

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

November 14, 2011

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.

Approved by White Bear Lake Area School Board on June 13, 2011.

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: November 1, 2011

A Student Recognition will be held on Monday, November 14, 2011, at 6:20 p.m. in the Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A meeting of the White Bear Lake Area School Board will be held on **Monday, November 14, 2011** at 7:00 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

AGENDA

A. PROCEDURAL ITEMS

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

B. PUBLIC FORUM

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

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

7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATION ITEMS

1. Superintendent's Report

D. DISCUSSION ITEMS

1. First Reading of Policy 406, Public and Private Personnel Data
2. First Reading of Policy 509, Enrollment of Nonresident Students
3. First Reading of Policy 599, Academic Recognition Policy
4. First Reading of Policy 618, Assessment of Student Achievement
5. Superintendent Evaluation

E. OPERATIONAL ITEMS

1. Action on Canvass of Special Election Results
2. Action on Canvass of the General Election Results
3. Action on Resolution Authorizing Issuance of Certificates of Election and Directing the School District to Perform Other Related Election Duties
4. Action on Application for Student Activities Grant
5. Action on Course Proposals for 2012-13
6. Sale of General Obligation School Building Refunding Bonds
7. Second Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse
8. Second Reading of Policy 416, Drug and Alcohol Testing
9. Second Reading of Policy 419, Tobacco-Free Environment

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: Consent Agenda
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Procedural Items
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent

Consent Agenda

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

RECOMMENDATION:

Approve the items listed on the Consent Agenda.

AGENDA ITEM: School Board Minutes
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Cathy Storey, School Board Clerk

Background:

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

Recommendation: Approve the minutes.

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

A meeting of the White Bear Lake Area School Board was held on Monday, October 10, 2011 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

1. Vice-chair Hiniker called the meeting to order at 7:06 p.m.
2. Roll Call- Present: *Storey, Chapman, Hiniker, Kimball, Newberg, Shevik*
Absent: *Swanson*

Ex-Officio: Lovett
Cabinet: Present – Daniels, Guenther, Law, Picha, Willcoxon, Vette
3. Pledge of Allegiance
4. The following item was moved from Item 5 to Item 4 in the agenda: Seating of Student Representative – Our 2011-12 School Board Representative is Michelle York.
5. Newberg moved, Shevik seconded to approve the agenda. *Voice vote: all ayes. Motion carried.*
6. Storey moved, Chapman seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on September 12, special meeting on September 26, and work-study session on September 26;
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - approve field trips;
 - passage of resolution to approve personnel issues to include:
 - Resignations - Classified Staff
 - Michelle Dimaggio – Program Assistant Leader, Hugo Elementary employed by District 624 since 09/06/2011, effective date: 10/13/2011
 - Jeffrey Fontano – Bus Driver, Bus Garage, employed by District 624 since 05/24/2010, effective date: 09/21/2011
 - Joellen Haustein – Health Assistant, Matoska International employed by District 624 since 08/31/2011, effective date: 10/07/2011
 - Cecilia Longo-Colizza – Associate Principal Secretary/Attendance Clerk, North, employed by District 624 since 08/30/2004, effective date: 09/30/2011
 - Ana Bella Salvatore – Pupil Support Assistant, Vadnais Heights Elementary employed by District 624 since 09/02/2005, effective date: 09/06/2011
 - Janine Schoeller – Program Assistant Leader, Matoska International, employed by District 624 since 08/30/2010, effective date: 10/11/2011
 - Retirement- Certified Staff
 - Renee Bethke – Elementary Teacher, Birch Lake Elementary, Employee by district 624 since 01/04/1999, effective date: 12/22/2011

- Change In Continuing Contracts - Certified Staff
 - Lara Conrad – LTS Mathematics Teacher, South Campus, From a .90 f.t.e. to a 1.00 f.t.e., effective date: 2011-2012 School Year
- New Personnel - Classified Staff
 - William Bloom – Custodian, Central Middle School/Transition Plus \$15.35/hr. +.25 SD 5.5 hr. /day 199 days \$17,074.20, effective date: 09/26/2011
 - Michele Boyd – Bus Driver, Bus Garage, \$15.80/hr. 5.25 hr. /day 150 days + 4hr. In-Service \$12,505.70, effective date: 10/06/2011
 - James Devaney – Custodian, North Campus, \$15.35/hr. + .25 SD 8.00 hr. /day 204 days \$25, 459.20, effective date: 09/19/2011
 - Sara Hahnfeldt – Attendance Clerk/Associate Principal Secretary, North Campus, \$15.25/hr. 4.00 hr. /day + \$14.75/hr. 4.00 hr. / day 163 days \$19,560.00, effective date: 10/03/2011
 - Elin Harvey-Carlson – Pupil Support Assistant, North Campus, \$15.85/hr. 6 hr. /day 170 days \$16,167.00, effective date: 09/19/2011
 - Jeffrey Ivey – Custodian, Vadnais Heights Elementary/South Campus, \$15.35/hr. + .25 SD 8.00 hr. /day 194 days \$24, 211.20, effective date: 10/03/2011
 - Holly Jorissen – Bus Driver, Bus Garage, \$15.80/hr. 5.25 hr. /165 days + 4.00/hr. In-service \$13, 749.95, effective date: 09/15/2011
 - Yee Kong – Custodian, Oneka Elementary, \$15.35/hr. + .25 SD 8.00 hr. /day 204 days \$25, 459.20, effective date: 09/19/2011
 - Jeffrey Marx – Custodian, North Campus, \$15.35/hr. + .25 SD 8.00 hr. /day 194 days \$24, 211.20, effective date: 10/03/2011
 - Tracey Montgomery – Bus Driver, Bus Garage, \$16.25/hr. 5.50 hr. /day 166 days + 4 hr. / In-service \$14, 901.25, effective date: 09/14/2011
 - Heidi Newpower – Part-Time Cook, Central Middle School, \$12.83/hr. 3.5 hr. /day 181 days \$8,127.81, effective date: 09/06/2011

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

- B. PUBLIC FORUM** – Keith Warner, community member from Vadnais Heights, advised that the Vadnais Heights Economic Development Corporation(VHEDC) passed a resolution in support of renewal of the White Bear Lake Area School District operating levy on November 8. Mr. Warner read the resolution. The District greatly appreciates the support of the VHEDC.

C. INFORMATION ITEMS

1. Updates on International Partnerships
 - a. Introduction of Exchange Teacher from Hangzhou Foreign Languages School – Anna Sun, exchange teacher from Hangzhou Foreign Languages School, presented an overview of her background and her experience in teaching in our District so far. Ms. Sun will continue with her “residencies” in each of our buildings during her stay. We are only one of two schools in the state who have this partnership.
 - b. Overview of Students Visiting from Meaux, France – Camille Erickson, French teacher, presented an overview of the long-term partnership our District has with a school in Meaux, France. Four French students who shared why having an exchange experience means so much to them. Janel Toussaint and Kara Martinson, French

teachers in our District were present, as well. Students from Meaux will be hosted here this month and our students will be traveling to France this spring. This compliments our German exchange program featured at August's Board meeting.

2. Report on Class Size – David Law, Assistant Superintendent, provided an update on class sizes including comparisons of the most recent years. Our investment in reducing class sizes is evident since passing the levy in 2007. We are now in the mid to low quartile in comparison to other districts in the area.
3. Update on Proposed Tax Levy – Pete Willcoxon, Executive Director of Business Services, advised that the School Board set its proposed property tax levy for the 2011 Payable 2012 school year. The District's "Truth in Taxation" information will be presented at the December 12 regular School Board meeting. The School Board will adopt the certified property tax levy payable 2012 as an operational item later on that agenda.
4. Highlights of Student Achievement for 2010-11 – Mary McGrane, Coordinator of Assessment and Accountability, provided an update on student achievement including AYP results which showed we are one of only three districts in the East metro area that made AYP for 2011. Additional measures of student achievement and success were provided with additional analysis forthcoming in the 2010-11 Annual Report scheduled for publication later this fall. David Law also provided input and Kathleen Daniels, Director of Special Services, was recognized for her efforts.
5. Lovett reported on the following:
 - Parent Teacher conferences will be held throughout the District this Thursday and Friday and next Monday and Tuesday. All parents are urged to attend.
 - Senior Activity Passes are currently available to our Senior community members at no cost. Those who would like a free pass and an Activities Calendar are asked to contact Jody Reber to request an application.
 - District Center is now displaying student artwork in the hallways.
 - Local operating levy renewal will take place on November 8. A "10 Facts" piece has been recently mailed and "Notice of Special Election" will be mailed in coming weeks. More than thirty information sessions for community members, staff and parent groups are underway. Additional factual information on the local operating levy renewal vote may found on the Levy Renewal page of the District website.Michelle York, Student School Board Representative, reported that our annual food drive is scheduled for October 31-November 4. Food will be donated to the White Bear Lake Area Emergency Food Shelf. Trick or Canning will take place on October 31. Our fall musical "How to Succeed in Business Without Really Trying" kicks off on November 11 with many show times available. She invited all to watch the girl's volleyball game against Hastings this Thursday evening at 7 p.m. at South Campus.

Additional information may be found on the District website: www.whitebear.k12.mn.us.

D. DISCUSSION ITEMS

1. First Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the November 14 or subsequent meeting agenda as an operational item for action.

2. First Reading of Policy 416, Drug and Alcohol Testing, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the November 14 or subsequent meeting agenda as an operational item for action.
3. First Reading of Policy 419, Tobacco-Free Environment, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the November 14 or subsequent meeting agenda as an operational item for action.
4. First Reading of Policy 424, License Status, has been reviewed by the School Board Policy Committee and changes recommended are consistent with those recommended by MSBA. This policy will be placed on the November 14 or subsequent meeting agenda as an operational item for action.

E. OPERATIONAL ITEMS

1. Kimball motioned and Newberg seconded to approve Policy 206, Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, as recommended. *Roll call vote: ayes- Storey, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none; Motion carried.*
2. Kimball motioned and Newberg seconded to approve Policy 208, Development, Adoption, and Implementation of Policies, as recommended. *Roll call vote: ayes- Storey, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none; Motion carried.*
3. Kimball motioned and Newberg seconded Policy 211, Criminal or Civil Action Against School District, School Board Member, Employee, or Student, as recommended. *Roll call vote: ayes- Storey, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none; Motion carried.*
4. Kimball motioned and Newberg seconded Policy 530, Immunization Requirements, as recommended. *Roll call vote: ayes- Storey, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none; Motion carried.*
5. Chapman motioned and Storey seconded to approve the appointment of election judges for the November 8, 2011 ISD #624 School Board General Election and the School District Special Election. *Roll call vote: ayes- Storey, Chapman, Hiniker, Kimball, Newberg, Shevik; nays – none; Motion carried.*

F. BOARD FORUM – Newberg advised that Kimball is a 2011-12 Minnesota School Boards Association Delegate Assembly member representing Area 14. Kimball was congratulated and thanked.

G. ADJOURNMENT - Newberg motioned, and Shevik seconded to adjourn the meeting at 8:03 p.m. *Voice vote: all ayes. Motioned carried.*

Cathy Storey, Clerk

Consent Agenda Item A-5(b)
November 14, 2011
School Board Meeting

AGENDA ITEM: Monthly Check Registers
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Pete Willcoxon Sr., Executive Director of Business Services
Mary Vaske, Accountant

Background:

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

Recommendation:

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

White Bear Lake Area Schools **Electronic Transfers - October**

	<u>10/14/2011</u>	<u>10/17/2011</u>	<u>10/31/2011</u>
State of MN - Unemployment Insurance		29,602.92	
Direct Deposit 307847-309209	1,482,999.18		
U.S. Treasury (FICA, Medicare, withholding)	495,601.39		
MN State Income Tax	87,264.95		
PERA	88,876.48		
TRA	198,206.28		
ING	3,401.43		
White Bear Lake Teacher's Association	31,580.99		
Direct Deposit 309210-310581			1,465,134.31
U.S. Treasury (FICA, Medicare, withholding)			484,345.67
MN State Income Tax			85,273.31
PERA			87,204.91
TRA			195,517.64
ING			3,401.43
White Bear Lake Teacher's Association			31,580.99
Extended Day Dues			604.40

Check Nbr	Vendor Name	Check Date	Check Amount
23356	AIG	10/10/2011	5,590.49
23357	AMERICAN FUNDS	10/10/2011	67,440.17
23358	AMERICAN UNITED LIFE	10/10/2011	45,803.58
23359	AMERICAN UNITED LIFE	10/10/2011	750.00
23360	AMERIPRISE FINANCIAL SERVICES	10/10/2011	10,883.61
23361	AXA EQUITABLE	10/10/2011	20,391.02
23362	EDUCATION MN ESI BILLING TRUST	10/10/2011	16,986.55
23363	HOME DEPOT CREDIT SERVICES	10/10/2011	122.29
23364	IUOE #70	10/10/2011	2,061.00
23365	MESSERLI & KRAMER PA	10/10/2011	522.50
23366	METROPOLITAN LIFE	10/10/2011	4,001.44
23367	MN CHILD SUPPORT	10/10/2011	2,635.60
23368	MN DEPT OF REVENUE	10/10/2011	318.00
23369	SCHOOL SERVICE EMPLOYEES	10/10/2011	5,374.74
23370	US DEPT OF EDUCATION	10/10/2011	329.00
23371	VANGUARD SMALL BUSINESS SERVIC	10/10/2011	19,925.10
23372	WBLA EDUCATIONAL FOUNDATION	10/10/2011	100.00
17	Computer	Check(s) For a Total of	203,235.09

Check Nbr	Vendor Name	Check Date	Check Amount
23373	1ST LINE/LEEWES VENTURES LLC	10/13/2011	538.10
23374	AUTISM ASPERGER PUBLISHING CO	10/13/2011	60.00
23375	AARP DRIVER SAFETY PROGRAM	10/13/2011	300.00
23376	AARP DRIVER SAFETY PROGRAM	10/13/2011	490.00
23377	AMER ASSOC OF SCHOOL LIBRARIAN	10/13/2011	345.00
23378	ABBOTT PAINT & CARPET INC	10/13/2011	1,789.44
23379	ABEE INC	10/13/2011	1,460.00
23380	ACCESS COMMUNICATIONS INC	10/13/2011	809.24
23381	ACCURATE LABEL DESIGNS	10/13/2011	78.95
23382	ACDA OF MN	10/13/2011	231.00
23383	ACKERKNECHT, CATHY	10/13/2011	209.64
23384	ACP DIRECT	10/13/2011	600.84
23385	ADVANCED WIRELESS COMMUNICATIO	10/13/2011	161.41
23386	ADVANCED GRAPHIX INC	10/13/2011	900.00
23387	AGROPUR INC	10/13/2011	19,852.95
23388	AGUILERA, TERRY N	10/13/2011	61.00
23389	ALLEN, SUE	10/13/2011	73.54
23390	ALPHA VIDEO & AUDIO INC	10/13/2011	678.67
23391	ALTENDORFER, JANE	10/13/2011	90.00
23392	ALTENDORFER, MIKE	10/13/2011	90.00
23393	AMERICAN MESSAGING	10/13/2011	141.54
23394	ANDERSON, CARIN	10/13/2011	95.00
23395	ANGER, DAVE	10/13/2011	82.00
23396	APPLE COMPUTER INC	10/13/2011	19,760.00
23397	APPLIED ENVIRONMENTAL SCI INC	10/13/2011	2,728.48
23398	AQUA ENGINEERING INC	10/13/2011	1,130.00
23399	AUDIO ENHANCEMENT	10/13/2011	230.80
23400	AVON BUSINESS FORMS & PROMOTIO	10/13/2011	687.14
23401	BANERDT, BARBARA A	10/13/2011	71.04
23402	BARCHENGER, ZELLAH	10/13/2011	15.00
23403	BARNETT WB CHRYSLER JEEP DODGE	10/13/2011	400.11
23404	BATTERIES PLUS	10/13/2011	128.24
23405	BECK, ASHLEY C	10/13/2011	80.76
23406	BEGE, LAURA	10/13/2011	121.81
23407	BENILDE ST MARGARETS SCHOOL	10/13/2011	150.00
23408	BENSHOOF, MARK	10/13/2011	82.00
23409	BENTLEY, JEAN	10/13/2011	149.85
23410	BERGIN FRUIT AND NUT CO	10/13/2011	1,560.86
23411	BERNIER, CARYN S	10/13/2011	237.98
23412	BEST BUY BUSINESS ADVANTAGE AC	10/13/2011	346.96
23413	BLB CONSULTING LLC	10/13/2011	585.00
23414	BLICK ART MATERIALS	10/13/2011	1,421.77
23415	THE BLIND GUYS	10/13/2011	100.00
23416	BOILEAU, SAMANTHA	10/13/2011	15.00
23417	BRAKE EDUC MEDIA INC	10/13/2011	483.82
23418	BRENK, BARBARA ANN	10/13/2011	57.61
23419	BRIGHT APPLE	10/13/2011	68.97
23420	BRODART CO	10/13/2011	123.43
23421	BRYAN ROCK PRODUCTS	10/13/2011	932.93
23422	THE BUG COMPANY	10/13/2011	16.00

Check Nbr	Vendor Name	Check Date	Check Amount
23473	DON STEVENS INC	10/13/2011	
23474	DONATELLI'S	10/13/2011	447.73
23475	DOOR SERVICE COMPANY	10/13/2011	776.66
23476	DRAKE, PAUL	10/13/2011	485.00
23477	DRAMM, MATTHEW R	10/13/2011	82.00
23478	DYMIT, MARIE	10/13/2011	96.85
23479	EAST METRO INTEGRATION DIST 60	10/13/2011	94.91
23480	EBSCO SUBSCRIPTION SERVICES	10/13/2011	54,476.43
23481	ELLSWORTH, ANNE M	10/13/2011	1,116.21
23482	EMC PUBLISHING	10/13/2011	141.70
23483	EMEDCO COMPANY INC	10/13/2011	111.60
23484	ENGSTRAN, STEVE	10/13/2011	1,287.64
23485	ENGSTRAN, TOM	10/13/2011	140.00
23486	ERBERT & GERBERTS SUBS & CLUBS	10/13/2011	45.00
23487	ERHARDT, GARY	10/13/2011	26.86
23488	ERHARDT, SCOTT D	10/13/2011	100.00
23489	ESSON, ANN	10/13/2011	100.00
23490	EDUCATIONAL TESTING SERVICE	10/13/2011	75.00
23491	F&N OPERATIONS LLC	10/13/2011	450.00
23492	FAIR OAKS SUPPLY CO	10/13/2011	184.11
23493	FARLEY LYNN T	10/13/2011	476.56
23494	FEDEX	10/13/2011	95.91
23495	FESTIVAL FOODS-KNOWLAN'S	10/13/2011	62.32
23496	FIDELIS AGWATU, BRIAN	10/13/2011	654.38
23497	FILIP, LOU	10/13/2011	20.00
23498	FIRST STUDENT INC	10/13/2011	122.00
23499	FISHER, PHILLIP E	10/13/2011	139,088.44
23500	FLOCABULARY	10/13/2011	875.24
23501	FOLLETT LIBRARY RESOURCES	10/13/2011	63.00
23502	FORREST, SHANNON	10/13/2011	20,948.55
23503	FORSBERG TAMMY	10/13/2011	11.95
23504	FORTNER, JOHN	10/13/2011	89.00
23505	FRATTALONES HARDWARE STORES	10/13/2011	61.00
23506	FRATTALONES HARDWARE STORES	10/13/2011	30.24
23507	FREDERICK, MICHAEL	10/13/2011	1,306.37
23508	FREDRICK, TRACEY	10/13/2011	21.00
23509	FREE SPIRIT PUBLISHING CO	10/13/2011	81.00
23510	FROGNER, JANINE	10/13/2011	72.90
23511	GAME WORLD	10/13/2011	61.86
23512	GCS SERVICE INC	10/13/2011	1,430.00
23513	GE MONEY BANK	10/13/2011	91.08
23514	GEAR WEST BIKE & TRIATHLON	10/13/2011	182.84
23515	GENERAL SECURITY SERVICES CORP	10/13/2011	3,924.00
23516	GIESKE, KATHARINE	10/13/2011	14,879.15
23517	GILSON, RYAN	10/13/2011	9.96
23518	GOLDEN, AMANDA	10/13/2011	61.00
23519	GOPHER	10/13/2011	1,055.00
23520	GRAFFIC TRAFFIC LLC	10/13/2011	504.38
23521	Vendor Continued Check	10/13/2011	980.08
23522	GRAINGER	10/13/2011	0.00
			3,113.60

Check Nbr	Vendor Name	Check Date	Check Amount
23573	JONES SCHOOL SUPPLY CO INC	10/13/2011	189.00
23574	JUNIOR LIBRARY GUILD	10/13/2011	334.80
23575	KASKE, RACHEL M	10/13/2011	150.00
23576	KATH, ABBY J	10/13/2011	232.92
23577	KATH FUEL OIL SERVICE CO	10/13/2011	26,035.93
23578	KEARN, BARBARA	10/13/2011	226.90
23579	KEHOE, SEAN T	10/13/2011	103.05
23580	KELVIN LP	10/13/2011	274.32
23581	KIMBALL MIDWEST	10/13/2011	706.66
23582	KING, JOHN	10/13/2011	150.00
23583	KNIGHT, MARTY C	10/13/2011	64.00
23584	KOWALSKIS MARKET	10/13/2011	105.49
23585	KRAMLINGER, TRACEY A	10/13/2011	75.38
23586	KRAUS ANDERSON CONSTRUCTION CO	10/13/2011	18,052.00
23587	KRUEGER, LAURA	10/13/2011	39.99
23588	KULLY SUPPLY COMPANY	10/13/2011	1,410.32
23589	KWAPICK, LINDA M	10/13/2011	120.00
23590	L'ALLIER CONCRETE INC	10/13/2011	8,775.00
23591	LAKESHORE LEARNING MATERIALS	10/13/2011	926.26
23592	LAKESIDE FLORAL INC	10/13/2011	200.00
23593	LANDS BEST FOODS	10/13/2011	6,663.85
23594	LANGE, MCKENZIE	10/13/2011	38.00
23595	LANGER'S	10/13/2011	10,022.00
23596	LANGUAGE LINE SERVICES	10/13/2011	202.02
23597	LASHOMB, BRIAN	10/13/2011	61.00
23598	LASSILA, BECKY M	10/13/2011	199.38
23599	LAWSON PRODUCTS INC	10/13/2011	225.95
23600	LENDTS PUMPKIN PATCH	10/13/2011	1,230.00
23601	LENDWAY, TOM	10/13/2011	182.00
23602	LIDS TEAM SPORTS	10/13/2011	515.70
23603	LIEKIS KEN	10/13/2011	144.30
23604	LINCOLN ELEMENTARY SCHOOL	10/13/2011	478.00
23605	LOEGERING, ARNITA	10/13/2011	34.65
23606	LOFFLER COMPANIES INC	10/13/2011	310.00
23607	LOVE AND LOGIC INSTITUTE	10/13/2011	198.00
23608	LUBRANT, NANCY JEAN	10/13/2011	143.21
23609	LUCID DATA CORPORATION	10/13/2011	9,865.00
23610	LURA, DAVID	10/13/2011	53.00
23611	M&N INTL	10/13/2011	17.04
23612	MN ASSOC OF GOVERNMENT COMMUNI	10/13/2011	10.00
23613	MAHS/MASC	10/13/2011	100.00
23614	MAKEMUSIC INC	10/13/2011	212.00
23615	MALLEY, DAVID	10/13/2011	55.00
23616	MANKE, KATHLEEN	10/13/2011	181.43
23617	MARIS LLC	10/13/2011	220.00
23618	MARSH, KATHERINE M	10/13/2011	199.95
23619	MATHIESON, SARA	10/13/2011	17.00
23620	MAYER-JOHNSON LLC	10/13/2011	399.00
23621	MCDONALD, MARIE	10/13/2011	26.10
23622	MCGARTHWAITE, NICOLE M	10/13/2011	126.15

Check Nbr	Vendor Name	Check Date	Check Amount
23673	NEW WAY HYPNOSIS CLINC INC	10/13/2011	484.00
23674	NEWMASER, MARGARET	10/13/2011	34.98
23675	NIKKEL, DIANE L	10/13/2011	548.63
23676	NOLAN, KEITH	10/13/2011	204.00
23677	Vendor Continued Check	10/13/2011	0.00
23678	NORTH CENTRAL TRUCK EQUIPMENT	10/13/2011	4,810.38
23679	NORTHEAST METRO INTERMEDIATE D	10/13/2011	94,127.25
23680	NORTHERN LIGHTS	10/13/2011	910.00
23681	NORTHERN VOICES	10/13/2011	7,762.00
23682	NORTHERN LANDSCAPE & IRRIGATIO	10/13/2011	3,878.20
23683	NYSTROM PUBLISHING CO INC	10/13/2011	4,369.96
23684	O'NEIL, LOIS	10/13/2011	16.57
23685	O'REILLY AUTOMOTIVE INC	10/13/2011	709.22
23686	Vendor Continued Check	10/13/2011	0.00
23687	OFFICE DEPOT	10/13/2011	975.24
23688	OKLOBZIJA, LUANNE P	10/13/2011	70.00
23689	OL MEXICO	10/13/2011	3,912.00
23690	OLSON, ANGELA	10/13/2011	76.25
23691	OLSON, MARK	10/13/2011	47.45
23692	ONE SOURCE FITNESS LLC	10/13/2011	1,500.00
23693	OPEN ARMS OF MN	10/13/2011	7,056.98
23694	ORBELL, RAY	10/13/2011	196.00
23695	PAI, ANANTH P	10/13/2011	334.57
23696	PAMS LUNCHROOM LLC	10/13/2011	6,663.16
23697	PARTS ASSOC INC	10/13/2011	79.55
23698	PEKAMA, MARTY	10/13/2011	82.00
23699	PEKAMA, TIM	10/13/2011	82.00
23700	PERRON, PAULA	10/13/2011	40.00
23701	PETERSON, WAYNE	10/13/2011	89.91
23702	PICHA, CHRISTINA K	10/13/2011	340.22
23703	PINE TREE APPLE ORCHARD	10/13/2011	171.10
23704	PIONEER PRESS	10/13/2011	72.93
23705	PITLICK, GREG	10/13/2011	625.21
23706	PODGORSKI, CARRIE J	10/13/2011	123.88
23707	POLAR CHEVROLET MAZDA	10/13/2011	104.72
23708	POSSEHL, KIRK K	10/13/2011	740.00
23709	POST, JEREMY J	10/13/2011	294.00
23710	POSTMASTER	10/13/2011	88.00
23711	PREMIER AGENDAS INC	10/13/2011	611.95
23712	PRESS PUBLICATIONS	10/13/2011	191.03
23713	PROJECT LEAD THE WAY	10/13/2011	422.30
23714	PUGLEASA	10/13/2011	248.50
23715	PURINTON, JIM	10/13/2011	61.00
23716	RA PEARSON & ASSOCIATES LLC	10/13/2011	6,617.00
23717	RED BALLOON BOOKSHOP	10/13/2011	368.00
23718	REDWOOD SIGNS	10/13/2011	140.00
23719	RENAISSANCE LEARNING INC	10/13/2011	170.43
23720	RICHARDSON, SUSAN	10/13/2011	156.64
23721	RICOH AMERICAS CORP	10/13/2011	415.59
23722	RIES, ROBERT A	10/13/2011	61.00

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23773	SPENCER, DOROTHY	10/13/2011	17.00
23774	ST PAUL RIVER CENTRE	10/13/2011	2,600.00
23775	STANDARD SPRING PARTS	10/13/2011	962.72
23776	STANGLEIN, PAUL	10/13/2011	100.00
23777	STAPLES ADVANTAGE	10/13/2011	6,391.82
23778	STARFALL PUBLICATIONS	10/13/2011	70.00
23779	STARUCK, DONNA M	10/13/2011	346.30
23780	STATE NEGOTIATORS	10/13/2011	250.00
23781	Vendor Continued Check	10/13/2011	0.00
23782	STATE SUPPLY CO	10/13/2011	1,686.67
23783	STEWART, SCOTT	10/13/2011	89.07
23784	STICKLER, TONY	10/13/2011	95.00
23785	STIRLING, CONNIE	10/13/2011	279.45
23786	STONE KATHY	10/13/2011	116.63
23787	SULEJ, BEN	10/13/2011	55.00
23788	SUNDER, CARRIE DAMON	10/13/2011	190.00
23789	SUNDELL, MARGI	10/13/2011	95.00
23790	SUPREME SCHOOL SUPPLY CO	10/13/2011	188.81
23791	SVIR, SARA A	10/13/2011	350.80
23792	TARGET CENTER	10/13/2011	390.00
23793	TAYLOR MUSIC INC	10/13/2011	8,295.00
23794	TEACHERS CURRICULUM INSTITUTE	10/13/2011	17,673.26
23795	TEKTON CONSTRUCTION CO	10/13/2011	2,374.05
23796	TEXTBOOK WAREHOUSE INC	10/13/2011	22,494.84
23797	THOMAS, URSULA FRANCES	10/13/2011	44.00
23798	THUNDER COMMUNICATIONS DESIGN	10/13/2011	850.00
23799	THYSSENKRUPP ELEVATOR CORP	10/13/2011	600.84
23800	TIERNEY BROTHERS INC	10/13/2011	419.30
23801	TIME FOR KIDS	10/13/2011	949.19
23802	TOTAL TOOL	10/13/2011	199.50
23803	TOUSSAINT, JANEL PHYLLIS	10/13/2011	49.95
23804	TRADE PRESS INC	10/13/2011	300.00
23805	TRAEGER, MARY	10/13/2011	16.64
23806	TRANE US INC	10/13/2011	678.00
23807	TRAVEL LEADERS	10/13/2011	402.28
23808	TRAVER, SHAWNA J	10/13/2011	770.87
23809	TREETOP PUBLISHING INC	10/13/2011	47.25
23810	TRIO SUPPLY COMPANY	10/13/2011	12,513.87
23811	TROBEC BUS SERVICE INC	10/13/2011	1,713.00
23812	TRUCK UTILITIES MFG CO	10/13/2011	657.50
23813	TRUSTED EMPLOYEES	10/13/2011	4,215.00
23814	TWIN CITY NURSERY INC	10/13/2011	52.49
23815	TWIN CITIES TRANSPORT & RECOVE	10/13/2011	200.00
23816	U.S. ENERGY SERVICES INC	10/13/2011	789.00
23817	U.S. SCHOOL SUPPLY INC	10/13/2011	252.95
23818	UNIVERSITY OF WI MADISON	10/13/2011	349.00
23819	US BANK	10/13/2011	285.00
23820	VADNAIS, MOLLY A	10/13/2011	103.98
23821	VANG, ALLISON	10/13/2011	13.82
23822	VARGHESE, SHAJI	10/13/2011	128.00

Check Nbr	Vendor Name	Check Date	Check Amount
22603	IMAGINE THIS BANNERS	10/13/2011	164.95
22845	UNIV OF NORTHERN IOWA	10/13/2011	225.00
2	Void	Check(s) For a Total of	389.95

Payroll

Check Nbr	Vendor Name	Check Date	Check Amount
23869	AIG	10/24/2011	5,590.49
23870	AMERICAN FUNDS	10/24/2011	67,575.17
23871	AMERICAN UNITED LIFE	10/24/2011	45,803.58
23872	AMERIPRISE FINANCIAL SERVICES	10/24/2011	10,850.27
23873	AXA EQUITABLE	10/24/2011	20,588.55
23874	Craguns Lodge and Conf Ctr	10/24/2011	419.00
23875	EDUCATION MN ESI BILLING TRUST	10/24/2011	17,036.55
23876	IUOE #70	10/24/2011	2,020.22
23877	MESSERLI & KRAMER PA	10/24/2011	708.50
23878	METROPOLITAN LIFE	10/24/2011	3,930.61
23879	MN CHILD SUPPORT	10/24/2011	2,635.60
23880	MN DEPT OF REVENUE	10/24/2011	487.20
23881	POSTMASTER	10/24/2011	528.99
23882	SAM'S CLUB/GEMB	10/24/2011	300.64
23883	SAM'S CLUB/GEMB	10/24/2011	1,583.61
23884	Vendor Continued Check	10/24/2011	0.00
23885	SCHOOL HEALTH CORP	10/24/2011	111.34
23886	SCHOOL SERVICE EMPLOYEES	10/24/2011	5,345.59
23887	US DEPT OF EDUCATION	10/24/2011	329.00
23888	VANGUARD SMALL BUSINESS SERVIC	10/24/2011	19,536.87
23889	WBLA EDUCATIONAL FOUNDATION	10/24/2011	100.00
21	Computer	Check(s) For a Total of	205,481.78

	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
	21	Computer	Checks For a Total of	205,481.78
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	205,481.78
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		205,481.78

Check Nbr	Vendor Name	Check Date	Check Amount
23890	1ST LINE/LEEWES VENTURES LLC	10/27/2011	767.85
23891	AUTISM ASPERGER PUBLISHING CO	10/27/2011	535.80
23892	AARP DRIVER SAFETY PROGRAM	10/27/2011	194.00
23893	AARP DRIVER SAFETY PROGRAM	10/27/2011	328.00
23894	ACHIEVEMENT PRODUCTS	10/27/2011	129.67
23895	ACP DIRECT	10/27/2011	478.63
23896	THE ACTIVE NETWORK	10/27/2011	4,000.00
23897	ADDERLEY, DONALD	10/27/2011	52.00
23898	ALBERS MECHANICAL SERVICE INC	10/27/2011	1,136.00
23899	ALLINA HOSPITALS & CLINICS	10/27/2011	150.00
23900	AMAZON	10/27/2011	1,175.25
23901	AMAZON	10/27/2011	38.67
23902	AMAZON	10/27/2011	402.01
23903	AMAZON	10/27/2011	669.86
23904	AMAZON	10/27/2011	1,195.96
23905	AMAZON	10/27/2011	766.32
23906	AMAZON	10/27/2011	69.99
23907	ANDERSON, LOGHAN	10/27/2011	71.11
23908	ANFANG, SALLY G	10/27/2011	27.27
23909	ANIMAL HUMANE SOCIETY	10/27/2011	138.18
23910	APEX LEARNING	10/27/2011	46,000.00
23911	APPLE COMPUTER INC	10/27/2011	21,043.90
23912	APPLIED ENVIRONMENTAL SCI INC	10/27/2011	1,100.91
23913	AQUA ENGINEERING INC	10/27/2011	3,121.55
23914	ARMSTRONG TORSETH SKOLD & RYDE	10/27/2011	3,153.40
23915	ARROWWOOD RESORT AND CONFERENC	10/27/2011	285.33
23916	AT & T MOBILITY	10/27/2011	1,312.08
23917	AUTENRIEB, AMY	10/27/2011	89.00
23918	AUTISM RESOURCE NETWORK INC	10/27/2011	176.46
23919	AVID CENTER	10/27/2011	2,358.80
23920	AVON BUSINESS FORMS & PROMOTIO	10/27/2011	1,370.31
23921	B W T & F ENTERPRISES LLP	10/27/2011	11,500.00
23922	BAKKEN, JOANNA TOLENO	10/27/2011	75.00
23923	BARCO PRODUCTS CO	10/27/2011	153.50
23924	BARNES & NOBLE	10/27/2011	239.70
23925	BARTHOLD	10/27/2011	1,165.50
23926	BATENHORST, LYNSEY K	10/27/2011	513.93
23927	BATTERIES PLUS	10/27/2011	862.57
23928	BELL, CATHERINE	10/27/2011	136.75
23929	BELL, DAVID S	10/27/2011	37.72
23930	BERGIN FRUIT AND NUT CO	10/27/2011	538.64
23931	BERRY BLENDZ - EDEN PRAIRIE	10/27/2011	2,160.00
23932	BIEHN, VICTORIA	10/27/2011	45.00
23933	BLICK ART MATERIALS	10/27/2011	448.34
23934	BOYER TRUCKS	10/27/2011	144.27
23935	BRABENEC, KAREN E	10/27/2011	14.00
23936	BRIGHT APPLE	10/27/2011	29.99
23937	BRIH DESIGN	10/27/2011	570.00
23938	BROCKWAY, TOM	10/27/2011	52.00
23939	BROOKSHAW, SUE	10/27/2011	40.00

Check Nbr	Vendor Name	Check Date	Check Amount
23940	BRUESEHOFF, LAUREL	10/27/2011	20.11
23941	BRUTON, SANDRA R	10/27/2011	40.00
23942	BUREAU OF EDUCATION & RESEARCH	10/27/2011	225.00
23943	BUTLER, BRETT	10/27/2011	8.00
23944	BUTTERS, CRYSTAL	10/27/2011	125.89
23945	CABLES TO GO	10/27/2011	45.26
23946	CAMBIUM LEARNING INC	10/27/2011	92.39
23947	CAMBROOKE FOODS LLC	10/27/2011	414.80
23948	CAPAN, NANCY	10/27/2011	130.90
23949	CAROLINA BIOLOGICAL SUPPLY	10/27/2011	218.41
23950	CATCO PARTS SERVICE	10/27/2011	76.71
23951	CATES, TAMMY J	10/27/2011	46.83
23952	CAVE, LISA	10/27/2011	244.20
23953	CDW GOVERNMENT INC	10/27/2011	2,489.93
23954	CENTURYLINK	10/27/2011	261.34
23955	THE CHILDREN'S THEATRE COMPANY	10/27/2011	3,364.00
23956	CITI-CARGO & STORAGE CO INC	10/27/2011	210.00
23957	CODY, SHANE T	10/27/2011	147.94
23958	COLEMAN, MARY JO	10/27/2011	129.83
23959	THE COLLEGE BOARD-MRO	10/27/2011	205.00
23960	COMCAST	10/27/2011	63.95
23961	COMCAST	10/27/2011	63.95
23962	CONTINENTAL CLAY CO	10/27/2011	774.26
23963	CONTINENTAL RESEARCH CORP	10/27/2011	729.04
23964	COOK, BEKI	10/27/2011	225.00
23965	COOL AIR MECHANICAL	10/27/2011	3,348.88
23966	COOPS SPORTSWEAR	10/27/2011	100.00
23967	Vendor Continued Check	10/27/2011	0.00
23968	COPY IMAGES INC	10/27/2011	14,888.59
23969	Vendor Continued Check	10/27/2011	0.00
23970	COPY IMAGES INC	10/27/2011	1,411.26
23971	COURAGE TO CHANGE	10/27/2011	82.50
23972	CRAGG, RICHARD	10/27/2011	88.90
23973	CUB FOODS OF WHITE BEAR TWSHP	10/27/2011	505.20
23974	CUB FOODS OF WOODBURY	10/27/2011	555.78
23975	CULLEN, CRAIG	10/27/2011	316.33
23976	Vendor Continued Check	10/27/2011	0.00
23977	Vendor Continued Check	10/27/2011	0.00
23978	Vendor Continued Check	10/27/2011	0.00
23979	Vendor Continued Check	10/27/2011	0.00
23980	DALCO CORPORATION	10/27/2011	11,059.72
23981	DARTS VMS INC	10/27/2011	778.72
23982	DAWN SIGN PRESS	10/27/2011	4,517.89
23983	DEGARDNER, RICK	10/27/2011	312.00
23984	DELTA EDUCATION	10/27/2011	44.20
23985	DELTA DENTAL PLAN OF MN	10/27/2011	63,348.40
23986	DEMCO INC	10/27/2011	311.44
23987	DENUCCI, KRISTINA E	10/27/2011	216.02
23988	DEROSIER, JANET	10/27/2011	162.80
23989	DESMET, KELLY	10/27/2011	72.80

Check Nbr	Vendor Name	Check Date	Check Amount
23990	DIFFERENT ROADS TO LEARNING	10/27/2011	214.75
23991	DISCOUNT SCHOOL SUPPLY	10/27/2011	985.26
23992	DOFFING, SHARON	10/27/2011	30.00
23993	DOLESHAL, TODD	10/27/2011	61.00
23994	DON JOHNSTON INC	10/27/2011	195.98
23995	DONATELLI'S	10/27/2011	815.70
23996	DOOR SERVICE COMPANY	10/27/2011	1,997.00
23997	DOUGLAS, SANDRA L	10/27/2011	35.80
23998	DYMIT, MARIE	10/27/2011	516.74
23999	E.L. REINHARDT COMPANY INC	10/27/2011	351.00
24000	EARLY CHILDHOOD MFG DIRECT	10/27/2011	2,969.14
24001	ECKROTH MUSIC	10/27/2011	1,787.80
24002	EDHELPER.COM	10/27/2011	67.97
24003	EDUCATIONAL TESTING SERVICE	10/27/2011	122.22
24004	EH RENNER & SONS	10/27/2011	9,251.13
24005	ELECTRIC MOTOR REPAIR	10/27/2011	76.85
24006	ENABLING DEVICES	10/27/2011	194.80
24007	ENCHANTED LEARNING LLC	10/27/2011	125.00
24008	F&N OPERATIONS LLC	10/27/2011	546.26
24009	FAIR OAKS SUPPLY CO	10/27/2011	1,781.24
24010	FEIRTAG, JOELLEN	10/27/2011	50.00
24011	FERNANDEZ, KARI E	10/27/2011	54.00
24012	FESTIVAL FOODS-KNOWLAN'S	10/27/2011	822.67
24013	FIEBICH, CHRISTINA	10/27/2011	81.00
24014	FILIP, LOU	10/27/2011	122.00
24015	FIRST STUDENT INC	10/27/2011	145,897.21
24016	FITZSIMMONS, WENDY SUE	10/27/2011	40.35
24017	FLINN SCIENTIFIC INC	10/27/2011	322.28
24018	FLOORS BY BECKERS	10/27/2011	850.00
24019	THE FLORAL TRUNK	10/27/2011	77.00
24020	FLORIN, JOLYN A	10/27/2011	1,239.30
24021	FORSYTHE, JOANNE M	10/27/2011	36.90
24022	FRISCHMON, MIKE	10/27/2011	61.00
24023	FROST, LORI J	10/27/2011	108.74
24024	G&K SERVICES INC	10/27/2011	2,564.46
24025	G&K SERVICES	10/27/2011	734.44
24026	GARDEN & ASSOCIATES INC	10/27/2011	70.00
24027	GENERAL SECURITY SERVICES CORP	10/27/2011	196.50
24028	GENERAL ASP	10/27/2011	1,192.50
24029	GERTEN, AMY	10/27/2011	39.28
24030	GONZALEZ, CARMEN ORTIZ	10/27/2011	70.00
24031	GOPHER	10/27/2011	1,334.10
24032	GOVDOCS	10/27/2011	202.71
24033	GRAFFIC TRAFFIC LLC	10/27/2011	112.00
24034	Vendor Continued Check	10/27/2011	0.00
24035	GRAINGER	10/27/2011	2,712.45
24036	GRANDMA'S BAKERY INC	10/27/2011	121.06
24037	GRATZ, MICHELLE C	10/27/2011	293.72
24038	GREAT AMER OPPORTUNITIES INC	10/27/2011	3,696.56
24039	GREAT RIVER OFFICE PRODUCTS	10/27/2011	183.50

Check Nbr	Vendor Name	Check Date	Check Amount
24040	GRITZMACHER, SHAWN	10/27/2011	523.94
24041	GROTH MUSIC CO	10/27/2011	110.80
24042	GROUP HEALTH INC - WORKSITE	10/27/2011	181.50
24043	HAAS MUSICAL INSTRUMENT REPAIR	10/27/2011	202.00
24044	HALLBERG ENGINEERING INC	10/27/2011	13,905.04
24045	HANDWRITING WITHOUT TEARS	10/27/2011	193.65
24046	HANKINS, RYAN	10/27/2011	90.00
24047	HANSON, GORDY	10/27/2011	208.00
24048	HANSON, MARILYN	10/27/2011	80.00
24049	Vendor Continued Check	10/27/2011	0.00
24050	Vendor Continued Check	10/27/2011	0.00
24051	HEALTHPARTNERS	10/27/2011	1,102,771.99
24052	HIRSCH, JAMES	10/27/2011	285.00
24053	HISTORICAL PERSPECTIVES FOR CH	10/27/2011	405.00
24054	HODGE PRODUCTS INC	10/27/2011	280.50
24055	HOEFER, SHANE	10/27/2011	64.00
24056	Vendor Continued Check	10/27/2011	0.00
24057	HOGLUND BUS AND TRUCK CO	10/27/2011	847.04
24058	HOPKINS HIGH SCHOOL	10/27/2011	50.00
24059	Vendor Continued Check	10/27/2011	0.00
24060	HOUGHTON MIFFLIN HARCOURT	10/27/2011	1,084.04
24061	HOYER, MARCUS C	10/27/2011	30.00
24062	HSBC BUSINESS SOLUTIONS	10/27/2011	185.36
24063	HUGO CITY OF	10/27/2011	3,906.08
24064	HUGO MILL	10/27/2011	235.93
24065	HUMANEX VENTURES	10/27/2011	15,840.00
24066	I:SPACE FURNITURE INC	10/27/2011	18.50
24067	Vendor Continued Check	10/27/2011	0.00
24068	Vendor Continued Check	10/27/2011	0.00
24069	IFD	10/27/2011	238,408.16
24070	Vendor Continued Check	10/27/2011	0.00
24071	INNOVATIVE OFFICE SOLUTIONS	10/27/2011	15,632.16
24072	INTERMEDIATE DISTRICT 287	10/27/2011	217.78
24073	INTL BACCALAUREATE ORGANIZATIO	10/27/2011	4,725.00
24074	ISD #11 ANOKA-HENNEPIN SCHOOLS	10/27/2011	5,793.70
24075	ISD #276 MINNETONKA SCHOOLS	10/27/2011	95.00
24076	ISD #318 GRAND RAPIDS	10/27/2011	2,589.84
24077	ISD #622 NO ST PAUL/MAPLEWOOD	10/27/2011	2,922.50
24078	INTL SOCIETY FOR TECH IN EDUC	10/27/2011	78.88
24079	Vendor Continued Check	10/27/2011	0.00
24080	JAYTECH INC	10/27/2011	3,982.46
24081	JIMMY JOHNS	10/27/2011	1,242.27
24082	JOHN DEERE LANDSCAPES	10/27/2011	1,350.00
24083	JOHN DEERE LANDSCAPES	10/27/2011	5,867.12
24084	JOHNSTON, CARRIE	10/27/2011	19.00
24085	JOHNSON, SADIE R	10/27/2011	102.13
24086	JOHNSON, SHARON ANNE	10/27/2011	199.56
24087	JORGENSEN, AMY	10/27/2011	368.95
24088	JT'S DANCEWEAR	10/27/2011	189.00
24089	JW PEPPER & SON INC	10/27/2011	58.94

Check Nbr	Vendor Name	Check Date	Check Amount
24090	K PEARSON MECHANICAL LLC	10/27/2011	4,152.06
24091	K-LOG INC	10/27/2011	1,130.94
24092	K12 TRANSPORTATION MGMT SERVIC	10/27/2011	21,142.68
24093	KAST III, WAYNE G	10/27/2011	6.16
24094	KATH FUEL OIL SERVICE CO	10/27/2011	2,496.75
24095	KBA	10/27/2011	495.35
24096	KEARN, BARBARA	10/27/2011	79.37
24097	KENNEDY & GRAVEN	10/27/2011	3,626.00
24098	KIRKPATRICK, MEGAN E	10/27/2011	5.00
24099	KITTELSON, LOU ANN	10/27/2011	109.99
24100	KITTS, HARRY	10/27/2011	284.75
24101	KLEIN, JACKIE	10/27/2011	975.00
24102	KLEIN, TIMOTHY	10/27/2011	200.00
24103	KONRATH, FRED	10/27/2011	51.99
24104	KOVALA, ELISSA	10/27/2011	14.99
24105	KRUSEMARK, CARY L	10/27/2011	69.98
24106	KUBITZ EDUCATIONAL SERVICES	10/27/2011	149.50
24107	LAKESHORE LEARNING STORE	10/27/2011	14.96
24108	LAKESHORE LEARNING MATERIALS	10/27/2011	57.44
24109	LAKESHORE PLAYERS THEATER	10/27/2011	260.00
24110	LARSON, KAY	10/27/2011	30.00
24111	LARSON, SCOTT	10/27/2011	178.71
24112	LASHOMB, BRIAN	10/27/2011	61.00
24113	LAW, DAVID W	10/27/2011	331.90
24114	LEARNING A-Z	10/27/2011	84.95
24115	LEARNING FORWARD	10/27/2011	649.00
24116	LEE, CHARLOTTE L	10/27/2011	226.00
24117	LEIGH, ANNETTA K	10/27/2011	605.51
24118	LIDS TEAM SPORTS	10/27/2011	1,429.65
24119	LINCOLN ELEMENTARY SCHOOL	10/27/2011	522.00
24120	LOGOS PRESS	10/27/2011	534.14
24121	LORENZ, JODI	10/27/2011	180.00
24122	LUND, BARBARA A	10/27/2011	116.97
24123	LYONS, CHRISTOPHER A	10/27/2011	44.40
24124	MN ASSOC OF ADMIN OF STATE &	10/27/2011	650.00
24125	MACINTOSH, ETHAN	10/27/2011	144.00
24126	Vendor Continued Check	10/27/2011	0.00
24127	Vendor Continued Check	10/27/2011	0.00
24128	Vendor Continued Check	10/27/2011	0.00
24129	MADISON NATIONAL LIFE	10/27/2011	54,575.34
24130	MAHONEY, SUSAN	10/27/2011	90.92
24131	MAHS/MASC	10/27/2011	200.00
24132	MAHS/MASC	10/27/2011	160.00
24133	MALLEY, DAVID	10/27/2011	55.00
24134	MALLOY/MONTAGUE/KARNOWSKI & CO	10/27/2011	8,900.00
24135	MARK MIRIAM	10/27/2011	54.00
24136	MAYER-JOHNSON LLC	10/27/2011	179.00
24137	MBCA CLINIC	10/27/2011	500.00
24138	MCKUSICK, JON	10/27/2011	55.00
24139	MEDCO SUPPLY CO	10/27/2011	472.70

Check Nbr	Vendor Name	Check Date	Check Amount
24140	MEDICAL TECHNOLOGIES	10/27/2011	367.50
24141	MENARDS-MAPLEWOOD	10/27/2011	1,571.21
24142	MENGEL, MARY H	10/27/2011	68.79
24143	MERSCH, NICOLE A	10/27/2011	27.98
24144	MERZER MALP, SHEILA	10/27/2011	165.00
24145	METRO DINING CLUB	10/27/2011	1,625.00
24146	METRO ECSU	10/27/2011	130.00
24147	MIDAMERICA ADMIN & RETIREMENT	10/27/2011	4,480.00
24148	MIDWEST BUS PARTS INC	10/27/2011	34.20
24149	MINITEX	10/27/2011	175.00
24150	MINNSPRA	10/27/2011	249.00
24151	MINVALCO INC	10/27/2011	579.28
24152	MN CHILDRENS MUSEUM	10/27/2011	252.24
24153	MN COACHES INC	10/27/2011	6,168.86
24154	MN DEPT OF HEALTH	10/27/2011	15.00
24155	MN DEPT OF LABOR & INDUSTRY	10/27/2011	100.00
24156	MN ORCHESTRA	10/27/2011	1,180.00
24157	MN STATE HIGH SCHOOL LEAGUE	10/27/2011	3,250.00
24158	MN SWORD PLAY	10/27/2011	600.00
24159	MN SCHOOL AGE CARE ALLIANCE	10/27/2011	525.00
24160	MODERN HEATING AND AIR CONDITI	10/27/2011	676.00
24161	MOHN, MONICA	10/27/2011	91.00
24162	MOLITOR, JOYCE	10/27/2011	244.20
24163	MOORE, CYNTHIA	10/27/2011	879.50
24164	MOORHEAD MACHINERY & BOILER CO	10/27/2011	4,539.65
24165	MORCON CONSTRUCTION	10/27/2011	15,841.25
24166	MOSLEY, ZEBBIE	10/27/2011	104.00
24167	MOVIE LICENSING USA	10/27/2011	350.00
24168	MULTI-SOURCE CONSULTANT LLC	10/27/2011	160.00
24169	MURPHY, LYNNE	10/27/2011	90.00
24170	MURPHY, MARY W	10/27/2011	103.98
24171	MUSIC CONNECTION INC	10/27/2011	1,450.00
24172	MUSSETTER, RENEE L	10/27/2011	255.86
24173	NAKAGAKI, BENJAMIN P	10/27/2011	167.00
24174	NASVIK, CRAIG S	10/27/2011	116.55
24175	NATL FASTPITCH COACHES ASSOC	10/27/2011	225.00
24176	NATL SCHOOL PRODUCTS	10/27/2011	71.95
24177	NATURE EXPLORE	10/27/2011	253.24
24178	NCPERS MINNESOTA	10/27/2011	496.00
24179	NEVCO INC	10/27/2011	3,146.18
24180	NEW VISION PRINTING	10/27/2011	294.42
24181	NEXTEL COMMUNICATIONS	10/27/2011	712.85
24182	NILSEN, ROBERT L	10/27/2011	416.00
24183	NORCENTRONIX DISTRIBUTING	10/27/2011	42.00
24184	NORTH CENTRAL TRUCK EQUIPMENT	10/27/2011	1,880.57
24185	NORTH MEMORIAL URGENT CARE	10/27/2011	266.00
24186	NORTHLAND APPLIANCE SERVICE	10/27/2011	405.00
24187	NORTHSTAR SCOREBOARDS INC	10/27/2011	1,736.00
24188	NORTHWEST CAMERA & VIDEO	10/27/2011	229.00
24189	NORTHWEST YOUTH & FAMILY SERV	10/27/2011	63,417.00

Check Nbr	Vendor Name	Check Date	Check Amount
24190	O'BRIEN, ERIN	10/27/2011	128.17
24191	O'ROURKE, JULIE	10/27/2011	122.53
24192	Vendor Continued Check	10/27/2011	0.00
24193	OFFICE DEPOT	10/27/2011	554.39
24194	OLD DUTCH FOODS INC	10/27/2011	1,039.95
24195	OLSON, JEANINE	10/27/2011	238.96
24196	OLSON, PAULETTE M	10/27/2011	138.62
24197	ON SITE SANITATION INC	10/27/2011	952.00
24198	OPATZ, AMY	10/27/2011	79.52
24199	ORBELL, RAY	10/27/2011	53.00
24200	ORIX PUBLIC FINANCE LLC	10/27/2011	55,831.80
24201	OXYGEN SERVICE CO INC	10/27/2011	18.90
24202	PAN-O-GOLD	10/27/2011	5,600.62
24203	PARK SQUARE THEATRE	10/27/2011	2,135.00
24204	PARTS NOW ! LLC	10/27/2011	275.70
24205	PAUL VADNAIS PLUMBING & WELL	10/27/2011	150.00
24206	PBS DISTRIBUTION LLC	10/27/2011	21.74
24207	PEARSON EDUCATION INC	10/27/2011	346.11
24208	PELTIER, NANCY	10/27/2011	53.25
24209	PETERSON, BETSY J	10/27/2011	436.25
24210	PETERSON, WAYNE	10/27/2011	89.91
24211	PFEFFER'S CLEANERS	10/27/2011	222.83
24212	PICHA, CHRISTINA K	10/27/2011	27.75
24213	PIERRE, CHRISTINA	10/27/2011	147.18
24214	PITNEY BOWES	10/27/2011	618.00
24215	PITNEY BOWES	10/27/2011	651.00
24216	PLADSON ENVIRONMENTAL INC	10/27/2011	5,500.00
24217	PLASTER, MARK A	10/27/2011	91.02
24218	PONTIOUS, JODY	10/27/2011	70.28
24219	POSTMASTER	10/27/2011	8,725.32
24220	POSTMASTER	10/27/2011	625.00
24221	POULSON, JOHN W	10/27/2011	64.00
24222	POWELL, DANIEL C	10/27/2011	52.00
24223	PRAXAIR DISTRIBUTION INC	10/27/2011	108.54
24224	PREISLER, PAM	10/27/2011	90.00
24225	PRESS PUBLICATIONS	10/27/2011	4,305.90
24226	PROVENZANO, PAUL	10/27/2011	52.00
24227	PSAT/NMSQT	10/27/2011	5,418.00
24228	RAYMOND, JOHN	10/27/2011	61.00
24229	REGENTS OF THE UNIV OF MN	10/27/2011	264.00
24230	REGION 4AA GIRLS SOCCER	10/27/2011	1,030.00
24231	REMEDIA PUBLICATIONS	10/27/2011	40.99
24232	RISDALL MARKETING GROUP	10/27/2011	23,079.00
24233	RITTENHOUSE, PAULA	10/27/2011	50.14
24234	RIVER VALLEY RIDERS	10/27/2011	100.00
24235	ROACH, KATIE	10/27/2011	81.00
24236	ROBERTS, STANLEY	10/27/2011	52.00
24237	ROBINSON, JOSEPHINE M	10/27/2011	654.04
24238	ROCHESTER CENTURY HIGH SCHOOL	10/27/2011	90.00
24239	ROSEN PUBLISHING GROUP	10/27/2011	91.80

Check Nbr	Vendor Name	Check Date	Check Amount
24240	ROSEVILLE AREA SCHOOLS	10/27/2011	14,353.56
24241	ROST, ALEX O	10/27/2011	59.43
24242	S & T OFFICE PRODUCTS INC	10/27/2011	503.36
24243	SAFETY-KLEEN CORP	10/27/2011	258.00
24244	SAGDALEN, NATALIE R	10/27/2011	40.00
24245	SAGE PUBLICATIONS INC	10/27/2011	74.85
24246	SALZMAN, SHARI	10/27/2011	90.00
24247	SANNY, JOHN H	10/27/2011	82.86
24248	SCANTRON CORPORATION	10/27/2011	1,804.69
24249	SCHALLER, JANICE A	10/27/2011	260.74
24250	SCHLUENDER, LINDA	10/27/2011	244.20
24251	SCHMIDT, DEB	10/27/2011	99.99
24252	SCHMIDT, NOEL	10/27/2011	1,208.21
24253	SCHOLASTIC BOOK FAIRS	10/27/2011	1,295.14
24254	SCHOLASTIC INC	10/27/2011	1,902.05
24255	SCHOLASTIC MAGAZINES	10/27/2011	579.38
24256	SCHOOL SAFETY ADVOCACY COUNCIL	10/27/2011	325.00
24257	Vendor Continued Check	10/27/2011	0.00
24258	SCHOOL SPECIALTY	10/27/2011	3,899.33
24259	SCHOOLMART	10/27/2011	997.59
24260	SCHULTZ, LYNETTE	10/27/2011	55.00
24261	SCHWAB-VOLLHABER-LUBRATT	10/27/2011	4,938.63
24262	SCR	10/27/2011	641.25
24263	SEARS COMMERCIAL ONE	10/27/2011	503.98
24264	SECURITAS SEC SVCS USA INC	10/27/2011	1,201.60
24265	SELBY, MARY JANE	10/27/2011	58.25
24266	Vendor Continued Check	10/27/2011	0.00
24267	Vendor Continued Check	10/27/2011	0.00
24268	SENTRY SYSTEMS INC	10/27/2011	3,459.00
24269	SHIFFLER EQUIPMENT SALES INC	10/27/2011	434.47
24270	SIMPLEXGRINNELL LP	10/27/2011	2,014.92
24271	SKYWARD INC	10/27/2011	450.00
24272	SLATOR, KEVIN T	10/27/2011	53.00
24273	SMITH MICRO TECHNOLOGIES INC	10/27/2011	190.00
24274	SNAP-ON TOOLS	10/27/2011	10.30
24275	SOCCER USA MN	10/27/2011	556.00
24276	SOUNDBYTES	10/27/2011	49.00
24277	ST PAUL AREA ATHENA AWARDS	10/27/2011	75.00
24278	STANDARD SPRING PARTS	10/27/2011	364.59
24279	STAPLES ADVANTAGE	10/27/2011	9,829.49
24280	STAR TRIBUNE	10/27/2011	92.04
24281	STARFALL PUBLICATIONS	10/27/2011	30.70
24282	STATE SUPPLY CO	10/27/2011	1,095.72
24283	STENDER, DEB	10/27/2011	66.00
24284	STREAMLINE DESIGN INC	10/27/2011	2,225.00
24285	SUBSCRIPTION SERV OF AMER INC	10/27/2011	19.00
24286	SUCCESS BEYOND THE CLASSROOM	10/27/2011	1,020.00
24287	SUMMIT LEARNING	10/27/2011	75.75
24288	SUN, AIJING	10/27/2011	800.00
24289	SUOJA, WENDY	10/27/2011	45.97

Check Nbr	Vendor Name	Check Date	Check Amount
24290	SUPREME SCHOOL SUPPLY CO	10/27/2011	30.97
24291	SVENDSEN, KEIF	10/27/2011	39.96
24292	SVIR, SARA A	10/27/2011	79.30
24293	SWENSON, CYNTHIA L	10/27/2011	61.77
24294	TAYLOR MUSIC INC	10/27/2011	25,975.00
24295	TEACHERS CURRICULUM INSTITUTE	10/27/2011	130.80
24296	TEAM SPORTING GOODS INC	10/27/2011	2,552.14
24297	TEXTBOOK WAREHOUSE INC	10/27/2011	235.40
24298	THAO, HLEE	10/27/2011	132.00
24299	THERMA SPRAY INC	10/27/2011	3,135.00
24300	THINK SOCIAL PUBLISHING INC	10/27/2011	162.25
24301	TIES	10/27/2011	490.00
24302	TIME FOR KIDS	10/27/2011	21.67
24303	TIME TIMER LLC	10/27/2011	299.60
24304	TRADE PRESS INC	10/27/2011	270.00
24305	TRAVEL LEADERS	10/27/2011	877.40
24306	TRAVER, SHAWNA J	10/27/2011	284.65
24307	TRUCK UTILITIES MFG CO	10/27/2011	1,258.89
24308	TRUDEAU, DAVID	10/27/2011	88.02
24309	UNIVERSITY OF MINNESOTA	10/27/2011	9,135.00
24310	UNIVERSITY OF MN	10/27/2011	120.00
24311	UNIVERSITY OF WI STOUT	10/27/2011	420.00
24312	CITY OF VADNAIS HEIGHTS	10/27/2011	3,516.78
24313	VAIL, ANNE B	10/27/2011	127.10
24314	VANARRAGON, JANEL L	10/27/2011	34.23
24315	VANDEBERG, EDWARD B	10/27/2011	45.00
24316	VANG, AUSTIN	10/27/2011	5.00
24317	VENBURG TIRE CO	10/27/2011	38.00
24318	VIKING INDUSTRIAL CENTER	10/27/2011	226.93
24319	VIRCO INC	10/27/2011	458.04
24320	WAHOO! ADVENTURES	10/27/2011	75.00
24321	WALD, TIM	10/27/2011	73.98
24322	WALTERS REBUILDERS	10/27/2011	129.95
24323	WHITE BEAR CENTER FOR THE ARTS	10/27/2011	5,400.00
24324	WHITE BEAR GLASS INC	10/27/2011	572.00
24325	WHITE BEAR LOCKSMITH INC	10/27/2011	47.90
24326	WHITE BEAR LAKE (CITY OF)	10/27/2011	130,000.00
24327	WEBER, EMILY	10/27/2011	214.95
24328	WEEKLY READER	10/27/2011	520.00
24329	WHELAN, KATE	10/27/2011	979.28
24330	WHITCOMB-BREMER, JACLYN ANN	10/27/2011	210.04
24331	WHITE JR, BRIAN	10/27/2011	156.00
24332	WIMER, MARY KATHRYN	10/27/2011	150.00
24333	WORLD'S FINEST CHOCOLATE INC	10/27/2011	1,300.00
24334	ZELENAK, MARK	10/27/2011	183.00

445 Computer

Check(s) For a Total of

2,430,194.19

Check Nbr	Vendor Name	Check Date	Check Amount
20518	MAHONEY, SUSAN	10/27/2011	90.92
23498	FIRST STUDENT INC	10/27/2011	139,088.44
2	Void	Check(s) For a Total of	139,179.36

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
445	Computer	Checks For a Total of	2,430,194.19
Total For	445	Manual, Wire Tran, ACH & Computer Checks	2,430,194.19
Less	2	Voided	139,179.36
		Net Amount	2,291,014.83

RESOLUTION FOR ACCEPTANCE OF GIFTS

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

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

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

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

AGENDA ITEM: Acceptance of Gifts

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Item

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

Donation	Donor	Recipient
<u>Missing Mark</u> by Julie Kramer Four Books (value \$100)	Julie Kramer	White Bear Lake Area High School North and South Campuses Central Middle School Sunrise Park Middle School
\$50	Hisdahl, Inc.	White Bear Lake Area High School Theater Program
\$50	Rick and Mary Rivard	White Bear Lake Area High School Theater Program
\$50	Michael and Carol Hanson	White Bear Lake Area High School Theater Program
\$100	Brenda and Michael Rugh	White Bear Lake Area High School Theater Program
\$50	Super-Fit Companies, Inc. DBA Super-Fit Custom Boat Covers	White Bear Lake Area High School Theater Program
\$50	Super-Fit Companies, Inc. DBA Super-Fit Fitness	White Bear Lake Area High School Theater Program
\$50	Katherine and Raymond Berlin	White Bear Lake Area High School Theater Program
\$50	Bear Town Chiropractic Clinic	White Bear Lake Area High School Theater Program
\$500	Oakdale Gun Club	White Bear Lake Area High School Archery Program

\$3,000	WBL Basketball Association	White Bear Lake Area High School Boys Basketball Program
\$3,000	WBL Basketball Association	White Bear Lake Area High School Girls Basketball Program
\$57.72	Thiesfeld Family	Birch Lake Elementary School

RECOMMENDATION: Accept donations.

Consent Agenda Item A-5(e)
November 14, 2011
School Board Meeting

Field Trip Request

November 14, 2011

Consent Agenda

David Law, Assistant Superintendent

AGENDA ITEM:

MEETING DATE:

SUGGESTED DISPOSITION:

CONTACT PERSON(S):

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Sunday, 11/13/11 - Monday, 11/14/11 Arrowwood Resort in Alexandria, Minnesota	John Forestell, Mary Dahle, Cindi Swenson	High School Student Council MASC Workshop	1	4	Total cost per student: \$75 Student Portion: \$40 Other Source(s): Fundraising	Staff certified vehicle (Forestell)	Student officers will meet and discuss goals and plans of MASC and participate in leadership training. Advisors will participate in professional development.
Thursday, 11/17/11 - Friday, 11/18/11 Camp Ripley in Little Falls, Minnesota	Laura Watters and Karen Benjamin-Beck	ALC Leadership MAAP STARS	1.5	6-9	Total cost per student: \$50 Student Portion: \$15 Other Source(s): Youth Development & Carl Perkins Grant	ALC Van	To develop student leaders in leadership skills and to establish a sense of purpose, core values and organization.
Monday, 12/26/11 - Wednesday, 12/28/11 Maplelag Ski Resort in Callaway, Minnesota	Jeff Nowak	High School Nordic Ski Team	0	30	Total cost per student: \$150 Student Portion: \$150 Other Source(s): None	Parents are driving	Winter training
Tuesday, 12/27/11 - Thursday, 12/29/11 Rochester, Minnesota	Jeremy Post	High School Girls' Basketball	0	18	Total cost per student: \$30 Student Portion: \$0 Other Source(s): Fundraising	Parents are driving	Team building experience.

Date of Trip and Destination	Requesting Staff Member	Grade/Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Thursday, 12/29/11 - Friday, 12/30/11 Winona State in Winona, Minnesota	Keith Lockwood	South Campus Boys Basketball	0	22	Total cost per student: \$80 Student Portion: \$0 Other Source(s): Fundraising	Coach bus	Athletes will play two scheduled games and tour some facilities on the campus.
Tuesday, 1/17/12 - Friday, 1/20/12 Wolf Ridge in Finland, Minnesota	Greg Hjelm, Katie Anderson	Birch 5th graders	4	41	Total cost per student: \$200 Student Portion: \$200 Other Source(s): Fundraising	Voigt Bus Company	Environmental education
Thursday, 3/15/12 - Saturday, 3/24/12 Costa Rica	Kari Sundberg, Sarah Swoboda, Mary Dahle	High School Spanish Department through "American Study Travel Abroad" Company	1 or 2 (Depending on flights)	16	Total cost per student: \$2,500 Student Portion: \$2,500 Other Source(s): Fundraising	Airline, bus	Students will learn more Spanish, be immersed in the culture, and learn more about Central America.
Friday, 3/16/12 - Tuesday, 3/20/12 Phoenix, Arizona	Craig Nasvik	High School Boys Golf	0	11	Total cost per student: \$625 Student Portion: \$625 Other Source(s): Fundraising	Airline, ground transportation	Annual trip for team building and bonding experience.
Saturday, 4/21/12 - Sunday, 4/22/12 St. Paul and Minneapolis, Minnesota	Wendy Suoja	North Campus Choir	0	55-75	Total cost per student: \$300 Student Portion: \$300 Other Source(s): Fundraising	Coach bus	Students will tour performance venues, watch a musical, tour Science and Art Institute, and create deeper friendships.
Friday, 5/11/12 - Saturday, 5/12/12 Detroit Lakes, Minnesota	Craig Nasvik	High School Boys Golf	1	6	Total cost per student: \$125 Student Portion: \$100 Other Source(s): Fundraising	District vans	Students will participate in a tournament and compete against schools that they usually don't see.

RESOLUTION FOR HUMAN RESOURCES ITEMS

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

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

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

INDEPENDENT SCHOOL DISTRICT NO. 624
Department of Human Resources

RETIREMENT - CLASSIFIED STAFF

RICHARD MILLER – Maintenance Person, District Center
Employed by District 624 since 02/08/1994
Effective Date: 01/03/2012

RESIGNATIONS - CLASSIFIED STAFF

BARBARAJO GANGL – Part-Time Cook, Transition Plus
Employed by District 624 since 04/08/2011
Effective Date: 11/15/2011

KRISTEN PALMER – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 01/02/2003
Effective Date: 11/18/2012

KAMI WOODLEY – Pupil Support Assistant, On Leave
Employed by District 624 since 02/01/1999
Effective Date: 10/28/2011

LEAVE OF ABSENCE - CLASSIFIED STAFF

KARI STUTELBERG - HINES – Pupil Support Assistant, Central Middle School
Employed by District 624 since 09/07/2010
Effective Date: 01/09/2012 through 05/14/2012

LEAVES OF ABSENCE - CERTIFIED STAFF

MARINA BOROWY – Spanish Teacher, Central Middle School
Employed by District 624 since 08/26/2010
Effective Date: 11/14/2011

LISA PHILLIPS – Special Education Teacher, South Campus
Employed by District 624 since 08/21/2003
Effective Date: 09/12/11 through 10/19/2011

ANNIKA PITTMAN – Communications Teacher, North Campus
Employed by District 624 since 08/27/2009
Effective Date: 09/01/2011 through 10/19/2011

SANDRA WHITBY – Elementary Teacher, Matoska International
Employed by District #624 since 09/29/1998
Effective Date: 08/29/2011 through 10/28/2011

INDEPENDENT SCHOOL DISTRICT NO.624
Department of Human Resources

CHANGE IN CONTINUING CONTRACT - CERTIFIED STAFF

AIMIE POLLARD – Speech-Language Pathologist, Birch Lake Elementary
From a .80 f.t.e. to a 1.00 f.t.e.
Effective Date: 11/21/2011 thru 06/08/2012

NEW PERSONNEL - CLASSIFIED STAFF

THOMAS ALEXANDER – Bus Driver, Bus Garage
\$15.80/hr. 5.25 hr. /day 144 + 3 hrs. In-Service \$11,992.20
Effective Date: 10/17/2011

DEAN GORDEN – Program Assistant Leader, Lakeaires Elementary
\$11.85/hr. 3.00 hr. /day 176 days \$6,256.80
Effective Date: 10/25/2011

AMY JACOB – Pupil Support Assistant, Lakeaires Elementary
\$15.85/hr. 4.00 hr. /day 155 days \$9,827.00
Effective Date: 10/10/2011

KARI LEVI – Program Assistant Leader, Hugo Elementary
\$11.85/hr. 2.50 hr. /day 175 days \$5,184.38
Effective Date: 10/26/2011

ANNE MATZKE – Program Leader, Oneka Elementary
\$14.30/hr. 7.00 hr. /day 180 days \$18,018.00
Effective Date: 10/19/2011

MANDYN WILSON – Health Assistant, Matoska International
\$15.75/hr. 6.75 hr. /day 132 days \$14,033.25
Effective Date: 11/21/2011

LONG TERM SUBSTITUTE - CERTIFIED STAFF

ELAYNA ESKELI – .8 Language Arts Teacher, North Campus
BA, Step 2 \$8,334.14
Effective Date: 10/31/2011 through 01/23/2012

FIDIAS FABIAN-FORS – Spanish Teacher, Central Middle School/North Campus
BA, Step 1 \$25,430.76
Effective Date: 11/14/2011 through 06/08/2012

LORI TUEL – School Counselor, North Campus
MA+45, Step 5 \$10,925.20
Effective Date: 10/06/2011 through 12/07/2011

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: Superintendent's Report
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Information Item
CONTACT PERSON(S): Dr. Michael J. Lovett, Superintendent of Schools

BACKGROUND:

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

D. DISCUSSION ITEMS

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

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Discussion Item

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

Background:

School Board Policy 406, Public and Private Personnel Data, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: April 29, 1996
Revised: January 10, 2005
Revised: October 11, 2010

*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 ~~collected~~ maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider.

“Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

G. “Public” means that the data is available to anyone who requests it.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee’s social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
- ~~5-6.~~ contract fees;
- ~~6.7.~~ actual gross pension;
- ~~7.8.~~ the value and nature of employer-paid fringe benefits;
- ~~8-9.~~ the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
- ~~9-10.~~ job title;
- ~~10-11.~~ bargaining unit
- ~~11.12.~~ job description;
- ~~12-13.~~ education and training background;
- ~~13.14.~~ previous work experience;
- ~~14.15.~~ dates of first and last employment;
- ~~15.16.~~ the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

~~16.17.~~ 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;

~~17.18.~~ the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

~~18.19.~~ work location;

~~19.20.~~ work telephone number;

~~20.21.~~ badge number;

22. work-related continuing education;

~~21.23.~~ honors and awards received; and

~~22.24.~~ payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment or advisory board/ commission positions is public:

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

C. Names of applicants is private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

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

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with individuals within the entity (school district) whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data.
- C. Data created, collected or maintained by the school district to administer employee assistance programs is private.
- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that is relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data is relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.

- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the Board of Teaching or the Board of School Administrators as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, any settlement or compromise, or any investigative file.
- L. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, to make the school district more efficient, or to improve school district operations is private.

P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

Q Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

IX. RELEASE FORM

Employee authorization for release form will appear as "Attachment A" to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

To: [School District]

RE: Personnel Records of *[name]*

(Date of Birth and/or Social Security Number)

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

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

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

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

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

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

Date

Signature of Employee

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

AGENDA ITEM: School Board Policy 509, Enrollment of Nonresident Students

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 509, Enrollment of Nonresident Students, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: August 12, 1996
Revised: June 11, 2001
Revised: January 10, 2005
Revised: November 8, 2007

*White Bear Lake Area
School Board Policy 509*

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. §124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph IIA, the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving “assaulting another and inflicting substantial bodily harm”.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student’s proficiency in the English language; ~~and~~
 5. the student’s district of residence; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Exclusion.
1. Administrator’s initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
 2. Superintendent’s review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.226, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Legal Reference:

Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair dismissal Act)
Minn. Stat. § 124D.03, ~~Subds. 3, 4, 6 and 7~~ (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd 19 (Habitual Truant Defined)
Minn. Opp Atty. Gen. No. 169-f (August 13, 1986)

Indep. Sch. District No. 623 v. Minn. Dept. of Educ., Co. No A05-361,
2005
WL 3111963 (Minn. App. 2005) (unpublished)

Cross Reference: WBLASB Policy 506 (Student Discipline)
WBLASB Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

MDE Minnesota Department of EDUCATION	Alternative Programs Team 935 Capitol Square — 550 Cedar St. Paul, MN 55101-2273	APPLICATION FOR ENROLLMENT SCHOOL DISTRICT ENROLLMENT OPTIONS PROGRAM	ED-01361-10

GENERAL INFORMATION: Kindergarten through twelfth grade students may apply to attend a public school outside of their resident district (Minnesota Statutes, Section 120.062). Please read instructions on reverse side before completing this application. Use one application for each student.

SECTION 1: TO BE COMPLETED BY THE STUDENT'S PARENT OR GUARDIAN
 (See instructions on reverse side)

Parent/Guardian Name (Last, First, M.I.)		Telephone Number: Home: () - Work: () -	
Parent/Guardian Address (Residence)	City	Zip Code:	
Resident District (of student)	City	Resident District No.	
District Name (of intended Enrollment)	City	Nonresident District No.	
Student Name (Last, First, M.I.)	Birthdate Month Date Year	Sex M F	
Student Address (if different from Parent/Guardian)	City	Zip Code:	
School Currently Attending	Current Grade	<input type="checkbox"/> Special Needs (specify):	
Student Race/Ethnicity (check one only): <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of <input type="checkbox"/> White, not of or Alaskan Native Pacific Islander Hispanic Origin Hispanic Origin			
List School Name/Program/Curriculum Area in which student wishes to be enrolled AND reason for this request.			
The above information is true and correct to the best of my belief and knowledge.			
Signature - Parent/Guardian		Date	

NOTE: Families living in Duluth, Minneapolis or St. Paul MUST submit their School District Enrollment Options application to their resident district for approval to leave the district. If the request does not disrupt desegregation guidelines, the application will be approved and sent to the non-resident district.

SECTION 2: TO BE COMPLETED BY THE RESIDENT DISTRICT WITH A DESEGREGATION PLAN

Date of receipt of Application	District Name	District Number
Contact Person (District Enrollment Options Program)	Title	Telephone Number () -
Following review of this application for enrollment, and with consideration to the laws and rules applicable to the School District Enrollment Options Program, and to the criteria of this district which has been developed for approval of applications for enrollment under this program, this application is hereby (check one);		
<input type="checkbox"/> APPROVED and sent to the non-resident district for approval.		
<input type="checkbox"/> DISAPPROVED for the following reasons:		
Signature - Superintendent/Responsible Authority		Date

NON-RESIDENT DISTRICTS MUST COMPLETE THE REVERSE SIDE

SECTION 3: TO BE COMPLETED BY THE NON-RESIDENT DISTRICT

Date of Receipt of Application	District Name	District Number
Contact Person (District Enrollment Options Program)	Title	Telephone Number () -
Following review of this application for enrollment, and with consideration to the laws and rules applicable to the School District Enrollment Program, and to the criteria of this district which has been developed for approval of applications for enrollment under this program, this application is hereby (check one):		
[] APPROVED ¹ [] DISAPPROVED ²		
Signature - Superintendent/Responsible Authority		Date
<p>1 To be completed by the nonresident district: On the basis of information provided in the above application, and with respect to district criteria, policies and procedures, the above student will be assigned for enrollment:</p> <p>in _____ School Building Name</p> <p>on _____ at _____</p> <p>Starting Date Student Grade Level</p> <p>Please visit the district offices at least ten (10) days prior to the above starting date for completion of all enrollment forms.</p>	<p>2 The above district is unable to approve your request for enrollment under the School District Enrollment Options Program for the following reason(s):</p> <p>[] Lack of Space Within School</p> <p>[] Lack of Space Within Program</p> <p>[] Lack of Space Within District</p> <p>[] Racial Imbalance (re: Desegregation Plan)</p> <p>[] Other: _____</p> <p>[] See Attachment(s)</p>	

INSTRUCTIONS

SECTION 1: Before applying, visit schools and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education has a pamphlet How To Select A School For Your Child; A Family Guide which will be sent on request by calling (612) 296-1261. Another pamphlet, How To Pick Your Child's School should be available at a school in your district, or call the Minnesota Association of School Administrators at (612) 645-6272. Ask for school information from the district.

Set up an appointment for you and your child(ren) to meet with a designated school person to discuss your reason(s) for applying to a school outside the district. With the exceptions of Duluth, Minneapolis or St. Paul. NO school district can deny a student from leaving the district.

Complete all information under Section 1 and send to the non-resident district, unless you reside in Duluth, Minneapolis, or St. Paul, in which case send the application form to your district for approval to leave. Applications must be received by the non-resident district BEFORE JANUARY 15. (Applications into or out of desegregated districts may be submitted at any time for enrollment at anytime.) The receiving district must notify you by February 15 of acceptance or non-acceptance. (Duluth, Minneapolis, or St. Paul must notify you within 30 days of receiving the application.) Parents/Guardians must notify the non-resident district by March 1 of their commitment to attend the new district for the coming school year.

SECTION 2: Duluth, Minneapolis, and St. Paul MUST accept or reject such individual application based on compliance with its desegregation plan. The district MUST give SPECIFIC reason the district acceptance or rejection would result in noncompliance. Applications for attendance outside the district once accepted are to be sent to the non-resident district. Notification of acceptance or rejection must be sent to parents/guardians within 30 days of receipt of application. Acceptance into a desegregated district must include starting enrollment date.

SECTION 3: The non-resident district must notify parents/guardians by FEBRUARY 15 of acceptance or rejection of application. After receipt of commitment to attend, the non-resident district must notify the resident district by MARCH 15 of students' intent to enroll. Applications into or out of a desegregated district may be submitted at anytime for enrollment at anytime. Accepted applications must include starting enrollment date.

AGENDA ITEM: School Board Policy 599, Academic Recognition Policy

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Tim Wald, Principal
David Law, Assistant Superintendent
Michael Lovett, Superintendent

Background:

School Board Policy 599, Academic Recognition Policy, has been reviewed by the School Board Policy Committee and is recommended for a first reading.

This policy has been developed over the past year by members of the administrative team in consultation with parents, staff, and high school students.

As written, the policy would first affect how we recognize students in the graduating class of 2013. On Monday night, members of the administration will provide background information on how we currently recognize students and the rationale for making the change.

Although the policy has had significant internal review, it will be important to make sure we have adequate time for our school community to review the policy once it has publically been presented. Therefore, upon publically reviewing the policy, the administration will make it available to the school community and bring it back to the December School Board meeting or subsequent meeting after reviewing any changes with the Board Policy Committee.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted:
Revised:

White Bear Lake
School District #624 Policy 599

New Policy

599 ACADEMIC RECOGNITION POLICY

I. PURPOSE

The purpose of this policy is to establish a criterion based academic honor system which recognizes high academic achievement.

II. GENERAL STATEMENT OF POLICY

Students at White Bear Lake Area High School are encouraged to strive for excellence. It is the responsibility of all school employees to challenge and support all students in the pursuit of their highest levels of academic and personal achievement. Accordingly, White Bear Lake Area High School will provide a positive and stimulating learning environment which inspires students to reach their fullest potential. The curriculum offerings provide the necessary rigor to allow student to excel and meet the highest academic standards.

The White Bear Lake Area High School diploma represents the pursuit of academic excellence. A student's transcript reflects their personal achievement and rigorous course selection. The District has established an academic honors system to commend and recognize students for their academic excellence and success. In order to realize these goals, the system must: reflect high academic achievement; be honest, transparent and fair; be criterion referenced; and reflect high expectations for all students across all courses and programs.

III. DEFINITIONS

- A. "Criterion Referenced" is a standard on which a judgment or decision may be based.
- B. "Cumulative Grade Point Average (GPA)" is the student's numerical average for all courses taken. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits completed.
- C. "Eligible Student" means any White Bear Lake student, including a transfer student, who has completed all courses and has met state and local graduation requirements. When a student has a unique circumstance, an administrative team will review the

student's transcript to determine whether the student has demonstrated academic excellence and success consistent with the spirit of this policy.

- D. "Grade Weighting" is the assignment of a greater numerical value to the letter grade's numeric point value to reward a student completing any of the following courses:
- Advanced Placement (AP) and taking the national assessment;
 - College in the Schools (CIS);
 - Project Lead the Way (PLTW) courses that qualify for college credit and student takes the required assessment for college credit.
- E. "Term Grade Point Average (GPA)" is the student's numerical average for a given semester. It is computed by adding the total number of the letter grade point values and dividing it by the number of credits for a given semester.

IV. HIGH ACADEMIC HONORS RECOGNITION

- A. Effective with the Class of 2013, the *Laude* Latin model will be used to recognize academic excellence for recognition at commencement. Eligible students will work to compete against the criterion for academic honors, rather than each other.
- B. An eligible student's final cumulative, weighted GPA at the end of the first semester of senior year will be used to determine the level of honor on a high school transcript, diploma, and for academic recognition at commencement.
- C. The three levels of honors to be awarded to eligible students who have acquired academic excellence are:
1. Summa Cum Laude: With Highest Distinction
Cumulative weighted GPA of 4.1 or above
 2. Magna Cum Laude: With Great Distinction
Cumulative weighted GPA of 4.0 – 4.09
 3. Cum Laude: With Distinction
Cumulative weighted GPA of 3.8 – 3.99
- D. The weighted GPA will be used to calculate all academic honors. In the event that a miscalculation occurs, honors may be awarded after the fact; however, honors mistakenly awarded will not be retracted.

E. Honor Rolls

1. Each semester, the Honor Roll will be calculated based on the weighted GPA.
2. Students with a semester GPA of 3.67 and above will be listed on the A Honor Roll.
3. Students with a semester GPA of 3.00 to 3.66 will be listed on the B Honor Roll.

F. Academic Lettering

1. Earning an Academic Letter is another way that White Bear Lake Area High School students can be recognized for their achievements.
 - a. An eligible student must earn an overall 3.67 GPA over the specified grading periods:
 - 1) Seniors: Final semester of junior year and first semester of senior year.
 - 2) Juniors: Final semester of sophomore year and first semester of junior year.
 - 3) Sophomores: Final semester of freshmen year and first semester of the sophomore year.
 - 4) Freshmen: First semester of the freshmen year.
 - b. Eligible students who meet the 3.67 GPA and have successfully completed AP, CIS or PLTW course will receive an Academic Letter marked with "Honors".

V. POST HIGH SCHOOL REPORTING

Official student transcripts will include the cumulative weighted and unweighted GPA and class rank. The transcript will also denote any cum laude honors.

VI. TREATMENT OF TRANSFER STUDENTS

Students transferring to White Bear Lake Area High School will be eligible for recognition upon a review of their transcript, application of grade weighting, and verification of course rigor when applicable.

VII. IMPLEMENTATION

The Superintendent or designee is directed and authorized to develop and approve specific procedures for the implementation of this policy.

Legal References:

Cross References:

AGENDA ITEM: School Board Policy 618, Assessment of Student Achievement

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

School Board Policy 618, Assessment of Student Achievement, has been reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To review the policy and provide suggestions or feedback to the administration, with the policy placed on the December 12 School Board meeting agenda or subsequent meeting as an operational item for action.

Adopted: May 26, 1998
Revised: August 27, 2001
Revised: July 18, 2005
Revised: January 11, 2010

White Bear Lake
School District #624 Policy 618

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to determine how well students have achieved the Minnesota Academic Standards.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete the Minnesota Academic Standards. This procedure includes the adoption of assessment methods to be used in measuring student learning. The school district continually strives to enhance student achievement of the Minnesota Academic Standards.

III. DEFINITIONS

- A. "Benchmark" means the academic knowledge and skills students must achieve at each grade level or high school level to satisfactorily complete a standard.
- B. "Elective standards" are the academic standards adopted by the school district in the subject areas in which state standards are not specified.
- C. "Graduation-required assessment for diploma" or "GRAD" means the assessment that measures the reading, writing, mathematics, and science proficiency of high school students.
- C.D. "Rubric" means the criterion that meets the specifications of a content standard.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The ~~Director of Curriculum and Assessment~~ Assessment Coordinator shall establish criteria by which student performance of the Minnesota Academic Standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board or ~~Director of Curriculum and Assessment~~, the criteria shall be deemed part of this policy.
- B. The Superintendent or ~~Director of Curriculum and Assessment~~ shall ensure that students and parents or guardians are provided with notice of the process by which program Minnesota Academic Standards will be assessed.

- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS ASSESSMENTS

A. Benchmarks

The school district will offer academic knowledge and skills to allow students to satisfactorily complete a state standard by the use of grade level or high school level benchmarks. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

B. Local Assessments

Locally selected assessments are expected to provide opportunities for students to demonstrate their achievement of the elective standards or other locally adopted standards.

C. Statewide Academic Standards Testing

1. The school district will utilize state constructed tests developed from and aligned with the state's required academic standards as these tests become available. If a state assessment is not available, the school district will determine if a student has met the required academic standards through locally developed assessments.
2. The school district will administer annually, in accordance with the process determined by the MDE, the state-constructed tests to all students in grades three through eight and at the high school level as follows:
 - a. annual language arts and mathematic assessments in grades three through eight and at the high school level;
 - b. annual science assessments in one grade in the grades three through five span, the grades six through nine span, and a life science assessment in the grades ten through twelve span;
 - c. mathematics assessments in grades three through eight and eleven are aligned with the state academic standards in mathematics; and
 - d. GRAD assessments as defined per state guidelines.
3. The school district will develop and administer locally constructed assessments in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.

4. Students for whom the statewide or locally constructed tests are inappropriate, as determined by the student's individualized education program team, or students with limited English proficiency, shall be exempt from or provided appropriate, technically sound accommodations or alternate assessments for statewide and local testing with the approval of the student's parent or guardian.
5. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

D. Rigorous Course of Study Waiver

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and
 - c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
3. A student who satisfactorily completes a postsecondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

Legal References:

Minn. Stat § 120B.02 Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.023 (Benchmarks)

Minn. Stat § 120B.11 (School District Process)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Rule Parts 3501.0010 - 3501.0180 (~~Rules Relating to~~ Graduation Standards—Mathematics and Reading)

Minn. Rule Parts 3501.0200-3501.0290 (~~Rules Relating to~~ Graduation Standards—Written Composition)

Minn. Rules Parts 3501.0505-3501.0550 (~~Graduation Standards~~ Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

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

20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References:

WBLASB Policy 104 (School District Mission Statement)

WBLASB Policy 601 (School District Curriculum and Instruction Goals)

WBLASB Policy 613 (Graduation Requirements)

WBLASB Policy 614 (School District Testing Plan and Procedure)

WBLASB Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)

WBLASB Policy 616 (School District System Accountability)

AGENDA ITEM: Superintendent's Evaluation
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Discussion Item
CONTACT PERSON(S): Lori Swanson, School Board Chair

BACKGROUND:

At the work-study session of October 24, 2011, the School Board reviewed the results of the 2010-11 performance evaluation with the superintendent.

This evening, the School Board will publicly comment on that evaluation to the extent permitted by law.

E. OPERATIONAL ITEMS

AGENDA ITEM: Resolution to Canvass the November 8, 2011
School District Special Election

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

This resolution has been provided by our attorney to canvass the School District Special Election.

The election results will be provided by the City of White Bear Lake's election official, with final numbers available on Monday.

Recommendation:

Act to approve the resolution.

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was duly held in said school district on November 14, 2011, at 7:00 o'clock p.m., for the purpose, in part, of canvassing a special election.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. It is hereby found, determined and declared that the special election of the voters of this school district held on November 8, 2011 in conjunction with its general election, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of _____ voters of the school district voted on the question of renewing the referendum revenue authorization of the school district for taxes payable in 2013 and thereafter (SCHOOL DISTRICT BALLOT QUESTION 1), of which _____ voted in favor, _____ voted against the same, and there were _____

completely blank or defective ballots. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

3. The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part. The clerk is also directed to report the results of this special election to the Commissioner of Education within fifteen (15) days of the date hereof.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 14th day of November, 2011.

Clerk

AGENDA ITEM: Resolution to Canvass the November 8, 2011
General Election of School Board Members

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

This resolution has been provided by our attorney to canvass the School District General Election.

The election results will be provided by the City of White Bear Lake's election official, with final numbers available on Monday.

Recommendation:

Act to approve the resolution.

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was duly held in said school district on the 14th day of November 2011, at 7:00 o'clock p.m. for the purpose, in part, of canvassing its general election.

The following members were present:
and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. It is hereby found, determined and declared that the general election of the voters of this school district held on November 8, 2011, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of _____ voters of the district voted at said general election on the election of three (3) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Lori Swanson

Chris Hiniker

Cathy Storey

3. Lori Swanson, Chris Hiniker and Cathy Storey, having received the highest number of votes, are elected to four (4) year terms beginning on the first Monday in January, 2012.

4. The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

The motion for the adoption of the foregoing resolution was duly seconded by Member

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 14th day of November 2011.

Clerk

AGENDA ITEM: Resolution Authorizing Issuance of Certificates
of Election and Directing the School District
to Perform Other Election Related Duties

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Dave Guenther, Director of Community Services
and Recreation

BACKGROUND:

This resolution has been provided by our attorney to issue certificates of election and to allow the district to perform other election related duties for the School District General Election.

Recommendation:

Act to approve the resolution.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624 (White Bear Lake Area Schools), State of Minnesota, was held in said school district on the 14th day of November, 2011, at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2011.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 624 to the following candidates:

- a. Lori Swanson
- b. Chris Hiniker
- c. Cathy Storey

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November 14, 2011, canvassed the general election of school board members held on November 8, 2011.

2. _____ received the largest number of votes cast for the office of school board member of Independent School District No. 624 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore _____ is elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January, 2012 and expiring on the first Monday in January, 2016.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated November 14, 2011.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November 14, 2011, canvassed the general election of school board members held on November 8, 2011.

2. _____ received the second largest number of votes cast for the office of school board member of Independent School District No. 624 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore _____ is elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January, 2012 and expiring on the first Monday in January, 2016.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated November 14, 2011.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 624 on November 14, 2011, canvassed the general election of school board members held on November 3, 2011.

2. _____ received the third largest number of votes cast for the office of school board member of Independent School District No. 624 for a full four (4) year term.

3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore _____ is elected to the office of school board member of Independent School District No. 624 for a full four (4) year term beginning on the first Monday in January, 2012 and expiring on the first Monday in January, 2016.

By authority of the School Board of Independent School District No. 624, pursuant to resolution dated November 14, 2011.

Dated: _____

Chair

Dated: _____

Clerk

AGENDA ITEM: Application for Student Activities Grant

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Items

CONTACT PERSON(S): Tim Hermann, Activities Director
Tim Wald, South Campus Principal
Don Bosch, North Campus Principal

BACKGROUND:

In the summer of 2010, Mr. Hermann made a review of our protocols in student activities including our sources of revenue. Upon review he noted that we had not been applying for a Minnesota State High School League grant to subsidize the cost of student activities for students who otherwise might not be able to participate because of financial challenges. Currently, within White Bear Lake, some funding is available from private sources to offer partial scholarships to students. We first applied last fall, and were granted approximately \$2,000 to use for student support.

The application process requires the School Board to formally act upon the request noted below. The administration recommends that the School Board approve this grant application.

RECOMMENDATION:

Whereas the Minnesota State High School League Foundation has offered a grant opportunity to assist, recognize, promote, and fund extra-curricular participation of high school students in an athletic or fine arts program, the White Bear Lake Area Public Schools School Board supports this grant application.

Agenda Item: New Course Proposals for School Year 2012-2013

Meeting Date: November 14, 2011

Suggested Disposition: Operational Item

Contact Persons(s): Gretchen Harriman, Curriculum and Program Development Coordinator;
David Law, Assistant Superintendent

BACKGROUND:

Annually, each high school department has the opportunity to submit requests for course additions, deletions and name changes that reflect department review and the need for updates. New course proposals should reflect results of program review and efforts to meet student needs. The proposals are submitted by curriculum leaders and administrative liaisons for review by secondary principals, the curriculum and program development coordinator, and assistant superintendent. Merit of the proposals is assessed based upon the following:

1. Consistent with the implementation of an approved curriculum framework or program review;
2. Fulfilling a programmatic need as determined by either the department or school; and
3. Increasing rigorous course offerings and pathways to college readiness for students.

The following course proposals meet the criteria.

Civil Engineering and Architecture continues the implementation plan for Project Lead the Way, and fulfills obligations of the Kern Family Foundation Funding that has supported the engineering program. The course includes the opportunity for students to earn a transcript from University of Minnesota, with credit that can be transferred to other colleges and universities. Credit is available for students earning 85% or higher in course content, passing the standardized college credit exam with a score of 70% or higher, and paying a registration fee to the University of Minnesota.

American Sign Language 3 is a new course which will allow for students to obtain higher levels of fluency in American Sign Language, and is an expansion of world language offerings at the secondary level. The strategic plan calls for the examination of current World Language offerings and identification of opportunities for expansion. This course proposal is the first recommendation to come out of the world language program review.

As the result of on-going review of programs and course offerings, the following course additions and changes are proposed for the 2012-13 school year. They were presented at the October 24 School Board work study session for discussion. Approval of the School Board is requested for:

NEW COURSES:

1. **Department:** Technology Education/Engineering
Course Title: Civil Engineering and Architecture (Project Lead the Way)
Term: Full Year
Grade Level: 11-12
Description:

The major focus of the Civil Engineering and Architecture (CEA) course is a long-term project that involves the development of a local property site. As students learn about various aspects of civil engineering and architecture, they apply what they learn to the design and development of this property. The course provides freedom to the teacher and students to develop the property as a simulation or to students to model the real-world experiences that civil engineers and architects experience when developing property.

The CEA course is intended to serve as a specialization course within the Project Lead the Way sequence. The course is structured to enable all students to have a variety of experiences that will provide an overview of both fields. Students will work in team, exploring hands-on projects and activities to learn the characteristics of civil engineering and architecture.

2. **Department:** World Language
Course Title: American Sign Language 3
Term: Full Year
Grade Level: 11-12
Description:

This course will increase the depth of the language studies by continuing to facilitate fluency in ASL by mastering the more difficult grammatical features including, but not limited to, classifiers, spatial agreement, and non-manual signals. The students will be expected to be able to carry on longer discourse/narratives with various real-world scenarios. Additionally, deaf culture/history will be introduced.

TITLE CHANGES:

1. **Department:** FACS
Course Title: Early Childhood Education Lab
Formerly: Advanced Child Development
Term: Semester
Grade Level: 11-12
2. **Department:** Music
Course Title: Symphonic Band
Formerly: Symphonic Winds

Term: Full Year
Grade Level: 11-12

3. **Department:** Music
Course Title: Wind Ensemble
Formerly: Concert Band
Term: Full Year
Grade Level: 11-12

COURSE DELETION:

1. **Department:** Business Education
Course Title: Keyboarding
Term: Semester
Grade Level: 9-12
Rationale: The content of this course will be incorporated into the Computer Applications course.
2. **Department:** Business Education
Course Title: Improve Your Keyboarding
Term: Semester
Grade Level: 11-12
Rationale: The content of this course will be incorporated into the Computer Applications course.
3. **Department:** Technology Education
Course Title: Mechanical Engineering 1
Term: Semester
Grade Level: 11-12
Rationale: This course has not run in several years due to low enrollment.
4. **Department:** Technology Education
Course Title: Mechanical Engineering 2
Term: Semester
Grade Level: 11-12
Rationale: This course has not run in several years due to low enrollment.

RECOMMENDATION:

Action to approve new course proposals, title changes, and course deletions for the 2012-13 school year.

AGENDA ITEM: Sale of General Obligation School Building
Refunding Bonds

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Item

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

=====

Background:

The work on restructuring our bonded indebtedness continues. We had discussion at the Finance Committee meeting of October 26th on this issue and the manner in which we could address leveling out future levies.

Phase 1 of the process will be to sell refunding bonds prior to year end that will combine three issues, originally sold in the early 2000's. If the bonds are sold prior to year end, and since the total amount is under \$10 million, they are "bank qualified" and this will save us about .25% on associated interest costs.

At this meeting, an operational item is on the agenda to authorize the sale of this issue, as well as authorize the Superintendent and School Board Chair to accept the recommendation from Ehlers & Associates to proceed with the sale when the bids are taken. This second step is necessary due to the time constraints associated with making sure that the bonds are sold prior to December 31st.

Gary Olsen, from Ehlers & Associates, will be present at this meeting to answer questions and to recommend the dollar and percent thresholds that will be included in the resolution.

The proposed resolution is attached, for School Board consideration.

Action:

It is recommended by administration that the attached resolution be adopted.

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2011A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held November 14, 2011, at 7:00 o'clock p.m., in the District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,
SERIES 2011A; COVENANTING AND OBLIGATING THE DISTRICT
TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of November, 2011.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 624
(WHITE BEAR LAKE AREA SCHOOLS)
STATE OF MINNESOTA

HELD: NOVEMBER 14, 2011

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 624, State of Minnesota, was duly held on November 14, 2011, at 7:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS,
SERIES 2011A; COVENANTING AND OBLIGATING THE DISTRICT
TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 624, State of Minnesota, as follows:

1. **Authorization.** The Board hereby finds and declares that it is necessary and expedient to sell and issue approximately \$9,180,000 principal amount of general obligation refunding bonds of Independent School District No. 624 (the "Issuer" or the "District"). Said Bonds shall hereinafter be referred to as the "Bonds" or the "Refunding Bonds." The Refunding Bonds, together with other available funds of the Issuer, shall provide funds (1) for the current refunding of the District's General Obligation School Building Refunding Bonds, Series 2002B, bearing a date of original issue of March 7, 2002 (the "2002B Bonds") and to prepay on February 1, 2012, all of the bonds of said issue maturing in the years 2013 and 2014, totaling \$2,885,000 in principal amount; (2) for the current refunding of the District's General Obligation School Building Refunding Bonds, Series 2002C, bearing a date of original issue of December 11, 2002 (the "2002C Bonds") and to prepay on February 1, 2012, all of the bonds of said issue maturing in the year 2014, totaling \$3,655,000 in principal amount; and (3) for the current refunding of the District's General Obligation School Building Refunding Bonds, Series 2004B, bearing a date of

original issue of February 11, 2004 (the "2004B Bonds") and to prepay on February 1, 2012, all of the bonds of said issue maturing in the years 2013 to 2017, totaling \$2,530,000 in principal amount. The maturities of the 2002B Bonds, the 2002C Bonds and the 2004B Bonds refunded hereunder are together referred to as the "Refunded Bonds". The 2002B Bonds were originally issued to provide funds for a crossover refunding of the District's General Obligation School Building Bonds, Series 1994C, bearing a date of original issue of July 1, 1994. The 2002C Bonds were originally issued to provide funds for a current refunding of the District's General Obligation School Building Bonds, Series 1993B, bearing a date of original issue of August 1, 1993. The 2004B Bonds were originally issued to provide funds for a crossover refunding of the District's General Obligation School Building Bonds, Series 1996A, bearing a date of original issue of July 1, 1996.

2. The Board, having been advised by Ehlers & Associates, Inc., its independent financial advisor, hereby determines that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2.

3. The Chair and Superintendent are authorized and directed to receive all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects, and to approve on behalf of the District the sale of the Refunding Bonds to the party submitting the most favorable proposal (the "Purchaser"), provided that the total net savings included in the most favorable proposal is at least \$_____, the present value benefit as a percentage of the present value of the refunded debt service is at least ___% and a favorable recommendation to accept the proposal is received from Ehlers & Associates, Inc. In the Terms of Proposal, the District may reserve the right, after proposals are open and prior to award, to increase or decrease the specified principal amount of the Refunding Bonds offered for sale, with the increase or decrease to occur in multiples of \$5,000 in any of the maturities. The Chair and Superintendent are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

4. Upon approval of the sale of the Bonds by the Chair and the Superintendent, the Board will meet at its next regularly scheduled meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

5. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to

make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

MEETING DATE: November 14, 2011

SUGGESTED DISPOSITION: Operational Item

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

Background:

School Board Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, has been reviewed by the School Board Policy Committee and had a first reading in October. The changes recommended are consistent with those recommended by MSBA.

Recommendation: To approve Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, as recommended by the administration.

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

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

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

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

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

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

H. I. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined

in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.

~~I. J.~~ “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

~~I. K.~~ “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

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

IV. REPORTING PROCEDURES

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

- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- D-E A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, including possible termination of employment.
- E-F Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- F-G Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The reckless making of a false report may also result in employee discipline.

V. INVESTIGATION

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

school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, and/or school employees when an interview is conducted on school premises.

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

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, subd. 4, clause (5) (Child in Need of Protection)
Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

Maltreatment of Students Reporting Form
Maltreatment information is confidential data. Use this form only to report to MDE.

MDE staff use only			
Intake Person	MDE File #	Investigator	Date Assigned
	<input type="checkbox"/> No Maltreatment explain) <input type="checkbox"/> No Jurisdiction <input type="checkbox"/> I & R <input type="checkbox"/> Other (Please explain)		Date Reporter Notified: ___ Verbal ___ Written (Attach written correspondence)

Date Submitted _____ I.S.D. Name & Number _____

Via: Phone _____ School Name _____ Address _____
 Fax _____ City _____ State _____ Zip _____ Phone Number (____) _____
 U.S. Mail _____ Principal _____

REPORTER (Reporter is confidential under Minn Stat. § 626.556) Mandated _____ Non Mandated _____
 Name _____ Title _____ Phone (____) _____
 Address _____ City _____ State _____ Zip _____

ALLEGED VICTIM

Name _____ DOB _____ Grade _____ Gender: ☐ Male ☐ Female
 Special Education: Y/N _____ Disability Description _____ Ethnicity _____
 Address _____ City _____ State _____ Zip _____
 Parent/Guardian _____ Home Phone (____) _____ Other Phone (____) _____

ALLEGED OFFENDER

Name _____ Position _____ DOB _____ Gender: ☐ Male ☐ Female
 Address _____ City _____ State _____ Zip _____ Ethnicity _____
 Home Phone Number (____) _____ Other Phone (____) _____

Type of Alleged Maltreatment		<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Neglect
Injury Yes _____ No _____	Description of Injury _____			
Date of Incident _____ Time _____ Location _____ City _____ County _____				
Witness Information: _____				
Description of Incident: (please attach additional page if needed)				

Police Notified: ☐ Yes ☐ No Police Department _____ Contact _____ Phone
() _____

Please Fax Report to: Student Maltreatment Program - (651) 634-2277

Student Maltreatment Program, Division of Compliance & Assistance

1500 Highway 36 West, Roseville, Minnesota 55113-4266

Phone: (651) 582-8546

Fax: (651) 634-2277

3/4/08

AGENDA ITEM: School Board Policy 416, Drug and Alcohol Testing
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): Chris Picha, Director of Human Resources

Background:

School Board Policy 416, Drug and Alcohol Testing, has been reviewed by the School Board Policy Committee and had a first reading in October. The changes recommended are consistent with those recommended by MSBA.

Recommendation: Approve Policy 416, Drug and Alcohol Testing as recommended by the administration.

Adopted: April 29, 1996
Revised: July 18, 2005
Revised: June 14, 2010
Revised: October 11, 2010

*White Bear Lake Area
School District #624 Policy 416*

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950 - 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that commercial drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs, as defined by Minnesota Statutes Section 181.950, subdivision 4, not medically prescribed, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored

program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the Evidential Breath Testing (EBT) device.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. Department of Transportation (DOT) means United States Department of Transportation.

7. "Driver" is any person who operates a Commercial Motor Vehicle (CMV), including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and ~~it has been determined~~ a determination has been made that there was no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); or (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from

work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before a MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of an employee an organization that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers.

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.
8. Positive, Adulterated or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, or exchange of drugs or alcohol; reporting to work under the influence of drugs or alcohol; consumption of drugs or alcohol while at work or while on school district premises; or operating any school district vehicle, machinery, or equipment while under the influence of drugs or alcohol.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a

prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for controlled substances before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or verified positive results for controlled substances, or refusals to be tested (including follow-up test), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from

an accident which results in bodily injury or disabling damage to a motor vehicle.

- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the

time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing
 - a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
 - b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
 - c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
 - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.
6. Follow-Up Testing. When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521 (b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a Substance Abuse Professional and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

L. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles; labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the

donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services--SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether there is an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the Designated Employer Representative (DER) and the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - i. The donor expressly declines the opportunity to discuss the test results;

- ii. The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER;
- iii. The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or a STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services--SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-Keeping Requirements and Retention of Records

1. The school district shall keep and maintain records, in accordance with the federal regulations, in a secure location with controlled access.

2. The required records shall be retained for the following minimum periods:

- Basic records 5 years

“Basic records” includes records of a: (a) alcohol test results with

concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

- Information obtained from previous employers 3 years
- Collection and training records 2 years
- Negative and cancelled controlled substances tests 1 year
- Alcohol tests with less than 0.02 concentration 1 year
- Education and training records Indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAP readily available to the driver or applicant and acceptable to the school district.

If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by a SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluations(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

- b. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
 - c. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.
 - b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include but is not limited to immediate suspension without pay and/or immediate discharge.
 - c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be

requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

A. General Statement of Policy

The school district may request or require drug and alcohol testing for other school district personnel, i.e., applicants for school positions or employees who are not school bus drivers ~~or job applicants for school positions~~. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMV who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV of this policy will be applicable to such testing.

B. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
4. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the

extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV of this policy and the drivers shall fall within this definition of "other employees."

5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

C. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has

received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require only employees in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee, referred to in this Section IV, to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee, other than bus drivers, to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

D. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

E. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2 and 3 of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

F. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to

acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform, in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her

intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F or G below, whichever is applicable.

Attachments E and F to this policy provides the Notices described in paragraphs 2 through 6 of this Section E.

G. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1 of this Section F, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

H. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not

been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

I. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

J. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2 above, of this Section I., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

5. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to all previously non-affected employees upon transfer to an affected position under the policy, and to all job applicants upon hire and before any testing of applicants if the job offer is made contingent on passing drug and

alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross Reference: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
WBLASB Policy 406 (Public and Private Personnel Data)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 418 (Drug-Free Workplace/Drug-Free School)

AGENDA ITEM: School Board Policy 419, Tobacco-Free Environment
MEETING DATE: November 14, 2011
SUGGESTED DISPOSITION: Operational Item
CONTACT PERSON(S): David Law, Assistant Superintendent
Chris Picha, Director of Human Resources

Background:

School Board Policy 419, Tobacco-Free Environment, has been reviewed by the School Board Policy Committee and had a first reading in October. The changes recommended are consistent with those recommended by MSBA.

Recommendation: Approve Policy 419, Tobacco-Free Environment, as recommended by the administration.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: December 14, 2009

White Bear Lake Area
School District #624 Policy 419

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or visitor to ~~of~~ the school district or person to smoke or use tobacco, ~~or tobacco-related devices,~~ or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any ~~elementary school, middle school, or secondary school~~ enrolled student to possess any type of tobacco, ~~or tobacco-related device,~~ or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.
- E. Instruction to discourage the use of tobacco shall be included in the education provided for all students. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

III. ~~TOBACCO AND TOBACCO-RELATED DEVICES DEFINED DEFINITIONS~~

- A. "Electronic Cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- A.B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. D. "Smoking" means inhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

IV. EXCEPTION

- A. It shall not be a violation of this policy for an Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals including visitors on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. The school district will develop a method of discussing this policy with students and employees.
- B. This policy shall appear in the student and staff handbook.
- C. Appropriate signage shall be posted throughout the district and building entrances and other highly visible locations.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

Legal References: Minn. Stat. § 144.413, Subd. 1b and 4 (Definitions)
 Minn. Stat. § 144.416 (Responsibilities of Proprietors)
 Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)
 Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)

Cross References: WBLASB Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 WBLASB Policy 506 (Student Discipline)
 MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior