2012	1,235.50
33449	SAM'S CLUB/GEMB	07/26/2012	477.46
33450	SAM'S CLUB/GEMB	07/26/2012	1,403.11
33451	SCAN AIR FILTER INC	07/26/2012	116.98
33452	SCHOOL OUTFITTERS.COM	07/26/2012	259.60
33453	SCHOOLDUDE.COM INC	07/26/2012	2,273.00
33454	SENTRY SYSTEMS INC	07/26/2012	185.00
33455	SHRED-IT USA - MINNEAPOLIS	07/26/2012	1,037.25
33456	SMITH, TAMMY L	07/26/2012	64.38
33457	SNAP-ON TOOLS	07/26/2012	317.74
33458	SOFTERWARE	07/26/2012	525.00
33459	SONNEK, NANCY	07/26/2012	50.00
33460	SPSI INC	07/26/2012	33.82
33461	STANLEY SECURITY SOLUTIONS INC	07/26/2012	49.82
33462	Vendor Continued Check	07/26/2012	0.00
33463	STATE SUPPLY CO	07/26/2012	1,086.28
33464	Vendor Continued Check	07/26/2012	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
33465	Vendor Continued Check	07/26/2012	0.00
33466	SUPERIOR STRIPING INC	07/26/2012	10,910.00
33467	SUPREME SCHOOL SUPPLY CO	07/26/2012	203.42
33468	SVL SERVICE CORPORATION	07/26/2012	560.00
33469	TA SCHIFSKY & SONS INC	07/26/2012	1,280.00
33470	TALES AND TRAILS INC	07/26/2012	71.49
33471	TALLY'S DOCKSIDE	07/26/2012	240.00
33472	TAMARACK NATURE CENTER	07/26/2012	127.50
33473	TAYLOR PUBLISHING CO	07/26/2012	1,373.36
33474	TDS METROCOM - MN	07/26/2012	6,895.39
33475	THYSSENKRUPP ELEVATOR CORP	07/26/2012	633.89
33476	TIERNEY BROTHERS INC	07/26/2012	3,250.00
33477	TOYOTA-LIFT OF MINNESOTA	07/26/2012	74.90
33478	TRANE US INC	07/26/2012	75.22
33479	T.R.F. SUPPLY CO	07/26/2012	686.40
33480	TRI STATE BOBCAT	07/26/2012	26.94
33481	TRUCK UTILITIES MFG CO	07/26/2012	461.52
33482	TUBETAPE	07/26/2012	582.94
33483	TWIN CITY NURSERY INC	07/26/2012	144.99
33484	UHL CO INC	07/26/2012	750.00
33485	CITY OF VADNAIS HEIGHTS	07/26/2012	2,259.29
33486	VAIL, ANNE B	07/26/2012	59.39
33487	VANOVERBEKE, TAMERA S	07/26/2012	780.00
33488	VARSITY SPIRIT FASHIONS	07/26/2012	10,065.47
33489	VASKE, MARY	07/26/2012	149.90
33490	VENBURG TIRE CO	07/26/2012	74.50
33491	VETTE, MARISA AA	07/26/2012	38.50
33492	VIKING ELECTRIC SUPPLY	07/26/2012	11,058.36
33493	VISI	07/26/2012	525.00
33494	WALD, TIM	07/26/2012	2,224.50
33495	WATCH ME DRAW! LLC	07/26/2012	525.00
33496	WHITE BEAR BOWL	07/26/2012	201.00
33497	WHITE BEAR CENTER FOR THE ARTS	07/26/2012	2,000.00
33498	WHITE BEAR RENTAL EQUIPMENT	07/26/2012	74.52
33499	WHITE BEAR LAKE (CITY OF)	07/26/2012	3,579.03
33500	WHITE BEAR LAKE (CITY OF)	07/26/2012	1,452.00
33501	WHITE BEAR LAKE ROTARY CLUB	07/26/2012	231.50
33502	WHITE BEAR LAKE UMPIRES ASSN	07/26/2012	4,950.00
33503	WBLA EDUCATIONAL FOUNDATION	07/26/2012	182.56
33504	WEST METRO EDUC PROGRAM	07/26/2012	1,079.00
33505	WILDMAN HILAL, ANDREA L	07/26/2012	58.83
33506	WILLIAMS JR, LEE E	07/26/2012	83.81
33507	WINNICK SUPPLY	07/26/2012	224.00
33508	WITTNER, BRYAN	07/26/2012	25.00
33509	WL HALL COMPANY	07/26/2012	1,050.00
33510	THE WORKS	07/26/2012	522.00
33511	WORLD BOOK INC	07/26/2012	2,098.98
33512	XCEL ENERGY	07/26/2012	68,424.31
33513	YOUTH ENRICHMENT LEAGUE	07/26/2012	4,640.00
33514	YOUTH SERVICES INTERNATIONAL	07/26/2012	1,890.00

Check Nbr	Vendor Name	Check Date	Check Amount
300	Computer	Check(s) For a Total of	2,634,064.83

	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
	300	Computer	Checks For a Total of	2,634,064.83
Total For	300	Manual, Wire Tran, ACH & Computer	Checks	2,634,064.83
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		2,634,064.83

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: **August 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
\$100 in memory of Greg Schichel	Cynthia Rulli	Birch Lake Elementary DCD Program
\$115.50	Beatrice Werenicz	Willow Lane Elementary
\$250	Peter and Lisa Siddons	Willow Lane Elementary
Six backpacks filled with school supplies	Denny and Cheryl Gilbertson	White Bear Lake Area Public Schools
\$50 in memory of Gerald Brott	Tim and Jody Reber	White Bear Lake Area High School Excellence Event

RECOMMENDATION: Accept donations.

AGENDA ITEM: **Field Trip Request**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Consent Agenda**

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

Background:

School Board Policy #610 – Field Trips requires School Board approval of any overnight field trip. The following field 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
Friday, 8/31/12 - Saturday, 9/1/12 Marshfield, Wisconsin	Patti Percival	White Bear Lake Girls Cross Country Running	0	35-45	Total cost per student: Approx. \$125 Student Portion: \$ 75 Other Source(s): Cross Country funds	Trobec's Charter Bus	To compete in the Marshfield Columbus Cross Country Invitational. This is a unique race where students run around a zoo, run through a water hazard, and compete against Wisconsin Schools.

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

LAY OFF – NO CONTRACTUAL RIGHTS - CLASSIFIED STAFF

AMY JACOB – Pupil Support Assistant, Lakeaires Elementary
Employed by District 624 since 10/10/2011
Effective Date: 06/07/2012

RETIREMENT - CLASSIFIED STAFF

JEANNE KOECKERITZ – Administrative Assistant, Senior Center
Employed by District 624 since 01/10/1994
Effective Date: 09/28/2012

KATHRYN SIEGLE – Computer Assistant, Matoska International
Employed by District 624 since 08/29/1988
Effective Date: 07/31/2012

MICHELE WILHELMY – Satellite Supervisor/Extended Day, Birch Lake/Vadnais
Employed by District 624 since 09/02/1998
Effective Date: 08/08/2012

RESIGNATION AGREEMENT & RELEASE OF ALL CLAIMS - CLASSIFIED STAFF

KEVIN SCOTT – Custodian, North Campus
Employed by District 624 since 09/07/1999
Effective Date: 06/29/2012 Settlement amount of \$2,800.00.

RESIGNATIONS - CLASSIFIED STAFF

SANDRA BRUTON – Part-Time Cook, Sunrise Middle School
Employed by District 624 since 01/19/2010
Effective Date: 08/01/2012

WILLIAM KRISMER – Campus Security, ALC-Golfview
Employed by District 624 since 09/04/2001
Effective Date: 06/29/2012

MARY MENGEL – Outreach Worker, Senior Center, Normandy
Employed by District 624 since 05/30/2006
Effective Date: 07/26/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CERTIFIED STAFF

JENNY GOUGH – American Sign Language Teacher, Secondary
Newly hired for the 2012-2013 School Year
Effective Date: 07/23/2012

CYNTHIA MATTSON – SPED Teacher, Secondary
Employed by District 624 since 08/22/2002
Effective Date: 07/23/2012

SUSAN MOSES ZIRKES – School Psychologist, Elementary
Employed by District 624 since 08/23/1999
Effective Date: 08/20/2012

RELEASE FROM CONTRACT AND RESIGNATION - CERTIFIED STAFF

CAMILLE ERICKSON – French Teacher, High School
Employed by District 624 since 08/24/2000
Effective Date: If a suitable replacement is found.

SARAH KNORR – Science Teacher, High School
Employed by District 624 since 08/24/2011
Effective Date: If a suitable replacement is found.

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

CARA BAUER – School Psychologist, Hugo Elementary
From a .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year

HILARY ETHEN – Kindergarten Teacher, Hugo Elementary
From a .50 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year

TRAVIS PELINKA – Health/PE Teacher, Central Middle School
From a .50 f.t.e. to a .60 f.t.e.
Effective Date: 2012-2013 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LEAVES OF ABSENCE - CERTIFIED STAFF

JOSHUA BOCK – Elementary Classroom Teacher, Oneka Elementary
Employed by District 624 since 08/22/2002
Effective Date: 2012-2013 School Year

JENNIFER HANSEN – Kindergarten Plus Teacher, Lincoln Elementary
Employed by District 624 since 08/27/2009
Effective Date: 2012-2013 School Year

JOEL NYDAM – Elementary Teacher, Otter Lake Elementary
Employed by District 624 since 08/21/2003
Effective Date: 2012-2013 School Year

KELLY PYLKAS- BOCK – Elementary Classroom Teacher, Matoska International
Employed by District 624 since 08/24/2000
Effective Date: 2012-2013 School Year

NEW PERSONNEL - CLASSIFIED STAFF

GREGORY BURKE – School Counselor Intern, High School
\$297.60 per day
Effective Dates: 08/22/2012 through 01/17/2013

JENNIFER HANSEN – Media Clerk/Playground Assistant, Lincoln Elementary
\$15.55 /hr. 5.75 hrs. /day 185 days \$16,541.31
Effective Date: 08/29/2012

CASSANDRA JOHNSON – School Psychologist Intern, Birch/Willow Elementary
\$25.00 per hour
Effective Date: 2012-2013 School Year

SUSANNE REIBEL – Administrative Assistant/Special Services, District Center
\$16.55 /hr. 8.00 hrs. /day 238 days \$31,511.20
Effective Date: 08/01/2012

KYLE STRAITON – Cultural Liaison, Normandy Park
\$21.00 per hour
Effective Dates: 07/01/2012 through 06/08/2013

KA ZOUA XIONG – Cultural Liaison, Normandy Park
\$24.00 per hour
Effective Dates: 07/01/2012 through 06/08/2013

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL – AT-WILL

KAREN SEVERSON – Transportation Specialist/Dispatcher, Bus Garage
\$35,200.00 (pro-rated based on \$40,000.00)
Effective Dates: 08/13/2012 through June 28, 2013

NEW PERSONNEL - CERTIFIED STAFF

SUSANNA ELLIOTT – .4 Science Teacher, Central/Sunrise Middle Schools
BA+60, Step 2 \$16,794.40
Effective Date: 2012-2013 School Year

TONYA MURCHY – .7 Vocal Music Teacher, Central Middle School
BA, Step 1 \$26,053.30
Effective Date: 2012-2013 School Year

LONG TERM SUBSTITUTES - CERTIFIED STAFF

DANIELLE CESARE – Elementary Classroom Teacher, Otter Lake Elementary
BA, Step 1 \$26,394.71
Effective Date: 09/10/2012 through 04/04/2013

RUTH KERL – Intervention Teacher, Oneka Elementary
BA+60, Step 5 \$46,318.00
Effective Date: 2012-2013 School Year

COLLEEN KOPP – Intervention Teacher, Hugo Elementary
BA, Step 1 \$37,219.00
Effective Date: 2012-2013 School Year

LEIGH MILLS – Kindergarten Teacher, Willow Lane Elementary
BA, Step 1 \$9,114.72
Effective Dates: 08/27/2012 through 11/04/2012

RACHEL QUISTAD – Elementary Classroom Teacher, Matoska International
BA, Step 4 \$40,525.00
Effective Date: 2012-2013 School Year

ANGELA RIDER – Elementary Classroom Teacher, Otter Lake Elementary
MA, Step 9 \$55,699.00
Effective Date: 2012-2013 School Year

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: **Presentation of Awards from
National School Public Relations Association**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Information Item**

CONTACT PERSON(S): **Marisa Vette, Director of Communications and
Community Relations**

Background:

The District recently received the following awards from National School Public Relations Association (NSPRA):

- 2012 Publication Award of Merit in Finance Publication category for "10 Facts Every Voter Should Know" piece
- 2012 Publication Award of Merit in Marketing Publication category for 2011-12 Registration materials, which includes our four registration guides: Early Childhood, Elementary, Middle School and High School
- 2012 Publication Award of Excellence in Annual Report category for 2010-11 Annual Report
- 2012 Publication Award of Excellence in Calendar category for 2011-12 Activities Calendar
- 2012 Publication Award of Excellence in Handbook category for 2011-12 Academic Planner and Student Handbook

This is the fourth consecutive year the District has received awards from the national organization.

This spring, the District received state awards from Minnesota School Public Relations Association (MinnSPRA) and the Minnesota Association of Government Communicators (MAGC).

AGENDA ITEM: **Superintendent's Report**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Information Item**

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

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Preliminary Review of 2011-12 Student Assessment Results**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
David Lawn, Assistant Superintendent
Mary McGrane, Assessment and Accountability Coordinator

Background:

This month all Minnesota Public Schools are receiving from the Minnesota Department of Education the results of the Minnesota Comprehensive Assessment tests (MCA) that were taken by our students in the spring of 2012. At this evening's School Board meeting we will highlight our results in reading, mathematics and ninth grade writing.

At our upcoming August Works-Study session and at our September School Board meeting we will be highlighting the additional information as it is published by the State.

We have attached a copy of the press release that was sent out on August 1.

It is important to note that the Department of Education has a tentative schedule for the release of additional data including the science results and AYP results; the Department of Education will be reissuing a multiply measures rating (MMR). Under the schedule that the Department of Education has given to us most recently, we anticipate this data to be published at the end of the month and will be highlighted at the September School Board meeting.



Marisa Vette, APR
Communications Director

4855 Bloom Avenue
White Bear Lake, MN 55110
marisa.vette@isd624.org

For Immediate Release: August 1, 2012

Contact: Marisa Vette, 651-407-7695 (o), 651-387-9293 (c)

White Bear Lake Area Schools MCA scores in reading and math continue to rise

This week the Minnesota Department of Education released 2012 student MCA results for all Minnesota schools. White Bear Lake Area School District student results showed improvement at nearly every grade level. District math scores improved by more than 5 percentage points, and reading was up by 2 percentage points.

Compared to overall state averages, White Bear student proficiency in math is 68%, 7 percentage points above the state. Elementary school proficiency improved by more than 6 percentage points, to 79%, and middle schools by more than 13 percentage points, to 67%.

The District's overall student reading proficiency is 79.4%, 4 percentage points above the state. Proficiency in reading continues a five-year rise, with more than 82% now proficient at elementary, more than 79% proficient at middle school and 81% proficient at high school.

Results of the GRAD Written Composition test, taken by ninth grade students, also were released. White Bear Lake Area High School students scored 94% proficient, more than 2 percentage points above the state average.

"We use this annual snapshot of student progress as one of several measures to assure all our students are above grade level proficiency or are on their way to gaining proficiency," said Michael Lovett, Superintendent. "Our district's strategic plan commits us to the goal that all students will reach proficiency in math and reading by grade four and maintain proficiency at every grade level thereafter."

MCA scores measure proficiency, which is the percentage of students who meet the threshold designated by the state. They differ from other tests that measure growth during the school year. For example, White Bear Lake Area Schools and many other area schools use the MAP (Measures of Academic Progress) assessment to measure student progress during the year. For 2011-12, White Bear Lake Area students showed average growth of 1 year, 4 months in reading and 1 year, 7 months in mathematics. National average growth is one year.

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AGENDA ITEM: **Preliminary School Board/Superintendent Goals for 2012-13 - Updated 7-10-12**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Lori Swanson, School Board Chair

Background:

Each year the School Board reviews goals for the year both from the district's Strategic Plan and other operational goals identified by the administration and school board.

Beginning with 2011-12 the largest number of goals were drawn directly from the district's Strategic Plan, with the addition of goals on finance, communications and marketing, and a small number of operational goals.

For 2012-13, the strategic priorities were drawn from the 30 member Strategic Planning team and provided to the School Board this past spring. The school board reviewed both the Strategic Plan priorities and other potential school board/superintendent goals at their retreat on July 9, 2012, and the list of goals included with this agenda are those emerging from that school board retreat.

The goals will be on the public agenda this evening, further discussed at the August work-study session, and scheduled for adoption at the September board meeting.

Goal 1: Strategic Planning Priorities for 2012-13

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

- I.4. The District will build upon the International Baccalaureate (IB) offering already in place at Matoska by implementing the IB Middle Years Program, career-related program, and Diploma program at District schools (Stipulation - IB should not be limited from moving beyond this for other schools if there is interest.)

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

- II.6 Middle school level students will develop global understanding and competitiveness through expanded and developed International Baccalaureate programming.

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

- III. 1. The District will ensure that inside and outside large group spaces are comparable to conference schools.
- III. 2. At an additional three elementary schools, the District will provide a gym with a performing arts area separate from the cafeteria.
- III. 6. Each district facility will have an HVAC system that provides optimum air quality throughout the district.
- III. 8. The District will ensure that all schools provide secure entrances.
- III.10. The District will ensure that elementary class sizes are balanced across the district.
- III.11. Secondary facilities will be evaluated and recommendations will be made that improve programs and reduce transitions, including a cost benefit analysis of a single campus high school.
- III. 4. The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.

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

- IV.11. Every classroom will have equitable access to a core set of effective, innovative, and well supported technology.
- IV.13. The District will establish a learning management system to support the development and management of online coursework to allow web-based learning for staff and students.
- IV.14. A policy will be developed and presented for board approval that leverages students' access to mobile technology and use of that technology in the classroom.
- IV.15. Instructional technology will be available for use by students beyond the traditional school day/year.

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

- V. 1. The District will implement a process that will provide a consistent method to initiate and maintain community partnerships.
- V. 2. A comprehensive needs assessment will be developed and administered at every WBL school in order to provide direction to future partnerships.

- V. 3. The District will create a process which aligns a partner with a compelling need or promising vision.
- V. 5. The District will communicate information related to partnerships using a variety of resources.

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

- VI. 3. During curriculum review cycles in all areas, the District will identify best practices that promote and enhance multi-cultural understanding.
- VI. 5. The District will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members, and parents.

Goal 2: Ongoing Financial Stewardship and Budget Management

Considering the budgetary challenges resulting from the past two legislative sessions, and a long period of little increase in state funding, continue to identify greater efficiencies in operations that will help maintain financial stability and continue improvements in program quality and student success.

Rationale: Over the past decade, the District has established an excellent record of financial management, as evidenced by twelve consecutive years of recognition for excellence in financial reporting by both ASBO and GFOA, and also achieving an AA Bond Rating initially in 2008, and then confirmed in 2011 and 2012.

Further, in December 2011 through April 2012 the District has restructured debt to allow for more level tax levies over the next several years. Also, the passage of the November 2011 renewal levy by a margin of 73% to 27% gives the School District a measure of financial stability.

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

Goal 3: Continue Implementation of the Communications and Marketing Plan for the District

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

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

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

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

The 2011-12 school year included major communications pertaining to the levy referendum renewal, which passed in November of 2011, and the launch of a new web page at the beginning of June, 2012.

Goal 4: Development of a School District Vision

Development of a shared School District Vision will chart a course that will drive the district forward, defining the “who” we wish to become and the impacts we wish to have on our students, our community and the world.

Goal 5: Operational Improvements

a. Recognition Program

Building on the work that has been done over the past two years, during the 2012-13 school year, establish a comprehensive recognition program and plan pertaining to students, staff, and community.

b. Complete Work of the Gifted and Talented Program Review, with staged implementation beginning for the 2013-14 school year.

c. Develop Plans for a String Orchestra Program with the first phase programming beginning in the 2013-14 School Year.

AGENDA ITEM: **Report on International Partnership Visit to China**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Tim Wald, Principal, White Bear Lake Area High School
South Campus

Background:

During the 2009-2010 school year, the School Board approved our partnership with the Hangzhou Foreign Languages School.

In the spring of 2010, White Bear Lake Area Public Schools received our first visiting teacher from China, and we hosted an administrative delegation from the Hangzhou Foreign Languages School.

The leadership of the Hangzhou Foreign Languages School has repeatedly extended an invitation for leaders of the White Bear Lake Area Schools to visit the Hangzhou Foreign Languages School, to strengthen our relationship and to engage in more detailed planning for the expansion of the partnership. Detailed background information is attached to this agenda item.

In June Mr. Wald and Dr. Lovett traveled to China and were guests of the Hangzhou Foreign Languages School and had extraordinary opportunities to connect with students, staff and leaders.

On Monday night we will provide a pictorial essay of some of our experiences, and describe the recommendations for the next stage in the partnership.

Hangzhou Foreign Languages School/White Bear Lake Area Public Schools Framework for Partnership Opportunities

History

2008-2009

During a visit to China during June of 2008, Dr. Michael Lovett represented Minnetonka Public Schools where he then worked as assistant superintendent, and worked with Mr. Shen and Grace Xie to establish a smooth transition for Minnetonka and Hangzhou before he made a move to White Bear Lake Area Schools as superintendent in July.

Minnetonka School District had been involved in the partnership since 1987, after it was initially established between the Minnesota Department of Education and the Zhejiang Provincial Education Ministry. Dr. Lovett had assumed responsibility as liaison for Minnetonka in the early 1990s after the retirements of Dale Rusch and Douglas Palmer, early liaisons with Hangzhou. Dr. Lovett had made earlier visits to Hangzhou in 1993 and 2004, and helped facilitate the time in Minnetonka for visiting teachers and administrators from Hangzhou.

During the June, 2008 visit to Hangzhou, Mr. Shen told Dr. Lovett that Hangzhou Foreign Languages Schools would like White Bear Lake Area Public Schools to consider participating in the partnership.

They continued communication over the next year and a half, and the White Bear Lake School Board gave approval for the partnership in late 2009.

2009-10

After months of communications, the partnership was formally initiated in the Spring of 2010, with the arrival of the first visiting teacher to White Bear Lake, Cao Li, who arrived in March. Shortly after she arrived, a delegation of four administrators arrived from Hangzhou, visited schools and met with School Board members and members of the administration.

In the spring, Cao Li served as a resource at the high school level, working side by side with teachers in social studies, language classes, and other subjects to offer a perspective on Chinese language and culture. She also served residencies at most of elementary schools, and presented to the School Board and community (via cable television) about the partnership program.

2010-11

Luke (Cun Fun) arrived in December, 2010, and continued the work that Cao Li had begun, teaching as a resource at the high school and serving residencies at the district's

two middle schools and nine elementary schools through the end of the school year.

2011-12

Anna Sun arrived for the fall semester and continued and expanded the work of the two previous teachers, and continued Luke's high school Chinese culture class, and also taught some preschool students. In the fall, the School Board approved an administrative recommendation to begin offering Chinese language to students at the middle and high school levels. (In the spring, they also approved adding Chinese in two elementary schools.)

During the fall semester, White Bear Lake Area High School Social Studies Teacher Jessica Buchta taught in Hangzhou.

Second Semester, Bella (Yu Xia) came to White Bear Lake and continued the work of the previous teachers and expanded by teaching classes about China to senior citizens and by visiting classes with parents and preschoolers.

Bella also assisted as the District hired two Chinese teachers for 2012-13, one for the secondary program and one for Chinese in two elementary schools.

June, 2012

From June 19-22, Dr. Lovett and his wife, Sylvia and high school principal Tim Wald visited Hangzhou Foreign Languages Schools. Their time included opportunities to visit classes and teachers at both Hangzhou Foreign Languages Schools and Entel, a sister campus of Hangzhou Foreign Languages Schools. Located on the far west side of Hangzhou about a 20 minute drive from Hangzhou Foreign Languages Schools, Entel is a private school, also 7-12, and is served by the Hangzhou Foreign Languages Schools teachers and administrators.

Discussion Points and Follow-up plan

1. Exchange Teachers for 2012-13

Already scheduled are two Hangzhou Foreign Languages School teachers coming to White Bear Lake Area Public Schools, one in the fall semester and one in the spring.

Two White Bear Lake Area Public Schools teachers will be going to Hangzhou: Lisa Brichacek, Health Teacher at Sunrise Park Middle School will be going to Hangzhou for the fall semester, and Lou Ferreri, White Bear Lake Area High School – South Campus Art Teacher will be going to Hangzhou for the spring semester.

Opportunities for Expansion

We discussed the possibility of short-term exchanges, e.g., a month or so where Hangzhou teachers could visit White Bear Lake Area Public Schools and observe how technology is used in our classrooms, and White Bear Lake Area Public Schools teachers could experience China and perhaps give presentations and lectures on American History, help with the Model United Nations conference, debate training, and other areas where we might have special skills to supplement what the Hangzhou teachers would normally be able to do.

2. Pilot opportunities for student learning and staff and student interaction using interactive technology between HFLS and WBLAS

This is a possibility discussed in detail with Principal Tim Wald. For example, a class of twenty students or a subset of another class could hold a discussion online or through a video network such as Skype so that the Chinese and American students could see and talk to one another in real time. The teachers would set up the topics and help the students prepare for the time together via technology. Another possibility would be for students to connect with partners in the other school and then have further discussions or assignments that they could do independently or in small groups.

3. Student exchanges

White Bear Lake Area High School students could have short visits, on the order of ten days or so, where they could stay at Hangzhou's school guest house on school days and be with a host family on the weekend. On school days the students could learn about Chinese language, art, music, marshal arts, cooking classes in the morning and tour the city in the afternoon. Hangzhou Foreign Languages School would be interested in one semester or full year exchange opportunities for Hangzhou students. Currently they are sending ten students to the United States each year through another program but would prefer to send students to a school they know well.

4. Consideration for participating in the Confucius Institute Programs

We are looking at the opportunity to obtain support and resources through the International Confucius Institute Program which is underwritten by the Chinese government to promote Chinese language and culture.

5. Opportunities for White Bear Lake teachers to teach in HFLS, Entel, and in the summer language camps

Each summer, including the summer of 2013, Hangzhou Foreign Languages School sponsors an English camp during the second half of July on the Entel Campus. Entel is a new high school campus on the western edge of Hangzhou, about a twenty minute drive from the main campus. It serves as a private school, but with

the teaching and administrative positions fully staffed by the Hangzhou Foreign Languages School. HFLS would cover the cost of the flights and compensation for the summer teaching. This would be a good opportunity for White Bear Lake Area Public Schools teachers at any level to have a teaching experience for two weeks in China and have additional time to travel.

China Diary Number 1 - Morning in Shanghai

Light rain spits and stops momentarily and then showers down on the morning commute in Shanghai.

Umbrellas file along the crowded sidewalks under the dripping ginkgo trees. Under the pale blues, browns, and purples are shopkeepers and clerks, bank tellers and assembly workers. Under reds and yellows and pinks are school children, hand in hand with grandma or mother. Along the narrow avenue and spilling over onto the sidewalks are rain tarps covering moving bicycles, motor scooters, and electric scooters. Deep green raincoats cover three wheelers holding sidewalk sweepers who slip through the traffic with their bamboo brooms and baskets.

Under the rain tarps on the back of the scooters children hide behind father on their way to school. One enterprising bicyclist picks up a rider who sits on the back fender and holds his umbrella over his benefactor.

In the middle of this river of commuters are the cars and trucks, new Hondas and Toyotas from Japan, Volkswagens and Mercedes and Audis helping the European trade balance, and Buicks from America.

Weaving through the traffic are the hybrids, bicycles and scooters that carry the loads of trucks, water coolers for morning delivery to offices, boxes piled six feet high and four feet wide, and ornate floral arrangements for a waiting shopkeeper.

Umbrellas and rain tarps dance and dodge at the street corners where the rule for the walker is "steady ahead, no eye contact, and no sudden changes of course." Umbrellas line up at the shops and vendors sell fried bread, steamed buns, and egg cakes made to order on the round grill that sizzles with oil and raindrops.

It is morning in Shanghai, a city of some 22 million, architecturally blending French and British influence from the days when the European powers and America carved up Shanghai into "concession" districts and Shanghai was called the Paris of the East; towering skyscrapers reflecting the international prominence of this modern finance center; and all manner of housing and apartments and shops.

Our arrival here overlapped with the Governor's trade mission. Last night the Minnesota Club of Shanghai held a reception for the visitors and the locals with roots in Minnesota. Location was a rooftop bar overlooking the city. The delegation included a professor from St. Cloud State, with whom I made my last trip to China, and others I know from Minnesota. The Lovett family was represented by my son Matt, who works and lives in Shanghai, and my nephew and a teaching colleague who are visiting the city after a year of teaching English in China and are currently staying with Matt.

We will spend the weekend in and around Shanghai before heading to Hangzhou Foreign Languages

School next week....with our umbrellas, of course, and many friendship gifts from White Bear Lake, including rec tee shirts!

Mike Lovett
June 15, 2012
Shanghai, China

China Diary Number 2--On the benefits of artificial turf

The ocean breeze freshens the morning, a welcome to early risers on a Saturday in Central Shanghai. From 6 to 8 AM, we were told, the district municipal stadium and track will be open for all-comers.

Around the stadium under the majestic Shanghai trees are tai-chi groups, mostly more mature women, moving in stately grace to the music from a recording at the base of one of the trees. Badminton players fill in the space between the tai- chi group and sculptured athletes doing pull-ups and stretching.

Walking though clusters of mothers and grandmothers showing off smiling babies, the single entrance through the fence into the stadium opens to vivid color and movement, the field filed with humanity of all ages, dancing, playing, warming up, stretching, and one standing on his head. Around the modern soccer sized field of artificial turf, hundreds of joggers, runners, and walkers flow, filling the eight lanes many times over.

In the center of the field, women dance with 20 foot streamers, bright yellow and red in the morning sun, which shines though the surrounding 30 story apartment buildings. Four mens' soccer teams stretch and drill at the corners getting ready for the 8 AM match, light blue against red at one end, and blue and red stripped against all- black at the other.

Off center, another tai-chi group, this one less formal and younger than the matrons outside. A farm team, perhaps. Close to the red soccer team another variation of tai-chi, perhaps, this one in close formation, flowing in graceful movements-- each holding a racket, and keeping the ball tight to the surface of the racket by their unceasing movements. Nearby another group mimics dance movements, with gleaming swords.

Filling all available spaces are individuals and small groups, one man standing on his head, and other in positions of a modified yoga, perhaps. Others swing giant yo-yos on ropes, making subtle movements that cause the wooden roller to fly gracefully in loops. In other spaces, runners stretch and talk.

We run around the track, taking this all in. Around us are runners, joggers, and walkers of all ages. I pick up pace and run around the crowds. As I pass the youngest runner, a determined girl of 9 or so, she smiles and strides out, anticipating her moment in the sun at her elementary school field day this month. Or perhaps, someday the Olympic games!

Sounds blend together: of voices and chatter, of laughter, tai-chi boom-boxes, and over a speaker a Chinese version of a John Denver like uplifting vocal, traffic, horns, humanity.

Another morning in Shanghai!

Mike Lovett

Saturday, June 16, 2012
Shanghai, China

China Diary Number 3-- "Go Bears" in Shanghai

Dateline Shanghai:

Newsflash

Today two middle school students from Shanghai Municipal International School came to school with what may fast become the "new look" all across Eastern China. Sporting brightly colored White Bear Lake School District "Rec" tees, they are the hot topic in the hallways and classrooms.

When asked how they acquired this newest fashion from America, all they would say is "Go Bears"!

Fashion houses all over China are negotiating for licensing agreements-- there seems to be little worry that any students would settle for knock-offs!

Twenty years ago Hank was a graduate student in architecture at the University of Minnesota. He was a favorite around our home when along with other graduate students he came for holidays. When it came time for him to receive his graduate degree, his parents were far away in China but we could be there to celebrate with him.

Today Hank is back in China, where he moved from Seattle four years ago, deciding to base his international firm in Shanghai rather than the US because the move would mean less time away

from his family. This weekend we had time together with Hank and his wife Tong. Their daughters, Danielle and Nicole, are in grades 6 and 7. They really are wearing their new tees to school today, a secure connection with their close family friends in Minnesota.

As you may be aware, in international tests Shanghai students have posted highest scores, so I was especially interested in seeing their curriculum, texts, and hearing about their school. The materials are rigorous, and they work extremely hard-- both girls have a university student who comes on Saturday to tutor them in math.

We have enjoyed a wonderful weekend with our son Matt and his friends and are getting ready to spend the school week in Hangzhou.

Happy Fathers Day, All.

Mike Lovett

China Diary Number 4 - Hangzhou

From the window of the bullet train, we watched the miles and miles of skyscrapers begin to thin into fewer clusters in the outer reaches of the city, much like the towering forest gradually gives way to the meadowland.

On Tuesday we met Tim Wald at the most western of the four major Shanghai train stations, in a sprawling complex that also includes a major airport. The main room could tuck New York's Grand Central Station into one corner, much like an major airport in the US might place a historical exhibit.

We found Tim already at gate 17 A, easy to spot among the crowds, and eager for the next step of our journey.

In less than an hour we were in Hangzhou, the capitol of Southern China during the Song Dynasty beginning a thousand years ago. During our journey, towering Shanghai melted into ancient waterways, and the coastal plain rose gradually as the mountains of Hangzhou came into view.

As we joined the human stream flowing towards the exits to the station, there was Anna Sun, literally bouncing with eagerness as she saw us. Anna and Bao, the assistant foreign affairs director, welcomed us warmly, and have been our hosts through out the week.

How can we begin to describe the week? Consider a few memorable moments:

We all tour classrooms at Hangzhou Foreign Languages School, walking along the open air corridors in the three story main classroom buildings. We look through the windows discretely from the back to see familiar faces.

Cao Li, deep into discussing a test with her junior 1 class (grade 7) looks up startled, and then comes a flood of emotion. Her students eagerly applaud to welcome us. We learn about their progress. The test results were not as good as Cao Li had hoped, and she and the students were discouraged about the challenges of the difficult material. By the time we left they sat tall with new confidence.

In the next building we arrive at Luke's class of junior 3 (ninth graders). Luke was wearing his hockey state tourney "We Believe" tee-shirt from last year, and greeted us with enthusiasm. His Chinese class, at 50 students twice the size of the English classes, erupted with the enthusiasm of an NBA crowd. We took their questions, polite and in practiced correct English, and then asked them about their dreams.

Later, gathered in a reception with teachers with whom I have worked in Minnetonka and White Bear Lake, we are unpacking gifts. We invite Cao Li, who has a new baby, and Jane, who is expecting in November, to be the first to see the tiny outfits for newborns. A cluster of the women teachers squeal with delight, and then pose for photos wearing rec tee shirts.

Our week has included meals with members of the administration and foreign affairs staff, meetings with the principal, class visits at HFLS and at Entel, a newer campus for which Hangzhou Foreign Languages School provides the teachers, and wonderful time with the teachers who have been to White Bear and the many Sylvia and I knew from Minnetonka. Cao Li, Luke, and Anna send their warmest greetings. Among the teachers and administrators, White Bear Lake Area Schools has just the reputation we would want.

Finally, as Tim and I talked this morning, he made the observation that the hospitality of our Chinese hosts has been remarkable in every regard. I agree.

Mike Lovett
Hangzhou, China
June 22, 2012

China Diary Number 5 - Reflections

For the hundred years before World War II, Shanghai was carved into concession sectors by the United States and the Great European Powers of the day. Western control was lost as the Japanese advanced in Eastern China in the early 1940's, yet Shanghai continued until well into the war to be an open city where German Jews, turned away from entry to nearly every other country, could find refuge. Sixty years later, today Shanghai shows wealth and prosperity, and high school students achieve high scores on international tests, but the story is much more complicated. Since the children of myriads from outside the city (perhaps 40% of high school aged students) are not permitted to attend school in Shanghai.

Our first visit, twenty years ago, Hangzhou was a four hour train ride to the southwest, a ride through the complex mazes of waterways that provided the main form of transportation for those outside the city. Inside the train, the speakers were unrelenting in loud broadcasts of the party line. Chinese citizens were authorized to travel only within designated limits. The city was then, as it is now, the garden spot of all of China. West Lake is surrounded by gardens and walkways literally made for an emperor but shared with the common people.

Today, the distance between cities is covered in less than an hour by high speed train. For 75 yuan (about \$12), travelers can work on laptops while watching a rapidly modernizing China fly by. At the end of the trip, after the Chinese announcement, comes the translation in English: " On behalf of all the crew of Harmony, we thank you for your understanding and support"

Our sister school, the Hangzhou Foreign Languages School, is nestled into the hills on the west side of the city. The administration and teachers also provide the educational program for Entel, a five year old private school a twenty minute drive further west. HFLS was founded in 1964, one of seven key schools in China designed to prepare the next generation of leaders with English fluency. Besides two school districts in Minnesota, HFLS has connections with three other US schools, and schools in England, Germany, Australia and Japan.

After traveling to Shanghai, Hangzhou, and Suzhou in China, and to Seoul and Taejeon in Korea, and talking with teachers, administrators, and students, some reflections are in order before the experiences retreat to the blur of memory.

First, among all those we visited, education is highly valued. Serious, diligent study is accepted as the duty of each student. Students and parents have a keen sense of the competition. To become fluent in English- and especially the opportunity to study in America- is a common dream.

Secondly, students face the universal challenges of navigating adolescence. The pressures are significant on students to be successful academically. In China, the one child policy means that the hopes and dreams of two sets of grandparents and a set of parents all fall to one young boy or girl. In Korea, it is common for students to go to evening school in addition to day school, usually to take on

more advanced study, all in an effort to be more competitive. The pull of the media and pop culture is strong, and students generally do not have much access to a broad range of other activities -- where US students often can succeed while working through the challenges of the classroom.

Third, technology is both driving change and affecting communication and culture. Smartphones are as visible in China and Korea as in the US. Social net-working is big business in China. At dinner with the deputy principal, when we pulled out an iPad to show some photos, he joked that his family of three-- with his wife and son-- own 3 iPhones, 2 iPads, 2 iPods, as well as other technology. Government policy tightly governs where the Chinese can invest-- they certainly seem to devote disposable income to communication tools.

Fourth, language study is essential. Asian students learn more than English. For example, both Korean and Chinese students may have opportunities to study Japanese. (I had worked some on Chinese and Korean language tapes before my trip, but when English didn't work I found that in many cases I could shift to Japanese). It will be important for our students to know more than one language, and it will be important for them to know enough about how languages work so that they will have some degree of confidence that they can quickly learn to communicate the rudiments of a new language.

Fifth, understanding culture is essential. Our US students may tend to view culture through the lenses of the visible trappings of culture-- food, customs, flags, music and celebrations, but not the deeper understanding of how each country and culture views the world and makes sense of living in a very complex, changing world. These cultural factors influence how students see issues of family and friendships, as well as the policies and priorities of their own country, and influence how they view and interpret US policy and priorities.

One lesson from what we saw and heard the past two weeks is the importance of an international perspective on education. Practices we learn elsewhere will challenge us to get better. What we learn through teacher exchanges are an important component of that learning.

Expanding opportunities for students to communicate with their peers internationally is now possible -- and inexpensive. We have discussed plans for piloting such opportunities for our students. In addition, we are considering opportunities for student exchanges-- also possible though more expensive.

In our lifetimes the geo-political map of the world has undergone dramatic transformations. In some cases, these transitions have been peaceful and have led to improved living conditions and prosperity for those countries. In other cases the changes have been wrenching.

We have tremendous opportunities to prepare our students to be leaders in navigating through the next half century of change-- and international partnerships have the potential to help all of us rise to that challenge.

August, 2012

As a final more personal note, over the two decades that we have hosted graduate students from the University of Minnesota, and teachers through the Hangzhou program, many now have children of their own. Three of the children we have watched grow up as American citizens because they were born in the US; on this trip two of the families were in China -- one now living in Shanghai and the other visiting in Hangzhou, and we had time with our "Chinese nephew and nieces."

Others are the children of teachers who have taught in Minnesota-- and some of these "nieces and nephews" we saw for the first time. This was personally moving for us-- and an experience I hope many others of you will have the opportunity to experience.

Mike Lovett

June 25, 2012

In route from Asia to Minnesota

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

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 406, Public and Private Personnel Data, is being brought before the School Board this evening for an annual review required by law. There are no MSBA or cabinet requested changes to this policy.

RECOMMENDATION:

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

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010
Revised: December 12, 2011
Revised: April 9, 2012

*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 FERPA 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.

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 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 or advisory board/commission positions is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants is private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.

- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with individuals within the entity (school district) whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data.
- C. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that 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.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or

alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

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

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

- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Director of 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 for release form will appear as “Attachment 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 § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

To: [School District] _____

RE: Personnel Records of [name] _____
(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, subd. 4 and Minn. Rules 1205.1400, subp. 4, to release to _____

_____,
its representatives or employees, all information pertaining to [describe] _____

_____,
maintained by the employer school district, with the following exceptions: _____

_____.
The information is needed for the purpose of [specify] _____

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

Date

Signature of Employee

ATTENTION PUBLIC FACILITIES: Minnesota Statutes Section 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.

AGENDA ITEM: Annual Review of School Board Policy 410, Family and Medical Leave Policy

DATE: August 13, 2012

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy 410, Family and Medical Leave Policy, is being brought before the School Board this evening for an annual review required by law. Changes are recommended by MSBA and administration. The School Board Policy committee has reviewed the changes.

RECOMMENDATION:

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

Adopted: April 29, 1996
Revised: May 9, 2005
Revised: September 14, 2009
Annual Review: August 8, 2011

*White Bear Lake Area
School District #624 Policy 410*

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA ~~Family and Medical Leave Act of 1993 (FMLA)~~ and consistent with the requirements of the Minnesota Parenting Leave laws.

III. DEFINITIONS

A. ~~“Active duty” or “call to active duty” means a federal call to active duty as a member of the reserve components (Army National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve) or a retired member of the regular Armed Forces or reserve component in support of a contingency operation. For purposes of this policy, active duty or call to active duty status does not include members of the regular Armed Forces.~~

“Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. ~~“Contingency operation” means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force or which results in the call or order to, or retention on, active duty of members of the uniformed services under federal law or any other provision of law during a war or during a national emergency declared by the President or Congress.~~

~~C.~~ “~~Covered military member~~” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.

~~D.B.~~ “Covered servicemember” means:

1. A ~~current~~ member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or incurred in the line of duty while on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.
2. A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

~~E.C.~~ “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 month of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.

~~F.D.~~ “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to covered servicemember, all such family members shall be considered the covered servicemember next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

E. “Outpatient status” means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

GE. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member’s child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member; and
8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

H. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave.

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces. ~~in the reserve component of the Armed Forces or a retired member of the regular Armed Forces or reserve component in support of a contingency operation.~~
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and

- b. a “serious injury or illness,” in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

56. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition; ~~or~~ because of the employee’s own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
67. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position, and which has equivalent pay and benefits.
78. If an employee requests a leave for the serious health condition of the employee or the employee’s spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
89. If the school district has reason to doubt the validity of a health care provider’s certification, it may require a second opinion at the school district’s expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district’s expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
910. Requests for leave shall be made to the school district. When leave relates to an employee’s spouse, son, daughter, ~~or~~ parent, or covered

servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

- ~~10~~11. The school district may require that a request for leave under Paragraph IV. A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status ~~in support of a contingency operation~~ and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
- ~~11~~12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may, ~~in some situations~~, be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board periodically for review.

The school district shall comply with written notice requirement as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave.

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half fulltime equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall ~~only~~ be available only during a single 12-month period. For purpose of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.~~67~~910., IV.A.~~910~~12., and IV.A.~~1314~~ above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a trimester or semester may be required to extend the leave through the end of the trimester or semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester or semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester or semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a trimester or semester, the school district may require that the leave be continued until the end of the trimester or semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester or semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of a trimester or semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the trimester or semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 et seq. (Armed Forces General Military Law)
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

AGENDA ITEM: Annual Review of School Board Policy 413, Harassment and Violence

DATE: August 13, 2012

SUGGESTED DISPOSITION: Discussion Item

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

BACKGROUND:

School Board Policy 413, Harassment and Violence, is being brought before the School Board this evening for an annual review required by law. There are no MSBA or cabinet requested changes to this policy.

RECOMMENDATION:

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

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: May 12, 2008
Annual Review: August 8, 2011

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 religious, racial or sexual harassment or violence. The school district prohibits any form of religious, racial or sexual harassment or violence.

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 religious, racial or sexual harassment or violence. The School District prohibits any form of religious, racial or sexual harassment or violence.
- B. It shall be a violation of this policy for any student or personnel of School District No. 624 to harass a student or an employee through conduct or communication of a religious, racial, or sexual nature as defined by this policy. (For purposes of this policy, school district personnel includes paid employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any student or employee of School District No. 624 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual harassment or violence on any student or employee.
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and will take appropriate corrective action.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

- 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 constitutes sexual harassment when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining 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 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.

B. Racial Harassment consists of physical or verbal conduct relating to an individual's race 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. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct relating to an individual's religion 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.

D. Sexual violence, Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or the forcing of a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statue Section §609.341, include 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 of intercourse, or another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault or the threat of such harm upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault or the threat of such harm upon another because of, or in a manner reasonably related to, religion.

G. Assault: Definition

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 treat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence perpetrated by a student, or an employee of the School District, or any third persons with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence should report the alleged acts immediately to a School District official, as designated herein.
- B. The building principal is the person responsible for receiving oral or written reports of student-to-student or student-to-staff religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. The building principal is responsible for taking appropriate action per District guidelines.
- C. The building principal or building supervisor is the person responsible for receiving oral or written reports of staff-to-student or staff-to-staff religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. Upon receiving a report involving a staff member, the building principal must notify the school district human rights officer immediately, without screening or investigating the report. Upon request, the building principal or supervisor will assist the district human rights officer in any investigation and determination of actions taken. If the complaint involves the building principal or supervisor, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by reporting party or complainant.
- D. District-Wide: The School Board shall annually designate the District Human Rights Officers as the responsible authorities for receiving reports of religious, racial or sexual harassment or violence directly from an individual, employee, or alleged victim and also from the building principals as outlined above.
- E. The names of the District's Human Rights Officers shall be conspicuously posted in each building within the School District together with mailing addresses and phone numbers.
- F. Submission of good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the School Board, building principals shall investigate and take corrective action per district directives for student-to-student, student-to-staff,

and, when requested by the District Human Rights Chairperson, staff-to-student allegations of religious, racial or sexual harassment or violence.

- B. By authority of the School Board, the District Human Rights Officers shall, upon receiving a report of alleged religious, racial or sexual harassment or violence on the part of an employee, conduct, at the request of the District's Human Rights Chairperson, an investigation and make a written recommendation within thirty (30) days to the Superintendent of Schools, or if necessary, directly to the School Board.
- C. In determining whether alleged conduct constitutes harassment or violence, the District's Human Rights Officers 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 complainant(s), pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial, or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The Director of Personnel shall chair any investigation by the District's Human Rights Officers. 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 receipt of findings from the District Human Rights Officers that probable cause exists to credit the allegations of religious, racial or sexual harassment or violence, the School Board shall take action based on the report and recommendation of the District's Human Rights officers or it may conduct its own investigation into the charges.
- B. If the School Board chooses to conduct its own investigation, such investigation must be completed within thirty (30) days of receipt by the Superintendent or School Board of the finding of the District's Human Rights Officers.
- C. Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota Statutes, and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or termination to end religious, racial or sexual harassment or violence and prevent its recurrence.

- D. The result of the investigation of each complaint filed under these procedures shall be reported to the complainant by the School District. The complainant will be informed of any disciplinary action taken as a result of the complaint.
- E. In the event an allegation of harassment or violence is proved to be frivolous or one that has no basis in fact, the person making the allegation will be informed. Persons who repeatedly make improper allegations shall be disciplined.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, 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 or harassment.

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.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: WBLASB Policy 102 (Equal Educational Opportunity)
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 506 (Student Discipline)
WBLASB Policy 525 (Violence Prevention)

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

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy #414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Is being brought before the School Board this evening for an annual review required by law. There are no changes being recommended by MSBA or administration.

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

Adopted: April 29, 1996
Revised: September 9, 2002
Revised: January 10, 2005
Revised: May 12, 2008
Revised: January 11, 2010
Revised: October 11, 2010
Revised: November 14, 2011

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

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

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

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

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

I. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Sub. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a

violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.

- J. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

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

person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- F. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- G. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

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

educational program of the child, other students, and/or school employees when an interview is conducted on school premises.

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

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

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

Cross References:

WBLASB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

AGENDA ITEM: Annual Review of School Board Policy 415,
Mandated Reporting of Maltreatment of
Vulnerable Adults

DATE: August 13, 2012

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Chris Picha, Director of Human Resources
Kathleen Daniels, Director of Special Services

BACKGROUND:

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, is being brought before the School Board this evening for an annual review required by law. There are minor changes recommended by MSBA, and the Policy Committee recommended alphabetizing the definitions.

RECOMMENDATION:

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

Adopted: April 29, 1996
Revised: August 25, 2003
Revised: January 11, 2010
Annual Review: August 8, 2011
Annual Review: _____

White Bear Lake Area
School District #624 Policy 415

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. ~~It is~~ 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 violation of this policy for any school personnel to fail 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

- ~~DA.~~ "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.

~~EB.~~ "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.

~~EC.~~ "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.

~~ID.~~ "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

~~AE.~~ "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

~~BF.~~ "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

~~EG.~~ "Neglect" means failure or omission by a caregiver to supply a vulnerable adult with care of service, 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 of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.

- F1. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) ~~or who~~ receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21 (a)(2); (3) ~~who~~ receives services at ~~or~~ from a licensed home care provider or home care provider service; or (4) ~~who~~ regardless of residence or type of service received, ~~is unable~~ 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 of services, has an impaired ability to ~~or~~ protect the ~~person~~ individual's self from maltreatment. ~~without assistance because of impairment of mental or physical function or emotional status.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- 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 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)

Adopted: December 10, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Annual Review: October 10, 2011
Annual Review: _____

White Bear Lake Area School Board Policy #424

424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURE

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

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

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

AGENDA ITEM: **School Board Policy 424, License Status**
MEETING DATE: **August 13, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

Background:

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

RECOMMENDATION:

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

Adopted: December 10, 2001
Revised: January 10, 2005
Revised: November 8, 2007
Annual Review: October 10, 2011
Annual Review: _____

White Bear Lake Area School Board Policy #424

424 LICENSE STATUS

I. PURPOSE

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

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- 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)
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(Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D.
VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639, 1993 Minn. App.
Lexis 442

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on Approval of Health & Safety Budget
for 2012-2013 & 2013-2014**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

With the approval of Policy 807 at our last meeting comes the requirement to formally approve the health & safety budgets that have been submitted to MDE for both this year and next year. The budget for next year can be amended at this time next year, if necessary.

The budget that has been submitted to MDE for the 2012-2013 school year is \$356,200. This amount was included as part of the levy that was approved last December.

The budget that has been submitted to MDE for the 2013-2014 school year is \$385,200. This amount will be included as part of the levy that will be approved this December.

Recommendation:

It is recommended that the attached budgets be approved.

FY Health and Safety Budget for Fiscal Year 2013			
13	347	District Wide	\$6,000
	16036	Aerial Lift Inspections (4 Lifts)	\$0
13	347	District Wide	\$3,200
	16037	Lock Out Tag Out Supplies - 18 sites	\$0
13	347	District Wide	\$15,000
	16038	PPE for Custodians - 18 buildings (includes gloves, goggles, stripper shoes, ear plugs, chemical aprons/gloves	\$0
13	347	Secondary Buildings (5)	\$8,000
	16039	PPE for Lab Safety Program (Science)	\$0
13	347	District Wide	\$5,000
	16040	PPE for Staff - 18 sites (BBP/Influenza)	\$0
13	347	Playground Sites	\$35,000
	16041	Replace wood fibers on playgrounds (12 sites/22 playgrounds) (ASSUMING ADDED MATERIAL COST IS < \$12/SQ FT)	\$0
13	347	District Wide	\$1,500
	16042	PPE for Hearing Protection - 18 sites	\$0
13	347	District Wide	\$15,000
	16043	Machine Guarding Audits Repairs - MG2058 (PROVIDE SCOPE OF WORK AND/OR INSPECTION REPORT)	\$0
13	349	District Wide	\$15,000
	16044	Lead in Water Testing - 18 sites	\$0
13	349	District Wide	\$5,500
	16045	Test Boiler Backflow Preventors - 18 sites	\$0
13	352	Hugo/Oneka	\$500
	16046	AED Battery Replacement - due 2013	\$0
13	352	District Wide	\$2,500
	16047	Computer based Management Support Program Fees - Claritynet On Line, JJ Keller, Q Track, Dupont stand alone products	\$0
13	352	District Wide	\$3,000
	16048	Health & Safety Equipment/Computer based - 18 sites	\$0
13	352	District Wide	\$3,000
	16049	ECSU Membership and Fees	\$0
13	352	District Wide	\$1,500
	16050	Emergency Response Action Plan - Revised Written Mngt Plan	\$0
13	352	District Wide	\$5,000
	16051	First Aid/CPR Training for Staff (nurses/coaches/trainers/extended day/playground staff & American Red Cross Fees	\$0
13	352	District Wide	\$152,000
	16052	EHS Management Program Administrtion HS Coordinator 100% Manager 20% Electrician 20% Maintenance 25%	\$0
13	352	District Wide	\$6,000
	16053	IAQ Managment Program - (Tools 4 schools)	\$0
13	352	District Wide	\$500
	16054	IPM Program Notification	\$0
13	352	Secondary Buildings (5)	\$5,000
	16055	Lab Safety Chemical Plan Management - AES Consultant Fees for quarterly meetings and audits	\$0
13	352	District Wide	\$4,000
	16056	Safety Committe Managment Program Activities - 18 sites	\$0
13	352	District Wide	\$0
	GEN.	First Aid/CPR Training for Staff (nurses/coaches/trainers/extended day/playground staff & American Red Cross Fees.	\$5,000
13	358	District Wide	\$4,000
	16057	Asbestos Abatment Management (6-month inspections) - 18 sites	\$0
13	358	District Wide	\$3,000
	16058	Asbestos Staff Training	\$0
13	363	District Wide	\$3,000
	16059	Kitchen Ventilation Hood - Fire Suppression System Testing	\$0
13	363	District Wide	\$49,000
	16060	Fire Suppresion/Alarm System Maintenance/Inspections - 18 sites	\$0
			Total \$356,200

FY		Health and Safety Budget for Fiscal Year 2014	
14	347	South Campus/Bus Garage	\$0
	GEN.	Auto lift inspections	\$2,000
14	347	District Wide	\$0
	GEN.	Elevator Inspections - 11 sites	\$32,000
14	347	District Wide	\$0
	GEN.	Aerial Lift Inspections	\$6,000
14	347	District Wide	\$0
	GEN.	Lock Out Tag Out Supplies - 18 sites	\$3,200
14	347	District Wide	\$0
	GEN.	PPE for Custodians - 18 buildings (includes gloves, goggles, stripper shoes, ear plugs, chemical aprons/gloves)	\$15,000
14	347	Secondary Buildings (5)	\$0
	GEN.	PPE for Lab Safety Program (Science)	\$8,000
14	347	District Wide	\$0
	GEN.	PPE for Staff - 18 Sites (BBP/Influenza)	\$5,000
14	347	Playground Sites	\$0
	GEN.	Replace wood fibers on playgrounds (12 sites/22 playgrounds)	\$35,000
14	347	District Wide	\$0
	GEN.	PPE for hearing protection - 18 sites	\$1,500
14	347	District Wide	\$0
	GEN.	Machine Guarding Audit Repairs - MG2058	\$15,000
14	349	District Wide	\$0
	GEN.	Test Boiler Water Backflow Preventors - 18 sites	\$5,500
14	349	District Wide	\$0
	GEN.	Lead in Water Testing - 18 sites	\$15,000
14	352	Five sites	\$0
	GEN.	Replace AED Batteries at Otter, Lincoln, North, Central, Birch	\$2,500
14	352	District Wide	\$0
	GEN.	Computer based management support program fees - Claritynet On Line, JJ Keller, Q Trak, Dupont Stand alone products	\$2,500
14	352	District Wide	\$0
	GEN.	Health and Safety Equipment/Computer Based - 18 sites	\$3,000
14	352	District Wide	\$0
	GEN.	ECSU Membership and Fees	\$3,000
14	352	District Wide	\$0
	GEN.	Emergency Response Action Plan - Revised Written Mgmt Plan	\$1,500
14	352	District Wide	\$0
	GEN.	EHS Management Program Administration - H&S Coordinator 100%, Manager 20%, Maintenance 25%	\$155,000
14	352	District Wide	\$0
	GEN.	IAQ Management program -Tools for Schools	\$6,000
14	352	District Wide	\$0
	GEN.	IPM Program Notification	\$500
14	352	Secondary Buildings (5)	\$0
	GEN.	Lab Safety Chemical Hygiene Plan Management - AES Consultant Fees for quarterly meetings and audits	\$5,000
14	352	District Wide	\$0
	GEN.	Safety Committee Management Program Activities - 18 sites	\$4,000
14	358	District Wide	\$0
	GEN.	Asbestos Management Plan (6 Month inspections) - 18 sites	\$4,000
14	358	District Wide	\$0
	GEN.	Asbestos training for Staff	\$3,000
14	363	District Wide	\$0
	GEN.	Kitchen Ventilation Hood - Fire Suppression System Testing	\$3,000
14	363	District Wide	\$0
	GEN.	Fire Suppression/Alarm System Maintenance/inspections - 18 sites	\$49,000
Total			\$385,200

AGENDA ITEM: **School District Records Retention Schedule**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Background:

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes. We are recommending that we adopt the records retention schedule set forth by the Minnesota Historical Society. This records retention schedule was originally adopted by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Education and officials from Minnesota school districts.

An important function of the District is to properly maintain and dispose of government records.

Recommendation: Approve the Records Retention Schedule as recommended by the administration.

State of Minnesota
School District General Records Retention Schedule
Table of Contents

Administration	ADM
Building	BLD
Community Education.....	CED
Curriculum	CUR
Food Services.....	FDS
Finance	FIN
Health & Safety.....	HSF
Payroll.....	PAY
Personnel.....	PER
Special Education	SPC
Students.....	STD
Transportation.....	TRN

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R. & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R. & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

School District General Records Retention Schedule

Section: Health & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 Years after Termination	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superseded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superseded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding	No	Private MS 13.43
PER02750	Seniority Lists		MS122A.40, Subd. 19 Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32
SPC00110	Due Process Hearings	Correspondence, exhibits, and other data related to a due process hearing	10 years	No	Private

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student	Accident Reports, Video Tapes, and documentation regarding a student accident	Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superseded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superseded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices/Classification/Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public
STD1540	Disposition Orders	Official Orders Entered by a Court in a Juvenile Delinquency Proceeding	3 Years, unless the student graduates, reaches the age 23, or is released from probation before the 3 year period expires	No	Private MS 121A.75 MS 260B.171

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

AGENDA ITEM: **School Board Policy 496, Faculty and Staff Dress and Appearance**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**
Dr. Michael Lovett, Superintendent

Background:

This is a new policy which has been under discussion for most of the past year. Prior to the past school year, we presented copies of the proposed policy and procedures to our administration and staff. During the year we have had ongoing conversations with administration, teachers, and support staff.

The policy focuses on the importance of establishing expectations of dress and grooming that will enhance the education of students. The policy recognizes that our appearance can have a positive influence on educational goals, and that as adults we set an appropriate example for students.

Professional dress influences higher expectations for student behavior and building climate. The policy goes on to provide general statements of policy, but then directs the administration to work with employees to develop guidelines consistent with the policy.

Over the course of the year, we have had numerous conversations with employees about procedures and protocols. We believe we will be most effective if we work with individual employee groups, including teachers, food service, and so on to develop guidelines appropriate for each employee group and setting. This work is underway and we will begin holding meetings in September and October 2012 and guidelines will be in place for the beginning of the second semester of 2012-13 school year.

This policy had a first reading at the July School Board meeting and is being presented at this meeting with no further changes.

Recommendation: Approve School Board Policy 496, Faculty and Staff Dress and Appearance as recommended by the administration.

Adopted: _____
Revised: _____

White Bear Lake Area
School Board Policy 496

496 FACULTY AND STAFF DRESS AND APPEARANCE

I. PURPOSE AND BELIEF

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards, and that set an appropriate example for students. We believe that professionally dressed staff set a higher expectation for student behavior and building climate.

II. GENERAL STATEMENT OF POLICY

- A. The School District recognizes that teachers and other staff members are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect and be perceived by students, parents and community members.

Teachers and staff are expected to dress in a professional and appropriate manner that will be ~~most~~ conducive to the educational environment. Employees should be clean, neat, well groomed and dressed in an appropriate manner for their individual work assignments.

A wide variety of teaching styles and activities occur ~~between~~ among subject, age and grade levels. Therefore, activities and/or assignments planned for the day will ~~dictate~~ influence, to a degree, the style of dress considered appropriate attire. Good judgment and common sense should be used in choosing appropriate attire.

The responsibility for determining appropriate grooming and dress consistent with this policy shall be ~~placed~~ under the supervision of the district and school level administrator.

~~B. Minimum Dress and Grooming Standard~~

~~The minimum dress and grooming standard for employees shall meet or exceed the standard required for students in the Policy 504 — Student Dress Code.~~

- ~~C. B.~~ The administration shall develop procedures ~~work with employees to develop guidelines~~ consistent with this policy. ~~and shall review the procedures annually and make adjustments as appropriate.~~

Legal References: U.S. Const., amend. I
Kelley, Comm'r, Suffolk Cnty. Police Dep't v. Johnson, 425 U.S. 238 (1976)

Tardif v. Quinn, 545 F.2d 761 (1st Cir. 1976)
Miller v. Sch. Dist. No. 167, 495 F.2d 658 (7th Cir. 1974)
Morrison v. Hamilton Cnty. Bd. of Educ., 494 S.W.2d 770 (Tenn. 1973)

Cross References: WBLASB Policy 413 (Harassment and Violence)
WBLASB Policy 504 (Student Dress and Appearance)
WBLASB Policy 609 (Religion)

AGENDA ITEM: **School Board Policy 505, Distribution of Non-School
Sponsored Materials on School Premises by Students and
Employees**

MEETING DATE: **August 13, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dave Guenther, Director of Community Services
and Recreation
Marisa Vette, Director of Communications
and Public Relations**

Background:

School Board Policy School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees, has been reviewed by the School Board Policy Committee and had a first reading in July. The changes recommended are consistent with those recommended by MSBA, with editing as recommended by the School Board Policy Committee and administration.

Recommendation: To approve School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees, as recommended by administration.

505 DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. Independent School District 624 recognizes that students and employees have the right, protected by the First Amendment of the Constitution of the United States, to exercise freedom of expression on school property. Inclusive in this protection is the right to distribute at a reasonable time and place and in a reasonable manner, non-school sponsored written materials, petitions, buttons, badges or similar items.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the district, ~~Independent School District No. 624 adopts and institutes the following regulations regarding the distribution of non-school sponsored material on school property.~~ the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

~~The terms used in this policy shall have the meanings given to them in this definitions section. Though a word or term may have one or more different meanings outside of this policy, the word or term shall have the meaning given to it in this definitions section when used in this policy.~~

- A. "Approval" by the school district is not the same as, nor does it imply authorization by the school district.
- B. "Community", unless expressly stated otherwise, means the cities, towns, villages or townships in which the district is located. Unless otherwise stated, community does not mean only that group of people associated with the schools in the district.
- C. "Distribute" or "Distribution" means circulation or dissemination of ~~written~~ material by any means, including but not limited to, electronically, or distributing free materials ~~copies~~, selling or offering materials ~~copies~~ for sale, and accepting donations for materials ~~copies~~, posting or displaying material, or placing material in internal staff or student mailboxes.

- D. "Distribution time" is the time a person wishes to begin distributing non-school sponsored material.
- E. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the self esteem of the community.
- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the ~~written~~ material in question.

- G. "Minor" means any person under the age of eighteen (18).
- H. "Non-school-sponsored material" or "unofficial material" includes all ~~written materials or objects intended for distribution~~, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school sponsored materials ~~may~~ include, but are not limited to, leaflets, brochures, badges, flyers, petitions, posters, and non-school underground newspapers whether written by students or employees or others, and tangible objects.
- I. "Obscene to minors" ~~is defined as~~ means:
1. ~~Written material which would cause~~ The average person, applying contemporary community ~~and school~~ standards, ~~to~~ would find that the ~~written~~ material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. ~~Written~~ The material ~~which~~ depicts or describes, in a manner patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts

~~(normal or perverted)~~, masturbation, excretory functions, and exhibition of the genitals; and

3. The ~~written~~ material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- J. "Posting" means placing material in a conspicuous place for public review. Examples of conspicuous places for public review include, but are not limited to, bulletin boards, lounges, walls, posts and windows that are frequently viewed by the general school population.
- K. "School activities" means any activity of students which is sponsored by the school and includes, but is not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- L. "School property" includes all real property and buildings owned by the School District as well as school buses. It is not limited to any particular school building or to any particular school campus.

IV. GUIDELINES

- A. No person, employee or student may distribute, post, or otherwise display any non-school sponsored written material without first obtaining the approval of the building principal.
- B. ~~Written material which will not be approved includes, but is not limited to, material which:~~ Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous ~~or slanderous~~;
 3. is pervasively indecent or vulgar; or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. ~~invades the privacy of another person or endangers the health or safety of another person;~~ advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of

character or of a person's race, religious, ethnic origin, or sexual preference);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause:
 - a. a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, ~~will cause~~
 - b. the commission of unlawful acts, or
 - c. the violation of lawful school regulations.

C. Distribution by students and employees of non-school sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, ~~used~~ of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.

- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. ~~Persons wishing to distribute non school sponsored written material on school property must have the written material approved, prior to distribution, by the building principal.~~
- B. ~~To have non school sponsored written material approved for distribution on school property a person must submit an exact duplicate of such written material to the building principal at least 48 hours in advance of the desired distribution time.~~
- C. ~~In addition to an exact duplicate of the material desired to be distributed, the person shall submit the following information to the principal:~~
1. ~~The name and phone number of the person submitting the request and, if a student or employee, a schedule of classes or places the student or employee can be contacted during the school day.~~
 2. ~~A list of times, dates and locations the material will be distributed.~~
 3. ~~If intended for students, the grade(s) of students to whom the distribution is intended.~~
 4. ~~The manner in which the material will be distributed.~~
- D. ~~Within 24 hours of the receipt of the information required by letter A and B above, the building principal will inform the person requesting approval whether or not the material may be distributed. If the request for approval is granted, the building principal may use any reasonable method to inform the person of the approval. If the request is denied, the building principal may use any reasonable method to inform the person of the denial; however, the principal must, upon request of the person submitting the request, provide a written denial of the request to distribute, including the reasons for the denial. This written denial must be made available to the person submitting the request within 24 hours of the request for a written denial.~~
- E. ~~If the person submitting the request to distribute material disagrees with the building principal's denial of his or her request, that person may appeal the decision by submitting a written statement to the School District Superintendent, stating the reasons the person disagrees with the denial by the building principal and requesting that the superintendent allow the distribution of the material. This appeal must include an exact copy of the material desired to be distributed and a copy of the building principal's written denial of the original request to distribute the material.~~

- ~~F. Within 48 hours of the receipt of the appeal by the Superintendent, the superintendent shall provide a written response to the request for permission to distribute the material, including the reasons for the decision if the request is denied by the Superintendent.~~
- ~~G. The time periods stated in letter B and D above shall not include Saturdays, Sundays or school holidays.~~
- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least one full school day ~~24 hours~~ in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the building administrator ~~principal~~ will review the request and render a decision. In the event that permission to distribute the materials is denied or limited, the administrator may use any reasonable method to inform the person of the denial or limitation; however, the administrator must upon request of the person submitting the request, provide a written denial of or limitation on the request including the reason(s) for denial.~~In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.~~
- B. If the person submitting the request does not receive a response within one school day, the person may ~~shall~~ contact the office to verify that the lack of response was not due to an inability to locate the person.
- C. If the person is dissatisfied with the decision of the building administrator ~~principal~~, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturday, Sunday, and holidays) of submitting the appeal, the person shall contact the officer of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- D. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave school property immediately and, if necessary, the police will be called.

VIII. PERMISSION TO DISTRIBUTE MATERIAL DOES NOT CONSTITUTE APPROVAL OF CONTENT

- A. By allowing distribution of non-school sponsored material, the School District does not in any way imply that the School District, the superintendent, the principal or any other employee involved in the application procedure approves of the material or its contents.
- B. The contents, views and ideas presented in any non-school sponsored material distributed on school property are exclusively the views and ideas of the persons distributing the material. The School District, superintendent, principal or other employees involved in the application process make no representation, either approving or disapproving of the content of the material, by allowing distribution of the material.

IX. APPLICATION TO OTHER SCHOOL RULES AND POLICIES

Nothing in this policy affects any other policy of School District #624, except that if this policy conflicts with any other school rule or policy (with the exception of District policy 904 Addendum A regarding elections) this policy regarding distribution of non-school sponsored material shall take precedence over the other policy to the extent necessary to carry out the provisions of this policy regarding distribution of non-school sponsored material.

X. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

XI. IMPLEMENTATION

The school district administration may develop additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986).
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Roark v. South Iron R-I School Dist., 573 F.3D 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir.2011)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 512 (School Sponsored Student Publications)
WBLASB Policy 904 (Distribution of Materials on School District Property by Non-school Persons)