

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
MEETING PACKET**

January 8, 2018

# 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: Wayne A. Kazmierczak  
Superintendent of Schools

Date: January 3, 2018

A student recognition will be held on Monday, January 8, 2018 beginning at 6:15 p.m. and finishing prior to the start of the Board meeting at 7:00 p.m.

A meeting of the White Bear Lake Area School Board will be held on **Monday, January 8, 2018** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Seating Reelected and New Board Members
3. Roll Call
4. Pledge of Allegiance
5. Approve Agenda
6. Reorganization of the School Board
7. Consent Agenda
  - a) Approval of Minutes
  - b) Payment of Invoices
  - c) Correspondence
  - d) Acceptance of Gifts
  - e) Approve Field Trips
  - f) Human Resources Items

**B. PUBLIC FORUM**

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

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open 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 who wish 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. 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 contact 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. Overview of Welcome to White Bear Week and Update on Registration Information for 2018-19
2. Superintendent's Report

**D. DISCUSSION ITEMS**

1. First Reading of School Board Policies:
  - a. Policy 405, Veterans Preference
  - b. Policy 610, Field Trips

**E. OPERATIONAL ITEMS**

1. School Board Operating Procedures for 2018
2. School Board Members' Compensation for 2018
3. Action on Regular and Work-Study Meeting Schedule for 2018
4. Action on Official Depositories for the School District Funds and Authorized Bank Accounts and Signatures
5. Action on Official Publication for the School District for 2018
6. Action on Appointment of Compliance Officers
7. Action on Local Education Agency Authorization
8. Action on Designation of Legal Counsel

9. Action on School Board Policies:
  - a. Policy 406, Public and Private Personnel Data
  - b. Policy 413, Harassment and Violence
  - c. Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - d. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
  - e. Policy 424, License Status
  - f. Policy 515, Protection and Privacy of Pupil Records

**F. BOARD FORUM**

**G. ADJOURNMENT**

# **A. PROCEDURAL ITEMS**

AGENDA ITEM: **Oath of Office**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Procedural Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**Background:**

The following Oath of Office will be administered by Dr. Wayne Kazmierczak, to re-elected and elected School Board members Deborah Beloyed, Kim Chapman, Jessica Ellison and Don Mullin.

**Oath of Office**

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 624 to the best of my judgment and ability.

AGENDA ITEM: **Reorganization of the School Board**  
MEETING DATE: **January 8, 2017**  
SUGGESTED DISPOSITION: **Procedural Item**  
CONTACT PERSON(S): **Dr. Wayne A, Kazmierczak, Superintendent**

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**BACKGROUND:**

Superintendent Kazmierczak will facilitate the selection of Board Chair. The elected Board chair will then facilitate the selection of Vice-Chair, Clerk, and Treasurer for 2018.

The new officers must be nominated and elected:

- a. Chair Nominations are now in order for the office of chair.

Board member \_\_\_\_\_ nominate \_\_\_\_\_

Voice Vote: \_\_\_\_\_

- b. Vice-Chair Nominations are now in order for the office of vice-chair.

Board member \_\_\_\_\_ nominate \_\_\_\_\_

Voice Vote: \_\_\_\_\_

- c. Clerk Nominations are now in order for the office of clerk.

Board member \_\_\_\_\_ nominate \_\_\_\_\_

Voice Vote: \_\_\_\_\_

- d. Treasurer Nominations are now in order for the office of treasurer.

Board member \_\_\_\_\_ nominate \_\_\_\_\_

Voice Vote: \_\_\_\_\_



AGENDA ITEM: **Consent Agenda**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Procedural Items**

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

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

#### Consent Agenda

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

#### **RECOMMENDATION:**

BE IT RESOLVED by the School Board of Independent School District No. 624 that consent Agenda Items, A-7a through A-7f, be approved as written, and a copy of the agenda items is attached to the minutes.

AGENDA ITEM: **School Board Minutes**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Action Item**  
CONTACT PERSON(S): **Ellen Fahey, School Board Clerk**

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**BACKGROUND:**

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

**RECOMMENDATION:** Approve minutes.

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

A meeting of the White Bear Lake Area School Board was held on **Monday, December 11, 2017** at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN 55110.

**A. PROCEDURAL ITEMS**

1. Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call – Present: Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey  
Ex-Officio: Dr. Wayne Kazmierczak  
Student representative: Rensted  
Cabinet: Cooper, Daniels, Garrison, Maurer, Paul, Vette, Wald
3. Pledge of Allegiance
4. Mullin moved and Newmaster second to approve the agenda as presented. ***Voice vote: all ayes. Motion carried.***
5. Kimball moved and Newmaster second to approve the consent agenda consisting of:
  - Approval of minutes for regular Board meeting of November 13, and work-study meeting of November 27, 2017;
  - Payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
  - Passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
  - Approve field trip; and
  - Passage of resolution to approve personnel issues to include:
    - **RESIGNATION/TERMINATION – CLASSIFIED STAFF**  
Charles Archer – Pupil Support Assistant, Central Middle School  
Employed by District 624 since 09/06/2016  
Effective Date: 01/05/2018  
Kelly Johnson – Part Time Cook, Sunrise Park Middle School  
Employed by District 624 since 10/02/2017  
Effective Date: 11/09/2017
    - **EXTRA ASSIGNMENT – CERTIFIED STAFF**  
Anthony Walfoort – .1 Ambassadors, WBLAHS – North Campus  
MA, Step 10, \$6,854.90  
Effective Date: 08/28/2017
    - **CHANGE IN ASSIGNMENT – CLASSIFIED STAFF**  
Emily Clark – Extended Day/Bear FUNdamentals Assistant Leader, Oneka and Hugo, From 5.75 hrs. per day to 7.0 hrs. per day  
Effective Date: 11/27/2017
    - **NEW PERSONNEL – CLASSIFIED STAFF**  
Madeline Bahnemann – Program Aide, Birch Lake Elementary  
\$12.53/hr., 2.75 hrs. per day/ 188 days, \$6,487.01  
Effective Date: 10/11/2017  
Rebecca Hansen – Pupil Support Assistant, WBLAHS – South Campus  
\$18.00/hr., 6.5 hrs. per day/ 125 days, \$14,625.00  
Effective Date: 11/27/2017  
Leigh Mills – Pupil Support Assistant, Hugo Elementary  
\$18.00/hr., 6.5 hrs. per day/ 103 days, \$12,051.00  
Effective Date: 01/03/2018

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

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

➤ **LONG TERM SUBSTITUTE - CERTIFIED STAFF**

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

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

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

Susan Fish – .3 FTE Spanish Teacher, Oneka Elementary  
BA, Step 2, \$8,301.08  
Effective Date: 12/04/2017 through 06/08/201

*Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Naves, none. Motion carried.*

**B. PUBLIC FORUM** – No speakers

**C. INFORMATION ITEMS**

1. Recognition of School Board Members - Superintendent Kazmierczak and the school board recognized retiring members George Kimball and Janet Newberg.
2. Superintendent's Report - Dr. Kazmierczak thanked the more than 200 community members participating in the Strategic Planning process. A Bear's Bulletin section has been added to the Community Services & Recreation catalog which will contain district updates. Nomination forms for the WBLAS Teacher of the Year are due by January 8 and available on the district website. Emergency school closing information will be available at [www.isd624.org](http://www.isd624.org), on district Facebook and Twitter, and a phone message and email will be sent. Winter break is from Dec. 22 through Jan 1. School resumes on Jan 2, 2018. Welcome to White Bear information and registration events will be happening at all levels in January. Information is available on the Welcome to White Bear page of the school and district websites. Student Report - Rensted reported on the community work of the National Honor Society, the success of the boys' and girls' hockey teams, Chemistry Club hosting Grade 2 students, Career Day at South Campus, and the Student Council annual custodial night where they provide dinner to the custodial staff and take over the role of cleaning the school.

**D. DISCUSSION ITEMS**

1. Presentation and Public Hearing Related to the Proposed 2017 Payable 2018 Property Tax Levy- Assistant Superintendent for Finance and Operations Tim Wald and Director of Finance Tom Wiczorek conducted a public hearing on the proposed 2017 payable 2018 property tax levy. The total levy of \$38,587,309.02 represents a 6.98% increase from the previous year. This increase was not caused by the renewal of the district's operating levy. Many factors can cause the tax bill for an individual property to

increase or decrease from year to year. The complete presentation is on the district website.

2. First Reading of School Board Policies:
  - a. Policy 406, Public and Private Personnel Data
  - b. Policy 413, Harassment and Violence
  - c. Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - d. Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults
  - e. Policy 424, License Status
  - f. Policy 515, Protection and Privacy of Pupil RecordsBoard members Kimball and Newberg gave a brief description of changes in each of the policies. The policies will be on the January 8, 2018 meeting agenda for action.

#### **E. OPERATIONAL ITEMS**

1. Wilson moved and Newmaster seconded to approve the certification of the final 2017 Payable 2018 Property Tax Levy in the amount of \$38,587.309.02. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Nays, none. Motion carried.***
2. Wilson moved and Mullin seconded to approve the revised Fiscal Year 2018 budget. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Nays, none. Motion carried.***
3. Chapman moved and Wilson seconded to accept the fourteen Brosious Teaching Grants from the White Bear Lake Education Foundation in the amount of \$30,020.50. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Nays, none. Motion carried.***
4. Newmaster moved and Fahey seconded to accept the STEM mini-grant from H.B. Fuller in the amount of \$5,534 for CNC router for the Manufacturing Lab at Sunrise Park Middle School. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Nays, none. Motion carried.***
5. Mullin moved and Newmaster seconded to approve the 2017-19 Contract with White Bear Teachers' Association. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Nays, none. Motion carried.***
6. Chapman moved and Fahey seconded to approve the January 2018 to July 2018 School Board Liaison Assignments. ***Voice vote: all ayes. Nays, none. Motion carried.***
7. Wilson moved and Newmaster seconded to approve the January 2018 to July 2018 School Board Committee Assignments. ***Voice vote: all ayes. Nays, none. Motion carried.***
8. Mullin moved and Kimball second to approve the resolutions to Fully Fund Special Education Services. ***Roll call vote: ayes, Kimball, Mullin, Newberg, Newmaster, Wilson, Chapman, Fahey. Nays, none. Motion carried.***

- F. BOARD FORUM** - Board members thanked retiring members Kimball and Newberg for their leadership, dedication and work on the board. Kimball thanked the students present at the meeting, extended his best wishes to the community and staff, and thanked Jody Reber for her work. He described his connection to the district as a student, parent, teacher, and board member.

Newberg is proud to be a graduate of the district as are her two children and is honored to have served on the board.

- G. ADJOURNMENT** - Wilson moved and Newberg seconded to adjourn the meeting at 8:26 p.m.  
*Voice vote: all ayes. Motion carried.*

Submitted by clerk, Ellen Fahey

AGENDA ITEM: **Monthly Check Registers**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Action Item**

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

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**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 - December**

		<u>12/15/2017</u>	<u>12/29/2017</u>
Direct Deposit	502319-503817	1,732,861.65	
Direct Deposit	503818-505324		1,828,583.22



Check Nbr	Vendor Name	Check Date	Check Amount
90044	AMAZON	12/06/2017	1,784.56
90045	AMAZON	12/06/2017	654.89
90046	AMAZON	12/06/2017	319.40
90047	ARAMARK REFRESHMENT SERVICES	12/06/2017	106.48
90048	ART EDUCATORS OF MN	12/06/2017	300.00
90049	DEFINITIVE TECHNOLOGY SOLUTION	12/06/2017	13,393.86
90050	DEFINITIVE TECHNOLOGY SOLUTION	12/06/2017	11,856.00
90051	LORENZ BUS SERVICE INC	12/06/2017	4,680.00
90052	SUCCESS BEYOND THE CLASSROOM	12/06/2017	1,950.00
9	Computer	Check(s) For a Total of	35,045.19

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	35,045.19
Total For	9	Manual, Wire Tran, ACH &	Computer Checks	35,045.19
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		35,045.19

Check Nbr	Vendor Name	Check Date	Check Amount
9990284	Vendor Continued Check	12/11/2017	0.00
9990285	BMO	12/11/2017	15,328.12
2	Computer	Check(s) For a Total of	15,328.12

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	15,328.12
Total For	2	Manual, Wire Tran, ACH &	Computer Checks	15,328.12
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,328.12

Check Nbr	Vendor Name	Check Date	Check Amount
171800418	ALI, OMAR S	12/12/2017	52.51
171800419	ALLEN, STEVEN H	12/12/2017	353.32
171800420	ANDERSEN, KATHRYN D	12/12/2017	760.81
171800421	BATTERMAN, ANGELA N	12/12/2017	93.62
171800422	CARLINSCHAUER, KYLE LEE	12/12/2017	48.69
171800423	COOK, TRACY A	12/12/2017	616.40
171800424	DAHLEM, TERESA	12/12/2017	136.08
171800425	DERBY, SARA A	12/12/2017	156.36
171800426	DRAEGER, DEBORAH M	12/12/2017	83.99
171800427	DYMIT, MARIE S	12/12/2017	72.23
171800428	ENGSTRAN, PAUL A	12/12/2017	65.00
171800429	FOX, FRANCINE H	12/12/2017	33.17
171800430	GALYON, AMY R	12/12/2017	150.33
171800431	HAGESTUEN, FAITH M	12/12/2017	25.00
171800432	HOCKING, SHAUN L	12/12/2017	2,720.32
171800433	HOPKINS, JULIE C	12/12/2017	43.92
171800434	HUBBARD, MICHELLE K	12/12/2017	55.83
171800435	INDLECOFFER, TRACI D	12/12/2017	53.00
171800436	JACOBS, HEATHER A	12/12/2017	440.83
171800437	KARAN, JONNA SUE	12/12/2017	50.00
171800438	KAZMIERCZAK, WAYNE A	12/12/2017	878.46
171800439	KENTFIELD, KELLY S	12/12/2017	48.15
171800440	KOLODNY, ADRIANA C	12/12/2017	91.49
171800441	LAMWERS, LINDSAY M	12/12/2017	61.00
171800442	LANE, JOSHUA L	12/12/2017	119.45
171800443	LANIGAN, CHERYL D	12/12/2017	98.17
171800444	LEMIEUX, TAMARA M	12/12/2017	29.76
171800445	MARKUSON, RACHAEL J	12/12/2017	171.78
171800446	MAURER, TIMOTHY J	12/12/2017	435.00
171800447	MCCORMICK, REBEKKA ANNE	12/12/2017	189.81
171800448	MCGARTHWAITE, MICHAEL R	12/12/2017	77.01
171800449	MCMACKINS, SARA B	12/12/2017	300.67
171800450	MENCKE, LAURIE ANN	12/12/2017	25.00
171800451	MUNDELL, GERALD K	12/12/2017	436.46
171800452	NASVIK, CRAIG S	12/12/2017	50.00
171800453	NESS, CHERYL LYNN	12/12/2017	49.46
171800454	OUREN, LISA M	12/12/2017	354.56
171800455	PRESSELLER, TRACY A	12/12/2017	191.53
171800456	RATLIFF, GERALD	12/12/2017	10.70
171800457	REED, TAMMY L	12/12/2017	126.22
171800458	RISENG, DAG R	12/12/2017	22.47
171800459	SCHULTE, ALETA A	12/12/2017	89.88
171800460	SCHULTE, VANESSA L	12/12/2017	84.83
171800461	SHELSTAD, JACQUALINE A	12/12/2017	346.94
171800462	STEADLAND, KEITH DAVID	12/12/2017	125.39
171800463	STREIFF, CHRISTINA D	12/12/2017	325.00
171800464	SUOJA, WENDY T	12/12/2017	325.00
171800465	TOUSSAINT, JANEL PHYLLIS	12/12/2017	182.97
171800466	TRIGGS, CARLA M	12/12/2017	157.56
171800467	TROSKE, CARRIE L	12/12/2017	60.95

Check Nbr	Vendor Name	Check Date	Check Amount
171800468	UETZ, MICHELLE B	12/12/2017	125.00
171800469	ULMER, ELIZABETH R	12/12/2017	393.00
171800470	VETTE, MARISA AA	12/12/2017	390.00
171800471	WIECZOREK, THOMAS DONALD	12/12/2017	384.23
171800472	WILLCOXON SR, PETER	12/12/2017	663.00
55	ACH	Check(s) For a Total of	13,432.31

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	55	ACH	Checks For a Total of	13,432.31
	0	Computer	Checks For a Total of	0.00
Total For	55	Manual, Wire Tran, ACH & Computer	Checks	13,432.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,432.31

Check Nbr	Vendor Name	Check Date	Check Amount
171800446	MAURER, TIMOTHY J	12/12/2017	435.00
1	Void	Check(s) For a Total of	435.00



	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
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer	Checks	0.00
Less	1	Voided	Checks For a Total of	435.00
		Net Amount		-435.00

Check Nbr	Vendor Name	Check Date	Check Amount
90053	AARP DRIVER SAFETY PROGRAM	12/14/2017	175.00
90054	ACCLAIM SERVICES INC	12/14/2017	179.00
90055	ACCUCUT	12/14/2017	102.50
90056	ADAMS, PAUL	12/14/2017	82.00
90057	ADVANTAGE EDUC PROGRAMS	12/14/2017	8,288.00
90058	AED SUPERSTORE ALLIED 100 LCC	12/14/2017	286.02
90059	AFFINITY HEARING LLC	12/14/2017	210.00
90060	ALBINDIA, THOMAS	12/14/2017	84.00
90061	ALEXANDER, SHANNON	12/14/2017	20.00
90062	ALIY, FARHAN	12/14/2017	114.00
90063	ALLSTREAM	12/14/2017	4,018.55
90064	AMAZON	12/14/2017	468.60
90065	AMAZON	12/14/2017	135.87
90066	AMERICAN MESSAGING	12/14/2017	28.07
90067	AMERICAN TIME & SIGNAL CO	12/14/2017	2,835.95
90068	AMERIPRIDE SERVICES	12/14/2017	1,001.16
90069	ANDERSON, PATRICIA	12/14/2017	279.20
90070	APPLE COMPUTER INC	12/14/2017	849.00
90071	ARNDT, ERIC	12/14/2017	130.00
90072	ATC GROUP SERVICES LLC	12/14/2017	1,765.70
90073	B4K TWIN CITIES LLC	12/14/2017	585.00
90074	BARNES & NOBLE	12/14/2017	239.70
90075	BARNETT WB CHRYSLER JEEP DODGE	12/14/2017	100.00
90076	BAUDVILLE	12/14/2017	135.30
90077	BELL, DAN	12/14/2017	65.00
90078	BELL, ROYCE	12/14/2017	82.00
90079	BENCHMARK BEHAVIORAL HEALTH SY	12/14/2017	1,575.00
90080	BESTA, KYLEIGH DAILE	12/14/2017	30.00
90081	BUSINESS IMPACT GROUP	12/14/2017	294.14
90082	BIG THRILL FACTORY	12/14/2017	825.00
90083	BLAESING, THEODORE S	12/14/2017	2,443.20
90084	BLAINE HIGH SCHOOL	12/14/2017	700.00
90085	BLICK ART MATERIALS	12/14/2017	456.20
90086	BLUE BELL ENTERPRISES INC	12/14/2017	7,299.88
90087	BLUEBIRD SCREEN PRINT	12/14/2017	48.00
90088	BOYER TRUCKS	12/14/2017	248.60
90089	BRADSHAW, NICHOLAS	12/14/2017	149.00
90090	BRAMSCHER, JUDEE	12/14/2017	31.45
90091	BRODIN, HEATHER	12/14/2017	90.00
90092	BSN SPORTS	12/14/2017	481.29
90093	THE BUG COMPANY	12/14/2017	35.50
90094	BURNS, ROBERT L	12/14/2017	28.47
90095	CAHILL, MARK	12/14/2017	130.00
90096	CAPOCASA, KEVIN M	12/14/2017	84.00
90097	CARDINAL, KATHLEEN T	12/14/2017	116.88
90098	CARLSON, SUSAN	12/14/2017	78.38
90099	CARR, DAVID	12/14/2017	8.50
90100	CARROLL, JENNIFER LYNN	12/14/2017	179.82
90101	CDW GOVERNMENT INC	12/14/2017	1,285.76
90102	CENTER FOR RESPONSIVE SCHOOLS	12/14/2017	1,390.00

Check Nbr	Vendor Name	Check Date	Check Amount
90103	CENTERING ON CHILDREN INC	12/14/2017	373.75
90104	CENTERVENTION	12/14/2017	14.00
90105	CENTURY COLLEGE	12/14/2017	12,500.00
90106	CENTURY RESOURCES INC	12/14/2017	4,247.33
90107	CERMAK, CHRISTINE M	12/14/2017	1,844.80
90108	CERTIFIED LABORATORIES	12/14/2017	434.33
90109	CFA FUNDRAISING PROGRAM	12/14/2017	2,040.00
90110	CINTAS CORP #470	12/14/2017	341.80
90111	CLARK, CYNTHIA JEAN	12/14/2017	276.08
90112	COBORNS DELIVERS	12/14/2017	88.46
90113	COLYER, KERRY	12/14/2017	84.00
90114	CONNEY SAFETY	12/14/2017	535.31
90115	CONQUER ATHLETICS	12/14/2017	452.00
90116	CONTINENTAL RESEARCH CORP	12/14/2017	1,119.92
90117	COOPER, KENNETH	12/14/2017	50.00
90118	CRAFT, PATRICIA	12/14/2017	67.15
90119	CUB FOODS OF WHITE BEAR TWSHP	12/14/2017	49.95
90120	CUB FOODS	12/14/2017	267.33
90121	CUMMINS NPOWER LLC	12/14/2017	1,172.13
90122	CURRICULUM ASSOCIATES LLC	12/14/2017	44.79
90123	CUSTAR, OWEN MATTHEW	12/14/2017	10.00
90124	CUSTOM ROASTING	12/14/2017	195.60
90125	DAHLQUIST, JOYCE	12/14/2017	7.86
90126	DALCO CORPORATION	12/14/2017	37,986.35
90127	DANIELSON, BILL	12/14/2017	84.00
90128	DECKER INC	12/14/2017	383.65
90129	DEISTING, RANDY	12/14/2017	76.00
90130	DEJARLAIS, MARILYN	12/14/2017	737.59
90131	DELL MARKETING LP	12/14/2017	4,155.15
90132	DEMCO INC	12/14/2017	55.50
90133	DOMEIER, MARILYN	12/14/2017	62.48
90134	DOMINOS PIZZA	12/14/2017	3,217.50
90135	DOMINOS PIZZA	12/14/2017	2,857.99
90136	DONATELLI'S	12/14/2017	348.81
90137	DOOR SERVICE COMPANY	12/14/2017	14,686.00
90138	DOUGLAS, SANDRA L	12/14/2017	25.00
90139	DEFINITIVE TECHNOLOGY SOLUTION	12/14/2017	247.44
90140	DURABLE COMPONENT TECH	12/14/2017	188.00
90141	Vendor Continued Check	12/14/2017	0.00
90142	ECKROTH MUSIC	12/14/2017	1,422.77
90143	EHLERS	12/14/2017	3,800.00
90144	ELIGH, LYDIA CHRISTINE	12/14/2017	20.00
90145	EAST SUBURBAN SCHOOL COUNSELOR	12/14/2017	200.00
90146	F&N OPERATIONS LLC	12/14/2017	2,148.98
90147	FAIRVIEW	12/14/2017	7,333.33
90148	FASTENAL COMPANY	12/14/2017	123.29
90149	FASTENATION INC	12/14/2017	74.00
90150	FAULKEN, KEITH	12/14/2017	76.00
90151	FESTIVAL FOODS-KNOWLAN'S	12/14/2017	545.87
90152	FIRKUS, DAVID	12/14/2017	76.00

Check Nbr	Vendor Name	Check Date	Check Amount
90153	Vendor Continued Check	12/14/2017	0.00
90154	FIRST STUDENT INC	12/14/2017	276,586.52
90155	FLECKNER, LONNIE	12/14/2017	4.25
90156	FLOOR SEATING.COM	12/14/2017	91.10
90157	FORCIER, ELSIE	12/14/2017	119.85
90158	FOREST LAKE WRESTLING BOOSTERS	12/14/2017	125.00
90159	FORYS, MIKE	12/14/2017	84.00
90160	FOSTER, DALE	12/14/2017	221.00
90161	FREDERICKSON, NEIL	12/14/2017	130.00
90162	FREY SCIENTIFIC	12/14/2017	278.21
90163	FULLER, DONNA	12/14/2017	10.20
90164	FUN EXPRESS LLC	12/14/2017	143.35
90165	GALLAGHERS NORTHWESTERN TIRE C	12/14/2017	2,501.54
90166	GALLAGHER BASSETT SERVICES	12/14/2017	10,000.00
90167	GARVEY, PATRICIA	12/14/2017	184.03
90168	GERTENS	12/14/2017	6,207.71
90169	GIBBS, ROSS	12/14/2017	149.00
90170	GILLUND ENTERPRISES	12/14/2017	431.08
90171	GOERS, LINDA S	12/14/2017	1,825.00
90172	GOPHER	12/14/2017	303.56
90173	GRAFFIC TRAFFIC LLC	12/14/2017	69.00
90174	GRANDMA'S BAKERY INC	12/14/2017	60.34
90175	GROTH MUSIC CO	12/14/2017	347.30
90176	GROUP TRAVEL PLANNERS	12/14/2017	27,908.00
90177	HAAG, LOIS	12/14/2017	46.53
90178	HALAMA, ANDREA LINTON	12/14/2017	130.00
90179	HALLBERG ENGINEERING INC	12/14/2017	975.00
90180	HALO TRANSPORTATION	12/14/2017	13,276.00
90181	HANKINS, RYAN	12/14/2017	180.00
90182	HANSON, DARLENE	12/14/2017	12.30
90183	HARRIS, JOSEPH W	12/14/2017	298.00
90184	HEALTHPARTNERS	12/14/2017	224,743.35
90185	HEALTHPARTNERS MEDICAL GROUP	12/14/2017	2,500.00
90186	HERITAGE FOOD SERVICE GROUP	12/14/2017	84.25
90187	HIAWATHA HOMECARE	12/14/2017	3,248.00
90188	HISDAHL INC	12/14/2017	8.50
90189	HISDAHL INC	12/14/2017	215.50
90190	HOLMAN, GREGG	12/14/2017	108.00
90191	HOUGHTON MIFFLIN HARCOURT	12/14/2017	71.35
90192	HOUGHTON MIFFLIN HARCOURT	12/14/2017	98.90
90193	HUGO BUSINESS ASSOCIATION	12/14/2017	165.00
90194	HUGO EQUIPMENT CO	12/14/2017	109.38
90195	HUGO FEED MILL & HARDWARE	12/14/2017	10.95
90196	HURT, DAVID	12/14/2017	58.00
90197	IFD	12/14/2017	27,091.21
90198	INFINITE IDEAS BY WHAT'CHA	12/14/2017	1,400.00
90199	INNOVATIVE OFFICE SOLUTIONS	12/14/2017	15,410.47
90200	ISD #8492 NEW DOMINION SCHOOL	12/14/2017	3,908.60
90201	IUOE LOCAL 70	12/14/2017	2,363.72
90202	JACKSON, ERIC	12/14/2017	108.00

Check Nbr	Vendor Name	Check Date	Check Amount
90203	JACKSON, FRANK	12/14/2017	82.00
90204	JAYTECH INC	12/14/2017	253.42
90205	JENDE, MICHAEL	12/14/2017	389.87
90206	JENKINS, KATIE	12/14/2017	150.00
90207	JIMMY JOHNS #869	12/14/2017	1,032.58
90208	JOHNSON CONTROLS INC	12/14/2017	3,392.30
90209	JOHNSON, SHARON ANNE	12/14/2017	208.66
90210	JW PEPPER & SON INC	12/14/2017	129.48
90211	KAISER, PHYLLIS	12/14/2017	120.28
90212	KARLSBURGER FOODS INC	12/14/2017	142.92
90213	KARNAS, MIKE	12/14/2017	76.00
90214	KATH FUEL OIL SERVICE CO	12/14/2017	17,864.44
90215	KEYSTONE INTERPRETING SOLUTION	12/14/2017	2,217.70
90216	KIM, JESSICA	12/14/2017	103.60
90217	KIMBALL MIDWEST	12/14/2017	106.10
90218	KITTELSON MARKETING CO INC	12/14/2017	728.40
90219	KLOSTER, MARY	12/14/2017	41.20
90220	KONICA MINOLTA PREMIER FINANCE	12/14/2017	6,133.79
90221	KOREEN, GLORIA	12/14/2017	524.66
90222	KRAFT CONTRACTING & MECHANICAL	12/14/2017	4,735.82
90223	KUBASCH, CHAD	12/14/2017	163.00
90224	KULLY SUPPLY COMPANY	12/14/2017	89.75
90225	LAKE AREA FLOORING	12/14/2017	480.00
90226	LAKESHORE LEARNING MATERIALS	12/14/2017	342.06
90227	LALIBERTE, ELAINE	12/14/2017	65.45
90228	LARSON, BEVERLEY M	12/14/2017	228.95
90229	LARSON, JEFFREY	12/14/2017	72.00
90230	LARSON ENGINEERING INC	12/14/2017	5,345.00
90231	LEARNING A-Z	12/14/2017	94.95
90232	LEARNING WITHOUT TEARS	12/14/2017	48.40
90233	LEVASSEUR, MARY	12/14/2017	132.60
90234	LIBERTY CLASSICAL ACADEMY	12/14/2017	7,772.50
90235	LINDHOLM, LYNN	12/14/2017	34.85
90236	LONG LAKE CONSERVATION CENTER	12/14/2017	21,475.00
90237	LONGFELLOW, ROBERT WILLIAM	12/14/2017	251.00
90238	L T G POWER EQUIPMENT	12/14/2017	199.99
90239	LUNDBERG, ROBERT A	12/14/2017	299.10
90240	LUNDGREN, JOANNE M	12/14/2017	234.95
90241	MAC RUNNEL, MINDY L	12/14/2017	277.31
90242	MAC TO SCHOOL	12/14/2017	597.00
90243	MACKIN EDUCATIONAL RESOURCES	12/14/2017	1,289.30
90244	MAD SCIENCE OF MINNESOTA	12/14/2017	554.00
90245	MARCO PRODUCTS INC	12/14/2017	66.90
90246	MARCO, INC	12/14/2017	1,300.59
90247	THE MARKERBOARD PEOPLE	12/14/2017	475.20
90248	MARKET DISTRIBUTING	12/14/2017	889.35
90249	MARTENS, PAMELA	12/14/2017	30.60
90250	MN ASSOC OF SCH BUSINESS OFFIC	12/14/2017	170.00
90251	MN COMMUNITY EDUC ASSOC (MCEA)	12/14/2017	1,433.00
90252	MED COMPASS	12/14/2017	824.00

Check Nbr	Vendor Name	Check Date	Check Amount
90253	MEDTOX LABORATORIES	12/14/2017	18.70
90254	MICHAELSON, RUTH F	12/14/2017	25.93
90255	MID CITY SERVICES - INDUSTRIAL	12/14/2017	102.33
90256	MIDAMERICA BOOKS	12/14/2017	889.75
90257	MIDWEST BUS PARTS INC	12/14/2017	488.68
90258	MILLIGAN, THERESA J	12/14/2017	754.50
90259	MINVALCO INC	12/14/2017	1,999.04
90260	MN DEPT OF AGRICULTURE	12/14/2017	10.00
90261	MN ELEVATOR INC	12/14/2017	307.75
90262	MN HISTORICAL SOCIETY	12/14/2017	1,136.00
90263	MN JEWISH THEATRE CO	12/14/2017	225.00
90264	MN LANDSCAPE ARBORETUM	12/14/2017	179.50
90265	MN SWORD PLAY	12/14/2017	720.00
90266	MNAEYC-MNSACA	12/14/2017	2,120.00
90267	MNAEYC-MNSACA	12/14/2017	150.00
90268	MOBYMAX	12/14/2017	836.00
90269	MOHN, MONICA	12/14/2017	60.00
90270	MONAHAN, BRIAN	12/14/2017	84.00
90271	MOREN, THOMAS	12/14/2017	34.00
90272	MN PARK & SPORTS TURF MANAGERS	12/14/2017	95.00
90273	MULFINGER, JAMES A	12/14/2017	51.00
90274	MURPHY, LYNNE M	12/14/2017	180.00
90275	NAPA AUTO PARTS	12/14/2017	62.19
90276	NASSEFF MECH CONTRACTORS	12/14/2017	165.00
90277	NCS PEARSON INC	12/14/2017	89.50
90278	NELSON, CINDY	12/14/2017	5.95
90279	NEOFUNDS BY NEOPOST	12/14/2017	500.00
90280	NIXON LMT, AYANO	12/14/2017	75.00
90281	NORTH STAR BANK	12/14/2017	7,650.00
90282	NORTH SUBURBAN TOWING	12/14/2017	475.00
90283	NORTHERN GREEN EXPO	12/14/2017	159.00
90284	NUTRISLICE INC	12/14/2017	4,950.00
90285	O'NEIL, LOIS	12/14/2017	267.33
90286	O'REILLY AUTOMOTIVE INC	12/14/2017	1,880.34
90287	OFFICE SYSTEMS AND DESIGN INC	12/14/2017	717.00
90288	OLSON, SUZANNE K	12/14/2017	119.85
90289	ON SITE SANITATION INC	12/14/2017	439.62
90290	OXYGEN SERVICE CO INC	12/14/2017	10.20
90291	PAKLONSKY, MARY F	12/14/2017	39.74
90292	PARADIGM CART & CAPTIONING	12/14/2017	335.00
90293	PEISSIG, JOSEPH	12/14/2017	2,503.00
90294	PELCO CONSTRUCTION LLC	12/14/2017	1,275.00
90295	PELLETIER, DANIEL T	12/14/2017	76.00
90296	PENN-MCGEE, DAVE	12/14/2017	84.00
90297	PETERSON, BEVERLY A	12/14/2017	76.50
90298	PETERS, ROSETTA	12/14/2017	100.00
90299	PFEIFER, TROY	12/14/2017	82.00
90300	PHOENIX ALTERNATIVES INC	12/14/2017	380.00
90301	PONCE TRAINED WRESTLING	12/14/2017	1,020.00
90302	POSITIVE COACHING ALLIANCE	12/14/2017	230.43

Check Nbr	Vendor Name	Check Date	Check Amount
90303	POVOLNY, JOYCE	12/14/2017	76.50
90304	POWER DISTRIBUTORS	12/14/2017	139.49
90305	PRAXAIR DISTRIBUTION INC	12/14/2017	28.55
90306	PREMIUM WATERS INC	12/14/2017	113.70
90307	PRO-ED INC	12/14/2017	108.90
90308	PROWIRE INC	12/14/2017	1,605.71
90309	PUBLIC EMP RETIREMENT ASSOC	12/14/2017	3,503.44
90310	QUISTAD, IDA	12/14/2017	46.31
90311	R & R SPECIALTIES INC	12/14/2017	35.50
90312	RAMSEY COUNTY	12/14/2017	4,350.00
90313	READ NATURALLY INC	12/14/2017	23.74
90314	READING & MATH INC	12/14/2017	1,000.00
90315	REHBEIN TRANSIT CO INC	12/14/2017	12,160.00
90316	REMINGTON, LAYNE	12/14/2017	130.00
90317	REPUBLIC SERVICES #899	12/14/2017	7,004.15
90318	RICHFIELD BUS COMPANY	12/14/2017	2,017.30
90319	ROCKLER WOODWORKING & HARDWARE	12/14/2017	4,233.89
90320	ROETTGER, DORIS	12/14/2017	452.00
90321	ROGER VADNAIS PLUMBING	12/14/2017	350.00
90322	ROOF SPEC INC	12/14/2017	1,250.00
90323	RUN N FUN	12/14/2017	52.50
90324	RUPP, HENRY JACOB	12/14/2017	500.00
90325	RUTZICK LAW OFFICES PA	12/14/2017	2,000.00
90326	RYBA	12/14/2017	240.00
90327	S & S WORLDWIDE	12/14/2017	269.90
90328	S/P2	12/14/2017	249.00
90329	SAFEWAY DRIVING SCHOOL	12/14/2017	9,450.00
90330	SALZMAN-HANKINS, SHARI	12/14/2017	180.00
90331	SAM'S CLUB/SYNCHRONY BANK	12/14/2017	202.01
90332	SAM'S CLUB/SYNCHRONY BANK	12/14/2017	378.41
90333	SAM'S CLUB/SYNCHRONY BANK	12/14/2017	1,512.76
90334	SARFF, MARIJO ANN	12/14/2017	17.00
90335	SCHINDLER ELEVATOR CORP	12/14/2017	763.02
90336	SCHMIDT, BARBARA J	12/14/2017	84.15
90337	SCHOLASTIC BOOK FAIRS	12/14/2017	6,102.90
90338	Vendor Continued Check	12/14/2017	0.00
90339	SCHOOL SERVICE EMPLOYEES	12/14/2017	6,024.61
90340	SCIENCE MUSEUM OF MINNESOTA	12/14/2017	204.00
90341	SEWELL DIRECT	12/14/2017	31.91
90342	SHEA, JEFFREY ARTHUR	12/14/2017	210.00
90343	SHOMION, RICK	12/14/2017	149.00
90344	SKY ZONE INDOOR TRAMPOLINE PAR	12/14/2017	696.00
90345	SMITH, JENNIFER	12/14/2017	90.00
90346	SCHOOL NUTRITION ASSOC (SNA)	12/14/2017	13.00
90347	ST PAUL SAINTS	12/14/2017	495.00
90348	STAFSHOLT, ANGELIKAH	12/14/2017	87.55
90349	STAHLEY, DAN	12/14/2017	116.00
90350	Vendor Continued Check	12/14/2017	0.00
90351	STAPLES ADVANTAGE	12/14/2017	3,235.23
90352	STATE INDUSTRIAL PRODUCTS	12/14/2017	903.18

Check Nbr	Vendor Name	Check Date	Check Amount
90353	STAY TUNED PIANO SERVICES	12/14/2017	196.00
90354	STEINER, EILEEN A	12/14/2017	259.25
90355	STREAMLINE DESIGN INC	12/14/2017	1,848.00
90356	SUBSCRIPTION SERV OF AMER INC	12/14/2017	99.00
90357	SUCCESS BEYOND THE CLASSROOM	12/14/2017	120.00
90358	SUMMIT COMPANIES	12/14/2017	1,920.51
90359	SURPLUS SERVICES	12/14/2017	834.00
90360	SWAILS, PATTY	12/14/2017	85.00
90361	TAI CHI FOR WELL-BEING LLC	12/14/2017	400.00
90362	TARTAN HIGH SCHOOL	12/14/2017	85.00
90363	TEACHER SYNERGY LLC	12/14/2017	35.98
90364	TEAMVIEWER GMBH	12/14/2017	1,446.00
90365	THURY, GREG	12/14/2017	82.00
90366	Vendor Continued Check	12/14/2017	0.00
90367	THYSSENKRUPP ELEVATOR CORP	12/14/2017	5,746.74
90368	TRADE PRESS INC	12/14/2017	3,055.00
90369	TRANS-MISSISSIPPI BIO SUPPLY	12/14/2017	248.19
90370	TRI-STATE BOBCAT	12/14/2017	2,521.79
90371	TRUCK UTILITIES MFG CO	12/14/2017	3,910.00
90372	TURFWERKS INC	12/14/2017	1,983.82
90373	TWIN CITIES TRANSPORT & RECOVE	12/14/2017	1,175.00
90374	TWIN CITY TRANSPORTATION INC	12/14/2017	88,270.36
90375	UNITED REFRIGERATION	12/14/2017	155.10
90376	UNIVERSITY OF WI STOUT	12/14/2017	300.00
90377	UNZEN, STEVE	12/14/2017	20.42
90378	US DEPT OF EDUCATION	12/14/2017	481.98
90379	US FOODS CULINARY EQUIP & SUPP	12/14/2017	248.14
90380	US GAMES	12/14/2017	745.00
90381	VAIL, STEVEN D	12/14/2017	82.00
90382	VANDERBOSCH, DANA A	12/14/2017	147.10
90383	VARSITY SPIRIT FASHIONS	12/14/2017	230.90
90384	VERIZON WIRELESS	12/14/2017	1,429.85
90385	VIKING ELECTRIC SUPPLY	12/14/2017	2,287.89
90386	VOIT, JORDAN	12/14/2017	76.00
90387	WALLACE, SHERYL	12/14/2017	11.12
90388	WALTERS REBUILDERS	12/14/2017	129.95
90389	WHITE BEAR GLASS INC	12/14/2017	494.00
90390	WHITE BEAR TOWNSHIP EMAGINE	12/14/2017	335.00
90391	WHITE BEAR AREA CHAMBER	12/14/2017	285.00
90392	WHITE BEAR LAKE (CITY OF)	12/14/2017	2,713.18
90393	WHITE BEAR LAKE (CITY OF)	12/14/2017	143,000.00
90394	WBL PIZZA MAN	12/14/2017	277.09
90395	WBLA EDUCATIONAL FOUNDATION	12/14/2017	1,740.29
90396	WEST MUSIC COMPANY	12/14/2017	362.91
90397	WESTERN PSYCHOLOGICAL SERVICES	12/14/2017	132.00
90398	WHITE, LOUIS	12/14/2017	76.00
90399	WILSON, KAITLYN IRENE	12/14/2017	30.00
90400	WINDSTREAM	12/14/2017	1,546.36
90401	WINNICK SUPPLY	12/14/2017	28.90
90402	THE WORKS	12/14/2017	192.00



Check Nbr	Vendor Name	Check Date	Check Amount
90403	YOUNGBLOOD LUMBER COMPANY	12/14/2017	133.40
90404	YOUTH ENRICHMENT LEAGUE	12/14/2017	3,417.50
90405	ZEIMETZ, ANN MARIE	12/14/2017	240.00
353	Computer	Check(s) For a Total of	1,238,279.91

Check Nbr	Vendor Name	Check Date	Check Amount
89890	JW PEPPER & SON INC	12/14/2017	0.00
1	Manual	Check(s) For a Total of	0.00

	1	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	353	Computer	Checks For a Total of	1,238,279.91
Total For	354	Manual, Wire Tran, ACH & Computer	Checks	1,238,279.91
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,238,279.91

Check Nbr	Vendor Name	Check Date	Check Amount
9990286	AIG	12/15/2017	6,504.18
9990287	AMERICAN FUNDS	12/15/2017	87,267.32
9990288	AMERICAN UNITED LIFE	12/15/2017	73,422.75
9990289	AMERIPRISE FINANCIAL SERVICES	12/15/2017	14,075.79
9990290	AXA EQUITABLE	12/15/2017	32,235.08
9990291	EDUCATION MN ESI BILLING TRUST	12/15/2017	35,404.75
9990292	Vendor Continued Check	12/15/2017	0.00
9990293	Vendor Continued Check	12/15/2017	0.00
9990294	INTERNAL REVENUE SERVICE	12/15/2017	676,794.42
9990295	METROPOLITAN LIFE	12/15/2017	2,343.35
9990296	MN DEPT OF HUMAN SERVICES	12/15/2017	1,600.50
9990297	MN DEPT OF REVENUE	12/15/2017	105,920.50
9990298	MN REVENUE	12/15/2017	281.01
9990299	MN STATE RETIREMENT	12/15/2017	3,834.43
9990300	Vendor Continued Check	12/15/2017	0.00
9990301	PUBLIC EMP RETIREMENT ASSOC	12/15/2017	97,802.86
9990302	TEACHERS RETIREMENT ASSOC	12/15/2017	330,120.34
9990303	VANGUARD SMALL BUSINESS SERVIC	12/15/2017	26,242.45
9990304	WHITE BEAR LAKE TEACHERS ASSOC	12/15/2017	41,233.33
19	Computer	Check(s) For a Total of	1,535,083.06

	0	Manual	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Wire Transfer	Checks For a Total of	1,535,083.06
Total For	19	Manual, Wire Tran, ACH & Computer	Checks	1,535,083.06
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,535,083.06

Check Nbr	Vendor Name	Check Date	Check Amount
171800473	ANDERSON, MARGARET ANN	12/19/2017	527.24
171800474	ARNSDORFF, ROBERT G	12/19/2017	49.00
171800475	BABCOCK, ARIANA K	12/19/2017	390.00
171800476	BAHE, CONNETTE J	12/19/2017	101.11
171800477	BARTH, CARRIE M	12/19/2017	378.54
171800478	BATTAGLIA, JENNA K	12/19/2017	72.87
171800479	BLODGETT, TRACY S	12/19/2017	302.27
171800480	BONCHER, CHERYL R	12/19/2017	127.98
171800481	CREGER, PAMELA K	12/19/2017	38.41
171800482	DAHLEM, TERESA	12/19/2017	91.91
171800483	DANIELS, KATHLEEN S	12/19/2017	794.18
171800484	DUSTIN, JOSEPH J	12/19/2017	143.51
171800485	EGEMO, PATRICIA ANN	12/19/2017	77.57
171800486	FINK, AVIS A	12/19/2017	309.73
171800487	FUHRMAN, SARAH J	12/19/2017	34.43
171800488	GRANT, SHANNON	12/19/2017	45.00
171800489	GRATZ, MICHELLE C	12/19/2017	37.45
171800490	GRITZMACHER, SHAWN W	12/19/2017	14.23
171800491	GUENTHER, LAURA L	12/19/2017	363.20
171800492	HARRIMAN, GRETCHEN E	12/19/2017	156.00
171800493	JACOBS, HEATHER A	12/19/2017	111.04
171800494	JOHNSON, KIRK W	12/19/2017	90.67
171800495	JORGENSEN, AMY L	12/19/2017	127.67
171800496	KATH, ABBY J	12/19/2017	134.50
171800497	KERG, JEREMY J	12/19/2017	276.32
171800498	LAHR, KRISTINE	12/19/2017	123.97
171800499	LAMWERS, LINDSAY M	12/19/2017	27.00
171800500	LANIGAN, CHERYL D	12/19/2017	195.00
171800501	LARSON, BRITA A	12/19/2017	71.16
171800502	LEMIEUX, TAMARA M	12/19/2017	306.99
171800503	LEONARD, BRIAN J	12/19/2017	390.00
171800504	LOHMANN, JOHN H	12/19/2017	19.00
171800505	MASSA, JAYMI E	12/19/2017	102.30
171800506	MOORE, JENNIFER RAE	12/19/2017	320.73
171800507	NASVIK, CRAIG S	12/19/2017	3,092.12
171800508	OLSON, ANNA C	12/19/2017	115.60
171800509	PAUL, SARA T	12/19/2017	784.41
171800510	PERCIVAL, PATRICIA A	12/19/2017	95.00
171800511	PUJOLS, JUAN	12/19/2017	260.00
171800512	ROCKFORD, JEREMY W	12/19/2017	115.00
171800513	ROUSH, ROBIN L	12/19/2017	39.59
171800514	SALENGER, SETH A	12/19/2017	34.66
171800515	SANTOSCOY, BRIANA JO	12/19/2017	126.26
171800516	SOMMERS, MICHON LEE	12/19/2017	318.99
171800517	STENDER, THERESA M	12/19/2017	87.55
171800518	SYNAN, ERIN K	12/19/2017	41.11
171800519	TREICHEL, SHANNON B	12/19/2017	83.97
171800520	VORHIES, JENNA K	12/19/2017	161.84
171800521	VOSS, KAREN D	12/19/2017	430.00
171800522	WACHLAROWICZ, JOHN D	12/19/2017	94.98

Check Nbr	Vendor Name	Check Date	Check Amount
50	ACH	Check(s) For a Total of	12,232.06

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	50	ACH	Checks For a Total of	12,232.06
	0	Computer	Checks For a Total of	0.00
Total For	50	Manual, Wire Tran, ACH & Computer	Checks	12,232.06
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		12,232.06



Check Nbr	Vendor Name	Check Date	Check Amount
90406	AARP DRIVER SAFETY PROGRAM	12/21/2017	295.00
90407	Vendor Continued Check	12/21/2017	0.00
90408	AGROPUR INC	12/21/2017	15,925.77
90409	AMAZON	12/21/2017	649.47
90410	AMAZON	12/21/2017	375.15
90411	AMAZON	12/21/2017	2,718.95
90412	AMPLIFIED IT LCC	12/21/2017	1,050.00
90413	ARAMARK REFRESHMENT SERVICES	12/21/2017	120.00
90414	ATC GROUP SERVICES LLC	12/21/2017	18,709.95
90415	ATHLON IA LLC	12/21/2017	399.00
90416	BARTHOLD	12/21/2017	1,674.42
90417	BEECH, SPENCER	12/21/2017	108.00
90418	BINSFIELD, JEANNE OR NEAL	12/21/2017	862.42
90419	BLICK ART MATERIALS	12/21/2017	479.06
90420	BOXMAN	12/21/2017	640.24
90421	BSN SPORTS	12/21/2017	311.52
90422	CANION CREATIONS LLC	12/21/2017	164.99
90423	CAP ELECTRIC INC	12/21/2017	2,882.26
90424	CAPITAL ONE COMMERCIAL	12/21/2017	525.07
90425	CATALYST SPORTS MEDICINE	12/21/2017	11,800.00
90426	CDW GOVERNMENT INC	12/21/2017	843.25
90427	CHAPMAN, RONALD J	12/21/2017	116.00
90428	THE CHILDREN'S THEATRE COMPANY	12/21/2017	3,125.00
90429	CLANCY, WILLIAM E	12/21/2017	76.00
90430	COLLER, RONALD	12/21/2017	149.00
90431	COMCAST	12/21/2017	290.92
90432	CONNEY SAFETY	12/21/2017	499.72
90433	CONQUER ATHLETICS	12/21/2017	100.00
90434	CONSOLIDATED WELDING SUPPLY CO	12/21/2017	218.00
90435	CONTINENTAL RESEARCH CORP	12/21/2017	213.14
90436	COOPER, KENNETH	12/21/2017	116.00
90437	COOPS SPORTSWEAR	12/21/2017	125.00
90438	CRAGUNS LODGE AND CONF CTR	12/21/2017	294.46
90439	CRYSTEEL TRUCK EQUIPMENT	12/21/2017	696.15
90440	CATHOLIC SCHOOLS CENTER OF	12/21/2017	2,549.50
90441	CULHANE, MARIEL	12/21/2017	510.11
90442	CULLIGAN BOTTLED WATER	12/21/2017	35.95
90443	CUMMINS NPOWER LLC	12/21/2017	698.40
90444	DAILEY, NOAH	12/21/2017	329.56
90445	DAKOTA TRUCK UNDERWRITERS	12/21/2017	48,312.00
90446	DEBZ SHIRTZ	12/21/2017	377.00
90447	DELTA EDUCATION	12/21/2017	50.51
90448	DEMCO INC	12/21/2017	391.52
90449	DESIGNER SIGN SYSTEMS INC	12/21/2017	118.60
90450	DISCOUNT SCHOOL SUPPLY	12/21/2017	1,952.09
90451	DOMINOS PIZZA	12/21/2017	304.80
90452	DONATELLI'S	12/21/2017	195.88
90453	DEFINITIVE TECHNOLOGY SOLUTION	12/21/2017	408.32
90454	ECKROTH MUSIC	12/21/2017	27.00
90455	EHLERS	12/21/2017	1,950.00

Check Nbr	Vendor Name	Check Date	Check Amount
90456	EICHACKER, ERIC	12/21/2017	82.00
90457	EQUAL OPPORTUNITY SCHOOLS	12/21/2017	16,500.00
90458	EQUITY ALLIANCE MN	12/21/2017	294.00
90459	FESTIVAL FOODS-KNOWLAN'S	12/21/2017	169.01
90460	FIREFLY COMPUTERS	12/21/2017	3,645.00
90461	FIRST STUDENT INC	12/21/2017	190.80
90462	FREEDOM CONCEPTS USA LLC	12/21/2017	160.40
90463	FRONTRUNNER SCREEN PRINTING	12/21/2017	1,228.50
90464	FUN EXPRESS LLC	12/21/2017	86.30
90465	GALLAGHERS NORTHWESTERN TIRE C	12/21/2017	76.00
90466	GENERAL PARTS LLC	12/21/2017	316.25
90467	GILDNER, KENNETH	12/21/2017	299.10
90468	GOPHER	12/21/2017	175.72
90469	GRANDMA'S BAKERY INC	12/21/2017	34.48
90470	GREAT NORTHERN EQUIPMENT	12/21/2017	349.99
90471	GREAT RIVER OFFICE PRODUCTS	12/21/2017	6,305.00
90472	GREATAMERICA FINANCIAL SERVICE	12/21/2017	1,386.36
90473	HAAS MUSICAL INSTRUMENT REPAIR	12/21/2017	32.00
90474	HANSON, GORDON	12/21/2017	76.00
90475	HARRIS, JOSEPH W	12/21/2017	149.00
90476	HEALTHPARTNERS MEDICAL GROUP	12/21/2017	250.00
90477	HEINEMANN	12/21/2017	403.00
90478	HERTZ FURNITURE SYSTEMS CORP	12/21/2017	5,766.80
90479	HISDAHL INC	12/21/2017	450.46
90480	HOANG, CONG	12/21/2017	500.00
90481	HOERNING, CODY	12/21/2017	76.00
90482	HUGO EQUIPMENT CO	12/21/2017	5.16
90483	HUGO FEED MILL & HARDWARE	12/21/2017	7.98
90484	Vendor Continued Check	12/21/2017	0.00
90485	Vendor Continued Check	12/21/2017	0.00
90486	Vendor Continued Check	12/21/2017	0.00
90487	IFD	12/21/2017	66,981.42
90488	ILLUMINATE EDUC	12/21/2017	38,026.50
90489	INSTITUTE FOR MULTI SENSORY ED	12/21/2017	2,250.00
90490	INTELLIGERE INC	12/21/2017	70.00
90491	ISD #623 ROSEVILLE AREA SCHOOL	12/21/2017	35,500.00
90492	J & R SCHOOL SUPPLIES	12/21/2017	24.00
90493	JACKI BRICKMAN INC	12/21/2017	3,000.00
90494	JIMMY JOHNS #869	12/21/2017	71.99
90495	JOHNSON CONTROLS INC	12/21/2017	2,575.00
90496	JUSTRITE SPIRIT SUPPLIES	12/21/2017	106.72
90497	JW PEPPER & SON INC	12/21/2017	299.49
90498	KARLSBURGER FOODS INC	12/21/2017	376.44
90499	KATZMARK, WILLIAM	12/21/2017	116.00
90500	KELLY, JASON	12/21/2017	163.00
90501	KEYSTONE INTERPRETING SOLUTION	12/21/2017	2,740.30
90502	KRAFT CONTRACTING & MECHANICAL	12/21/2017	5,407.85
90503	KULLY SUPPLY COMPANY	12/21/2017	450.12
90504	LA POBLANITA	12/21/2017	487.50
90505	LAKE SHORE LEARNING MATERIALS	12/21/2017	32.96

Check Nbr	Vendor Name	Check Date	Check Amount
90506	LANGUAGE LINE SERVICES	12/21/2017	369.57
90507	LARSEN, BRAD	12/21/2017	84.00
90508	LEARNING OPPORTUNITIES INC	12/21/2017	79.84
90509	LEE, KAO GER	12/21/2017	50.00
90510	LIBERTY CLASSICAL ACADEMY	12/21/2017	1,080.00
90511	LIBRARY STORE INC	12/21/2017	147.13
90512	LISA'S PHOTOGRAPHY	12/21/2017	600.00
90513	LONGFELLOW, ROBERT WILLIAM	12/21/2017	79.52
90514	MN ASSOC OF ALTERNATIVE PROGRA	12/21/2017	50.00
90515	MACKIN EDUCATIONAL RESOURCES	12/21/2017	15.99
90516	MBDA	12/21/2017	130.00
90517	MEDICARE PREMIUM COLLECTION CT	12/21/2017	503.40
90518	METAL DOCTOR INC	12/21/2017	860.00
90519	METRO COMMUNITY EDUC DIRECTORS	12/21/2017	100.00
90520	METRO ECSU	12/21/2017	30.00
90521	METRO SOUND AND LIGHTING	12/21/2017	651.82
90522	MID CITY SERVICES - INDUSTRIAL	12/21/2017	1,730.80
90523	MINVALCO INC	12/21/2017	389.35
90524	MN DEPT OF LABOR & INDUSTRY	12/21/2017	300.00
90525	MN JEWISH THEATRE CO	12/21/2017	288.00
90526	MN TRUE TEAM TRACK & FIELD	12/21/2017	190.00
90527	MOLITOR, JOYCE	12/21/2017	91.60
90528	MOTTINGER, HUNTER	12/21/2017	130.00
90529	MPLS SOUTH HIGH SCHOOL	12/21/2017	275.00
90530	NASSEFF MECH CONTRACTORS	12/21/2017	2,549.67
90531	NCS PEARSON INC	12/21/2017	52.00
90532	NORTH CENTRAL TRUCK EQUIPMENT	12/21/2017	3,987.52
90533	NORTHERN STAR COUNCIL, BSA	12/21/2017	336.00
90534	ONENECK IT SOLUTIONS LLC	12/21/2017	525.00
90535	OXYGEN SERVICE CO INC	12/21/2017	51.00
90536	PICTURE THAT!	12/21/2017	360.00
90537	PINE TREE APPLE ORCHARD	12/21/2017	1,290.00
90538	PINZ	12/21/2017	510.00
90539	PLAYBILL INC	12/21/2017	665.00
90540	PONCE TRAINED WRESTLING	12/21/2017	525.00
90541	POVOLNY, JOYCE	12/21/2017	76.50
90542	POVOLNY, KATHLEEN	12/21/2017	165.00
90543	POWER DISTRIBUTORS	12/21/2017	88.35
90544	PRESS PUBLICATIONS	12/21/2017	160.70
90545	R & R SPECIALTIES INC	12/21/2017	35.50
90546	RAMSEY COUNTY PARKS/REC DEPT	12/21/2017	18,598.75
90547	READING & MATH INC	12/21/2017	1,800.00
90548	REDWOOD TOXICOLOGY LABORATORY	12/21/2017	26.25
90549	REKSTAD, BRADLEY M	12/21/2017	76.00
90550	ROY C, INC	12/21/2017	160.00
90551	RUPP ANDERSON SQUIRES & WALDSP	12/21/2017	16,442.43
90552	SAIKO, KATHY	12/21/2017	158.10
90553	SCHMITT MUSIC COMPANY	12/21/2017	72.00
90554	SCHNEIDER, STEVEN A	12/21/2017	76.00
90555	SCHOOL CHECK IN	12/21/2017	90.00

Check Nbr	Vendor Name	Check Date	Check Amount
90556	SEBCO BOOKS	12/21/2017	739.23
90557	SEEVER, GRAY	12/21/2017	160.00
90558	SHOMION, RICK	12/21/2017	84.00
90559	SHRED-IT USA - MINNEAPOLIS	12/21/2017	886.55
90560	STAHLEY, DAN	12/21/2017	116.00
90561	STATE SUPPLY CO	12/21/2017	643.78
90562	STAY TUNED PIANO SERVICES	12/21/2017	98.00
90563	STILLWATER HIGH SCHOOL	12/21/2017	105.00
90564	SVL SERVICE CORPORATION	12/21/2017	2,946.63
90565	THURY, GREG	12/21/2017	116.00
90566	TIERNEY BROTHERS INC	12/21/2017	99.00
90567	TPRS BOOKS	12/21/2017	43.00
90568	TRADE PRESS INC	12/21/2017	6,897.00
90569	TREASURED TRANSPORTATION	12/21/2017	34,989.13
90570	TREETOP PUBLISHING INC	12/21/2017	160.88
90571	TREND ENTERPRISES INC	12/21/2017	199.60
90572	TRI-STATE BOBCAT	12/21/2017	653.18
90573	TRIO SUPPLY COMPANY	12/21/2017	6,372.21
90574	TWIN CITY HARDWARE	12/21/2017	100.80
90575	UHL CO INC	12/21/2017	13,904.00
90576	UNIVERSITY OF MINNESOTA	12/21/2017	9,135.00
90577	UNIVERSITY OF MINNESOTA	12/21/2017	375.00
90578	UNIVERSITY OF MN - CAREI	12/21/2017	10,000.00
90579	USA TODAY	12/21/2017	108.45
90580	VARSITY SPIRIT FASHIONS	12/21/2017	713.70
90581	WHITE BEAR CENTER FOR THE ARTS	12/21/2017	9,200.00
90582	WHITE BEAR TOWNSHIP	12/21/2017	2,172.54
90583	WHITE BEAR LAKE (CITY OF)	12/21/2017	150.00
90584	WBL PIZZA MAN	12/21/2017	243.06
90585	Vendor Continued Check	12/21/2017	0.00
90586	WL HALL COMPANY	12/21/2017	5,321.00
90587	WOLDEN, DEREK	12/21/2017	76.00
90588	XCEL ENERGY	12/21/2017	89,408.08
183	Computer	Check(s) For a Total of	575,779.36

Check Nbr	Vendor Name	Check Date	Check Amount
89544	GALLAGHERS NORTHWESTERN TIRE C	12/21/2017	0.00
89550	GRAINGER	12/21/2017	0.00
90044	AMAZON	12/21/2017	0.00
90199	INNOVATIVE OFFICE SOLUTIONS	12/21/2017	0.00
90351	STAPLES ADVANTAGE	12/21/2017	0.00
5	Manual	Check(s) For a Total of	0.00

Check Nbr	Vendor Name	Check Date	Check Amount
87834	HERTZ FURNITURE SYSTEMS CORP	12/21/2017	5,766.80
1	Void	Check(s) For a Total of	5,766.80

	5	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
	183	Computer	Checks For a Total of	575,779.36
Total For	188	Manual, Wire Tran, ACH &	Computer Checks	575,779.36
Less	1	Voided	Checks For a Total of	5,766.80
			Net Amount	570,012.56

Check Nbr	Vendor Name	Check Date	Check Amount
90589	AMAZON	12/28/2017	28.47
90590	AMAZON	12/28/2017	312.26
90591	AMAZON	12/28/2017	34.95
90592	AMAZON	12/28/2017	929.96
90593	IUOE LOCAL 70	12/28/2017	2,338.80
90594	Vendor Continued Check	12/28/2017	0.00
90595	SCHOOL SERVICE EMPLOYEES	12/28/2017	7,623.51
90596	TRUSTED EMPLOYEES	12/28/2017	1,544.00
90597	US DEPT OF EDUCATION	12/28/2017	478.51
9	Computer	Check(s) For a Total of	13,290.46



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	13,290.46
Total For	9	Manual, Wire Tran, ACH &	Computer Checks	13,290.46
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		13,290.46

Check Nbr	Vendor Name	Check Date	Check Amount
9990305	AIG	12/28/2017	6,504.18
9990306	AMERICAN FUNDS	12/28/2017	82,182.73
9990307	AMERICAN UNITED LIFE	12/28/2017	73,427.69
9990308	AMERIPRISE FINANCIAL SERVICES	12/28/2017	12,985.08
9990309	AXA EQUITABLE	12/28/2017	31,481.09
9990310	EDUCATION MN ESI BILLING TRUST	12/28/2017	34,318.68
9990311	Vendor Continued Check	12/28/2017	0.00
9990312	Vendor Continued Check	12/28/2017	0.00
9990313	Vendor Continued Check	12/28/2017	0.00
9990314	Vendor Continued Check	12/28/2017	0.00
9990315	Vendor Continued Check	12/28/2017	0.00
9990316	INTERNAL REVENUE SERVICE	12/28/2017	702,942.83
9990317	METROPOLITAN LIFE	12/28/2017	2,224.60
9990318	MN DEPT OF HUMAN SERVICES	12/28/2017	1,600.50
9990319	Vendor Continued Check	12/28/2017	0.00
9990320	MN DEPT OF REVENUE	12/28/2017	110,769.64
9990321	MN REVENUE	12/28/2017	271.93
9990322	MN STATE RETIREMENT	12/28/2017	3,834.43
9990323	Vendor Continued Check	12/28/2017	0.00
9990324	PUBLIC EMP RETIREMENT ASSOC	12/28/2017	115,754.96
9990325	Vendor Continued Check	12/28/2017	0.00
9990326	TEACHERS RETIREMENT ASSOC	12/28/2017	328,893.72
9990327	VANGUARD SMALL BUSINESS SERVIC	12/28/2017	26,646.12
9990328	WHITE BEAR LAKE TEACHERS ASSOC	12/28/2017	41,140.39
24	Computer	Check(s) For a Total of	1,574,978.57

	0	Manual	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	24	Wire Transfer	Checks For a Total of	1,574,978.57
Total For	24	Manual, Wire Tran, ACH & Computer	Checks	1,574,978.57
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,574,978.57

**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: **January 8, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

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<b>Donation</b>	<b>Donor</b>	<b>Recipient</b>
School supplies, scrapbooking/craft paper, and sticker letters	Shannon Maxwell	Lakeaires Elementary School
Books	Paul and Valerie Ackerman	Willow Lane Elementary School
\$750 for Sunrise Basketball Backboards	White Bear Basketball Association	Sunrise Park Middle School
\$500 to benefit Mrs. Nicholas's Classroom	CoBank for Trang Nguyen	Lincoln Elementary School
Grillo Gait Trainer to use with students who have physical impairments	Bryan and Jennifer Thayer	Otter Lake Elementary School
Adapted bike for students who have physical impairments	Jolene and Brandon MacKenzie	Transition Education Center
\$1,246 for Fishing Team	Nelson Marine Service, Inc.	White Bear Lake Area High School Fishing Team
\$6,000 for High School Football Equipment, Headsets, and Jerseys	White Bear Lake Lions Club	White Bear Lake Area High School Football Program
\$400 for South Campus Choir Student Activities	White Bear Lake Lions Club	White Bear Lake Area High School South Campus Choir
\$150 for South Campus Choir Student Activities	St. Andrews Lutheran Church	White Bear Lake Area High School South Campus Choir
Six - \$30 Cub Food Cards	Anonymous	Willow Lane Elementary
\$30 for students in need for lunch money	Nicola Hyser	Sunrise Park Middle School
\$30 for students in need for lunch money	Nicola Hyser	Central Middle School
\$30 for students in need for lunch money	Nicola Hyser	Vadnais Heights Elementary School
\$1,201.33 to clear out negative lunch balances	Kristen Olson	Vadnais Heights Elementary School
\$400 for families in need	Christ the King Lutheran Church	Birch Lake Elementary School

\$500 for families in need	Christ the King Lutheran Church, Women's Ministry	Birch Lake Elementary School
\$500	Anonymous	Community Services and Recreation Department

**RECOMMENDATION:** Accept donations.

**AGENDA ITEM:**

**Field Trip Requests**

**MEETING DATE:**

**January 8, 2018**

**SUGGESTED DISPOSITION:**

**Consent Agenda**

**CONTACT PERSON(S):**

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

**Background:**

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

<b>Date of Trip and Destination</b>	<b>Requesting Staff Member</b>	<b>Grade/Team</b>	<b>Number of School Days Missed</b>	<b>Number of Students Attending</b>	<b>Total Cost per Student and Source of Revenue</b>	<b>Means of Transportation</b>	<b>Purpose of Field Trip</b>
January 14-15, 2018 University of Minnesota – Duluth	Cody Mehlhorn	WBLAHS	0	18	Total Cost Per Student: \$45.00  Source of Revenue: We would use a small portion of the \$10,200 in our Fund12 account to reserve a hotel, room for coaches, reimburse parent drivers for gas and provide a small meal stipend for drivers and coaches.	Parent volunteer drivers	WBL Ultimate has been invited back to this tournament for the second year in a row. It is a great opportunity for our athletes to get some competition against fellow high school teams in over the winter months. We usually end up taking junior and senior players, and do a tour of the university before/after the tournament.
February 2-4, 2018 Tomahawk Scout Reservation Birchwood, WI	Brian Merhar and Alex Carlson	South Campus, ALC	0	8	Total Cost Per Student: \$60.00  Source of Revenue: BEAR Grant, WBL Ed Foundation	Vans, vehicles	Outdoor Educational trip snowmobiling trails in northern Wisconsin. Teambuilding, adult positive mentoring and relationships. Targets students who are failing in classes, not involved in other activities, and have

**Recommendation:** The administration recommends the School Board approve these field trips.



**RESOLUTION FOR HUMAN RESOURCES ITEMS**

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

WHEREAS, that human resources 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**

<b>RESIGNATION/TERMINATION – CLASSIFIED</b>
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**CHRISTINE LA PEAN** – Program Assistant Leader, Matoska Elementary  
Employed by District 624 since 03/16/2016  
Effective Date: 12/25/2017

**ANNA NELSON** – Program Assistant Leader, Matoska Elementary  
Employed by District 624 since 09/11/2017  
Effective Date: 01/12/2018

**LANAE NELSON** – Administrative Assistant, District Center  
Employed by District 624 since 04/18/2016  
Effective Date: 12/30/2017

**HEIDI NEWPOWER** – Part Time Cook, Central Middle School  
Employed by District 624 since 09/06/2011  
Effective Date: 01/04/2018

**CARRI PAAVALA** – Part Time Cook, Central Middle School  
Employed by District 624 since 09/25/2017  
Effective Date: 12/12/2017

**LYNN ZELENY** – Part Time Cook, Central Middle School  
Employed by District 624 since 01/04/2016  
Effective Date: 12/18/2017

<b>RESIGNATION/TERMINATION – NON-AFFILIATED</b>
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**JOSEPH HELD** – Campus Security, WBLAHS – South Campus  
Employed by District 624 since 09/05/2017  
Effective Date: 12/06/2017

<b>TEMPORARY CHANGE IN ASSIGNMENT – CLASSIFIED STAFF</b>
--

**NICOLE SCHAFFER** – Pupil Support Assistant, Lakeaires Elementary  
From 4.0 hrs. per day to 5.4 hrs. per day  
Effective Date: 01/02//2018

<b>TEMPORARY CHANGE IN ASSIGNMENT – CERTIFIED STAFF</b>
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**ADRIANA KOLODNY** – Spanish Teacher, Birch Lake Elementary

From 1.0 FTE to .6 FTE

Effective Date: 12/04/2017

**SUZANNE SHEARON** – Speech Language Teacher, Willow Elementary

From .6 FTE to .8 FTE

Effective Date: 12/04/2017

<b>PERMANENT CHANGE IN ASSIGNMENT – CERTIFIED STAFF</b>
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**MONICA KUBOW** – School Nurse, WBLAHS – South Campus and ALC

From .6 FTE to .7 FTE

Effective Date: 01/02//2018

**MICHELLE LI** – Chinese Teacher, Lincoln Elementary

From .8 FTE to 1.0 FTE

Effective Date: 11/27/2017

<b>NEW PERSONNEL – CLASSIFIED STAFF</b>
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**SUSAN BELHEUMER**– Full Time Bus Driver, Bus Garage

\$17.85/hr., 7.5 hrs. per day/ 123 days, \$16,466.62

Effective Date: 12/01/2017

**TENESHA FLIPP**– Part Time Cook, Sunrise Middle School

\$14.79/hr., 3.5 hrs. per day/ 113 days, \$5,849.44

Effective Date: 12/14/2017

**LARRY HANSON** – Part Time Cook, Sunrise Middle School

\$14.79/hr., 3.5 hrs. per day/ 113 days, \$5,849.44

Effective Date: 12/14/2017

**MATTHEW LAPAKKO** – Pupil Support Assistant, Central Middle School

\$18.00/hr., 6.5 hrs. per day, 104 days, \$12,168.00

Effective Date: 01/02/2018

**SAHMOE LOO** – Program Aide, Several Buildings

\$12.53/hr., 2.9 hrs. per day, 155 days, \$5,632.23

Effective Date: 11/27/2017

**SAYSAMONE PHOMPHENE** – Human Resources Specialist, District Center

\$28.17/hr., 8 hrs. per day/ 143 days, \$32,226.48

Effective Date: 12/13/2017

**LISA TIBBETS** – Program Assistant Leader, Matoska Elementary

\$13.44/hr., 2.75 hrs. per day, 129 days, \$4,767.84

Effective Date: 01/02/2018

<b>NEW PERSONNEL – NON-AFFILIATED</b>
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**NICOLE OSWALD** – Out of School Time Inclusion Specialist, District Wide

8.0 hrs. per day, 125 days, \$24,479.80(Pro-rated on \$50,918.00)

Effective Date: 01/08/2018

# **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: **Overview of Welcome to White Bear Week and  
Update on Registration Information for 2018-19**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Information Item**

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

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**BACKGROUND:**

Director of Communications and Community Relations Marisa Vette will present information about January's Welcome to White Bear activities, including the schedule of events and a brief description of changes that have been made to the enrollment process this year as we work to serve all families.

Agenda Item C-2  
January 8, 2018  
School Board Meeting

AGENDA ITEM: **Superintendent's Report**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Information Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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BACKGROUND:

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



## **D. DISCUSSION ITEMS**

AGENDA ITEM: **Policy 405, Veterans Preference**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Discussion Item**  
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

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**BACKGROUND:**

School Board Policy 405, Veterans Preference, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had minor changes to sections II. General Statement of Policy – B. and III. Procedures –F was added.

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 12 School Board meeting agenda or a subsequent meeting for action.

*Adopted:* April 29, 1996  
*Revised:* May 9, 2005  
*Revised:* January 9, 2012  
*Revised:* April 14, 2014

White Bear Lake Area  
School District #624 Policy 405

## **405 VETERAN'S PREFERENCE**

### **I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing, or good faith abolishment of position. This paragraph does not apply to the position of teacher.

### **III. PROCEDURES IMPLEMENTATION**

- A. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first

promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- B. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
  - C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
  - D. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
  - E. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
  - F. A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. State. § 43A.16
  - ~~F-G~~ In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
    1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
    2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
  - ~~G-H~~ The VPA and the provisions of this policy do not apply to the position of ~~private secretary~~, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

- Legal References:*** Minn. Stat. § 43A.11 (Veteran’s Preference)  
Minn. Stat. § 197.455 (Veteran’s Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)
- Cross References:*** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

AGENDA ITEM: **Policy 610, Field Trips, Fees and Fines**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**

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**BACKGROUND:**

School Board Policy 610, Field Trips, Fees and Fines, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading.

This policy had changes to sections II. General Statement of Policy; III. Regulations was added; and two legal references were added.

The purpose of this policy is to provide guidelines for student trips, fees and fines and to identify the general process to be followed for review and approval of trip requests.

**RECOMMENDATION:**

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the February 12 School Board meeting agenda or a subsequent meeting for action.

*Adopted: September 8, 1997*  
*Revised: October 9, 2006*  
*Revised: December 14, 2009*

*White Bear Lake Area  
School Board Policy 610*

## **610 STUDENT FIELD TRIPS, FEES AND FINES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips, fees and fines and to identify the general process to be followed for review and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

- A. ~~It is~~ The general expectation of the school board that the district will provide free public school education, and that no student will be denied an education because of economic inability to secure ~~furnish education~~ books and supplies and to access opportunities outside of the classroom necessary to complete education requirements ~~necessary for graduation~~. (Policy Reference- Minn. Stat. §§123B.35, 123B.36 and 123B.37).
- B. ~~It is~~ The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas, which are defined below as instructional trips, supplementary trips and extended trips.

### **III. ~~FIELD TRIPS~~**

#### **A. Instructional Trips**

Trips that take place during the school day and relate directly to a course of study, ~~and require student participation~~ shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be required of students to defray direct costs of instructional trips. (Minn. Stat. §123B.37). Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees) The school district may accept voluntary donations to defray the costs of field trips that are not required as part of a basic education or course (Minn. Stat. §§ 123B.35 and 123B.02, Subd. 6).

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other opportunities ~~special interest~~

~~groups~~. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. Prior to an extended trip the request form must be completed and approved at each level: principal, athletic-activity director, superintendent or designee, and school board. Exceptions to the approval policy may be granted or expedited by the superintendent or designee to accommodate emergencies or contingencies (e.g. tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

D. Regulations

1. ~~Rules of conduct and discipline for students and employees shall apply to all student trip activities.~~
2. ~~The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.~~
3. ~~Transportation shall be furnished through a commercial carrier or school owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.~~

**III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The School administration shall be responsible for providing more detailed procedures about trips, including the nature and extent of parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation will be furnished through a commercial carrier or school-owned vehicle.



- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

#### **IV. FEES AND FINES**

##### **A. Fees**

1. Students may be charged fees in areas considered to be co-curricular, non-curricular, or supplementary to the education requirements for graduation.
2. District approved~~at~~ fees as authorized by the school board after public hearing, may be charged to help fund activities that are not required for graduation, as permitted by state law.
3. The school board will hold a public hearing within the district upon three weeks published notice prior to the initiation of any new fee not specifically authorized or prohibited under Minn. Stat. § 123B.36 or Minn. Stat. § 123B.37 (per Minn. Stat. § 123B.38).
4. Schools may reduce or waive student fees, except for parking fees, for students/families unable to pay such fees. Criteria to be considered might include free/reduced price meal status or family financial hardship information.

5. “Student fees” may include, but are not limited to, fees for co-curricular activities, behind-the-wheel driver education, band instrument rental, student parking, and early entrance testing.
6. Schools shall be allowed to require payment of fees by students as permitted under state law, including, but not limited to: supplemental publications or materials that are optional for student to use; field trips considered supplemental to the educational program; additional or more costly materials used for a project when the resultant product is in excess of minimum requirements and, at the student’s option, becomes the personal property of the student.

**B. Fines**

1. The district shall charge students for damage to school property, including charges reported by the Transportation Department for damage done to school buses.
2. Schools shall charge students for lost and damaged books, materials, supplies and equipment owned by the district.
3. Schools may fine students for parking violations on school property.

**V. SCHOOL BOARD REVIEW**

The superintendent or designee shall report at least annually to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)  
Minn.Stat. § 169.011.Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454.Subd. 13 (Type III Vehicle Standards - Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff School District*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** WBLASB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
WBLASB Policy 423 (Employee – Student Relationships)  
WBLASB Policy 506 (Student Discipline)  
WBLASB Policy 707 (Transportation of Public School Students)  
WBLASB Policy 709 (Student Transportation Safety Policy)  
WBLASB Policy 710 (Extracurricular Transportation)

# **POLICY 610, STUDENT FIELD TRIPS PROCEDURES**

## **Administrative Responsibilities**

- The building principal or activities director will have the responsibility for making sure that all the necessary steps needed to take for Board approval on overnight field trips occur with their staff.
- Schools may create a checklist for teachers that include the statement about prior Board approval needed for overnight trips.
- **The district must use a standard field trip checklist to ensure all field trip procedures have been followed.**

## **Volunteers and Field Trips**

- All overnight volunteers **must** ~~need to~~ have a background check. Every effort must be made to get the background check 30 days prior to the field trip. **A volunteer may not participate in an overnight field trip without a background check/approval.**
- It will be the responsibility of the building principal and/or the teacher or coach coordinating the activity to review each volunteer's overnight packet.
- All volunteers **must** ~~need to~~ be informed about the code of conduct on a field trip, including being alone with students, substance use, etc.
- A volunteer handbook with pertinent policies will be provided for each building principal.

## **Student Behavior on Field Trips**

- Prior to leaving on **a field** ~~the~~ trip, all students and parents need to be informed that all school rules apply on this field trip.
- Students who violate school rules during the trip are subject to school discipline and the potential additional cost of an early return.

Independent School District No.  
624 White Bear Lake, MN 55110

REQUEST FOR FIELD TRIP

☐

ONE DAY

☐

OVERNIGHT

Person Submitting Request \_\_\_\_\_

Date Submitted \_\_\_\_\_ School(s) \_\_\_\_\_

Sponsoring Organization or Class \_\_\_\_\_

Adult Advisor or Teacher \_\_\_\_\_

Destination \_\_\_\_\_

\*Date(s) of Field Trip \_\_\_\_\_

Number of class days students will miss \_\_\_\_\_

Number of students going on trip \_\_\_\_\_

Number of students in class or organization **not going** on trip \_\_\_\_\_

Number of staff/adults going on trip \_\_\_\_\_ Number of reserves needed \_\_\_\_\_

Means of transportation (*if district bus, see below*) \_\_\_\_\_

School Pick-up Time: \_\_\_\_\_ (am \_\_\_\_ / pm \_\_\_\_ )

Leave Destination Time: \_\_\_\_\_ (am \_\_\_\_ / pm \_\_\_\_ )

Special Instructions for Transportation (*wheelchair, # of buses needed, other*) \_\_\_\_\_

Goal or purpose of trip (How it ties in with educational program). Use additional sheets of paper if needed.

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Total Cost of the Trip per student? \_\_\_\_\_

Please list additional sources of revenue, if any, below:

Total Cost to Student after additional sources of revenue:

\_\_\_\_\_

Date Received by Principal \_\_\_\_\_

Recommended by Principal \_\_\_\_\_

Recommended by Assistant Superintendent \_\_\_\_\_

School Board ☐ Approved ☐ Not Approved\* Date

- If not approved, reason(s) not approved:
- 

This form is to be used to submit a request for a field trip. See Policy 610.

**\*All extended trips (overnight) must have prior Board approval before the trip occurs.**

NOTE: School Board meeting dates are posted on the District website.

Return form to: [jenna.battaglia@isd624.org](mailto:jenna.battaglia@isd624.org) or via fax: 651.407.7568

*Revised 12/19/2017*

# **E. OPERATIONAL ITEMS**

AGENDA ITEM: **2018 School Board Operating Procedures**  
MEETING DATE: **January 9, 2017**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

At the organizational meeting of the White Bear Lake Area School Board the School Board members approve the Rules of Order and Board Agenda format for the year.

Attached are the recommended Rules of Order and Board Agenda format.

**RECOMMENDATION:** Approve the Rules of Order and Board Agenda format for 2018.

## **RULES OF ORDER**

Roll call vote shall be made on all items with any financial impact, and on any items where dissent is noted on a voice vote and a division of the house is requested.

Roll call votes shall always proceed alphabetically with the first member to be called rotated alphabetically at successive Board meetings.

Any item may be changed on the agenda, either in placement or in status (discussion, action...) by consensus or by passage of a motion to suspend the rules for that purpose.

Any items for which no written explanatory information is supplied in the Board packet, will be treated as items in the Public or Board Forum with no action unless the Board suspends the rules and places the item on the agenda for action.

The Chair and the Superintendent shall develop the meeting agenda. Board members may request items to be placed on an upcoming agenda by contacting the Chair, or in his or her absence the Superintendent by the Monday prior to the Board meeting. All written material and appropriate explanatory material for agenda items must be provided to the Superintendent's office by noon on the Tuesday prior to the meeting for inclusion in the agenda packet. If such written material is required and not provided in a timely manner, the topic may be pulled from the agenda.

Members of the public may make requests to have items placed on a Board agenda by contacting the Chair in the same manner as Board members. If the Chair does not honor the request, the request shall be made known to the Board and the Board shall determine the disposition of the request.

Robert's Rules of order will be followed except that:

- a. Suspension of the rules and limitation of debate require only a simple majority of those voting rather than a 2/3 majority.
  - b. If no motion is immediately forthcoming on an action item when requested by the Chair, a nominal period of time, not to exceed five minutes, is allowed for questions before a motion for action is required.
  - c. Board business will automatically terminate at 9:30 p.m. and the Chair will declare the meeting adjourned unless there is a motion, supported by a majority vote, extending the meeting by a specific amount of time.
- .



# BOARD AGENDA 2018

<b>A.</b>	<b>PROCEDURAL ITEMS</b>	Roll call, Pledge of Allegiance, approve agenda, approve consent agenda to include minutes, payment of invoices, correspondence, gifts, field trips and personnel items.
<b>B.</b>	<p><b>PUBLIC FORUM</b></p> <p><u>Public Forum Procedures</u></p> <p>During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures for Public Forum.</p> <ol style="list-style-type: none"> <li>1. Public Forum will follow the Procedural Items on the agenda.</li> <li>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.</li> <li>3. Those who wish 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.</li> <li>4. Questions may be asked on any topic, including those on the agenda.</li> <li>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. 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.</li> <li>6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided a contact from an appropriate school district official will be made as a follow-up.</li> <li>7. A handout on the purpose of school board meetings and the meeting process is available at each school board meeting.</li> <li>8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.</li> <li>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</li> </ol>	During the Public Forum any person may address the School Board on a topic of interest or concern.

	number of requests to speak accordingly.	
<b>C.</b>	<b>INFORMATION ITEMS</b>	No discussion
<b>D.</b>	<b>DISCUSSION ITEMS</b>	An instructional report, first reading of new policies, etc.
<b>E.</b>	<b>OPERATIONAL ITEMS</b>	All non-personnel action items.
<b>G.</b>	<b>BOARD FORUM</b>	Board “news”; same rules as Public Forum
<b>H.</b>	<b>ADJOURNMENT</b>	

AGENDA ITEM: **School Board Members' Compensation for 2018**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **School Board Chair**

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**BACKGROUND:**

The board member's compensation for the year is set at our organization meeting. State law allows the clerk, treasurer, and superintendent of any district to receive such compensation as may be fixed by the board. The law also allows the board to fix compensation for the other members of the Board (Minnesota Statute 123B.09, Subd. 12).

White Bear School Board members were compensated at the following rates in 2017:

<b>Year</b>	<b>Chair</b>	<b>Vice-Chair</b>	<b>Clerk</b>	<b>Treasurer</b>	<b>Members</b>
2017	\$4,900	\$4,700	\$4,900	\$4,700	\$4,500

Two options are included for consideration. The first option is to keep compensation at the same level that it has been from 2005 through 2017. The second option is to increase compensation to just below the average for the fifteen school districts that are members of Northeast Metro Intermediate District 916.

**RECOMMENDATION:**

That the School Board act on compensation rates for 2018, as follows:

- a) Continue the same compensation levels in place from 2005 through 2017; or
- b) Act to increase compensation levels as follows:

<b>Year</b>	<b>Chair</b>	<b>Vice-Chair</b>	<b>Clerk</b>	<b>Treasurer</b>	<b>Members</b>
2018	\$5,450	\$5,250	\$5,450	\$5,250	\$5,050

<b>2017/2017-18 SCHOOL BOARD COMPENSATION</b>						
<u>DISTRICT</u>	<u>Chairperson</u>	<u>V-Chairperson</u>	<u>Clerk</u>	<u>Treasurer</u>	<u>Directors</u>	<u>Prescheduled Meetings Per Year</u>
<u>Centennial</u>	\$5,600	N/A	\$5,400	\$5,000	\$4,800	24
<u>Columbia Hts</u>	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21
<u>St. Francis*</u>	\$6,079	\$5,459	\$5,459	\$5,459	\$5,459	22
<u>Spring Lk Pk</u>	\$5,950	\$5,450	\$5,450	\$5,450	\$5,350	21
<u>SA-NB</u>	\$4,800	\$4,000	\$4,000	\$4,000	\$4,000	23
<u>Mounds View</u>	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	25
<u>NSP-M-Oakd</u>	\$6,200	\$5,700	\$5,700	\$5,700	\$5,700	25
<u>Roseville</u>	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	22
<u>White Bear Lk</u>	\$4,900	\$4,700	\$4,900	\$4,700	\$4,500	22
<u>Forest Lake</u>	\$5,200	\$4,800	\$5,000	\$5,000	\$4,800	24
<u>Mahtomedi</u>	\$5,717	\$5,252	\$5,252	\$5,202	\$5,123	21
<u>So Wash Cty</u>	\$5,399	\$5,399	\$5,399	\$5,399	\$5,399	23
<u>Stillwater</u>	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24
<u>Fridley</u>	\$5,075	\$4,835	\$4,835	\$4,835	\$4,835	12
<u>NE Metro 916</u>	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	12
<b>Average</b>	<b>\$5,754</b>	<b>\$5,229</b>	<b>\$5,254</b>	<b>\$5,204</b>	<b>\$5,145</b>	<b>21</b>
<b>Average w/o highest and lowest</b>	<b>\$5,716</b>	<b>\$5,200</b>	<b>\$5,254</b>	<b>\$5,197</b>	<b>\$5,129</b>	
<b>NOTES:</b>						
*St. Francis - Plus mileage to meetings other than school board meetings and \$50.00 for 4 hours or less and \$100.00 for over 4 hours for negotiation committee meeting only.						
Fridley - Each meeting includes a business meeting, work session, and public forum.						
12/19/2017						

**AGENDA ITEM:** School Board Meeting Dates for 2018

**MEETING DATE:** January 8, 2018

**SUGGESTED DISPOSITION:** Operational Item

**CONTACT PERSON:** Dr. Wayne Kazmierczak, Superintendent

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**BACKGROUND:**

The White Bear Lake Area School Board holds their regular School Board meeting on the second Monday of the month, and work-study sessions on the fourth Monday of the month except during the months of December, June, and July when there is no work-study session scheduled.

At this meeting we would like to approve the meeting schedule for 2018, with some additional work-study dates added, and the dates from January 2019 to June 2019. By doing this we are able to print the School Board meeting dates in the Activities Calendar for 2018-19.

**RECOMMENDATION:**

The administration recommends the School Board approve the school board meeting dates for 2018 and January 2019 through June, 2019.

**January, 2018 - August, 2019**  
**White Bear Lake Area School Board**  
**Meeting Schedule**  
**District Center, 4855 Bloom Avenue, White Bear Lake**

Date	Meeting Type	Time	Location
January 8, 2018	Regular	7:00 p.m.	District Center – Room 112
January 22, 2018	Work-Study	5:30 p.m.	District Center – Room 112
February 12, 2018	Regular	7:00 p.m.	District Center – Room 112
February 26, 2018	Work-Study	5:30 p.m.	District Center – Room 112
March 5, 2018 ***	Regular	7:00 p.m.	District Center – Room 112
March 26, 2018	Work-Study	5:30 p.m.	District Center – Room 112
April 9, 2018	Regular	7:00 p.m.	District Center – Room 112
April 23, 2018	Work-Study	5:30 p.m.	District Center – Room 112
May 14, 2018	Regular	7:00 p.m.	District Center – Room 112
May 21, 2018 **	Work-Study	5:30 p.m.	District Center – Room 112
June 11, 2018	Regular	7:00 p.m.	District Center – Room 112
July 9, 2018*	Work-Study	5:30 p.m.	District Center – Room 112
July 9, 2018	Regular	7:00 p.m.	District Center – Room 112
August 13, 2018	Regular	7:00 p.m.	District Center – Room 112
August 27, 2018	Work-Study	5:30 p.m.	District Center – Room 112
September 10, 2018	Regular	7:00 p.m.	District Center – Room 112
September 24, 2018	Regular/Special	5:30 p.m.	District Center – Room 112
September 24, 2018	Work-Study	5:45 p.m.	District Center – Room 112
October 8, 2018	Regular	7:00 p.m.	District Center – Room 112
October 22, 2018	Work-Study	5:30 p.m.	District Center – Room 112
November 12, 2018	Regular	7:00 p.m.	District Center – Room 112
November 26, 2018	Work-Study	5:30 p.m.	District Center – Room 112
December 10, 2018	Regular	7:00 p.m.	District Center – Room 112
January 14, 2019	Regular	7:00 p.m.	District Center – Room 112
January 28, 2019	Work-Study	5:30 p.m.	District Center – Room 112
February 11, 2019	Regular	7:00 p.m.	District Center – Room 112
February 25, 2019	Work-Study	5:30 p.m.	District Center – Room 112
March 4, 2019 ***	Regular	7:00 p.m.	District Center – Room 112
March 25, 2019	Work-Study	5:30 p.m.	District Center – Room 112
April 8, 2019	Regular	7:00 p.m.	District Center – Room 112
April 22, 2019	Work-Study	5:30 p.m.	District Center – Room 112
May 13, 2019	Regular	7:00 p.m.	District Center – Room 112
May 20, 2019**	Work-Study	5:30 p.m.	District Center – Room 112
June 10, 2019	Regular	7:00 p.m.	District Center – Room 112
July 8, 2019*	Work-Study	5:30 p.m.	District Center – Room 112
July 8, 2019	Regular	7:00 p.m.	District Center – Room 112
August 12, 2019	Regular	7:00 p.m.	District Center – Room 112
August 26, 2019	Work-Study	5:30 p.m.	District Center – Room 112

Approved at \_\_\_\_\_ Board Meeting.

\*\*\*March Regular School Board meeting is scheduled for the first Monday in March because spring break starts the second Monday of March.

\*\* May work-study meeting is scheduled for the third Monday in May, because fourth Monday in May is a holiday.

\*July work-study meeting is scheduled at 5:30 p.m. on the same night as regular board meeting starting at 7:00 p.m.

AGENDA ITEM: **Update Official Depositories for School District Funds and Authorized Bank Accounts and Signatures**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories January 8, 2018 to January 14, 2019 and that the authorized signers and those designated to electronically transfer funds shown be approved.

<b><u>Account Name</u></b>	<b><u>Bank Name</u></b>	<b><u>Authorized Signers</u></b>
Demand Deposit Account	PMA/MN TRUST Associated	Wayne A. Kazmierczak Timothy Wald Thomas Wiczorek
Demand Deposit Account	MSDLAF US Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wiczorek
General/Payroll Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Cafeteria Account	Associated Bank	*Board Chair *Board Clerk *Board Treasurer
Dist. Petty Cash Acct	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wiczorek
Business Account	Bremer Bank	Timothy Wald Thomas Wiczorek Wayne Kazmierczak
Cafeteria Account	Bremer Bank	Timothy Wald Thomas Wiczorek Wayne Kazmierczak

Central Petty Cash	Bremer Bank	Timothy Schochenmaier
Sunrise Petty Cash	Bremer Bank	Christina Pierre
North Petty Cash	Bremer Bank	Dion Harriman Allison Gillespie Wayne Kazmierczak
South Petty Cash	Bremer Bank	Donald Bosch Brian Leonard Wayne Kazmierczak

\*Facsimile signature to be used: with all three signatures required.

### **Electronic Transfers**

Demand Deposit Account	PMA/MNTRUST/ ASSOCIATED	Wayne A. Kazmierczak Timothy Wald Thomas Wieczorek
Demand Deposit Account	MSDLAF US Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wieczorek
General/Payroll Account	Associated Bank	Wayne A. Kazmierczak Timothy Wald Thomas Wieczorek
Business Account	Bremer Bank	Timothy Wald Thomas Wieczorek

**RECOMMENDATION:** Approve official depositories for School District funds and authorized bank accounts and signatures for 2018.



AGENDA ITEM: **Official Newspaper for 2018**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

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**Background:**

In past years, legal notices and minutes have been published in the White Bear Press. In addition, the full minutes are available on the district's website [www.isd624.org](http://www.isd624.org).

A proposal has been submitted by Press Publications to name the White Bear Press as the official school district/legal publication newspaper for 2017. The White Bear Press will increase from \$15.77 per column inch, in 7-point type at 9 lines per inch to **\$16.24** per column inch, in 7-point type at 9 lines per inch. They will provide a discounted rate for the Vadnais Heights Press and The Citizen for second insertion rate of \$8.43 per column inch for both papers.

Our recommendation below is based on our review of Minnesota Statutes pertaining to the requirements of the School District's official newspaper.

**Recommendations:**

That the School Board approve the White Bear Press as the legal publication for the White Bear Lake Area Public Schools for 2018.

AGENDA ITEM: **Appointment of Compliance Officers**

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

Each November the administration certifies to the Minnesota Department of Education that we are in compliance with federal laws and regulations and state laws and rules prohibiting discrimination.

Some of our policies specifically state that a legal responsibility for receiving complaints is assigned to a position, (e.g., the director of human resources). Other policies require that the School Board “annually designate the person” to whom the responsibility is assigned.

To remove ambiguity and assure compliance in all of our policies we are asking the School Board to take action on the following appointments:

**District ADA/504 Coordinator:**

Kathleen Daniels  
Director of Student Support Services  
White Bear Lake Area Public Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

**District Human Rights Officer:**

Mitch Cooper  
Director of Human Resources  
White Bear Lake Area Public Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

**Title IX Coordinator:**

Sara Paul  
Assistant Superintendent for Teaching and Learning  
White Bear Lake Area Public Schools  
4855 Bloom Avenue  
White Bear Lake, MN 55110

**RECOMMENDATION:**

Approve the appointment of Mitch Cooper, Director of Human Resources, as the District Human Rights Officer, Sara Paul as the Title IX Coordinator, and Kathleen Daniels, Director of Student Support Services, as the District ADA/504 Coordinator in conformance with School Board policies.

AGENDA ITEM: **Local Education Agency Authorization**

MEETING DATE: **January 9, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

In recent years, the School Board of White Bear Lake Area Schools has authorized the superintendent as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA). The LEA Representative will ensure the school district will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of federal programs.

**RECOMMENDATION:** To authorize Dr. Wayne Kazmierczak as the Local Education Agency (LEA) representative for the purpose of reviewing and approving documents required for compliance to federal programs included in the Elementary and Secondary Education Act (ESEA) for 2018.

AGENDA ITEM:                   **Designation of Legal Counsel**

MEETING DATE:               **January 8, 2018**

SUGGESTED DISPOSITION:   **Operational Item**

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

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**Background:**

At our organizational meeting we advise that the School Board of White Bear Lake Area Public Schools designates: *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* as our legal counsel for calendar year 2018. Authorized personnel to contact legal counsel includes: school board chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of special services, director of community services, director of communications and community relations and director of technology and innovation.

**Recommendation:** The School Board approves *Knutson, Flynn and Deans; Ratwik, Roszak, and Maloney; Rupp, Anderson, Squires and Waldsperger, P.A.; and others as needed* for 2018. The School Board approves authorized personnel to contact legal counsel, including: school board chair, superintendent, assistant superintendent for teaching and learning, assistant superintendent for finance and operations, director of human resources, director of student support services, director of community services, and director of communications and community relations.

AGENDA ITEM: **Policy 406, Public and Private Personnel Data**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

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**BACKGROUND:**

School Board Policy 406, Public and Private Personnel Data, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in December and is being presented for a second reading.

There is one minor change in III. Definitions - Finalist - remove “by the school board for a position.” This was removed because the school board only interviews the superintendent.

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

**RECOMMENDATION:**

To approve School Board Policy 406, Public and Private Personnel Data, as recommended by the School Board Policy Committee and Cabinet.

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

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

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

- A. "Confidential" means the data is not available to the subject.
- B. "Finalist" means an individual who is selected to be interviewed ~~by the school board for a position.~~
- C. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.

- D. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the Federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee's social security number;

3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit
12. job description;
13. education and training background;
14. previous work experience;
15. dates of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the



employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;
20. work telephone number;
21. work email address;
22. badge number;
23. work-related continuing education;
24. honors and awards received; and
25. payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

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

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

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

3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as designated electronic mail address or telephone number at which the appointee can be reached.

- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if:
  - (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
  - (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released

unless authorized by law or by the employee's informed written consent.

- B. An individual's checking account number is private when submitted to a government entity.
- C. Data pertaining to an employee's dependents is private data on individuals.
- D. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- E. Parking space leasing data is private.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  - 3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law

enforcement in the investigation of such a crime or alleged crime.

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

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

- L. The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation or termination of the subject of the data, or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

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

## **VI. MULTIPLE CLASSIFICATIONS**

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

## **VII. CHANGE IN CLASSIFICATIONS**

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

## **VIII. RESPONSIBLE AUTHORITY**

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

## **IX. RELEASE FORM**

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

- Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts, Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)
- Cross References:*** WBLASB Policy 206 (Public Participation in School Board Meetings/ Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
WBLASB Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records-Privacy-Access to Data)



AGENDA ITEM: **Policy 413, Harassment and Violence**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

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**BACKGROUND:**

School Board Policy 413, Harassment and Violence, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in December, and is being recommended for a second reading and annual review.

There is one minor change in III. Definitions –G the word “definitions” is deleted.

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

**RECOMMENDATION:**

To approve School Board Policy 413, Harassment and Violence, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: April 29, 1996*

*Revised: January 10, 2005*

*Revised: May 12, 2008*

*Annual Review: August 8, 2011*

*Annual Review: September 10, 2012*

*Annual Review: January 13, 2014*

*Annual Review: October 13, 2014*

*Annual Review: July 11, 2016*

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

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

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

### III. DEFINITIONS

- A. "Assault" is:

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

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

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

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

- D. Protected Classifications; Definitions

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

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

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

G. Sexual Harassment Definitions

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

#### H. Sexual Violence; Definition

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

#### I. Violence Definition

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

### IV. **REPORTING PROCEDURES**

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

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

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

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

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

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

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

## **V. INVESTIGATION**



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

## **VI. SCHOOL DISTRICT ACTION**

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

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

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

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

## **X. DISSEMINATION OF POLICY AND TRAINING**

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

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

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

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

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

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in December, and is recommended for a second reading and annual review.

Recommended changes by MSBA are in III. Definitions – L “Sexual abuse” and IV. Reporting Procedures – E “healthcare” added.

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

**RECOMMENDATION:**

To approve School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, as recommended by the School Board Policy Committee and Cabinet.

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

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

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

*Annual Review: July 11, 2016*

## **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

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

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

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

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

- G. "Non-maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat §125A.0942 or § 245.825.

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



Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

Neither physical abuse nor neglect includes a nonmaltreatment mistake.

- J. "Report" means any communication received by the local welfare agency, police 414-4 department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- K. "School personnel" means professional employee or a professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Sub. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation which requires registration under Minn Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders.)

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

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the building principal or appropriate administrator and the local welfare agency, police department or county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a **healthcare** professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.

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

## **V. INVESTIGATION**

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

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

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

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

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

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

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

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

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

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166 subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, subd. 4, clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et.seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

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

MEETING DATE: **January 8, 2018**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in December, and is being recommended for a second reading and annual review.

Recommended changes by MSBA are in II. General Statement of Policy, III. Definitions and IV Reporting Procedures.

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

**RECOMMENDATION:**

To approve School Board Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: April 29, 1996*

*White Bear Lake Area School District #624 Policy 415*

*Revised: August 25, 2003*

*Revised: January 11, 2010*

*Annual Review: August 8, 2011*

*Annual Review: September 10, 2012*

*Annual Review: December 9, 2013*

*Annual Review: October 13, 2014*

*Annual Review: November 9, 2015*

## **415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

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

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



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

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

#### IV. REPORTING PROCEDURES

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

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

## **V. INVESTIGATION**

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

## **VI. DISSEMINATION OF POLICY AND TRAINING**

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

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

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

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

AGENDA ITEM: **Policy 424, License Status**  
MEETING DATE: **January 8, 2018**  
SUGGESTED DISPOSITION: **Operational Item**  
CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

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**BACKGROUND:**

School Board Policy 424, License Status, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in December, and is recommended for a second reading.

Recommended change is in I. Purpose – delete “or permit”.

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

**RECOMMENDATION:**

To approve School Board Policy 424, License Status, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: December 10, 2001*

*White Bear Lake Area School Board Policy #424*

*Revised: January 10, 2005*

*Revised: November 8, 2007*

*Annual Review: October 10, 2011*

*Annual Review: September 10, 2012*

*Annual Review: December 9, 2013*

## **424 LICENSE STATUS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. PROCEDURE**

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

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

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

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

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

MEETING DATE: **December 11, 2017**

SUGGESTED DISPOSITION: **Operational Item**

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

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**BACKGROUND:**

School Board Policy 515, Protection and Privacy of Pupil Records, was reviewed by the School Board Policy Committee and Cabinet, had a first reading in December, and is recommended for a second reading.

Recommended change by MSBA are in sections III. Definitions - C, D, E, I, VI. Disclosure of Education Records – B3, VII. Release of Directory Information C-d, and XIV Right to Inspect and Review Education Records – delete H-5.

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

**RECOMMENDATION:**

To approve School Board Policy 515, Protection and Privacy of Pupil Records, as recommended by the School Board Policy Committee and Cabinet.

*Adopted: September 8, 1997*

***White Bear Lake Area School District #624 Policy 515***

*Revised: June 12, 2000*

*Revised: April 9, 2001*

*Revised: September 9, 2002*

*Revised: May 9, 2005*

*Revised: November 8, 2007*

*Revised: January 14, 2008*

*Revised: March 8, 2010*

*Annual Review: September 12, 2011*

*Annual Review: September 10, 2012 Annual*

*Review: April 14, 2014*

**515 PROTECTION AND PRIVACY OF PUPIL RECORDS**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

**A. Authorized Representative**

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

**B. Biometric Record**

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



C. Dates of Attendance

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

D. Directory Information

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

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

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

- a. Student’s address**

b. ~~Student's telephone numbers~~

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

d. ~~Student's email address~~

E. Education Records

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

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

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

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

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

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

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

I. Parent

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

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

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

M. School Official

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

N. Students

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

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

O. Summary Data

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

P. Other Terms and Phrases

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

#### **IV. GENERAL CLASSIFICATION**

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

#### **V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

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

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

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

B. Eligible Students

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

C. Disabled Students

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

## **VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

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

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

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

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

B. Prior Consent for Disclosure Not Required

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

C. Nonpublic School Students

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

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

## **VII. RELEASE OF DIRECTORY INFORMATION**

### **A. Classification**

Directory information is public except as provided herein.

### **B. Former Students**

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

### **C. Present Students and Parents**

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

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

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

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

E. Duration

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

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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



emotional harm;

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

C. Private Records Not Accessible to Student

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

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

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

D. Chemical Abuse Records

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

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

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

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

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

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

military recruiters and post-secondary educational institutions; and

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

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

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

### **B. Redisclosure Not Prohibited**

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

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

C. Classification of Disclosed Data

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

D. Notification

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

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

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

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

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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



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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

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

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

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

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

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

### **B. Right to a Hearing**

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

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

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

C. Conduct of Hearing

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

D. Appeal

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

**XVI. PROBLEMS ACCESSING DATA**

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

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

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

### **A. Where to File Complaints**

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

### **B. Content of Complaint**

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

## **XVIII. WAIVER**

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

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

### **A. Contents of Notice**

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

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

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

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

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

C. Notification To Parents Or Eligible Students Who Are Disabled

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

## XX. DESTRUCTION AND RETENTION OF RECORDS

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

## XXI. COPIES OF POLICY

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

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

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

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