

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

September 10, 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: September 4, 2012

A meeting of the White Bear Lake Area School Board will be held on **Monday, September 10, 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. Seating of Student Representative
5. Approve Agenda
6. Consent Agenda
 - a) Approval of Minutes
 - b) Payment of Invoices
 - c) Correspondence
 - d) Acceptance of Gifts
 - e) Approve Field Trips
 - f) Human Resources Items

B. PUBLIC FORUM

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

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. Opening School Report
2. GFOA and ASBO Awards
3. Superintendent's Report

D. DISCUSSION ITEMS

1. Follow-up on Strategic Plan Updates
 - a. I.2 Student Academic Proficiency
 - b. I.4 Report on Middle School IB Planning for 2012-13
2. First Reading of School Board Policy 101, Legal Status of the School District
3. First Reading of School Board Policy 202, School Board Officers
4. Annual Review of Policy 404, Employment Background Checks, and Criminal Background Check Forms - Employees and Volunteers

E. OPERATIONAL ITEMS

1. Action on School Board/Superintendent Goals and Strategic Plan Priorities for 2012-13
2. Action on Annual Report on Curriculum, Instruction and Student Achievement
3. Annual Review and Second Reading of School Board Policy 406, Public and Private Personnel Data
4. Annual Review and Second Reading of School Board Policy 410, Family and Medical Leave Policy
5. Annual Review and Second Reading of School Board Policy 413, Harassment and Violence
6. Annual Review and Second Reading of School Board Policy 414, Mandated Reporting Of Child Neglect or Physical or Sexual Abuse
7. Annual Review and Second Reading of School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
8. Annual Review and Second Reading of School Board Policy 424, License Status

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **September 10, 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: September 10, 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, August 13, 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 7:02 p.m.
- 2 Roll Call- Present: **Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker**
Ex-Officio: Lovett
Cabinet: Present – Guenther, Law, Picha, Vette, Willcoxon
- 3 Pledge of Allegiance
- 4 Hiniker moved, Newberg 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 July 9 and work-study session on July 9;
 - 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:
 - **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

➤ **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

➤ **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

➤ **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

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

B. INFORMATION ITEMS

1. Presentation of Awards from National School Public Relations Association – The White Bear Lake Area School District received the following awards from the National School Public Relations Association (NSPRA)
 - 2012 Publication Award of Merit in Finance Publication for 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 NSPRA. This spring the District received state awards from Minnesota School Public Relations Association (MinnSPRA) and the Minnesota Association of Government Communicators (MAGC). Congratulations to Marisa Vette, Director of Communication and Community Relations, and all who were involved in helping to put together these pieces.

2. Superintendent’s Report – Dr. Lovett reported on the following:
 - Prior to tonight’s Board meeting, the White Bear Lake Area Schools Archery team members and their coach were honored for participating in the state and national tournaments. The team placed 21 out of 126 high school teams at Nationals. Congratulations to all!
 - Thanks to everyone who stopped by to visit the District’s Marketfest booth this summer. All are welcome to “like” White Bear Lake Area Schools on Facebook and to see photos. Find a link to the District’s Facebook page on the District website.
 - Back to school activities have begun. School supply lists are available on the District website, Open House/Welcome Back/Transition activities are kicking off soon. Information may be found on individual school websites via the main District website. Fall sports kicked off today. The new 2012-13 Activities Calendars will be sent out to our District families who have students in our schools later this month. Community members who would like a copy may stop by any of our district schools in September or call 651-407-7563 to request one be mailed to your home.
 - Senior Activity Pass - District community members age 65 or older who did not apply for a Senior Activity Pass last year, are encouraged to do so this year by calling the Superintendent’s office at 651-407-7563. Activity passes are free. Those who applied last year will automatically be receiving their 2012-13 pass in the mail. This pass allows free entry into a variety of activities including home athletic contests, concerts, theater productions and more.

- Star of Innovation Award – Don Johnson, Executive Director of the Minnesota Association of Secondary School Administrators, and Chris Wright, representing Horace Mann, presented the Board with the Star of Innovation Award in recognition of the student-led Cross-Aged Mentoring Program (CAMP). Tim Wald, principal at South Campus, introduced our guests and accepted the award on behalf of the Board. Additional information may be found on the District website: www.isd64.org.

C. DISCUSSION ITEMS

1. Preliminary Review of 2011-12 Student Assessment Results – Mary McGrane, Assessment and Accountability Coordinator and David Law, Assistant Superintendent, highlighted District results for the Minnesota Comprehensive Assessment (MCA) tests in reading, mathematics and ninth grade writing. Overall, results are very positive for the District. Additional information should be available from the Minnesota Department of Education at the end of August.
2. Preliminary Recommendation for School Board/Superintendent Goals for 2012-13 – Goals for the upcoming year from both the District's Strategic Plan and other operational goals identified by the administration and school board are available for preliminary review. These will be further discussed at the August work-study session and scheduled for adoption at the September 10 Board meeting.
3. Report on International Partnership Visit to China – Dr. Lovett and Tim Wald provided an overview of their visit to the Hangzhou Foreign Languages School in June as they had extraordinary opportunities to connect with students, staff and leaders as a part of our continuing partnership. The purpose of this trip was to strengthen our relationship and to engage in more detailed planning for the expansion of our partnership. We will once again have an exchange teacher coming this fall from Hangzhou and have a teacher from the District traveling to China for the first semester. Additional opportunities for expanding our partnership are under discussion.
4. Annual Review and first Reading of School Board Policy 406, Public and Private Personnel Data - There are no changes recommended by the Minnesota School Boards Association (MSBA) or Cabinet. Policy 406 will be placed on the September 10 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
5. Annual Review and First Reading of School Board Policy 410, Family and Medical Leave Policy - Policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA and administration. Policy 410 will be placed on the September 10 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
6. Annual Review and First Reading of School Board Policy 413, Harassment and Violence - There are no changes recommended by MSBA or Cabinet. Policy 413 will be placed on the September 10 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
7. Annual Review and First Reading of School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse - There are no changes recommended by the

Minnesota School Boards Association (MSBA) or administration. Policy 414 will be placed on the September 10 School Board meeting agenda or subsequent meeting agenda as an operational item for action.

8. Annual Review and First Reading of School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults – Policy was reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA and the Policy Committee. Policy 415 will be placed on the September 10 School Board meeting agenda or subsequent meeting agenda as an operational item for action.
9. Annual Review and First Reading of School Board Policy 424, License Status - There are no changes recommended by MSBA or Cabinet. Policy 424 will be placed on the September 10 School Board meeting agenda or subsequent meeting agenda as an operational item for action.

D. OPERATIONAL ITEMS

1. Newberg moved and Hiniker seconded to approve the Health & Safety Budget for 2012-2013 & 2013-2014 and recommended by the administration. **Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays- none; motion carried.**
2. Chapman moved and Storey seconded to approve the School District Records Retention Schedule as recommended by the administration. **Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays- none; motion carried.**
3. Hiniker moved and Kimball seconded to approve Policy 496, Faculty and Staff Dress and Appearance, as recommended by the administration. **Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays- none; motion carried.**
4. Chapman moved and Newberg seconded to approve Policy 505, Distribution on Non-School Sponsored Materials on School Premises by Students and Employees, as recommended by administration. **Roll call vote: ayes: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker; nays- none; motion carried.**

E. BOARD FORUM – Kimball thanked administration for all of their hiring decisions these past several months and encouraged all staff on summer break to enjoy the rest of their break. Shevik gave kudos to the new football coach for kicking off the season with the first practice at 12:01 a.m. today.

F. ADJOURNMENT - Newberg moved and Kimball seconded to adjourn the meeting at 8:14 p.m. Voice vote: All ayes. Motion carried.

Submitted by: Cathy Storey, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, August 27, 2012 at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call To Order – Swanson called the meeting to order at 5:34 p.m.
2. Roll Call – Present: Kimball, Newberg, Shevik, Storey, Swanson, Chapman, Hiniker
Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Willcoxon, Vette

B. DISCUSSION ITEMS

1. Review Architect Plans for Lakeaires and Willow and General Facilities Update – Pete Willcoxon, Executive Director of Business Services, and Phil Fisher, Manager of Building Operations, provided an update on architect plans for Lakeaires and Willow. They also reviewed the Building Operations Project List for the summer. David Guenther, Director of Community Services and Recreation, provided an update on the status of the Vadnais Heights Sports Center.
2. School Board and Superintendent Goals and Strategic Plan Updates
 - a. Goals for 2012-13 were presented at the August 13 Board meeting and provided again for any additional input.
 - b. I.1 Student Academic Proficiency - Mary McGrane, Student and Instructional Assessment and Accountability Coordinator, provided additional in depth analysis on student proficiency and growth in mathematics and reading along with plans for moving toward full achievement of this goal. Additional comments were provided by David Law, Assistant Superintendent and Dr. Bob McDowell, principal at Sunrise Park Middle School.
 - c. I.4 Report on Middle School IB Planning for 2012-13 – Dr. Bob McDowell, Dr. Noel Schmidt, principal at Central Middle School, and Jill Pearson, Middle Level IB Coordinator, provided an overview of the IB Middle Years Program and the general curriculum planning timeline for 2012-13.
 - d. II.1 Overview of Plans for Phase 2 of Elementary World Language – Ann Malwitz, Professional Learning and Development Coordinator, presented an overview of the timeline and outcomes for phase two of the Elementary World Language Program Review for 2012-13 school year.
3. School Board Training (MSBA, NSBA and other options) – Lori Swanson led discussion with Board members on professional development opportunities as well as other opportunities for Board participation.

- C. **ADJOURNMENT** - Newberg motioned; Shevik seconded to adjourn the meeting at 8:14 p.m. **Voice vote: All ayes. Motion carried.**

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **September 10, 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 - August

	<u>8/15/2012</u>	<u>8/31/2012</u>
Direct Deposit 333201-333655	473,243.96	
U.S. Treasury (FICA, Medicare, withholding)	149,969.78	
MN State Income Tax	26,063.75	
PERA	47,238.38	
TRA	35,050.20	
ING	941.68	
Direct Deposit 333656-334266		464,022.88
U.S. Treasury (FICA, Medicare, withholding)		149,391.90
MN State Income Tax		26,217.93
PERA		48,732.25
TRA		34,349.62
ING		941.68
Extended Day Dues		661.65

Check Nbr	Vendor Name	Check Date	Check Amount
33515	AARP DRIVER SAFETY PROGRAM	08/02/2012	184.00
33516	ACCESS COMMUNICATIONS INC	08/02/2012	2,465.61
33517	AMAZON	08/02/2012	452.73
33518	AMAZON	08/02/2012	165.90
33519	APPLE COMPUTER INC	08/02/2012	3,388.00
33520	ARROWWOOD RESORT	08/02/2012	927.64
33521	ASPEX SOLUTIONS	08/02/2012	125.00
33522	ASTLEFORD INTERNATIONAL TRUCKS	08/02/2012	8.12
33523	AVON BUSINESS FORMS & PROMOTIO	08/02/2012	1,408.72
33524	BACKCOURT BOOSTER CLUB	08/02/2012	210.00
33525	BARRIER GROUP LLC	08/02/2012	500.00
33526	BATTERIES PLUS	08/02/2012	64.99
33527	BUSINESS IMPACT GROUP	08/02/2012	1,846.81
33528	BLOOM, WILLIAM J	08/02/2012	219.78
33529	CALCULATORS INC	08/02/2012	1,469.92
33530	CDW GOVERNMENT INC	08/02/2012	3,906.97
33531	COMCAST	08/02/2012	40.95
33532	COMMERICAL KITCHEN SERVICES	08/02/2012	25.73
33533	CONTINENTAL CLAY CO	08/02/2012	130.00
33534	COPY IMAGES INC	08/02/2012	291.00
33535	CUP AND CONE	08/02/2012	491.81
33536	CUSTOM REFRIGERATION	08/02/2012	220.00
33537	DALCO CORPORATION	08/02/2012	234.49
33538	DARTS VMS INC	08/02/2012	1,603.56
33539	DOMBROVSKI, MICHELE C	08/02/2012	75.00
33540	DUGGER, MARK	08/02/2012	114.00
33541	E-FILLIATE INCORPORATED	08/02/2012	291.64
33542	EDUCATION TO GO	08/02/2012	186.75
33543	FAIR OAKS SUPPLY CO	08/02/2012	1,858.87
33544	FASTENAL COMPANY	08/02/2012	39.49
33545	FIRST STUDENT INC	08/02/2012	243.00
33546	FLEMING, RANDY	08/02/2012	25.00
33547	FLINN SCIENTIFIC INC	08/02/2012	126.12
33548	THE FLORAL TRUNK	08/02/2012	75.95
33549	FOLLETT LIBRARY RESOURCES	08/02/2012	151.10
33550	FUHRMAN, SARAH	08/02/2012	33.09
33551	GALLAGHERS NORTHWESTERN TIRE C	08/02/2012	1,372.37
33552	GOLDCOM INC	08/02/2012	590.91
33553	GREEN, BARBARA J	08/02/2012	57.19
33554	GROTH MUSIC CO	08/02/2012	1,448.71
33555	HALVORSON, JEAN	08/02/2012	25.00
33556	HISDAHL INC	08/02/2012	363.75
33557	Vendor Continued Check	08/02/2012	0.00
33558	HOGLUND BUS AND TRUCK CO	08/02/2012	459.18
33559	HUGO CITY OF	08/02/2012	3,009.08
33560	INTEGRA TELECOM	08/02/2012	469.02
33561	JW PEPPER & SON INC	08/02/2012	54.94
33562	KAPLAN	08/02/2012	79.90
33563	KIRKHAM, JENNIFER KD	08/02/2012	95.12
33564	LIDS TEAM SPORTS	08/02/2012	492.34

Check Nbr	Vendor Name	Check Date	Check Amount
33565	LORENZ, JODI	08/02/2012	173.00
33566	LYONS, CHRISTOPHER A	08/02/2012	37.86
33567	MARIS LLC	08/02/2012	380.00
33568	MATTSON, CARLA	08/02/2012	122.00
33569	MAYER, ANTHONY G	08/02/2012	434.34
33570	MCCOLLOUGH, MICK	08/02/2012	25.25
33571	MEDCO SUPPLY CO	08/02/2012	112.46
33572	MEDTOX LABORATORIES	08/02/2012	28.02
33573	MN ELEMENTARY SCH PRIN ASSOC	08/02/2012	877.00
33574	MESSERSCHMIDT, JENNIFER	08/02/2012	60.00
33575	MIDAMERICA ADMIN & RETIREMENT	08/02/2012	4,360.00
33576	MIDWEST BUS PARTS INC	08/02/2012	879.65
33577	MITY-LITE INC	08/02/2012	2,044.61
33578	MN COACHES INC	08/02/2012	1,220.72
33579	MN SWORD PLAY	08/02/2012	540.00
33580	MOBILE RADIO ENGINEERING INC	08/02/2012	308.22
33581	MORTENSEN, KIM	08/02/2012	122.00
33582	MY KID CREATIONZ LLC	08/02/2012	825.00
33583	NASVIK, CRAIG S	08/02/2012	399.49
33584	NCPERS MINNESOTA	08/02/2012	448.00
33585	NEFF CO	08/02/2012	746.31
33586	Vendor Continued Check	08/02/2012	0.00
33587	NORTH CENTRAL TRUCK EQUIPMENT	08/02/2012	1,660.47
33588	NORTHEAST METRO INTERMEDIATE D	08/02/2012	117,510.21
33589	PERCIVAL, PATTI	08/02/2012	55.00
33590	PICHA, CHRISTINA K	08/02/2012	149.92
33591	POLAR CHEVROLET MAZDA	08/02/2012	218.36
33592	REBYL SPORTS INC	08/02/2012	456.00
33593	ROSSITER, DANIEL J	08/02/2012	291.25
33594	SAINTS NORTH MAPLEWOOD	08/02/2012	465.50
33595	SAM'S CLUB/GEMB	08/02/2012	62.68
33596	SAM'S CLUB/GEMB	08/02/2012	29.99
33597	SNAP-ON TOOLS	08/02/2012	117.10
33598	SPORTWIDE	08/02/2012	1,154.60
33599	SUBURBAN FLOOR COVERING	08/02/2012	589.00
33600	SYNAN, ERIN K	08/02/2012	30.97
33601	TOTINO-GRACE HIGH SCHOOL	08/02/2012	64.92
33602	TOYOTA-LIFT OF MINNESOTA	08/02/2012	516.39
33603	U.S. ENERGY SERVICES INC	08/02/2012	3,291.68
33604	VERIZON WIRELESS	08/02/2012	351.84
33605	VETTE, MARISA AA	08/02/2012	75.00
33606	WAGNER, PETER J	08/02/2012	45.23
33607	WHITE BEAR BOWL	08/02/2012	138.00
33608	ZZOUNDS MUSIC	08/02/2012	329.85

94	Computer	Check(s) For a Total of	173,867.14
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	94	Computer	Checks For a Total of	173,867.14
Total For	94	Manual, Wire Tran, ACH & Computer	Checks	173,867.14
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		173,867.14

Check Nbr	Vendor Name	Check Date	Check Amount
33609	A-1 HYDRAULIC SALES & SERVICE	08/10/2012	788.93
33610	AMERICAN ASSOC OF SCHOOL	08/10/2012	175.00
33611	ABBOTT PAINT & CARPET INC	08/10/2012	4,554.80
33612	ACCESS COMMUNICATIONS INC	08/10/2012	611.62
33613	ACKERKNECHT, CATHY	08/10/2012	247.49
33614	ADAMS, LINDA	08/10/2012	219.10
33615	ALEXANDRIA PUBLIC SCHOOLS	08/10/2012	200.00
33616	AMAZON	08/10/2012	8,468.03
33617	AMAZON	08/10/2012	98.03
33618	AMBROSE, CHERI	08/10/2012	136.00
33619	AMERICAN FUNDS	08/10/2012	9,214.86
33620	AMERICAN MESSAGING	08/10/2012	107.60
33621	AMER RED CROSS	08/10/2012	367.00
33622	AMERIPRISE FINANCIAL SERVICES	08/10/2012	2,661.75
33623	AMERIPRISE SERVICES	08/10/2012	53.62
33624	ANDERSON, NATHAN	08/10/2012	31.98
33625	APPLIED ENVIRONMENTAL SCI INC	08/10/2012	1,562.20
33626	ARCHIPELAGO LEARNING INC	08/10/2012	322.00
33627	AT & T MOBILITY	08/10/2012	1,366.70
33628	Vendor Continued Check	08/10/2012	0.00
33629	Vendor Continued Check	08/10/2012	0.00
33630	AVON BUSINESS FORMS & PROMOTIO	08/10/2012	3,567.90
33631	AXA EQUITABLE	08/10/2012	4,837.66
33632	BENILDE ST MARGARETS SCHOOL	08/10/2012	150.00
33633	BERNIER, RICKY L	08/10/2012	46.90
33634	BEST BUY BUSINESS ADVANTAGE AC	08/10/2012	1,528.24
33635	BUSINESS IMPACT GROUP	08/10/2012	455.80
33636	BIO CORPORATION	08/10/2012	419.36
33637	BLAINE HIGH SCHOOL	08/10/2012	55.00
33638	BLB CONSULTING LLC	08/10/2012	970.00
33639	BOWERMASTER, TRACI	08/10/2012	400.00
33640	BRAKE & EQUIPMENT WAREHOUSE, I	08/10/2012	74.46
33641	BSN/PASSON'S/GSC SPORTS	08/10/2012	454.50
33642	BURNSVILLE HIGH SCHOOL	08/10/2012	200.00
33643	CAMBIUM LEARNING INC	08/10/2012	295.00
33644	CDW GOVERNMENT INC	08/10/2012	4,461.13
33645	CENTENNIAL HIGH SCHOOL ISD #12	08/10/2012	95.00
33646	CENTRAL HIGH SCHOOL	08/10/2012	50.00
33647	CHAPPELL CENTRAL INC	08/10/2012	88,661.45
33648	THE COLLEGE BOARD-MRO	08/10/2012	615.00
33649	CONSTRUCTION RESULTS CORP	08/10/2012	156,702.50
33650	COON RAPIDS HIGH SCHOOL	08/10/2012	300.00
33651	Vendor Continued Check	08/10/2012	0.00
33652	COPY IMAGES INC	08/10/2012	18,451.83
33653	Vendor Continued Check	08/10/2012	0.00
33654	COPY IMAGES INC	08/10/2012	797.26
33655	Vendor Continued Check	08/10/2012	0.00
33656	Vendor Continued Check	08/10/2012	0.00
33657	DALCO CORPORATION	08/10/2012	10,476.26
33658	DAVY, MARY	08/10/2012	12.75

Check Nbr	Vendor Name	Check Date	Check Amount
33659	DENUCCI, KRISTINA E	08/10/2012	18.23
33660	DISCOUNT SCHOOL SUPPLY	08/10/2012	1,284.60
33661	DOOR SERVICE COMPANY	08/10/2012	8,222.00
33662	DRAMM, MATTHEW R	08/10/2012	27.50
33663	DUFFY, JEAN	08/10/2012	15.30
33664	E.L. REINHARDT COMPANY INC	08/10/2012	7.43
33665	EAT @ BANNING AND 5TH	08/10/2012	482.04
33666	EDUCATION MN ESI BILLING TRUST	08/10/2012	2,946.00
33667	ENGSTRAN, PAUL	08/10/2012	40.00
33668	ESKOW, LYNN	08/10/2012	50.00
33669	FARIBAULT HIGH SCHOOL	08/10/2012	150.00
33670	FARMINGTON HIGH SCHOOL	08/10/2012	150.00
33671	FARNSWORTH, SUSANNE	08/10/2012	90.00
33672	FASTENAL COMPANY	08/10/2012	25.47
33673	FEDEX	08/10/2012	12.50
33674	FERRERI, LOU	08/10/2012	69.99
33675	FINKE CARLA	08/10/2012	32.08
33676	FIRST STUDENT INC	08/10/2012	47,931.64
33677	FOREST LAKE HIGH SCHOOL	08/10/2012	125.00
33678	FRANTZ, JULIE	08/10/2012	250.00
33679	FRATTALONES HARDWARE STORES	08/10/2012	1,156.11
33680	FUHRMAN, SARAH	08/10/2012	104.70
33681	G&K SERVICES	08/10/2012	594.35
33682	GALLAGHERS NORTHWESTERN TIRE C	08/10/2012	407.45
33683	GARDEN & ASSOCIATES INC	08/10/2012	140.00
33684	GARVEY, PATRICIA	08/10/2012	17.85
33685	GEM LAKE HILLS LLC	08/10/2012	2,244.00
33686	GENERAL SHEET METAL	08/10/2012	79,515.00
33687	GRAFFIC TRAFFIC LLC	08/10/2012	660.00
33688	Vendor Continued Check	08/10/2012	0.00
33689	GRAINGER	08/10/2012	3,186.25
33690	GRAY, DONALD E	08/10/2012	241.45
33691	GREATAMERICA LEASING CORP	08/10/2012	945.46
33692	GROTH MUSIC CO	08/10/2012	1,046.10
33693	HANSON, DONNA	08/10/2012	17.00
33694	THE HARBOUR GROUP	08/10/2012	68.00
33695	HARRIMAN, DION D	08/10/2012	183.98
33696	HARRINGTON, EMY J	08/10/2012	289.53
33697	HERMANN, KATHY	08/10/2012	30.00
33698	HILDI INC	08/10/2012	5,800.00
33699	HISDAHL INC	08/10/2012	492.00
33700	HODGE PRODUCTS INC	08/10/2012	531.00
33701	Vendor Continued Check	08/10/2012	0.00
33702	HOGLUND BUS AND TRUCK CO	08/10/2012	4,454.99
33703	HOME DEPOT CREDIT SERVICES	08/10/2012	1,073.78
33704	HUGO FEED MILL & HARDWARE	08/10/2012	6.49
33705	IFD	08/10/2012	5,054.37
33706	INDUSTRIAL ARTS SUPPLY	08/10/2012	411.68
33707	INTL BACCALAUREATE ORGANIZATIO	08/10/2012	9,500.00
33708	ISD #281 ROBBINSDALE	08/10/2012	1,491.18

Check Nbr	Vendor Name	Check Date	Check Amount
33709	IUOE LOCAL 70	08/10/2012	1,272.02
33710	KATH FUEL OIL SERVICE CO	08/10/2012	25,634.73
33711	KEENAN, DAWN	08/10/2012	200.00
33712	KIRK ACOUSTICS INC	08/10/2012	16,625.00
33713	KRUSEMARK, CARY L	08/10/2012	1,093.98
33714	L'ALLIER CONCRETE INC	08/10/2012	14,550.00
33715	LAKEVILLE NORTH HIGH SCHOOL	08/10/2012	195.00
33716	LEGO EDUCATION	08/10/2012	321.00
33717	LIGHTHOUSE MANAGEMENT GROUP	08/10/2012	6,617.00
33718	LOCHUNGVU, MAIJUE	08/10/2012	23.05
33719	LORENZ, JODI	08/10/2012	72.00
33720	LSI CORP OF AMERICA INC	08/10/2012	68,628.00
33721	MANKE, ANNE	08/10/2012	55.36
33722	MARTIN-MCALLISTER	08/10/2012	3,200.00
33723	MASA	08/10/2012	495.00
33724	MN ASSOC OF SCH BUSINESS OFFIC	08/10/2012	50.00
33725	MCDONOUGH'S WATERJETTING AND	08/10/2012	1,782.00
33726	MCLAIN, GRETA	08/10/2012	2,617.50
33727	MEDCO SUPPLY CO	08/10/2012	26.96
33728	MERZER MALP, SHEILA	08/10/2012	1,980.00
33729	METROPOLITAN LIFE	08/10/2012	501.26
33730	MID CITY SERVICES - INDUSTRIAL	08/10/2012	142.25
33731	MIDWEST INSTRUCTIONAL	08/10/2012	325.00
33732	MILASHIUS, ANTOINETTE A	08/10/2012	22.10
33733	MILES, MARY T	08/10/2012	100.00
33734	MINVALCO INC	08/10/2012	135.95
33735	MN AIR INC	08/10/2012	17,885.00
33736	MN CHILD SUPPORT	08/10/2012	1,130.91
33737	MN ELEVATOR INC	08/10/2012	290.77
33738	MN VALLEY SCHOOL & OFFICE SUPP	08/10/2012	8,442.40
33739	MN SCHOOL BOARDS ASSN	08/10/2012	430.00
33740	MN SCHOOL FOOD BUYING GROUP	08/10/2012	700.00
33741	MURPHY, MARY W	08/10/2012	181.94
33742	NAC MECHANICAL & ELECTRICAL SE	08/10/2012	69,226.50
33743	Vendor Continued Check	08/10/2012	0.00
33744	NARDINI FIRE EQUIPMENT CO INC	08/10/2012	4,867.75
33745	NEOFUNDS BY NEOPOST	08/10/2012	4,963.54
33746	NORTH CENTRAL TRUCK EQUIPMENT	08/10/2012	2,418.60
33747	NORTHEAST METRO INTERMEDIATE D	08/10/2012	61,086.40
33748	NORTHWEST YOUTH & FAMILY SERV	08/10/2012	63,675.04
33749	O'REILLY AUTOMOTIVE INC	08/10/2012	2,591.65
33750	OLSON, ANGELA	08/10/2012	155.40
33751	Vendor Continued Check	08/10/2012	0.00
33752	Vendor Continued Check	08/10/2012	0.00
33753	Vendor Continued Check	08/10/2012	0.00
33754	Vendor Continued Check	08/10/2012	0.00
33755	ON SITE SANITATION INC	08/10/2012	3,363.00
33756	PAMS LUNCHROOM LLC	08/10/2012	33.81
33757	PEACHTREE BUSINESS PRODUCTS	08/10/2012	950.00
33758	PEARSON, JILL M	08/10/2012	267.64

Check Nbr	Vendor Name	Check Date	Check Amount
33759	PEARSON EDUCATION INC	08/10/2012	597.01
33760	PERCIVAL, PATTI	08/10/2012	234.54
33761	PETERSON SCOTT	08/10/2012	40.00
33762	PETERSON BROS ROOFING & CONST	08/10/2012	16,039.60
33763	PHETTEPLACE, WANDA	08/10/2012	69.52
33764	PICHA, CHRISTINA K	08/10/2012	314.00
33765	PITNEY BOWES INC	08/10/2012	97.74
33766	PLASTER, MARK A	08/10/2012	105.45
33767	POSTMASTER	08/10/2012	959.62
33768	PRAXAIR DISTRIBUTION INC	08/10/2012	113.85
33769	PRESS PUBLICATIONS	08/10/2012	1,766.28
33770	RAINBOW PRINTING	08/10/2012	586.25
33771	RAK CONSTRUCTION INC	08/10/2012	89,389.30
33772	RAMSEY COUNTY PARKS/REC DEPT	08/10/2012	691.98
33773	REHBEIN TRANSIT INC	08/10/2012	2,380.00
33774	RICOH AMERICAS CORP	08/10/2012	426.07
33775	ROBINSON, KATHRYN M	08/10/2012	55.50
33776	ROSEMOUNT HIGH SCHOOL	08/10/2012	120.00
33777	S & S WORLDWIDE	08/10/2012	134.99
33778	SAM'S CLUB/GEMB	08/10/2012	1,355.19
33779	SAM'S CLUB/GEMB	08/10/2012	52.14
33780	SAM'S CLUB/GEMB	08/10/2012	108.08
33781	SAMACO SUPPLY	08/10/2012	2,718.00
33782	SAWMILL GOLF CLUB INC	08/10/2012	2,940.00
33783	SCAN AIR FILTER INC	08/10/2012	291.34
33784	SCHINDLER ELEVATOR CORP	08/10/2012	1,244.62
33785	SCHINTZ, KATHLEEN M	08/10/2012	60.00
33786	SCHMITT, ALYSSA A	08/10/2012	137.92
33787	SCHOOL PROJECT	08/10/2012	7,476.00
33788	SCHOOL SERVICE EMPLOYEES	08/10/2012	860.80
33789	SCHOOL SPECIALTY	08/10/2012	111.44
33790	SENTRY SYSTEMS INC	08/10/2012	125.00
33791	SFM	08/10/2012	47,855.00
33792	SNAP-ON TOOLS	08/10/2012	384.25
33793	SOMORA, LORI	08/10/2012	477.00
33794	SPECIALTY PROMOTIONS	08/10/2012	2,650.00
33795	SPENCER, DOROTHY	08/10/2012	14.45
33796	ST PAUL LINOLEUM & CARPET COMP	08/10/2012	27,550.00
33797	STATE SUPPLY CO	08/10/2012	27.27
33798	STREAMLINE DESIGN INC	08/10/2012	39.00
33799	TALENT ASSESSMENT INC	08/10/2012	1,272.24
33800	TALLY'S DOCKSIDE	08/10/2012	630.00
33801	TELIN TRANSPORTATION GROUP LLC	08/10/2012	54.42
33802	THOMPSON PUBLISHING GROUP	08/10/2012	328.50
33803	TIME FOR KIDS	08/10/2012	861.00
33804	TORNADO RUNNING CLUB	08/10/2012	100.00
33805	T.R.F. SUPPLY CO	08/10/2012	609.00
33806	TRI STATE BOBCAT	08/10/2012	780.00
33807	TRIO SUPPLY COMPANY	08/10/2012	781.62
33808	TRUSTED EMPLOYEES	08/10/2012	684.00

Check Nbr	Vendor Name	Check Date	Check Amount
33809	U.S. ENERGY SERVICES INC	08/10/2012	789.00
33810	UCPGC INFINITEC MN GRANT	08/10/2012	3,712.50
33811	UNITED STATES POSTAL SERVICE	08/10/2012	8,000.00
33812	VANGUARD SMALL BUSINESS SERVIC	08/10/2012	3,530.09
33813	VERIZON WIRELESS	08/10/2012	74.80
33814	WASTE MANAGEMENT OF WI-MN	08/10/2012	7,184.19
33815	WHITE BEAR BOWL	08/10/2012	180.00
33816	WHITE BEAR LAKE (CITY OF)	08/10/2012	9,826.80
33817	WILCOX, RICHARD L	08/10/2012	40.24
33818	WINDSTREAM	08/10/2012	2,603.18
33819	WL HALL COMPANY	08/10/2012	118,921.50
33820	XEROX CORPORATION	08/10/2012	437.09
33821	XEROX FINANCIAL SERVICES	08/10/2012	271.31
33822	YMCA OF THE GREATER TWIN CITIE	08/10/2012	85,947.52
214	Computer	Check(s) For a Total of	1,354,400.92

Check Nbr	Vendor Name	Check Date	Check Amount
33116	RAMSEY COUNTY PARKS/REC DEPT	08/10/2012	780.00
1	Void	Check(s) For a Total of	780.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	214	Computer	Checks For a Total of	1,354,400.92
Total For	214	Manual, Wire Tran, ACH & Computer Checks		1,354,400.92
Less	1	Voided	Checks For a Total of	780.00
		Net Amount		1,353,620.92

Check Nbr	Vendor Name	Check Date	Check Amount
33823	POSTMASTER	08/17/2012	2,400.00
1	Computer	Check(s) For a Total of	2,400.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	2,400.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,400.00
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		2,400.00

Check #	Payee Name	T	Check Date	Check Amount	Cash Posting Date
33824	AARP DRIVER SAFETY PROGRA	R	08/23/2012	\$136.00	08/23/2012
33825	AARP DRIVER SAFETY PROGRA	R	08/23/2012	\$410.00	08/23/2012
33826	AARP DRIVER SAFETY PROGRA	R	08/23/2012	\$370.00	08/23/2012
33827	ADAMS, LINDA	R	08/23/2012	\$172.40	08/23/2012
33828	AGROPUR INC	R	08/23/2012	\$488.80	08/23/2012
33829	AHRENS, KATIE	R	08/23/2012	\$60.90	08/23/2012
33830	AICPA	R	08/23/2012	\$220.00	08/23/2012
33831	AIG	R	08/23/2012	\$491.37	08/23/2012
33832	AMAZON	R	08/23/2012	\$140.98	08/23/2012
33833	AMAZON	R	08/23/2012	\$1,041.31	08/23/2012
33834	AMAZON	R	08/23/2012	\$193.45	08/23/2012
33835	AMERICAN FUNDS	R	08/23/2012	\$9,191.54	08/23/2012
33836	AMER RED CROSS	R	08/23/2012	\$1,566.00	08/23/2012
33837	AMERIPRISE FINANCIAL SERV	R	08/23/2012	\$2,661.75	08/23/2012
33838	ANDERSON EIDE, HEATHER	R	08/23/2012	\$90.00	08/23/2012
33839	ANDERSON, JON C.	R	08/23/2012	\$90.63	08/23/2012
33840	ANDERSON, MARGARET M.	R	08/23/2012	\$317.50	08/23/2012
33841	APPLE COMPUTER INC	R	08/23/2012	\$11,370.00	08/23/2012
33842	APPLIED ENVIRONMENTAL SCI	R	08/23/2012	\$5,268.05	08/23/2012
33843	ARMSTRONG TORSETH SKOLD &	R	08/23/2012	\$1,085.52	08/23/2012
33844	AVID CENTER	R	08/23/2012	\$33,543.95	08/23/2012
33845	AXA EQUITABLE	R	08/23/2012	\$5,664.01	08/23/2012
33846	B & H PHOTO VIDEO	R	08/23/2012	\$108.51	08/23/2012
33847	BAGLIO, DIANE M.	R	08/23/2012	\$54.00	08/23/2012
33848	BARNETT WB CHRYSLER JEEP	R	08/23/2012	\$29.24	08/23/2012
33849	BARTH, CARRIE M.	R	08/23/2012	\$321.03	08/23/2012
33850	BARTHOL, JOEL D.	R	08/23/2012	\$73.82	08/23/2012
33851	BATENHORST, LYNSEY K.	R	08/23/2012	\$147.63	08/23/2012
33852	BATTERIES PLUS	R	08/23/2012	\$175.60	08/23/2012
33853	BEARTOWN AUTO BODY INC	R	08/23/2012	\$1,502.40	08/23/2012
33854	BENCHMARK EDUCATION COMPA	R	08/23/2012	\$99,542.00	08/23/2012
33855	BEST WESTERN WB COUNTRY I	R	08/23/2012	\$107.95	08/23/2012
33856	BLICK ART MATERIALS	R	08/23/2012	\$2,414.68	08/23/2012
33857	BOLL, SHAWNA	R	08/23/2012	\$216.38	08/23/2012
33858	BRICHACEK, LISA	R	08/23/2012	\$89.36	08/23/2012
33859	BUREAU OF CRIMINAL APPREH	R	08/23/2012	\$90.00	08/23/2012
33860	CANAL PARK LODGE	R	08/23/2012	\$2,083.19	08/23/2012
33861	CAPAN, NANCY	R	08/23/2012	\$45.00	08/23/2012
33862	CATALYST INSTITUTE	R	08/23/2012	\$3,153.00	08/23/2012
33863	CCP INDUSTRIES INC	R	08/23/2012	\$448.50	08/23/2012
33864	CDW GOVERNMENT INC	R	08/23/2012	\$1,618.42	08/23/2012
33865	THE CENTER FOR EFFICIENT	R	08/23/2012	\$15,000.00	08/23/2012
33866	CERTIFIED LABORATORIES	R	08/23/2012	\$301.43	08/23/2012
33867	CITI-CARGO & STORAGE CO I	R	08/23/2012	\$210.00	08/23/2012
33868	CLASSICAL ACADEMIC PRESS	R	08/23/2012	\$997.44	08/23/2012
33869	COMCAST	R	08/23/2012	\$10.54	08/23/2012
33870	COMCAST	R	08/23/2012	\$70.95	08/23/2012
33871	COMCAST	R	08/23/2012	\$70.95	08/23/2012
33872	CONTINENTAL RESEARCH CORP	C	08/23/2012	\$0.00	08/23/2012
33873	CONTINENTAL RESEARCH CORP	C	08/23/2012	\$0.00	08/23/2012
33874	CONTINENTAL RESEARCH CORP	R	08/23/2012	\$3,065.55	08/23/2012
33875	COOPS SPORTSWEAR	R	08/23/2012	\$6,480.50	08/23/2012
33876	COULTER VIDEO	R	08/23/2012	\$103.85	08/23/2012
33877	CROSSON, JOELLE	R	08/23/2012	\$50.00	08/23/2012
33878	CUB FOODS OF WHITE BEAR T	R	08/23/2012	\$371.01	08/23/2012
33879	CUMMINS NPOWER LLC	R	08/23/2012	\$128.73	08/23/2012
33880	CUP AND CONE	R	08/23/2012	\$442.53	08/23/2012
33881	DALCO CORPORATION	C	08/23/2012	\$0.00	08/23/2012
33882	DALCO CORPORATION	C	08/23/2012	\$0.00	08/23/2012
33883	DALCO CORPORATION	C	08/23/2012	\$0.00	08/23/2012
33884	DALCO CORPORATION	R	08/23/2012	\$12,394.82	08/23/2012
33885	DANUS DESIGN STUDIO	R	08/23/2012	\$1,500.00	08/23/2012
33886	DELEGARD TOOL OF TEXAS IN	R	08/23/2012	\$177.20	08/23/2012
33887	DELL MARKETING LP	R	08/23/2012	\$390.98	08/23/2012
33888	DELLWO, COLLEEN F.	R	08/23/2012	\$1,541.95	08/23/2012
33889	DELTA EDUCATION	C	08/23/2012	\$0.00	08/23/2012
33890	DELTA EDUCATION	R	08/23/2012	\$397.75	08/23/2012
33891	DELTA DENTAL PLAN OF MN	R	08/23/2012	\$62,341.20	08/23/2012
33892	DIAMOND VOGEL PAINT CENTE	R	08/23/2012	\$163.72	08/23/2012
33893	DISCOUNT SCHOOL SUPPLY	R	08/23/2012	\$2,906.91	08/23/2012
33894	DOMBROVSKI, NOAH P.	R	08/23/2012	\$417.41	08/23/2012
33895	DRAMM, MATTHEW R.	R	08/23/2012	\$32.75	08/23/2012

Check #	Payee Name	T	Check Date	Check Amount	Cash Posting Date
33896	EAI EDUCATION	R	08/23/2012	\$116.61	08/23/2012
33897	EAT! @ BANNING AND 5TH	R	08/23/2012	\$1,047.15	08/23/2012
33898	EDUCATION MN ESI BILLING	R	08/23/2012	\$3,103.50	08/23/2012
33899	EDUCATIONAL RESEARCH AND	R	08/23/2012	\$14,379.63	08/23/2012
33900	EMEDCO COMPANY INC	R	08/23/2012	\$359.71	08/23/2012
33901	FAME AWARDS	R	08/23/2012	\$30.75	08/23/2012
33902	FASTENAL COMPANY	R	08/23/2012	\$215.65	08/23/2012
33903	FESTIVAL FOODS-KNOWLAN'S	R	08/23/2012	\$282.68	08/23/2012
33904	FLAGHOUSE INC	R	08/23/2012	\$79.95	08/23/2012
33905	FLORIN, JOLYN A.	R	08/23/2012	\$1,207.85	08/23/2012
33906	FRA-DOR INC	R	08/23/2012	\$243.75	08/23/2012
33907	FROGNER, JANINE	R	08/23/2012	\$151.99	08/23/2012
33908	FROGNER, JANET	R	08/23/2012	\$337.50	08/23/2012
33909	GALLAGHERS NORTHWESTERN T	R	08/23/2012	\$2,041.22	08/23/2012
33910	GALLUP INC	R	08/23/2012	\$350.00	08/23/2012
33911	GARDEN & ASSOCIATES INC	R	08/23/2012	\$140.00	08/23/2012
33912	GIRARD, DEBORAH A.	R	08/23/2012	\$79.99	08/23/2012
33913	GOLDCOM INC	R	08/23/2012	\$1,478.02	08/23/2012
33914	GOODMAN, PAIGE M.	R	08/23/2012	\$20.26	08/23/2012
33915	GOOGLE INC	R	08/23/2012	\$12,903.07	08/23/2012
33916	GOPHER	R	08/23/2012	\$2,614.71	08/23/2012
33917	GORIS, PAMELA L.	R	08/23/2012	\$219.33	08/23/2012
33918	GRAFFIC TRAFFIC LLC	R	08/23/2012	\$852.50	08/23/2012
33919	GRAINGER	C	08/23/2012	\$0.00	08/23/2012
33920	GRAINGER	C	08/23/2012	\$0.00	08/23/2012
33921	GRAINGER	R	08/23/2012	\$5,237.79	08/23/2012
33922	GRANDMA'S BAKERY INC	R	08/23/2012	\$116.90	08/23/2012
33923	GROUP HEALTH INC - WORKSI	R	08/23/2012	\$181.50	08/23/2012
33924	GRUN, SUSAN L.	R	08/23/2012	\$332.32	08/23/2012
33925	GUENTHER, DAVID A.	R	08/23/2012	\$100.00	08/23/2012
33926	HALLBERG ENGINEERING INC	C	08/23/2012	\$0.00	08/23/2012
33927	HALLBERG ENGINEERING INC	R	08/23/2012	\$16,151.39	08/23/2012
33928	HANSON, MARILYN	R	08/23/2012	\$80.00	08/23/2012
33929	HARRIMAN, GRETCHEN	R	08/23/2012	\$250.00	08/23/2012
33930	HAUGEN, ANNETTE M.	R	08/23/2012	\$20.25	08/23/2012
33931	HEALTHPARTNERS	C	08/23/2012	\$0.00	08/23/2012
33932	HEALTHPARTNERS	C	08/23/2012	\$0.00	08/23/2012
33933	HEALTHPARTNERS	R	08/23/2012	\$979,100.20	08/23/2012
33934	HEALY, JASON	R	08/23/2012	\$164.56	08/23/2012
33935	HEDBERG AGGREGATES	R	08/23/2012	\$1,745.86	08/23/2012
33936	HERMANN, TIM	R	08/23/2012	\$200.00	08/23/2012
33937	HISDAHL INC	R	08/23/2012	\$484.70	08/23/2012
33938	HJELM, GREGORY M.	R	08/23/2012	\$1,011.77	08/23/2012
33939	HOGLUND BUS AND TRUCK CO	R	08/23/2012	\$522.85	08/23/2012
33940	HOLIDAY INN HOTEL & CONF	R	08/23/2012	\$1,099.89	08/23/2012
33941	HOLMES, JEFF	R	08/23/2012	\$1,743.00	08/23/2012
33942	HOOLEY, MEG	R	08/23/2012	\$113.90	08/23/2012
33943	HOUGHTON MIFFLIN HARCOURT	R	08/23/2012	\$6,473.98	08/23/2012
33944	HUGO CITY OF	R	08/23/2012	\$21,223.80	08/23/2012
33945	HUGO EQUIPMENT CO	R	08/23/2012	\$378.88	08/23/2012
33946	HULTMAN, CAROL L.	R	08/23/2012	\$404.81	08/23/2012
33947	ICS CONSULTING INC	R	08/23/2012	\$1,005.93	08/23/2012
33948	IMAGINE DESIGN & CREATIVE	R	08/23/2012	\$3,000.00	08/23/2012
33949	INSIGHT INVESTMENTS LLC	R	08/23/2012	\$619.47	08/23/2012
33950	ISD #625 ST PAUL PUBLIC S	R	08/23/2012	\$29,588.77	08/23/2012
33951	IUOE LOCAL 70	R	08/23/2012	\$1,272.02	08/23/2012
33952	JC ENVIRONMENTAL & DEMOLI	R	08/23/2012	\$1,026.00	08/23/2012
33953	JILEK, JULIA	R	08/23/2012	\$85.98	08/23/2012
33954	JOHN DEERE LANDSCAPES	R	08/23/2012	\$403.50	08/23/2012
33955	JOHNSON, JENNIFER R.	R	08/23/2012	\$1,501.42	08/23/2012
33956	JOHNSON, JUDITH A.	R	08/23/2012	\$251.00	08/23/2012
33957	K PEARSON MECHANICAL LLC	R	08/23/2012	\$31,086.39	08/23/2012
33958	KANCANS, ANDREW V.	R	08/23/2012	\$76.32	08/23/2012
33959	KEESE, JENNIFER R.	R	08/23/2012	\$74.93	08/23/2012
33960	KITTS, HARRY	R	08/23/2012	\$251.00	08/23/2012
33961	KOTA PAINTING LLC	R	08/23/2012	\$10,320.00	08/23/2012
33962	KOVACICH, DAN	R	08/23/2012	\$612.89	08/23/2012
33963	KRAUS ANDERSON CONSTRUCTI	R	08/23/2012	\$31,354.00	08/23/2012
33964	KRUSEMARK, CARY L.	R	08/23/2012	\$3,000.36	08/23/2012
33965	LABOR ARBITRATION INSTITU	R	08/23/2012	\$325.00	08/23/2012
33966	LAKESHORE LEARNING MATERI	R	08/23/2012	\$3,539.92	08/23/2012

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33967	LAMBERT, ELLE	R	08/23/2012	\$320.00	08/23/2012
33968	LANGERS	R	08/23/2012	\$1,435.00	08/23/2012
33969	LANGUAGE LINE SERVICES	R	08/23/2012	\$51.88	08/23/2012
33970	LARSON, ANDERS C.	R	08/23/2012	\$97.68	08/23/2012
33971	LA VANIER LORI	R	08/23/2012	\$4.60	08/23/2012
33972	LAWSON PRODUCTS INC	R	08/23/2012	\$190.94	08/23/2012
33973	LEE, CHARLOTTE L.	R	08/23/2012	\$239.00	08/23/2012
33974	LEININGER, JOHN	R	08/23/2012	\$78.36	08/23/2012
33975	LHB INC	R	08/23/2012	\$1,299.21	08/23/2012
33976	LOHMANN, JOHN H.	R	08/23/2012	\$40.00	08/23/2012
33977	L T G POWER EQUIPMENT	R	08/23/2012	\$34.95	08/23/2012
33978	MAAS, ERIN K.	R	08/23/2012	\$110.95	08/23/2012
33979	MACK, JEANNE C.	R	08/23/2012	\$421.88	08/23/2012
33980	MAD SCIENCE OF MINNESOTA	R	08/23/2012	\$2,800.00	08/23/2012
33981	MADISON NATIONAL LIFE	C	08/23/2012	\$0.00	08/23/2012
33982	MADISON NATIONAL LIFE	C	08/23/2012	\$0.00	08/23/2012
33983	MADISON NATIONAL LIFE	C	08/23/2012	\$0.00	08/23/2012
33984	MADISON NATIONAL LIFE	R	08/23/2012	\$55,620.54	08/23/2012
33985	MALLOY/MONTAGUE/KARNOWSKI	R	08/23/2012	\$6,700.00	08/23/2012
33986	MANITOU STATION	R	08/23/2012	\$1,608.22	08/23/2012
33987	MARX, JEFFREY T.	R	08/23/2012	\$69.10	08/23/2012
33988	MASE	R	08/23/2012	\$250.00	08/23/2012
33989	MN ASSOC OF SECONDARY SCH	R	08/23/2012	\$878.00	08/23/2012
33990	MAWI INC	R	08/23/2012	\$7,500.00	08/23/2012
33991	MAYER, ANTHONY G.	R	08/23/2012	\$129.11	08/23/2012
33992	MCDONOUGH'S WATERJETTING	R	08/23/2012	\$2,238.25	08/23/2012
33993	MCGARTHWAITE, NICOLE M.	R	08/23/2012	\$271.91	08/23/2012
33994	MCGRANE, MARY E.	R	08/23/2012	\$143.32	08/23/2012
33995	MN ELEMENTARY SCH PRIN AS	R	08/23/2012	\$877.00	08/23/2012
33996	METRO ECSU	R	08/23/2012	\$70.00	08/23/2012
33997	METROPOLITAN LIFE	R	08/23/2012	\$501.26	08/23/2012
33998	MICHEL, ROCHELLE N.	R	08/23/2012	\$180.37	08/23/2012
33999	MID CITY SERVICES - INDUS	R	08/23/2012	\$181.28	08/23/2012
34000	MIDWEST BUS PARTS INC	R	08/23/2012	\$292.95	08/23/2012
34001	MINVALCO INC	R	08/23/2012	\$1,460.91	08/23/2012
34002	MN CHILD SUPPORT	R	08/23/2012	\$953.00	08/23/2012
34003	MODERN FENCE & CONST INC	R	08/23/2012	\$31,200.00	08/23/2012
34004	MOGREN TURF LLP	R	08/23/2012	\$16.71	08/23/2012
34005	MOONEY, CYNTHIA L.	R	08/23/2012	\$36.00	08/23/2012
34006	MOORE, CYNTHIA	R	08/23/2012	\$919.00	08/23/2012
34007	MOORHEAD MACHINERY & BOIL	R	08/23/2012	\$4,160.00	08/23/2012
34008	MOUNDS VIEW HIGH SCHOOL	R	08/23/2012	\$115.00	08/23/2012
34009	MP NEXLEVEL LLC	R	08/23/2012	\$292.50	08/23/2012
34010	MUSIC THEATER INTL	R	08/23/2012	\$15.00	08/23/2012
34011	NAC MECHANICAL & ELECTRIC	R	08/23/2012	\$4,227.31	08/23/2012
34012	NARDINI FIRE EQUIPMENT CO	C	08/23/2012	\$0.00	08/23/2012
34013	NARDINI FIRE EQUIPMENT CO	R	08/23/2012	\$1,351.85	08/23/2012
34014	NASVIK, CRAIG S.	R	08/23/2012	\$147.44	08/23/2012
34015	NCS PEARSON INC	R	08/23/2012	\$17,600.00	08/23/2012
34016	NELSON AUTO CENTER	R	08/23/2012	\$33,237.35	08/23/2012
34017	NESS ELECTRONICS INC	R	08/23/2012	\$92.30	08/23/2012
34018	NEXTEL COMMUNICATIONS	R	08/23/2012	\$924.13	08/23/2012
34019	NIENHUIS MONTESSORI USA I	R	08/23/2012	\$203.54	08/23/2012
34020	NORTH CENTRAL BUS SALES	R	08/23/2012	\$278,179.10	08/23/2012
34021	NORTH CENTRAL TRUCK EQUIP	C	08/23/2012	\$0.00	08/23/2012
34022	NORTH CENTRAL TRUCK EQUIP	C	08/23/2012	\$0.00	08/23/2012
34023	NORTH CENTRAL TRUCK EQUIP	R	08/23/2012	\$3,420.78	08/23/2012
34024	NORTHEAST METRO INTERMEDI	R	08/23/2012	\$994.50	08/23/2012
34025	NOVELL INC	R	08/23/2012	\$19,125.00	08/23/2012
34026	OFFICE DEPOT	R	08/23/2012	\$98.84	08/23/2012
34027	OFFICE SYSTEMS AND DESIGN	R	08/23/2012	\$5,565.33	08/23/2012
34028	OLMSTEAD, DIANE M.	R	08/23/2012	\$210.10	08/23/2012
34029	OPEN ARMS OF MN	R	08/23/2012	\$5,961.43	08/23/2012
34030	OXYGEN SERVICE CO INC	R	08/23/2012	\$22.32	08/23/2012
34031	PAN-O-GOLD	R	08/23/2012	\$119.06	08/23/2012
34032	PANERA	R	08/23/2012	\$89.92	08/23/2012
34033	PARTS NOW ! LLC	R	08/23/2012	\$26.00	08/23/2012
34034	PEARSON, JILL M.	R	08/23/2012	\$65.00	08/23/2012
34035	PERCIVAL, PATTI	R	08/23/2012	\$195.00	08/23/2012
34036	PETERSEN, JILL	R	08/23/2012	\$73.73	08/23/2012
34037	PETERSON BROS ROOFING & C	R	08/23/2012	\$21,688.39	08/23/2012

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34038	PHETTEPLACE, DANA M.	R	08/23/2012	\$69.52	08/23/2012
34039	PICHA, CHRISTINA K.	R	08/23/2012	\$732.05	08/23/2012
34040	PIERRE, CHRISTINA	R	08/23/2012	\$1,563.34	08/23/2012
34041	PIONEER REVERE	R	08/23/2012	\$994.00	08/23/2012
34042	PITNEY BOWES INC	R	08/23/2012	\$283.88	08/23/2012
34043	PLADSON ENVIRONMENTAL INC	R	08/23/2012	\$360.00	08/23/2012
34044	PLASTER, MARK A.	R	08/23/2012	\$98.79	08/23/2012
34045	POSTMASTER	R	08/23/2012	\$1,708.00	08/23/2012
34046	PREMIER AGENDAS INC	R	08/23/2012	\$477.50	08/23/2012
34047	PRESS PUBLICATIONS	R	08/23/2012	\$169.80	08/23/2012
34048	PROGRESS PUBLICATIONS	R	08/23/2012	\$633.15	08/23/2012
34049	RATWIK ROSZAK & MALONEY P	R	08/23/2012	\$13.95	08/23/2012
34050	REICHOW, SUSAN	R	08/23/2012	\$34.00	08/23/2012
34051	RENNER, STEPHEN	R	08/23/2012	\$1,131.32	08/23/2012
34052	RESERVE ACCOUNT	R	08/23/2012	\$5,000.00	08/23/2012
34053	RESOURCES FOR EDUCATORS	R	08/23/2012	\$509.00	08/23/2012
34054	RIEBAU, PATRICIA A.	R	08/23/2012	\$26.78	08/23/2012
34055	RISDALL MARKETING GROUP	R	08/23/2012	\$2,651.78	08/23/2012
34056	ROOF SPEC INC	R	08/23/2012	\$1,925.00	08/23/2012
34057	ROSSBACH, PATRICIA	R	08/23/2012	\$65.10	08/23/2012
34058	ROY, DEBRA A.	R	08/23/2012	\$56.28	08/23/2012
34059	SAFETYFIRST PLAYGROUND SU	R	08/23/2012	\$49,432.50	08/23/2012
34060	SAFEWAY DRIVING SCHOOL	R	08/23/2012	\$5,580.00	08/23/2012
34061	SAINTS NORTH MAPLEWOOD	R	08/23/2012	\$320.00	08/23/2012
34062	SAM'S CLUB #6309	R	08/23/2012	\$35.00	08/23/2012
34063	SCAN AIR FILTER INC	R	08/23/2012	\$306.77	08/23/2012
34064	SCHMITZ, KAREN M.	R	08/23/2012	\$1,579.36	08/23/2012
34065	SCHOLASTIC INC	R	08/23/2012	\$870.00	08/23/2012
34066	SCHOOL HEALTH CORP	C	08/23/2012	\$0.00	08/23/2012
34067	SCHOOL HEALTH CORP	C	08/23/2012	\$0.00	08/23/2012
34068	SCHOOL HEALTH CORP	C	08/23/2012	\$0.00	08/23/2012
34069	SCHOOL HEALTH CORP	C	08/23/2012	\$0.00	08/23/2012
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34072	SCHOOL HEALTH CORP	C	08/23/2012	\$0.00	08/23/2012
34073	SCHOOL HEALTH CORP	C	08/23/2012	\$0.00	08/23/2012
34074	SCHOOL HEALTH CORP	R	08/23/2012	\$11,248.36	08/23/2012
34075	SCHOOL SERVICE EMPLOYEES	R	08/23/2012	\$1,381.76	08/23/2012
34076	SCHOOL SPECIALTY	R	08/23/2012	\$442.77	08/23/2012
34077	SCIENCE MUSEUM OF MINNESO	R	08/23/2012	\$139.00	08/23/2012
34078	SEEVER, GRAY	R	08/23/2012	\$165.00	08/23/2012
34079	SEHR, KRISTIN	R	08/23/2012	\$48.00	08/23/2012
34080	SENTRY SYSTEMS INC	R	08/23/2012	\$270.00	08/23/2012
34081	SIMPLEXGRINNELL LP	R	08/23/2012	\$1,837.29	08/23/2012
34082	SKURDALSVOLD, ABIGAIL E.	R	08/23/2012	\$182.18	08/23/2012
34083	SCHOOL NUTRITION ASSOC (S	R	08/23/2012	\$43.25	08/23/2012
34084	SNAP-ON TOOLS	R	08/23/2012	\$274.40	08/23/2012
34085	ST PAUL LINOLEUM & CARPET	R	08/23/2012	\$32,932.00	08/23/2012
34086	STATE OF FUN	R	08/23/2012	\$475.00	08/23/2012
34087	STATE SUPPLY CO	C	08/23/2012	\$0.00	08/23/2012
34088	STATE SUPPLY CO	R	08/23/2012	\$1,666.87	08/23/2012
34089	STEFANSON, TARA	R	08/23/2012	\$42.00	08/23/2012
34090	STIER, PHILLIP A.	R	08/23/2012	\$45.79	08/23/2012
34091	SUBSCRIPTION SERV OF AMER	R	08/23/2012	\$1,107.11	08/23/2012
34092	SUBURBAN FLOOR COVERING	R	08/23/2012	\$397.00	08/23/2012
34093	SUBURBAN EAST CONFERENCE	R	08/23/2012	\$5,500.00	08/23/2012
34094	SUBWAY	R	08/23/2012	\$67.49	08/23/2012
34095	SUKO MARY M	R	08/23/2012	\$38.00	08/23/2012
34096	SUPERIOR STRIPING INC	R	08/23/2012	\$1,240.00	08/23/2012
34097	SUPREME SCHOOL SUPPLY CO	R	08/23/2012	\$187.77	08/23/2012
34098	SURPLUS SERVICES	R	08/23/2012	\$10.00	08/23/2012
34099	SVL SERVICE CORPORATION	R	08/23/2012	\$40.57	08/23/2012
34100	SWITZER, LISA M.	R	08/23/2012	\$131.80	08/23/2012
34101	TANEL 360	R	08/23/2012	\$855.00	08/23/2012
34102	TDS METROCOM - MN	R	08/23/2012	\$6,807.44	08/23/2012
34103	TELIN TRANSPORTATION GROU	R	08/23/2012	\$250.00	08/23/2012
34104	THALHUBER, SHIRLEY	R	08/23/2012	\$14.00	08/23/2012
34105	THINKING MOVES ORDERS	R	08/23/2012	\$66.90	08/23/2012
34106	TIERNEY BROTHERS INC	C	08/23/2012	\$0.00	08/23/2012
34107	TIERNEY BROTHERS INC	R	08/23/2012	\$50,569.00	08/23/2012
34108	TIGER OAK PUBLICATIONS	R	08/23/2012	\$5,530.00	08/23/2012

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34109	TNT SCHOOL SUPPLIES INC	R	08/23/2012	\$112.98	08/23/2012
34110	TOWN LIFE	R	08/23/2012	\$1,215.00	08/23/2012
34111	TRADE PRESS INC	R	08/23/2012	\$1,105.00	08/23/2012
34112	TRAVEL LEADERS	R	08/23/2012	\$431.60	08/23/2012
34113	TRUDEAU, VAL	R	08/23/2012	\$13.55	08/23/2012
34114	TURFWERKS INC	R	08/23/2012	\$33.33	08/23/2012
34115	TWIN CITY NURSERY INC	R	08/23/2012	\$323.97	08/23/2012
34116	TWIN CITIES SCHOOLS'	R	08/23/2012	\$3,118.50	08/23/2012
34117	ULMER ELIZABETH	R	08/23/2012	\$99.63	08/23/2012
34118	USBORNE BOOKS	R	08/23/2012	\$140.90	08/23/2012
34119	CITY OF VADNAIS HEIGHTS	R	08/23/2012	\$12,388.07	08/23/2012
34120	VAIL, ANNE B.	R	08/23/2012	\$76.87	08/23/2012
34121	VANGUARD SMALL BUSINESS S	R	08/23/2012	\$3,745.09	08/23/2012
34122	VAUGHN, DEBRA	R	08/23/2012	\$169.75	08/23/2012
34123	VERIZON WIRELESS	R	08/23/2012	\$104.08	08/23/2012
34124	VERNIER SOFTWARE	R	08/23/2012	\$532.94	08/23/2012
34125	VIRCO INC	R	08/23/2012	\$11,071.08	08/23/2012
34126	VISI	R	08/23/2012	\$525.00	08/23/2012
34127	WALLRICH, KAREN	R	08/23/2012	\$360.55	08/23/2012
34128	WALTERS REBUILDERS	R	08/23/2012	\$269.95	08/23/2012
34129	WASTE MANAGEMENT OF WI-MN	R	08/23/2012	\$332.34	08/23/2012
34130	WHITE BEAR GLASS INC	R	08/23/2012	\$549.00	08/23/2012
34131	WHITE BEAR LAKE (CITY OF)	R	08/23/2012	\$49.66	08/23/2012
34132	WL HALL COMPANY	R	08/23/2012	\$77,655.60	08/23/2012
34133	XCEL ENERGY	R	08/23/2012	\$69,686.49	08/23/2012
34134	XIONG, XUE	R	08/23/2012	\$756.29	08/23/2012
34135	YOGA DEVOTION LLC	R	08/23/2012	\$315.00	08/23/2012
34136	YOUTH SERVICES INTERNATIO	R	08/23/2012	\$1,890.00	08/23/2012
34137	ZIEGLER INC	R	08/23/2012	\$33.67	08/23/2012

Number Of Checks: 314 \$2,400,312.92

Total Checks: 314 \$2,400,312.92

Totals:	Bank	Total \$\$
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34138	BENCHMARK EDUCATION COMPANY	08/29/2012	76,182.00
34139	Vendor Continued Check	08/29/2012	0.00
34140	CDW GOVERNMENT INC	08/29/2012	4,964.43
34141	CENTURYLINK	08/29/2012	262.24
34142	Vendor Continued Check	08/29/2012	0.00
34143	Vendor Continued Check	08/29/2012	0.00
34144	COPY IMAGES INC	08/29/2012	20,499.16
34145	Vendor Continued Check	08/29/2012	0.00
34146	COPY IMAGES INC	08/29/2012	944.97
34147	GREATAMERICA LEASING CORP	08/29/2012	838.91
34148	LOFFLER COMPANIES INC	08/29/2012	310.00
34149	XEROX CORPORATION	08/29/2012	286.04
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	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	12	Computer	Checks For a Total of	104,287.75
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	104,287.75
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		104,287.75

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: **Acceptance of Gifts**

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

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

Donation	Donor	Recipient
15 Backpacks filled with school supplies.	MOMS Club of White Bear Lake and Vadnais Heights	White Bear Lake Area Public Schools
2 Backpacks and school supplies	Kathy Eberwine	White Bear Lake Area Public Schools
100 Backpacks 155 bags filled with school supplies Miscellaneous boxes of school supplies	First Lutheran Church of White Bear Lake	White Bear Lake Area Public Schools
250 Backpacks filled with school supplies	Eagle Brook Church	White Bear Lake Area Public Schools
Backpacks filled with school supplies	Denny and Cheryl Gilbertson	White Bear Lake Area Public Schools
School Supplies (valued - \$100)	Anne and Ray Smith	Birch Lake Elementary
School Supplies	Redeemer Lutheran Church	White Bear Lake Area Public Schools
School Supplies	Parkview United Church of Christ	White Bear Lake Area Public Schools

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: September 10, 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 trips are being presented by the administration to the School Board for approval.

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Wednesday, 10/3/12 - Friday, 10/5/12 Deep Portage, Hackensack, Minnesota	Ellen Gevers, David Grothe, Shawna Traver	Lincoln Elementary 5th Grade Class	3	77	Total cost per student: Approx. \$160 Student Portion: \$160 Other Source (s): Fund-raising, PTA	Coach buses	Environmental issues dealing with recycling, reusing, and reducing. Instructional guidance on how to respect the environment by methods of conservation. Familiarize students on the natural habitat of wildlife and the effect humans have either positively or negatively on nature.
Tuesday, 10/9/12 - Thursday, 10/11/12 Camp Widjiwagan Ely, Minnesota	Julie Stonehouse, Sarah Wagoner, Lori Felton, Heather Leaf	Matoska 5th Grade Team	3	95	Total cost per student: \$216 Student Portion: \$150 Other Source (s): Fund-raising, PTO, Widjiwagan Scholarships	Coach buses (2)	This camp experience is a perfect fit with our Environments Unit of Inquiry (Central idea: responsible use of natural resources sustains survival), which we will be learning about at this time. Curriculum goals for camp are awareness/appreciation of natural environment/natural resources, and understanding of ecological concepts.
Friday, 12/14/12 - Saturday, 12/15/12 Rochester, Minnesota	Craig Nasvik	High School Wrestling	1	14	Total cost per student: Approx. \$70 Student Portion: \$70 Other Source (s): Fund-raising to help offset expense to student	Parents	To compete against the best wrestlers in the state and surrounding states.

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, 12/28/12 - Saturday, 12/29/12 Fargo, North Dakota	Craig Nasvik	High School Wrestling	0	45+	Total cost per student: Approx. \$139 Student Portion: \$139 Other Source (s): None	Parents	To participate in the best tournament in the state for individuals.
Friday, 3/22/13 - Wednesday, 3/27/13 Phoenix, Arizona	Craig Nasvik	High School Boys Golf	0	11	Total cost per student: Approx. \$345 Student Portion: \$345 Other Source (s): Fund-raising to help offset expense to student	Airline & ground transportation	Annual team building golf trip that has been a very rewarding experience.
Friday, 5/10/13 - Saturday, 5/11/13 Detroit Lakes, Minnesota	Craig Nasvik	High School Boys Golf	1	8	Total cost per student: Approx. \$90 Student Portion: \$90 Other Source (s): Fund-raising to help offset expense to student	Rental vans	To participate in a great golf tournament against some teams we don't usually get to see in the metro area.

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

THEREFORE BE IT RESOLVED, that the School Board authorizes the approval of the human resources items listed in Consent Agenda Items A-6(f).

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CLASSIFIED STAFF

MICHELLE GRANAT – Pupil Support Assistant, Normandy Park
Employed by District 624 since 04/26/1999
Effective Date: 08/31/2012

NICOLE GEHRMAN – Program Assistant Leader, Matoska International
Employed by District 624 since 02/01/2011
Effective Date: 08/17/2012

LINDA MURPHY – Nurse Paraprofessional, Transition Plus
Employed by District 624 since 09/08/2009
Effective Date: 08/21/2012

TERESA SOMMERHAUSE – Part-Time Cook, South Campus
Employed by District 624 since 11/21/2011
Effective Date: 08/22/2012

PHILIP STIER – Assistant Head Custodian, Matoska International
Employed by District 624 since 06/14/2012
Effective Date: 08/31/2012

SAMANTHA WIENER – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 10/07/2009
Effective Date: 09/19/2012

RETIREMENTS - CLASSIFIED STAFF

ANN HEFFELBOWER – Pupil Support Assistant, Birch Lake Elementary
Employed by District 624 since 05/22/1997
Effective Date: 08/31/2012

KAY MCDANIEL – ELL Assistant, Willow Lane Elementary
Employed by District 624 since 05/22/1997
Effective Date: 08/23/2012

BEVERLY SORENSON – AA- Associate Principal/Scheduler, North High School
Employed by District 624 since 10/03/1998
Effective Date: 09/28/2012

RESIGNATIONS - CERTIFIED STAFF

JENNIFER BELTZ – Play and Learn Teacher, Normandy Park
Employed by District 624 since 06/13/2006
Effective Date: 08/27/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

RESIGNATIONS - CERTIFIED STAFF

SHANNON MCCARTHY – SPED Teacher, Lakeaires Elementary
Employed by District 624 since 08/22/2012
Effective Date: 08/23/2012

MICHAEL MULLIN – Elementary Teacher, Willow Lane Elementary
Employed by District 624 since 03/25/1991
Effective Date: 08/27/2012

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

SUSANNA ELLIOT – Science Teacher, Sunrise Middle School
From a .40 f.t.e. to a .80 f.t.e.
Effective Date: 2012-2013 School Year

JENNIFER GERE – Instrumental Music Teacher, Sunrise Middle School
From a .80 f.t.e. to a .90 f.t.e.
Effective Date: 2012-2013 School Year

SHANNON NICHOLAS – Kindergarten Teacher, Lincoln Elementary
From a .50 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year

JOHN KOVACS – Social Studies Teacher, Sunrise MS/High School
From a .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year

MARGARET NELSON – Art Teacher, High School
From a .90 f.t.e. to a 1.00 f.t.e.
Effective Date: 2012-2013 School Year

DANIELLE PERRIER-MILLER – Psychologist, Lincoln Elementary
From a .80 f.t.e. to a .85 f.t.e.
Effective Date: 2012-2013 School Year

AIMIE POLLARD – Speech-Language Pathologist, Birch Lake Elementary
From a 1.00 f.t.e. to a .80 f.t.e.
Effective Date: 2012-2013 School Year

DEBRA THIBAUT – Learning Skills, Lincoln Elementary
From a .80 f.t.e. to a .85 f.t.e.
Effective Date: 2012-2013 School Year

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

LEAVE OF ABSENCE - CERTIFIED STAFF

TIMOTHY BROWN – Communications Teacher, High School
Employed by District 624 since 01/26/2004
Effective Date: 08/27/2012 through January 21, 2013

ANNETTE SMITH – Elementary Teacher, Willow Lane Elementary
Employed by District 624 since 08/28/2009
Effective Date: 08/27/2012 through June 7, 2013

NEW PERSONNEL - CLASSIFIED STAFF

SAMANTHA FINNEGAN – LTS Instructional Assistant, Willow Lane Elementary
\$16.25 /hr. 6.25 hrs. /day 175 days \$18,484.38
Effective Date: 09/10/2012

DORILES HAPPE – Program Assistant Leader, Birch Lake Elementary
\$12.45 /hr. 5.50 hrs. /day 217 days \$14,859.08
Effective Date: 08/27/2012

MAY LEE HEU – LTS Instructional Assistant, Lincoln Elementary
\$16.25 /hr. 5.50 hrs. /day 180 days \$16,087.50
Effective Date: 09/04/2012

MARGARET KRUEGER – Program Assistant Leader, Matoska International
\$12.95 /hr. 5.50 hrs. /day 217 days \$15,455.83
Effective Date: 08/27/2012

BRITTNEY MILLIGAN – Program Assistant Leader, Hugo Elementary
\$12.45 /hr. 3.00 hrs. /day 217 days \$8,104.95
Effective Date: 08/27/2012

JANE PETERSON – Media Clerk/Playground Assistant, Lakeaires Elementary
\$15.55 /hr. 3.25 hrs. /day 185 days \$9,349.44
Effective Date: 08/29/2012

VIRGINIA PRICE – Custodian, North Campus High School
\$16.16 /hr. 8.00 hrs. /day 214 days \$28,093.92
Effective Date: 09/04/2012

ZACHARY PRZYBYLSKI – Program Assistant Leader, Matoska International
\$12.45 /hr. 5.75 hrs. /day 217 days \$15,534.49
Effective Date: 08/27/2012

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

NEW PERSONNEL - CLASSIFIED STAFF

MATTHEW RIEBOW – Program Assistant Leader, Vadnais Hgts. Elementary
\$12.45 /hr. 3.00 hrs. /day 217 days \$8,104.95
Effective Date: 08/27/2012

NEW PERSONNEL - CERTIFIED STAFF

ELLY JOHNSON – Intervention Teacher, Oneka/Otter Elementary
BA, Step 1 \$37,219.00
Effective Date: 2012-2013 School Year

AMANDA KOBS – Science Teacher, High School
MA, Step 1 \$43,262.00
Effective Date: 2012-2013 School Year

LAUREN RHEAULT – French Teacher, Central MS/High School
BA, Step 1 \$37,219.00
Effective Date: 2012-2013 School Year

LONG TERM SUBSTITUTES - CERTIFIED STAFF

RYAN FITZPATRICK – Social Studies Teacher, Sunrise Middle School
BA, Step 2 \$10,367.86
Effective Dates: 08/27/2012 through 01/18/2013

DUSTIN HOLMAN – PE Teacher, High School
BA, Step 1 \$11,583.29
Effective Dates: 09/04/2012 through 11/21/2012

KEN KAPPAHN – SPED Teacher, Lakeaires Elementary
BA+45, Step 12 \$58,603.00
Effective Dates: 08/27/2012 through 01/18/2013

CHRISTINE MARAVICH – Elementary Teacher, Willow Lane Elementary
BA, Step 6 \$43,300.00
Effective Date: 2012-2013 School Year

TYLER MCCORMICK – American Sign Language Teacher, High School
BA, Step 2 \$38,342.00
Effective Date: 2012-2013 School Year

SARA MARTIN – Language Arts Teacher, High School
BA+45, Step 1 \$39,769.00
Effective Dates: 08/27/2012 through 01/18/2013

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: **Opening School Report**
MEETING DATE: **September 10, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON: **Dr. Michael Lovett, Superintendent**

Background:

Summary/Highlights of August Workshops

The first day of school for the 2012-13 school year was Tuesday, September 4, the day after Labor Day. This presentation will highlight some of the support and training activities which occurred during the month of August, 2012 to prepare teachers, administrators, and support staff.

New Staff Profile

We will provide a list of our new teachers for 2012-13, including their assignments, undergraduate school, and experience. We will also highlight the profile of our new staff for 2012-13.

Facilities Report

In preparation for the school year, our school facilities and building and grounds staff have worked to prepare our school buildings, grounds, fields, and playgrounds to be in excellent condition for the beginning of the school year.

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

Opening School Enrollment

The administration will present opening school enrollment based on student enrollment from the opening days of school. The official enrollment count will be on October 1, consistent with state law, but the opening day enrollment gives us good indication of what our anticipated enrollment will be for the year. We will also provide an update on enrollment in our pre-school and childcare programs.

AGENDA ITEM: Presentation of ASBO and GFOA Awards

MEETING DATE: September 10, 2012

SUGGESTED DISPOSITION: Information Item

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

Background:

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

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

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

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

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

Recommendation:

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

AGENDA ITEM: **Superintendent's Report**
MEETING DATE: **September 10, 2012**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

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: **I.2 Student Academic Proficiency**

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Mary McGrane, Assessment & Accountability Coordinator**
Dr. Michael Lovett, Superintendent
David Law, Assistant Superintendent

Background:

Mary McGrane, David Law, and Dr. Lovett will provide a presentation on student academic proficiency, expanding on the recent press release which we have reprinted below.

For Immediate Release: August 30, 2012

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

White Bear Lake Area School District makes AYP for third consecutive year

WHITE BEAR LAKE, Minn. – Based on data released today by the Minnesota Department of Education, White Bear Lake Area Schools made Adequate Yearly Progress (AYP) for the third consecutive year. Under the Federal 2002 No Child Left Behind (NCLB) Act, school district students are tested by the state in both reading and math. The scores are used to determine whether the district makes AYP after the state analyzes district data as a whole and by subgroups by race, ethnicity, free and reduced lunch, and special education. White Bear Lake Area Schools is one of only two districts of 13 in the East Metro area to make AYP for the past three consecutive years.

Earlier this month, school-by-school results of the 2012 state testing data were published. For the fourth straight year, the District saw increases in student proficiency. In state MCA results, math scores improved better than 5% and reading scores were up 2%. District students also continued to show significant growth during the year. Using a national test measuring student growth (MAP), White Bear Lake Area Schools students in grades one through ten grew 1 year, 4 months in reading, and 1 year, 7 months in mathematics.

“We are proud of our students and staff for these gains, and are committed to assure all of our students will exceed the proficiency threshold,” said Michael Lovett, Superintendent. “The fact that we have made AYP three years in a row shows we’re progressing toward this goal.”

Another analysis of data received this week uses a new method of measurement developed by the State of Minnesota, called Multiple Measurement Rating (MMR). Eleven out of 12 White Bear Lake Area School District schools measured received maximum points in “proficiency,” one category in the ratings.

“The purpose of the new system is to help us understand which students and groups of students are being most successful in annual growth in reading and mathematics,” said Mary McGrane, the district’s assessment coordinator. “Compared to past systems, this new analytical process is much more statistically complex, so we will continue to work with principals and leaders to understand how the scores are calculated.”

Three of the District’s Title I elementary schools are recognized under the MMR system as *Celebration Eligible* Schools: Birch Lake, Lakeaires and Willow Lane Elementary. All three schools received all possible points on proficiency, and high scores on “growth” and “achievement gap reduction” sections, to be ranked in the top 25 percent of schools statewide.

AGENDA ITEM:	<u>I.4 Report on Middle School IB Planning for 2012-13</u>
MEETING DATE:	<u>September 10, 2012</u>
SUGGESTED DISPOSITION:	<u>Discussion Item</u>
CONTACT PERSON:	<u>Dr. Noel Schmidt, Principal Central Middle School</u> <u>Dr. Robert McDowell, Principal Sunrise Middle School</u> <u>David Law, Assistant Superintendent</u>

Background:

Last March the School Board gave authorization for the District's two middle schools, Central Middle School and Sunrise Park Middle School, to formally apply for candidacy school status with the International Baccalaureate program. Our candidacy status was officially accepted in June. This evening's presentation will provide the School Board and community with an overview of the progress and give the school community a sense of what the parents and students can expect during the school year.

Based on Strategic Plan

It is important to note that the basis for the recommendation from administration to the School Board was through our Strategic Plan, which in two separate strategic groups came forward with recommendations for middle level IB as follows:

I.4 The District will build upon the International Baccalaureate (IB) offering already in place at Matoska by implementing the IB Middle Years Program.

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

Depth of Study

It is also important to note that International Baccalaureate programs have been under study at our middle level since the 2004-05 school year. Also, Matoska International School became officially authorized as an International Baccalaureate Primary Year Program in December of 2010.

Both middle schools have given opportunities for administration and staff to receive initial training with the International Baccalaureate program. During the past school year, 2011-12, principals also had meetings with staff, parents, and other members of the school community.

Other Districts Involved With IB

The District's experience draws from a total of twelve other Minnesota schools that are currently in middle level International Baccalaureate program. A full list of these schools are provided in the attached "Questions and Answers" from February, 2012.

Funding

The funding to pay for International Baccalaureate and other strategic initiatives are available because of budget reductions which the administration recommended to the School Board last spring. These reductions included less spending on administration and support outside of the classroom. In other words, we are giving priority to new strategic initiatives consistent with our Strategic Plan and paying for these initiatives from resources that are reallocated by becoming more efficient and effective.

On behalf of the middle school principals and the middle school program Dr. Noel Schmidt, Assistant Superintendent David Law, and Jill Pearson, our IB coordinator, will present a brief overview.

Questions and answers about the Middle Years Program (MYP) and the International Baccalaureate (IB)

Draft of 2/14/12 (Schmidt, McDowell, Law)

1. When did the White Bear Lake Area Schools first start looking into the International Baccalaureate Program?

In 2004, groups of teachers began attending IB trainings. From these initial meetings, Matoska International (originally Parkview & Centerpoint Elementaries) began looking at IB. This cumulated with Matoska International receiving the IB Authorization in 2010. During the same time period that Parkview and Centerpoint Elementary were exploring the IB program, middle school staff also attended IB trainings.

Teachers and principals have also visited Middle School IB schools in the State of Minnesota and many discussions have taken place. In 2011 the WBL Strategic Planning Team recommended expansion of the IB in White Bear Lake to include the middle schools. This larger recommendation was based on multiple sub-committee recommendations as a way to increase academic rigor and achievement for our students. (Strategy 1) and plan for global experience and relationships to understand world connections (Strategy 2).

2. Is the International Baccalaureate Program in the Strategic Plan for the White Bear Lake Area School District?

Yes. It is found in two of the six major priorities for the school district. Specifically, after a critical review of available programs related to academic rigor and achievement, both sub-committee one and two recommended IB expansion beginning with the 2012 -13 school year.

3. What is the purpose of IB and how does it measure up to WBLAS mission?

The purpose of the MYP IB program is to provide a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers. This fits well with the mission of the White Bear Lake Area School District:

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.

4. Is IB in the Middle Years Program (MYP) only for talented and gifted students?

No. The MYP, unlike the Diploma Program, is specifically designed for all students. The MYP of IB strongly emphasizes the “whole child,” and builds off the Primary Years Program (PYP).

5. What are the major areas of study in the MYP?

There are eight major areas of study: Language A (the native language), Humanities, Technology, Mathematics, Arts, Sciences, Physical Education, and Language B (a language other than the native language). (Language B must be taken concurrently throughout the year with other seven major areas of study).

- 6. What are the Areas of Interaction in the MYP?**
Health and Social Education, Human Ingenuity, Community and Service, Environments, and Approaches to Learning. MYP requires that each major area of study include these areas of interaction while constructing individual and interdisciplinary units.
- 7. Will there still be special education under IB?**
Yes. State and Federal laws still apply to student programming.
- 8. What is the day of a student in an IB school like compared to the day of a student who is not in an IB school?**
The biggest difference occurs within the classroom—how the lessons are prepared and taught and how students take assessments. IB students experience more interdisciplinary teaching, more focus on the areas of interaction, and more assessments connected to rubrics and formative assessments. In IB schools, students experience more projects, scenarios, and real-world applications across subject areas because of the “whole child” nature of IB.
- 9. How does IB extend learning beyond the classroom?**
MYP requires, over the three years, students to engage in community service, while developing the skills to make effective contributions to society, instilling a sense of responsibility, and raising awareness of what happens in a local and global community.
- 10. How compatible is the IB grading system to college entrance requirements?**
At the high school level, the IB grading system is very compatible with college entrance requirements. Colleges and universities express no difficulties in determining whether or not an IB student is able to enter their system. At the middle school level, the IB grading system helps support our 6-12 college readiness initiative.
- 11. How does IB work with MCA benchmarks and standards?**
Teachers would still follow the Minnesota State Standards and MCA benchmarks while using the IB framework. In White Bear Lake, teachers would also continue to develop common summative and formative assessments, and students would continue taking the MCA tests.
- 12. What contact have White Bear Lake middle school teachers had with the International Baccalaureate Program?**
Teachers have met with teachers from four other MYP schools in the Twin Cities area. Sixteen staff members and four administrators have had specific training on the MYP.
- 13. What kind of parent input have we had?**
During the strategic planning process last year, parents, community members, and staff members—on two different strategic planning teams—after extensively looking at all of the available research on increasing academic rigor for all students, were very supportive of the International Baccalaureate Program and recommended the school district move forward with IB. In addition, we have collectively had several open meetings with middle school parents, and IB has been a topic at PTO meetings. In 2012, when we discussed the topic of IB with the middle school PTOs at both Central and Sunrise Park, the parents were very supportive and excited about the possibility of the International Baccalaureate Program coming to White Bear Lake.
- 14. What happens to students who are struggling with their reading and math skills?**
We will continue to offer a tiered intervention format for students struggling with reading and math skills. This means that our Bridges program, our AVID program and our Special Education Program will continue to serve students.

- 15. How does a day of an IB teacher compare to the day of a middle school teacher now?**
Structurally about the same. Some teachers, including world language teachers, and some allied art teachers, will need to switch from teaching pure quarter and semester classes to an every-other-day schedule. The length of class periods, however, will remain the same. Home base will remain the same. Prep time will remain the same. The biggest difference will be in planning lessons, how lessons are delivered within the classroom, and how some assessments are delivered.
- 16. What does the day of a student in an IB school look like compared to the day of a student who is not in an IB school?**
Structurally about the same. Some classes would convert from pure semester and quarter classes to every-other-day classes. The length of class periods, however, will remain the same. Home base remains the same. Passing time and lunchtime remain the same. Students do not have a longer school day or more homework. The biggest difference is what the student will experience within the classroom, how the lessons are prepared and taught to them, and how they take assessments. They will experience more interdisciplinary teaching, more focus on the areas of interaction, and more assessments connected to rubrics and formative assessments. They will also experience more variety in their subjects because of the “whole child” nature of IB.
- 17. What is the anticipated timeline once Application for Candidacy is submitted?**
The first application is due by April 1, 2012. Once the first application is submitted, planning would begin in earnest and the IB organization becomes a key partner in working with the middle schools in White Bear Lake. The end goal is for both middle schools in White Bear Lake to be authorized MYP schools before the beginning of the 2014-2015 school year.
- 18. How does IB fit with other initiatives, such as summative and formative assessments, AIW, Project Lead the Way, AVID, and RTI?**
The IB format provides a framework for the consistent use of criterion-based assessments, which is directly aligned to the work we have started in the areas of common formative and summative assessment. As teachers engage in the common IB planning format, they will be set up to engage successfully in the components of AIW. The interdisciplinary requirements will also support our Project Lead the Way units. AVID is currently and successfully integrated with the IB program in surrounding Minnesota MYP schools. IB will not interfere with the multi-tiered interventions currently in place as part of our Response to Intervention Framework.
- 19. How much does IB cost?**
The April 1 application fee is \$4,000 for each middle school. The annual candidate fee, which is payable September 1 of each year, is \$9,500 for each middle school. Additionally, each middle school must have a .5 school coordinator. It is expected that a reallocation of current District resources would pay for these costs and any on-going teacher training and staff development. Additionally, we expect (but we are not budgeting for) an increase in students attending the White Bear Lake middle schools because of the IB program, similar to the experience of other MYP schools.
- 20. What is the long-term sustainability of IB at the Middle Schools?**
The District is committed to continuous improvement of all programs, in ways that are sustainable. The MYP at the middle schools is sustainable. The program should have a long and successful life in White Bear Lake. Many potential roadblocks have already been removed. (For example, we already offer world languages in all grade levels.) We have parent support, District Center support, financial support for the MYP Coordinator, and would be the first competing IB programs in the area. Every school we have spoken to has gained students. It must be stressed that no adjacent public school district has the MYP. Currently there are 12 authorized MYP schools in Minnesota: Brooklyn Center JHS, Cyber Village Academy, Crosswinds, Fridley MS, Anwatin MS, Northeast MS, North View JHS, Robbinsdale MS, So.

St. Paul MS, St. Anthony MS, Highland JHS, Ramsey JHS. Ten other middle schools are currently in the process of authorization.

21. What does research say about IB?

Among recent research findings are the following:

A 2010 study conducted by the Australian Council for Educational Research found that IB PYP and MYP students outperformed their non-IB peers on the International Schools Assessment across all four domains in a majority of grade levels.

A 2010 study from the State of Texas Education Research Center at Texas A & M University found positive outcomes of the IB programmes, which included increased teacher collaboration, an increase in the use of authentic assessments, increases in student motivation for learning, the development of critical thinking skills in students, and resulting increases in global and cultural awareness.

A 2011 study conducted by Julie Wade compared five MYP schools against five non-MYP schools within the same district. The data and evidence suggested that MYP students' performance in math and science was higher than that of non-MYP students. In addition, positive environment ratings were higher for MYP schools than non-MYP schools.

22. Where can I get more information?

Go to www.ibo.org and then go to "What we offer" at the top of the page. Scroll down to "Middle Years Programme" (Ages 11-16). You can also call or email either Dr. Noel Schmidt, principal at Central Middle School, or Dr. Bob McDowell principal at Sunrise Park Middle School.

AGENDA ITEM: **School Board Policy 101, Legal Status of the
School District**

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 101, Legal Status of the School District, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

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

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A ~~It is a~~ primary principle of this nation **is** that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: WBLASB Policy 201 (Legal Status of School Board)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Materials)
WBLASB Policy 705 (Investments)
WBLASB Policy 706 (Acceptance of Gifts)
WBLASB Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

AGENDA ITEM: **School Board Policy 202, School Board Officers**
MEETING DATE: **September 10, 2012**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

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

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 8, 2012 School Board meeting agenda or subsequent meeting as an operational item for action.

202 SCHOOL BOARD OFFICERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORGANIZATION

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

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

IV. OFFICER'S RESPONSIBILITIES

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

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

B. Treasurer.

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

C. Clerk.

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

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

D. Vice-Chair

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

E. Superintendent.

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

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

Cross References: WBLASB Policy 101 (Legal Status of the School District)
 WBLASB Policy 201 (Legal Status of the School Board)
 WBLASB Policy 203 (Operation of the School Board-Governing Rules)

MSBA/MASA Service Manual, Chapter 1, School District Governance,
Powers and Duties

AGENDA ITEM: **Annual Review of Policy 404, Employment Background Checks, and Criminal Background Check Forms - Employees and Volunteers**

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Discussion Item**

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

Background:

School Board Policy 404, Employment Background Checks, and Criminal Background Check Forms - Employees and Volunteers, have been reviewed by the School Board Policy Committee and are recommended for a first reading. No changes were made to Policy 404, but minor changes were made to the forms.

RECOMMENDATION: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the October 8, 2012 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: April 29, 1996
Revised: January 11, 2010
Revised: October 11, 2010

*White Bear Lake Area
School District #624 Policy 404*

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

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

performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

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

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

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

IV. CRIMINAL HISTORY CONSENT FORM

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

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

Cross References:

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

(Important: Please read carefully before signing.)

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

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

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

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

For the purpose of volunteering, the School District will only conduct a criminal background check. Are you willing to let us do a criminal background check on you? YES _____ NO _____

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

School

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

First

Middle

Last

Maiden, Previous or Alias:

Address: _____ City/State/Zip _____

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

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

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

Signature of Applicant/Volunteer

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

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

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

Print Full Name: _____

Signature of Applicant/Volunteer

Date

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

(Important: Please read carefully before signing.)

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

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

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

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

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

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

_____:

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

First

Middle

Last

Maiden, Previous or Alias: _____

Address: _____ City/State/Zip _____

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

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

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

Signature of Applicant

Date

REQUEST FOR EXEMPTION FROM CRIMINAL BACKGROUND CHECK

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

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

Print Full Name: _____

Signature of Applicant

Date

E. OPERATIONAL ITEMS

AGENDA ITEM: **Action on School Board/Superintendent Goals and Strategic Plan Priorities for 2012-13**

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **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 recommendations of 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 were on the August School Board meeting and work-study session and are on the agenda this evening for action.

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.

The Board approved application for Middle Level IB in March, 2012.

Other Information on Strategy I

During the 2011-12 school year, the District gave priority to two sections under Strategy I as follows:

- I.1 All students will achieve grade level in reading, writing and math by grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Schools; and*

I.2 All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.

Both of these objectives were addressed initially in 2011-12, and now have been embedded into the work plans of the administration and staff. The District will be reporting on both of these during the course of the year. Thus, while the objectives have not been fully achieved, the strategies are in place to achieve them and metrics developed to regularly report to the School Board.

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.
(This objective is consistent with 1.4 and will be combined.)

Other Information on Strategy II

During the 2011-12 school year, two objectives were addressed as priorities,

II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools; and

II.2 Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.

During 2012-13, these objectives will continue to be developed and reported to the School Board. Phase 2 of the elementary world language program will be developed and reported to the School Board.

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.

A process is currently under development with a report scheduled to be delivered to the School Board later this school year.

- III. 2. At an additional three elementary schools, the District will provide a gym with a performing arts area separate from the cafeteria.

Matoska International IB World School plans have been submitted to MDE for review and comment. The project timeline is to award bids this winter and start the addition in early spring. The remaining two elementary schools, Willow Lane and Lakeaires, are in the design stage with the timeline to award bids this spring.

- III. 6. Each district facility will have an HVAC system that provides optimum air quality throughout the district.

By the end of the 2013 construction season all elementary buildings with the exception of Otter Lake will have HVAC system upgrades that include air conditioning. Otter Lake Elementary has an estimated cost of \$1.3 million to upgrade to air conditioning; this cost is not currently budgeted.

Secondary buildings have certain areas that are air conditioned; however, the cost associated with having the remaining parts of the buildings air conditioned will require major funding; this is not part of our current budget.

- III. 8. The District will ensure that all schools provide secure entrances.
All secondary schools have either a secure entrance design or have attendants who monitor the main door throughout the student day. Three elementary schools, Matoska, Willow Lane and Lakeaires, will have this addressed during their construction projects during the summer of 2013.
- 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.

Schoology use is progressing right on track with the Strategic Plan. Approximately 50% of our staff members are currently using Schoology. Many teachers attended elective Schoology courses this summer and during workshop week that provided the necessary tools to improve digital presence on Schoology as well as the pedagogical best practices to improve student engagement and achievement and to promote greater collaboration among colleagues.

Schoology will remain a focus this year as we work toward getting every teacher in the district online through 1-1 Instructional Technology Coach sessions, professional development, and a special Schoology course for teachers that will model online/hybrid learning while teaching staff how to create a robust Schoology presence.

As Schoology use grows, we are seeing more online collaboration among

colleagues. The newly developed Public Resources coupled with new features that increase teacher efficiency and student interactivity will continue to make Schoology even more valuable as we fulfill our mission of being a leader in innovative education.

- 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.

Other Information on Strategy VI

During the 2011-12 school year, four objectives were addressed as priorities,

- VI. 1. *The District will adopt a comprehensive bullying prevention, intervention and support program for students and staff that promotes a safe, civil and inclusive climate and is implemented in each building, program and service.*
- VI. 2. *The District will increase the number of faculty and staff from culturally diverse communities to more closely reflect the diversity of the student population.*

VI. 5. *We will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members and parents.*

VI.6. *We will review and assess the current plan related to cultural competency.*

During 2012-13, these objectives will continue to be developed and reported to the School Board.

Goal 2: Ongoing Financial Stewardship and Budget Management

Considering the budgetary challenges resulting from recent 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. During the 2012-13 academic year, we will continue ongoing initiatives in the areas of: actively recruiting school shoppers, getting them young and keeping them connected, accentuating the positives, and influencing the influencers. We will focus more attention than we have previously on using data to help inform decision-making.

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.

Evaluation: The Communications Office will continue to monitor Communications and Marketing initiatives to ensure they are effective, using data such as the following to monitor progress and drive decisions:

- Enrollment
 - K-12 enrollment increases
 - Student retention from grade to grade
 - Increase in preschool enrollment
 - Increase in preschool retention into Kindergarten
- Market share
 - Increase in percent of market share
 - Decrease in open enrollment out numbers
 - Shift in ratio of open enrollment out to open enrollment in reflecting less loss or a net gain
- Community support and pride
 - Monitor tone and type of articles in White Bear Press
 - Conduct periodic surveys measuring aspects of community support, pride and recognition of “Did you know” tidbits
- Passage of future referendums

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.

Rationale: During the spring of 2011 the School Board formally accepted and approved a new District Mission and accepted the Strategic Plan recommendations for the 2011-12 school year.

Over the course of the last year, the Board members and administration considered the importance of having a longer range vision which describes in more detail how we will shape our future.

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

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON: **Marisa Vette, Director of Communications**
David Law, Assistant Superintendent

Background:

Included with this Board item is the *2011-2012 Annual Report on Curriculum, Instruction, and Student Achievement*. Minnesota Department of Education (MDE) guidelines stipulate that this information be “approved by the district’s Board of Education by October 1.”

As prescribed by the MDE, the District 624 School Board has been involved in the process of setting goals for continuous improvement and reviewing progress of the previous year’s goals and has reviewed testing results for school year 2011-2012.

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

- Student achievement and district improvement plan goals
- Community Curriculum Advisory Committee (CCAC) member information

The following report fulfills the expectations of the Minnesota Department of Education for the *2011-12 Annual Report on Curriculum, Instruction, and Student Achievement*. In addition to the above required report, later this fall the district will publish its own annual report for the 2011-2012 school year. This report will include additional data, including student assessments (e.g. MCA, MAP, ACT/SAT, etc.), financial reports, district curriculum initiatives, and stories of student and community involvement.

Recommendation:

The administration recommends approval of the *2011-2012 Annual Report on Curriculum, Instruction, and Student Achievement* as required by the State of Minnesota.

2011-2012 Annual Report on Curriculum, Instruction and Student Achievement

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

The White Bear Lake Area Schools School Board has been involved in goal setting for continuous improvement, and reviewing test results from the 2011-2012 school year. The School Board approved the data required for the *2011-2012 Annual Report on Curriculum, Instruction and Student Achievement* at their meeting on September 10, 2012. Notice of this electronic publication has been included in the district's legal paper, the *White Bear Press*. This report includes information regarding:

- District Goals, Strategic Planning Process, and Building Improvement Plans
- Academic Standards and Curriculum Alignment
- Community Curriculum Advisory Committee (CCAC)
- District Assessment Plan

In addition to this report, the district will publish *Annual Report to the Community* for the 2011-2012 school year. This report will include additional data, including student achievement data, financial reports, partnership updates, district curriculum initiatives, and stories of student and community involvement. It will be mailed later this fall to all district residents.

District Goals and Improvement Plans

For 2011-12, the School approved the District's Strategic Plan and specific priorities for 2011-12. Details are available on the District's web page.

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

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

To further define the future goals and vision for the White Bear Lake Area Schools, the school district engaged in strategic planning during the 2010-11 school year. Strategic Planning initiatives remained a focus through the 2011-12 school year.

Strategic Planning Strategies:

1. We will develop a comprehensive understanding of our students' needs and interests to **ensure students are challenged and excelling academically**.
2. We will create and implement a plan for **global experiences and relationships to further understand world connections**.
3. We will ensure our **facilities** support our district's mission and objectives.
4. We will create a district-wide culture that inspires **innovation**, a **passion for learning**, and **confidence to pursue dreams**.
5. We will build a network of **partnerships** to provide personal and educational growth and service opportunities for students.
6. 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.

At the June 13, 2011 Board meeting, the School Board approved the core values, mission, objectives, parameters, strategies and 22 specific result statements identified in the Strategic Plan for implementation during the 2011-12 school year. The Board authorized the administration to proceed with an implementation plan within the parameters of the School District's approved budget for 2011-12 and in accord with the District's policies and protocols. Further information is available on the district website at <http://www.isd624.org/about/Strategic-Planning.asp>.

Academic Standards and Curriculum Alignment

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

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

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

Aligning District Curriculum with Minnesota Academic Standards

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

2011-2012 Community Curriculum Advisory Committee

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

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

2011-2012 Community Curriculum Advisory Committee

Member Name	Term Ends	Representing
Don Bosch	2013	Administration
Beth Brisch	2014	Parent
Kim Chapman	2013	School Board
Max DeRaad	2014	Administration
Cathy Dessert	2014	Parent
Linda Gondringer	2012	Parent
Debbie Keller	2014	Parent
Laura Mittelbrun	2011	Parent
Jenny Nadeau	2014	Parent
Shannon Otto	2014	Parent
Becky Peterson	2013	Teacher
Jan Peterson-Bjostad	2013	Parent
Nancy Roth	2014	Community Member
Dawn Segermark	2013	Parent
Bob Shevik	2011	School Board
Cathy Solomon	2013	Parent
Sheila Sullivan	2011	Parent
Nancy Thom	2013	Parent/Teacher
Kate Whelan	2013	Teacher
District Staff		
Mary McGrane – Assessment and Accountability Coordinator		
Marisa Vette – Director of Communications and Community Relations		
Gretchen Harriman – Curriculum and Program Development Coordinator		
Dr. Michael Lovett - Superintendent		
Ann Malwitz – Professional Learning and Development Coordinator		
David Law – Assistant Superintendent		

District Assessment Plan

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

Instructing

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

Reporting

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

Screening

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

In 2011-2012, District 624 assessed student achievement using the following tests:

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

- o The GRAD Mathematics test is embedded in the MCA Mathematics Test. Students in the Classes of 2010-2014 meet the state mathematics graduation requirement by:
 - Completing with a passing score or grade all state and local coursework and credits required for graduation, and
 - Receiving a score of 1150 or higher on the MCA Mathematics test or a score of 50 or higher on the Mathematics GRAD component.
 - OR**
 - Completing with a passing score or grade all state and local coursework and credits required for graduation, and
 - Participating in a district-prescribed academic remediation in mathematics, and
 - Fully participating in at least two retests of the Mathematics GRAD or until they pass the Mathematics GRAD, whichever comes first.
 - **Measures of Academic Progress (MAP)**
 - o Locally administered, computer-based growth model testing instrument, given to students in the fall and spring to assess individual academic growth in a year
 - o Students tested in Reading and Math
 - In 2011-2012, MAP tests were administered to all students in grades 1-10, selected courses at South Campus, and at the Area Learning Center
 - o Results to be reported in 2011-12 Annual Report to the Community (mid-October, 2012)
 - o District-wide results to be reported in 2011-12 Annual Report to the Community
-

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

MEETING DATE: **September 10, 2012**

SUGGESTED DISPOSITION: **Operational 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)

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

DATE: September 10, 2012

SUGGESTED DISPOSITION: Operational 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, recommended a first reading at the August Board meeting, and is presenting Policy 410 for a second reading.

RECOMMENDATION:

Approve Policy 410, Family and Medical Leave Policy, as recommended.

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: September 10, 2012

SUGGESTED DISPOSITION: Operational 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.

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: **September 10, 2012**

SUGGESTED DISPOSITION: **Operational 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: September 10, 2012

SUGGESTED DISPOSITION: Operational 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. This policy had a first reading in August and is being presented for a second reading.

RECOMMENDATION:

Approve Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, as recommended.

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

- ~~D.A.~~ "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the

facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- ~~6B.~~ "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.
- ~~6C.~~ "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.
- ~~1D.~~ "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- ~~A.E.~~ "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- ~~6F.~~ "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- ~~6G.~~ "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)

AGENDA ITEM: **School Board Policy 424, License Status**
MEETING DATE: **September 10, 2012**
SUGGESTED DISPOSITION: **Operational 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.

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