

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
AGENDA**

March 3, 2014

MISSION STATEMENT

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

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

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

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

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: February 24, 2014

A Student Recognition will be held on **Monday, March 3, 2014**, at **6:15 p.m.** in the Community Room 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, March 3, 2014** 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. Presentation on Review and Comment Summary for Projects Scheduled in fiscal Years 2015, 2016, and 2017
2. Presentation on Bond Pre-Sale Report and Approval of Resolution of Intent to Sell Bonds
3. Presentation on Achievement and Integration Plan for 2014-15
4. First Reading of School Board Policies:
 - a. Policy 405, Veteran's Preference
 - b. Policy 422, Policies Incorporated by Reference
 - c. Policy 900, Partnerships

E. OPERATIONAL ITEMS

1. Action on School Calendar for 2014-15
2. Action on Resolution Authorizing District Administration to Submit Review and Comment Summary for Projects Scheduled in Fiscal Years 2015, 2016, and 2017
3. Action on Resolution of Intent to Sell Alternative Facilities Bonds
4. Action on Achievement and Integration Plan for 2014-15
5. Action on Tentative Agreement with Confidential Group
6. Action on School Board Policies
 - a. Policy 406, Public and Private Personnel Data
 - b. Policy 419, Tobacco-Free Environment
 - c. Policy 515, Protection & Privacy of Pupil Record

F. BOARD FORUM

G. ADJOURNMENT

A. PROCEDURAL ITEMS

AGENDA ITEM: **Consent Agenda**
MEETING DATE: **March 3, 2014**
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: March 3, 2014
SUGGESTED DISPOSITION: Consent Agenda
CONTACT PERSON(S): Lori Swanson, 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, February 10, 2014 at 7:00 p.m. in Community Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEM

- 1 Chair Newberg called the meeting to order at 7:00 p.m.
2. Roll Call - Present: *Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey*
Ex-Officio: Lovett
Cabinet: Present: Garrison, Kazmierczak, Law, Vette, Wehrkamp,
3. Pledge of Allegiance
4. Hiniker moved and Mullin seconded to approve the agenda as presented. *Voice vote: all ayes. Motion carried.*
5. Storey moved and Kimball seconded to approve the consent agenda consisting of:
 - approval of minutes of regular meeting on January 13, 2014; special meeting on January 27, 2014, and work-study session on January 27, 2014.
 - payment of invoices based upon a random sample, all of which met the standards and guidelines as set by the Board;
 - passage of resolution regarding acceptance of gifts with thank you letters directed to the donors;
 - passage of field trip requests;
 - passage of resolution to approve personnel issues to include:
 - **RESIGNATIONS/TERMINATION - CLASSIFIED STAFF**
 - Denae Krause – Program Assistant Leader, Oneka Elementary
Employed by District 624 since 11/21/2011
Effective Date: 02/07/2014
 - Annie Matzke – Program Leader, Oneka Elementary
Employed by District 624 since 10/19/2011
Effective Date: 02/20/2014
 - **RETIREMENT – CLASSIFIED STAFF**
 - Cynthia Rulli – Administrative Assistant – Director of Special Services, District Center, Employed by District 624 since 08/28/1991
Effective Date: 04/30/2014
 - Suzanne Severson – Computer Assistant, Oneka Elementary
Employed by District 624 since 08/26/2008
Effective Date: 06/06/2014
 - **RESIGNATIONS/TERMINATION - CERTIFIED STAFF**
 - Jennifer Babiash – Health Teacher, High School-North Campus
Employed by District 624 since 08/21/2003
Effective Date: 06/06/2014
 - Jennifer Bond – ELL Teacher, Otter Lake Elementary
Employed by District 624 since 08/21/2003
Effective Date: 06/06/2014

- Timothy Brown – Language Arts Teacher, High School-South Campus,
Employed by District 624 since 01/26/2004
Effective Date: 06/06/2014
- **RETIREMENT – CERTIFIED STAFF**
 - Max Deraad – Elementary Principal, Otter Lake Elementary
Employed by District 624 since 07/01/1991
Effective Date: 08/01/2014
 - Kathryn Thompson – Kindergarten Teacher, Hugo Elementary
Employed by District 624 since 08/22/1974
Effective Date: 06/06/2014
- **CHANGE IN CONTINUING CONTRACT – CERTIFIED STAFF**
 - Denise Deen – ECSE Teacher, Normandy Park
From .7 f.t.e. to 1.0 f.t.e
Effective Date: 02/03/2014
- **FULL - TIME LEAVE REQUEST - CERTIFIED STAFF**
 - Judith Biddle – Elementary Teacher, Oneka Elementary
Employed by District 624 since 08/27/1990
Effective Date: 01/08/2014 through 02/21/2014
 - Hannah Paddock – Kindergarten Teacher, Hugo Elementary
Employed by District 624 since 08/27/2009
Effective Date: 01/02/2014 through 06/06/2014
 - Denise Ryan – Special Education Teacher, Birch Lake Elementary
Employed by District 624 since 08/23/1999
Effective Date: 01/20/2014 through 03/07/2014
 - Erica Suchy – Mathematics Teacher, High School-North Campus
Employed by District 624 since 08/25/2005
Effective Date: 12/03/2013 through 02/28/2014
- **NEW PERSONNEL – CLASSIFIED STAFF**
 - Garrett Lewis – Program Assistant Leader, Oneka Elementary
\$12.68 / hr., 3.0 hrs. / 101 days \$3,842.04 (Pro-rated on \$9,738.24)
Effective Date: 02/10/2014
 - Maurisa Schauls-Dangerfield – Part Time Cook, Central Middle School
\$13.67 / hr., 3.5 hrs. / 92 days \$4,401.74 (Pro-rated on \$8,659.95)
Effective Date: 01/15/2014
- **NEW PERSONNEL – CERTIFIED STAFF**
 - Lubna Abu-Sharkh – .45 EL Teacher, Hugo Elementary and Matoska International, BA+60, Step 1 \$9,459.35 (Pro-rated on \$41,826.00)
Effective Date: 01/17/2014
- **NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF**
 - Samantha Hendrickson – Elementary Teacher, Lakeaires Elementary
BA, Step 1 \$10,884.04 (Pro-rated on \$38,391.00)
Effective Date: 03/24/2014 through 06/06/2014
 - Sally Hermes – ECSE Teacher, Hugo Elementary
MA+60, Step 13 \$21,807.86 (Pro-rated on \$77,628.00)
Effective Date: 02/03/2014 through 06/06/2014
 - Colleen Parker – Special Education Teacher, Sunrise Park Middle School
BA+60, Step 10 \$8,887.54 (Pro-rated on \$54,736.00)
Effective Date: 01/27/2014 through 03/07/2014
 - Shana Riera – Elementary Teacher, Matoska International
MA, Step 12 \$10,638.35 (Pro-rated on \$64,495.00)
Effective Date: 11/25/2013 through 02/07/2014

Roll call vote: ayes: Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey; nays none; Motion carried.

B. PUBLIC FORUM – There were no speakers during public forum.

C. INFORMATION ITEMS

1. Update on Capital Projects Planning – Garrison, Kazmierczak and Law provided a presentation on the projected allocation of capital projects funds over the next five years in the four designated areas: repair and replacement of large musical instruments (\$75,000-\$90,000 annually), science and other lab equipment (\$35,000-\$45,000 annually), media, textbooks and digital tools to support student instruction (\$400,000-\$500,000 annually), and technology/infrastructure upgrades and replacement of equipment (\$800,000-\$900,000 annually). The district will continue to monitor and adjust technology audit and plan recommendations to ensure continuous efficiencies. Infrastructure and related updates are necessary to support the skills of 21st Century Leaders (collaboration, communication, critical thinking and creativity). Law and Garrison highlighted some of the work that has been done to date in this regard. In response to questions from board members, administration clarified the extent of the rich technology-based learning opportunities in our schools, including at the elementary level. A Capital Projects Committee is being formed to make determinations as to yearly needs and priorities. Input from meetings with parents and the recent technology survey will also provide direction for the district's decisions.
2. Superintendent's Report – Dr. Lovett reported on the following:
 - Student artists, musicians and athletes will be recognized at the March 10 school board meeting
 - Eleven WBLAHS students recently signed letters of intent to attend colleges and universities as student athletes next fall
 - February is "I Love to Read" Month. Dr. Lovett, administration and school board members are enjoying being guest readers in our schools throughout the month.
 - Donnatelli's Takeover Experience – After applying and interviewing for positions at Donatelli's, fifth-grade students from Willow Lane Elementary School will be "taking over" the restaurant at lunch time on Tuesdays through March 4. Willow students are working as hosts, servers and cooks. Dr. Lovett encouraged district personnel, school board members and the community to dine at Donatelli's and enjoy this unique annual experience with our Willow students.
 - On Friday, February 7, students involved in the district's Chinese language curriculum at WBLAHS and Sunrise Park Middle School participated in "China Night," a Chinese Lunar New Year Celebration Show. Students performed acts, such as singing, dancing, rapping and Kung Fu to showcase what they have learned in the classroom.
 - School Board Recognition – The week of February 17-21 is National School Board Recognition Week. Dr. Lovett thanked school board members for their service and presented them with "Bearshey" candy bars.
 - Night Club Event – the 35th Annual Night Club event was a smashing success of toe-tapping jazz favorites performed by the district's 9-12 students, and with more than 400 attendees, alumni band (representing graduating classes 2005-2013), special guest trombonist, Jeff Rinear – jazz ensemble director at the University of St. Thomas, desserts and a silent auction.
 - Student School Board Rep, Kidus Kitema, provided the following information:

- School make-up days will take place on February 14 and April 4.
- “Century College in a Day” will take place on March 6, during which students will be given the opportunity to learn about Century College and process their admissions tests and paperwork. This opportunity is provided through the district’s partnership with Century College.
- High school counselors will be meeting with juniors regarding college opportunities and navigating the college search process. College scholarship information will be available on February 18.
- Kidus also highlighted a variety of co-curricular activities and successes of our students, including the recognition of Allison Ternes as top-ranking basketball player in the SEC conference, the success of our boys’ hockey team, and the WBLAHS students who were invited to participate in the annual SEC Music Festival on Monday, February 3, at Forest Lake High School.
- A group at WBLAHS is being formed to organize a mock crash this spring.

D. DISCUSSION ITEMS

1. First Reading of School Board Policies:
 - a. Policy 406, Public and Private Personnel Data
 - b. Policy 419, Tobacco-Free Environment
 - c. Policy 515, Protection & Privacy of Pupil Records

These policies will be placed on the March 10 School Board meeting agenda or subsequent meeting for approval.

E. OPERATIONAL ITEMS

1. Hiniker motioned and Mullin seconded to approve the recommendation to convert February 14 and April 4 to school days as school days and reschedule K-5 conferences to April. ***Roll call vote: ayes, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays, none. Motion carried.***
2. Action on School Board Policies
 - a. School Board Policy 425, Staff Development
 - b. School Board Policy 504, Student Dress and Appearance
 - c. School Board Policy 603, Curriculum Development
 - d. School Board Policy 604, Instructional Curriculum

Chapman motioned and Kimball seconded to approve Policy 425, Staff Development; Policy 504, Student Dress and Appearance; Policy 603, Curriculum Development; and 604, Instructional Curriculum. ***Roll call vote: ayes, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays, none. Motion carried.***

3. Swanson motioned and Hiniker seconded to approve the Cabinet Compensation for 2013-15. ***Roll call vote: ayes, Swanson, Chapman, Hiniker, Kimball, Mullin, Newberg, Storey. Nays, none. Motion carried.***

- F. BOARD FORUM** – Kimball recognized retiring staff and thanked them for their years of service to the district.
- G. ADJOURNMENT** – Hiniker motioned and Newberg seconded to adjourn the meeting at 8:38 p.m. *Voice vote: All ayes. Motion carried.*

Submitted by: Lori Swanson, Clerk

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

A work-study session of the White Bear Lake Area School Board was held on Monday, February 24, 2014 at 5:30 p.m. in Community Room 112 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

A. PROCEDURAL ITEMS

1. Call to Order – Newberg called the meeting to order at 5:30 p.m.

Roll Call – Present: Swanson, Hiniker, Kimball, Mullin, Newberg, Chapman (arrived at 5:35 p.m.), Storey

Ex-Officio: Lovett

Cabinet – Present: Daniels, Garrison, Picha, Kazmierczak, Law, Vette,

Administrators: Max DeRaad (Otter Lake Elementary School), Noel Schmidt (Central Middle School), Bob McDowell (Sunrise Park Middle School), Gretchen Harriman (Area Learning Center), Sara Derby (Transition Plus), Cary Krusemark (Lakeaires Elementary School), Dan Schmidt (Lincoln Elementary School), Tami VanOverbeke (Birch Lake Elementary School), Brendon Schwirtz (Willow Lane Elementary School), John Leininger (Matoska International IB World School), Tim Wald (South Campus), Don Bosch (North Campus), Terry Dahlem and Jason Healy (Oneka Elementary School and Hugo Elementary School), Sara Svir (Vadnais Heights Elementary School), Nancy Melquist and Danielle Mickelson (Early Childhood Family Education)

B. DISCUSSION ITEMS

1. Strategic Plan Updates:
 - a) Strategy 1.1: All students will achieve grade level in reading, writing and math by Grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Area Public Schools. *Mid-year update on student progress.*

From 5:35 p.m. to 6:25 p.m., School Board members met in various conference rooms in District Center with the building principals and site leaders of their respective liaison schools for a mid-year update on student progress. Areas of discussion included points of pride, building and program priorities and student performance goals, strategies to meet goals, and professional development opportunities to support goals.

At 6:35 p.m., School Board members gathered back in Room 112 of District Center to continue with the remainder of the agenda items, which included a detailed explanation of the newly-developed dashboard to monitor progress on district goals and strategies to ensure that all students reach proficiency.

- b) Strategy 1.2: All students will have an ongoing plan for post-secondary readiness that will be monitored from Grades 6 through 12, and all students will have the academic skills to be successful in a post-secondary institution. *Update on Post-Secondary Readiness Plan.*

Presenters: South Campus Principal, Tim Wald, South Campus, Julie Kirschling, Counselor at South Campus for Class of 2014, Jill Shandro, Counselor at Central Middle School, and Janeen Kuemmel, School Social Worker and Guidance Department Lead at Sunrise Park Middle School.

Presenters provided an update on the district's school counseling model based on the model developed by the American School Counselor Association. The district is in year two using the national model. The district has been able to reduce the student-to-counselor ratio, and students are able to have the same counselor for their entire high school experience. Feedback from students, families and counselors has indicated that this model has had a positive impact on the counselors' ability to meet student needs.

At the middle-school level, school counselors meet with every student to discuss and set college readiness goals. The middle-school counseling model is quite extensive. The presentation including the following highlights of the middle-school model. At the sixth-grade level, counselors meet with the students to build relationships with the counselors and to inform students on all the services the counseling department can do for them. At the seventh-grade level, students are introduced to the Naviance program, and students also participate in a strengths-finder program to explore various college majors and career interests. In eighth grade, students receive in-depth Naviance training to ensure they are able to navigate the system effectively and to also explore career possibilities. College visits are also part of the eight-grade experience for all students. The Naviance system is linked to a broad database of post-secondary educational programs nationwide. The counseling department works closely with all eighth-grade students to prepare their individual four-year high school plan.

Building on the middle-school experiences, the high school counseling department continues to work with students to expand their portfolio of interests and opportunities. This includes helping the students define post-secondary college and career goals and strategies to meet those goals, PSAT/ACT/SAT planning and preparation, and college scholarship opportunities (nationally, regionally and locally).

Moving forward, the counseling department would like to increase the college advisor position, which is currently a part-time position, and is planning to expand the number of informational sessions on vocational programs as part of the

student and family information sessions that take place throughout the school year.

2. School Board/Superintendent Goal Update:

- a) Goal 5b: Update on Gifted and Talented Program – Jo Tate, Gifted and Talented Coordinator, reported on the district’s progress in implementing the recommendations of the Gifted and Talented Program review that was approved in 2013. Significant changes have been made in the district’s Gifted and Talented Program for elementary students. The presentation included a detailed report on the current program, as well as recommendations for 2015-2016.

The task force review included specific recommendations as to program structure, identification and assessment of students, professional development for staff, and parent involvement communication and marketing the district’s Gifted and Talented Program.

The program structure includes Primary Challenge (Grades K-2), REACH/Cluster (Grade 3), and REACH (Grades 4-5). Great care is given in student identification for cluster grouping, and includes testing, teacher input and parent input.

Extensive professional development for educators and building administrators is a key component to providing excellent gifted and talented programming. Mid-year surveys from educators indicate that the training to date has been relevant and applicable. Parent involvement, communication and marketing initiatives include parent informational sessions, parent education evenings and SENG parent groups (available through Community Services).

Recommendations for next steps in expansion of the district’s Gifted and Talented Program include exploring the creation of a school-within-a-school for exceptionally gifted students. An advisory group (educators, administrators and parents) will be put together to research similar programs in the metro area and address program and site characteristics, grade levels, entrance criteria, application process, characteristics of teaching staff and transportation options. The advisory group will report back to the School Board in the Fall 2014.

3. Review of Proposed Achievement and Integration Plan for 2014-15. David Law, Assistant Superintendent, reported on the district’s proposed Equity and Integration Budget FY2015 that must be submitted to MDE by March 15, 2014. White Bear Lake Area Schools is a member of East Metro Integration District (EMID) working in a collaborative effort with nine other school districts in the development of plans to improve student achievement and integration. Discussion included plan financial and programming details, the importance of professional development and training building principals on equity leadership, and needs of White Bear Lake Area Schools moving forward.

At conclusion of Item 3 discussion, Swanson moved and Chapman seconded to close the meeting to consider strategies for labor negotiations, pursuant to Minnesota

Statutes 179.A.01 to 179.A.25. *Voice vote: All ayes. Motion carried.* Meeting adjourned at 8:24 p.m.

4. Negotiation Study Session. Picha indicated that there were no updates to report to the board this evening. Board chair Newberg re-opened the meeting at 8:25 p.m. *Hiniker moved and Newberg seconded to adjourn the meeting at 8:25 p.m.*

Submitted by: Lori Swanson, Clerk

AGENDA ITEM: Monthly Check Registers

MEETING DATE: March 3, 2014

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): Wayne Kazmierczak, Director of Finance and Operations
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 - February

	<u>2/14/2014</u>	<u>2/28/2014</u>
Direct Deposit 376566-377963	1,560,001.46	
U.S. Treasury (FICA, Medicare, withholding)	589,486.07	
MN State Income Tax	94,215.61	
PERA	91,372.45	
TRA	261,283.88	
ING	2,517.27	
American Funds	69,825.61	
White Bear Lake Teacher's Association	34,734.32	
Direct Deposit 377964-379354		1,550,460.74
U.S. Treasury (FICA, Medicare, withholding)		587,606.77
MN State Income Tax		93,705.64
PERA		91,507.79
TRA		261,064.14
ING		2,133.94
American Funds		70,132.68
White Bear Lake Teacher's Association		34,674.29
Extended Day Dues		557.25

Check Nbr	Vendor Name	Check Date	Check Amount
131401024	ADAMS, LINDA J	02/04/2014	31.35
131401025	BEGE, LAURA M	02/04/2014	154.95
131401026	BERNIER, CARYN S	02/04/2014	111.82
131401027	BOOTH, KARLA J	02/04/2014	208.26
131401028	BOSCH, DONALD	02/04/2014	648.43
131401029	BOWERMASTER, TRACI G	02/04/2014	51.53
131401030	BRICHACEK, LISA K	02/04/2014	13.96
131401031	BRYAN-DAY, MARY E	02/04/2014	33.74
131401032	COOPER, DEREK L	02/04/2014	128.82
131401033	DAHLEM, TERESA	02/04/2014	494.94
131401034	DERBY, SARA A	02/04/2014	204.46
131401035	DEUEL, LYN M	02/04/2014	46.00
131401036	DITTRICH, TIFFANY A	02/04/2014	2,290.00
131401037	DYMIT, MARIE S	02/04/2014	370.00
131401038	ENGSTRAN, PAUL A	02/04/2014	40.00
131401039	ESKOW, LYNN K	02/04/2014	102.26
131401040	FINK, AVIS A	02/04/2014	40.00
131401041	FISHER, PHILLIP E	02/04/2014	532.90
131401042	GADDINI, MELISSA A	02/04/2014	127.84
131401043	GION, MARTI L	02/04/2014	126.02
131401044	GRANT, SHANNON	02/04/2014	96.00
131401045	GRATZ, MICHELLE C	02/04/2014	480.55
131401046	HAMMEKEN, GRACIELA E	02/04/2014	39.60
131401047	HANZAL, DAVID C	02/04/2014	21.25
131401048	HAUTMAN, JILLIAN M	02/04/2014	85.04
131401049	HEALY, JASON CHARLES	02/04/2014	105.33
131401050	HELD, KATELIN E	02/04/2014	294.17
131401051	HIBBARD, DEBRA A	02/04/2014	30.38
131401052	HJELM, GREGORY M	02/04/2014	364.56
131401053	HOEG, SCOTT A	02/04/2014	60.48
131401054	JONES, NANCY A	02/04/2014	70.67
131401055	JORGENSEN, AMY L	02/04/2014	545.94
131401056	KITTELSON, LOUANN	02/04/2014	25.82
131401057	KNUTSON, CASSANDRA M	02/04/2014	197.19
131401058	KOLMAN-KEEN, SCOTT M	02/04/2014	359.00
131401059	KRAMLINGER, TRACEY A	02/04/2014	65.00
131401060	KRUSEMARK, CARY L	02/04/2014	62.05
131401061	KUPFERSCHMIDT, ROBERT B	02/04/2014	120.00
131401062	LACASSE, KIM S	02/04/2014	32.34
131401063	LAMWERS, LINDSAY M	02/04/2014	25.00
131401064	LARSON, PAULA J	02/04/2014	85.84
131401065	LAW, DAVID W	02/04/2014	159.60
131401066	LEAF, HEATHER L	02/04/2014	148.92
131401067	LUND, BARBARA A	02/04/2014	160.65
131401068	MCGRANE, MARY E	02/04/2014	130.00
131401069	MCGRAW, SABINE K	02/04/2014	138.99
131401070	MELQUIST, NANCY J	02/04/2014	154.49
131401071	MERHAR, BRIAN P	02/04/2014	461.45
131401072	MISGEN, MARK A	02/04/2014	305.60
131401073	MUELLER, JUDITH K	02/04/2014	30.13

Check Nbr	Vendor Name	Check Date	Check Amount
131401074	MUNDELL, GERALD K	02/04/2014	275.15
131401075	NORTON, EMILY L	02/04/2014	162.27
131401076	PARSHALL, DANIELLE M	02/04/2014	56.00
131401077	PICHA, CHRISTINA K	02/04/2014	242.52
131401078	PIERRE, CHRISTINA K	02/04/2014	414.23
131401079	PLANA, CHRISTINE M	02/04/2014	48.43
131401080	PUODZIUNAS, DIANE M	02/04/2014	219.91
131401081	RITTENHOUSE, PAULA M	02/04/2014	286.68
131401082	ROSSBACH, PATRICIA E	02/04/2014	75.35
131401083	ROSSITER, DANIEL J	02/04/2014	1,800.00
131401084	RUDDY, JACQUELINE M	02/04/2014	86.74
131401085	SAGDALEN, NATALIE R	02/04/2014	59.99
131401086	SCHAULS-DANGERFIELD, MAURISA M	02/04/2014	59.95
131401087	SCHMIDT, HEATHER RAE	02/04/2014	31.23
131401088	SEHR, DEBRA JEAN	02/04/2014	83.22
131401089	SHEPARD, DOUGLAS E	02/04/2014	16.80
131401090	SKOGEN, MATTHEW K	02/04/2014	129.99
131401091	STEVENS, TANNER J	02/04/2014	27.41
131401092	STEWART, SCOTT J	02/04/2014	45.00
131401093	STIRLING, CONNIE B	02/04/2014	135.11
131401094	SWITZER, LISA MARIE	02/04/2014	463.42
131401095	THOM, NANCY L	02/04/2014	65.00
131401096	TROSKE, CARRIE L	02/04/2014	52.64
131401097	VADNAIS, MOLLY A	02/04/2014	94.59
131401098	WACHLAROWICZ, JOHN D	02/04/2014	40.34
131401099	WANLESS, TAMELA K	02/04/2014	180.00
131401100	WATTERS, LAURA J	02/04/2014	205.24
131401101	WEHRKAMP, KRISTINE J	02/04/2014	52.94
131401102	WHELAN, KATHRYN L	02/04/2014	118.37
131401103	WILDMAN HILAL, ANDREA L	02/04/2014	502.44
131401104	ZHOU, CAIYUN	02/04/2014	161.99
81	ACH	Check(s) For a Total of	16,806.27

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	81	ACH	Checks For a Total of	16,806.27
	0	Computer	Checks For a Total of	0.00
Total For	81	Manual, Wire Tran, ACH &	Computer Checks	16,806.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,806.27

Check Nbr	Vendor Name	Check Date	Check Amount
49904	4IMPRINT INC	02/06/2014	419.73
49905	AARP DRIVER SAFETY PROGRAM	02/06/2014	385.00
49906	AARP DRIVER SAFETY PROGRAM	02/06/2014	680.00
49907	ABRAM, AMY	02/06/2014	74.52
49908	ACADEMIC THERAPY PUBLICATIONS	02/06/2014	77.00
49909	AMAZON	02/06/2014	372.22
49910	AMAZON	02/06/2014	376.36
49911	AMER RED CROSS	02/06/2014	81.00
49912	AMERICAN UNITED LIFE	02/06/2014	42,750.00
49913	ANIBAS, MIKE	02/06/2014	65.00
49914	APPLE COMPUTER INC	02/06/2014	9,679.00
49915	ARNDT, ERIC	02/06/2014	114.00
49916	ARROWWOOD RESORT & CONF CTR	02/06/2014	190.22
49917	ASTLEFORD INTERNATIONAL TRUCKS	02/06/2014	21.31
49918	AT & T MOBILITY	02/06/2014	895.30
49919	ATOMIC ARCHITECTURAL SHEET MET	02/06/2014	46,238.40
49920	AUDIO ENHANCEMENT	02/06/2014	742.50
49921	BANNIE, TODD	02/06/2014	135.00
49922	BARGER, ANGELA MARIE	02/06/2014	32.00
49923	BARNES & NOBLE	02/06/2014	127.80
49924	BATTERIES PLUS BULBS	02/06/2014	123.93
49925	BENSON, BILL	02/06/2014	66.00
49926	BERRY BLENDZ - EDEN PRAIRIE	02/06/2014	562.50
49927	BEST BUY BUSINESS ADVANTAGE AC	02/06/2014	311.73
49928	BUSINESS IMPACT GROUP	02/06/2014	767.41
49929	BIO CORPORATION	02/06/2014	193.84
49930	BLAESING, THEODORE S	02/06/2014	1,175.60
49931	BLICK ART MATERIALS	02/06/2014	83.35
49932	BLUE BELL ENTERPRISES INC	02/06/2014	5,112.71
49933	BOYER FORD TRUCKS	02/06/2014	4,702.74
49934	BOYER TRUCKS	02/06/2014	471.96
49935	BRANDINE WOODCRAFT INC	02/06/2014	84.75
49936	BURNHAM, GAVIN	02/06/2014	65.00
49937	CALLAGHAN, KATHLEEN	02/06/2014	75.00
49938	CAMP ST CROIX	02/06/2014	2,852.00
49939	CAPOCASA, WILLIAM J	02/06/2014	61.00
49940	CARDWELL, EMILY	02/06/2014	154.37
49941	CAREY, MARK	02/06/2014	80.00
49942	CAREY, MATTHEW	02/06/2014	80.00
49943	CARLSON WAGONLIT TRAVEL	02/06/2014	20,600.00
49944	CHISAGO LAKES COMM EDUC ISD#21	02/06/2014	135.00
49945	CITY OF MAPLEWOOD	02/06/2014	825.50
49946	CONSTRUCTION MANAGEMENT BUILDI	02/06/2014	112,693.86
49947	COLEMAN, PAUL	02/06/2014	143.00
49948	COLLER, RONALD	02/06/2014	135.00
49949	COMCAST	02/06/2014	43.90
49950	CONNEY SAFETY	02/06/2014	107.75
49951	CONRAD, ISSIAH	02/06/2014	74.00
49952	CONTINENTAL CLAY CO	02/06/2014	752.32
49953	CONTINENTAL RESEARCH CORP	02/06/2014	246.80

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49954	COOPER, KEN	02/06/2014	56.00
49955	COOPS SPORTSWEAR	02/06/2014	1,030.00
49956	COPY IMAGES INC	02/06/2014	59.08
49957	COURTNEY, MARK	02/06/2014	56.00
49958	CRAGUNS LODGE AND CONF CTR	02/06/2014	2,034.00
49959	CTB INC	02/06/2014	831.00
49960	CUB FOODS OF WHITE BEAR TWSHP	02/06/2014	371.68
49961	CUB FOODS OF WOODBURY	02/06/2014	272.87
49962	CUMMINS NPOWER LLC	02/06/2014	1,688.73
49963	D ERVASTI SALES CO LLC	02/06/2014	931.80
49964	Vendor Continued Check	02/06/2014	0.00
49965	DALCO CORPORATION	02/06/2014	7,102.01
49966	DARTS VMS INC	02/06/2014	134.75
49967	DATA MANAGEMENT INC	02/06/2014	118.40
49968	DEGARDNER, SUE	02/06/2014	65.00
49969	DELL MARKETING LP	02/06/2014	2,303.99
49970	DELTA EDUCATION	02/06/2014	234.36
49971	DEMCO INC	02/06/2014	444.61
49972	DENIAU, ELIZABETH	02/06/2014	100.00
49973	DENNE, MICHAEL	02/06/2014	65.00
49974	DESIGNER SIGN SYSTEMS INC	02/06/2014	2,843.47
49975	DETERMAN, ROBERT	02/06/2014	80.00
49976	DEY DISTRIBUTING	02/06/2014	71.05
49977	DISCOUNT SCHOOL SUPPLY	02/06/2014	682.48
49978	DIVERSIFIED SNACK DISTRIBUTION	02/06/2014	3,405.85
49979	DOHERTY STAFFING SOLUTIONS	02/06/2014	1,268.40
49980	Vendor Continued Check	02/06/2014	0.00
49981	EAST METRO INTEGRATION DIST 60	02/06/2014	322,525.20
49982	EAST RIDGE HIGH SCHOOL	02/06/2014	300.00
49983	ECKROTH MUSIC	02/06/2014	360.00
49984	EHLERS	02/06/2014	750.00
49985	ELECTRIC MOTOR REPAIR	02/06/2014	1,323.40
49986	ESSEN, AMBER	02/06/2014	65.00
49987	EXPANDING EXPRESSION	02/06/2014	251.90
49988	F&N OPERATIONS LLC	02/06/2014	866.97
49989	FAN CLOTH PRODUCTS LLC	02/06/2014	1,587.00
49990	FEDEX	02/06/2014	27.23
49991	FIRKUS, DAVID	02/06/2014	74.00
49992	FIRST STUDENT INC	02/06/2014	153,492.38
49993	FLINN SCIENTIFIC INC	02/06/2014	425.14
49994	THE FLORAL TRUNK	02/06/2014	55.00
49995	FOLLETT LIBRARY RESOURCES	02/06/2014	518.57
49996	FRONTRUNNER EVENTS	02/06/2014	562.50
49997	GALE	02/06/2014	1,941.29
49998	GALLAGHERS NORTHWESTERN TIRE C	02/06/2014	840.52
49999	GEPHART TRUCKING	02/06/2014	11,460.00
50000	GIBSON GYMNASTICS INC	02/06/2014	349.88
50001	GILBERT, RACHEL ANN	02/06/2014	85.60
50002	GL SPORTS	02/06/2014	660.86
50003	GOEBEL, DARRYL	02/06/2014	122.00

Check Nbr	Vendor Name	Check Date	Check Amount
50004	GORHAM OIEN MECHANICAL	02/06/2014	2,014.00
50005	GRAFFIC TRAFFIC LLC	02/06/2014	6,370.00
50006	GRAINGER	02/06/2014	3,722.01
50007	GRANDMA'S BAKERY INC	02/06/2014	178.64
50008	GREAT RIVER OFFICE PRODUCTS	02/06/2014	53.29
50009	GREGGS GRAPHIX LLC	02/06/2014	196.00
50010	GROFF, ANTHONY	02/06/2014	80.00
50011	GROUP HEALTH INC - WORKSITE	02/06/2014	181.50
50012	GRUNDSTROM, JOHN N	02/06/2014	386.96
50013	HABSTRITT RANDY	02/06/2014	74.00
50014	HALL, NANCY	02/06/2014	130.00
50015	HANSON, PAUL	02/06/2014	101.00
50016	HASS, AARON	02/06/2014	69.00
50017	HAUCK, JACOB ERROLL	02/06/2014	100.00
50018	HEGLAND, LAURA	02/06/2014	75.00
50019	HEIKKINEN, JEFF	02/06/2014	1,706.00
50020	HELLO DIRECT INC	02/06/2014	534.85
50021	HENNING, PATRICK	02/06/2014	20.00
50022	HEROFF, JENNIFER	02/06/2014	65.00
50023	HISDAHL INC	02/06/2014	353.28
50024	Vendor Continued Check	02/06/2014	0.00
50025	Vendor Continued Check	02/06/2014	0.00
50026	HOGLUND BUS AND TRUCK CO	02/06/2014	6,370.61
50027	HOLMAN, GREGG	02/06/2014	48.00
50028	HOLMGREN, BRENDA	02/06/2014	74.00
50029	HOUCHEN BINDERY LTD	02/06/2014	782.50
50030	HUGO CITY OF	02/06/2014	1,961.58
50031	Vendor Continued Check	02/06/2014	0.00
50032	Vendor Continued Check	02/06/2014	0.00
50033	Vendor Continued Check	02/06/2014	0.00
50034	Vendor Continued Check	02/06/2014	0.00
50035	Vendor Continued Check	02/06/2014	0.00
50036	IFD	02/06/2014	129,390.68
50037	INSIGHT INVESTMENTS LLC	02/06/2014	262.94
50038	INSTITUTE FOR BRAIN POTENTIAL	02/06/2014	79.00
50039	INTEGRA TELECOM	02/06/2014	394.02
50040	IRONCOMPANY.COM INC	02/06/2014	1,101.00
50041	JAYTECH INC	02/06/2014	593.51
50042	JENSEN, KEVIN	02/06/2014	103.00
50043	JOHNSON, ANDY	02/06/2014	103.00
50044	JOHNSON, JUDITH ANN	02/06/2014	265.00
50045	JUNIOR ACHIEVEMENT OF THE UPPE	02/06/2014	400.00
50046	JW PEPPER & SON INC	02/06/2014	178.96
50047	JWOOD SPORTS FLOORING LLC	02/06/2014	46,835.00
50048	K12 TRANSPORTATION MGMT SERVIC	02/06/2014	80,860.64
50049	KAO, ABRAHAM	02/06/2014	74.00
50050	KATH FUEL OIL SERVICE CO	02/06/2014	26,529.66
50051	KELLINGTON CONSTRUCTION INC	02/06/2014	16,758.00
50052	KELLY, KARI	02/06/2014	118.00
50053	KIMBALL MIDWEST	02/06/2014	237.65

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50054	KLEIN, JOHN	02/06/2014	56.00
50055	KOLTES, GREGORY	02/06/2014	56.00
50056	KOWALSKIS MARKET	02/06/2014	153.37
50057	KULLY SUPPLY COMPANY	02/06/2014	47.86
50058	LAKE SHORE LEARNING MATERIALS	02/06/2014	181.45
50059	LANDS BEST FOODS	02/06/2014	3,280.20
50060	LANGER, JESSE	02/06/2014	114.00
50061	LANDEVIN, JOE	02/06/2014	74.00
50062	LANGUAGE LINE SERVICES	02/06/2014	67.86
50063	LARSEN, CHARLOTTE	02/06/2014	65.00
50064	LARSEN, JAN BARBARA	02/06/2014	30.00
50065	LAVICK, PENNY	02/06/2014	65.00
50066	LEARNING ZONE EXPRESS	02/06/2014	52.80
50067	LECHNER, LAURA	02/06/2014	135.00
50068	LEE, CHARLOTTE L	02/06/2014	254.00
50069	LEW ELECTRIC INC	02/06/2014	73,710.50
50070	LIBERTY CLASSICAL ACADEMY	02/06/2014	1,451.00
50071	LIDS TEAM SPORTS	02/06/2014	147.80
50072	LOR, PA NA	02/06/2014	29.65
50073	LSI CORP OF AMERICA INC	02/06/2014	11,163.45
50074	L T G POWER EQUIPMENT	02/06/2014	151.43
50075	LUKE, ALLEN	02/06/2014	143.00
50076	MN ASSOC OF ALTERNATIVE PROGRA	02/06/2014	325.00
50077	MACKAY, BRUCE	02/06/2014	65.00
50078	MARIANO, SARA	02/06/2014	65.00
50079	MARTIN, DUSTIN	02/06/2014	77.00
50080	MC GEE, JESSICA	02/06/2014	206.00
50081	MCMANAMON, JANET B	02/06/2014	65.00
50082	METRO ECSU	02/06/2014	120.00
50083	METRO SOUND AND LIGHTING	02/06/2014	899.00
50084	METROPOLITAN PRINCIPALS ACADEM	02/06/2014	175.00
50085	MN FOOTBALL COACHES CLINIC	02/06/2014	500.00
50086	MID CITY SERVICES - INDUSTRIAL	02/06/2014	1,569.00
50087	MIDAMERICA ADMIN & RETIREMENT	02/06/2014	2,145.00
50088	MIDWEST BUS PARTS INC	02/06/2014	293.10
50089	MILLER, ERIC LITTLE WING	02/06/2014	100.00
50090	MINVALCO INC	02/06/2014	35.45
50091	MN HISTORICAL SOCIETY	02/06/2014	530.00
50092	MUIRHEAD, ELIJAH	02/06/2014	80.00
50093	MUSIC CONNECTION INC	02/06/2014	2,635.00
50094	NATURESEAL INC	02/06/2014	2,989.50
50095	NCPERS MINNESOTA	02/06/2014	304.00
50096	NESVIG, PAUL	02/06/2014	80.00
50097	NEW PRAGUE ARCHERY CLUB	02/06/2014	343.00
50098	NEW TEACHER CENTER	02/06/2014	690.00
50099	Vendor Continued Check	02/06/2014	0.00
50100	NORTH CENTRAL TRUCK EQUIPMENT	02/06/2014	4,430.44
50101	NORTHEAST METRO INTERMEDIATE D	02/06/2014	98,949.35
50102	NOWLAND, SUNDAY	02/06/2014	65.00
50103	OFFICE SYSTEMS AND DESIGN INC	02/06/2014	183.46

Check Nbr	Vendor Name	Check Date	Check Amount
50104	OGDEN, JAMIE JASON	02/06/2014	65.00
50105	ONSITE AUTO GLASS	02/06/2014	125.00
50106	ORIGO EDUCATION	02/06/2014	34.95
50107	PACER CENTER INC	02/06/2014	100.00
50108	PAHL, MIKE	02/06/2014	472.50
50109	PAMS LUNCHROOM LLC	02/06/2014	6,049.70
50110	PAR INC	02/06/2014	384.48
50111	PARK HIGH SCHOOL	02/06/2014	150.00
50112	PARTY UNIT	02/06/2014	375.00
50113	PEARSON EDUCATION	02/06/2014	6,592.69
50114	PEICK, JACK R	02/06/2014	117.00
50115	PELLETIER, DANIEL T	02/06/2014	74.00
50116	PERKINS, JASON P	02/06/2014	74.00
50117	PETERSON BILL	02/06/2014	56.00
50118	PICTURE THAT!	02/06/2014	165.00
50119	PRESS PUBLICATIONS	02/06/2014	311.85
50120	PROKOP, CHARLES F	02/06/2014	105.00
50121	PROM NITE	02/06/2014	90.94
50122	PROVIDENCE ACADEMY	02/06/2014	250.00
50123	QUIKSHIP CA INC	02/06/2014	222.89
50124	R & R SPECIALTIES INC	02/06/2014	34.50
50125	RACH, PATRICK	02/06/2014	74.00
50126	RAMSEY COUNTY COMM HUMAN SVCS	02/06/2014	30,102.00
50127	RAMSEY COUNTY PARKS/REC DEPT	02/06/2014	1,175.00
50128	REBYL SPORTS INC	02/06/2014	601.00
50129	REDWOOD TOXICOLOGY LABORATORY	02/06/2014	61.25
50130	REGENTS OF THE UNIV OF MN	02/06/2014	385.00
50131	RENNER, STEPHEN	02/06/2014	147.60
50132	RENTAL REHAB & REPAIR	02/06/2014	6,135.00
50133	REPTILE & AMPHIBIAN DISCOVERY	02/06/2014	337.00
50134	RESERVE ACCOUNT	02/06/2014	5,000.00
50135	RIDDELL INC	02/06/2014	5,488.78
50136	RINEAR, JEFF	02/06/2014	300.00
50137	RIVER FALLS HIGH SCHOOL	02/06/2014	75.00
50138	RUPP ANDERSON SQUIRES & WALDSP	02/06/2014	615.46
50139	S & T OFFICE PRODUCTS INC	02/06/2014	29.75
50140	SAFeway DRIVING SCHOOL	02/06/2014	5,040.00
50141	SAM'S CLUB/GEMB	02/06/2014	367.97
50142	SAM'S CLUB/GEMB	02/06/2014	650.26
50143	SAM'S CLUB/GEMB	02/06/2014	129.67
50144	SAM'S CLUB/GEMB	02/06/2014	1,246.14
50145	SARGENT-WELCH	02/06/2014	495.56
50146	SCHEER, DAVID	02/06/2014	1,400.00
50147	SCHMITT MUSIC COMPANY	02/06/2014	2,465.91
50148	SCHOLASTIC INC	02/06/2014	3.50
50149	SCHOOL OUTFITTERS	02/06/2014	292.99
50150	SCHUMACHER, THOMAS	02/06/2014	80.00
50151	SCHWANTES, JUSTIN	02/06/2014	135.00
50152	SCROGGINS, RENEE	02/06/2014	65.00
50153	SECURITAS SEC SVCS USA INC	02/06/2014	5,752.32

Check Nbr	Vendor Name	Check Date	Check Amount
50154	SERENDIPITY ART AND DESIGN SER	02/06/2014	1,268.27
50155	SHIE, JEFFREY R	02/06/2014	212.00
50156	SHOREVIEW COMMUNITY CENTER	02/06/2014	100.00
50157	SIMPSON, KEVIN	02/06/2014	80.00
50158	SKATETIME SCHOOL PROGRAMS	02/06/2014	2,239.00
50159	SKYLINE	02/06/2014	866.00
50160	SMITH, LAURA	02/06/2014	26.62
50161	Vendor Continued Check	02/06/2014	0.00
50162	SCHOOL NUTRITION ASSOC (SNA)	02/06/2014	303.50
50163	SOLBERG, BEVERLY JEAN	02/06/2014	290.00
50164	SOMMERS, SPENCER SEBASTIAN	02/06/2014	65.00
50165	SOUTH ST PAUL STEEL SUPPLY CO	02/06/2014	338.25
50166	SPRINT	02/06/2014	620.40
50167	ST PAUL LINOLEUM & CARPET COMP	02/06/2014	3,800.00
50168	STADLER, JONATHAN JOSEPH	02/06/2014	114.00
50169	STAPLES ADVANTAGE	02/06/2014	4,727.30
50170	STAR TRIBUNE	02/06/2014	39.65
50171	STATE SUPPLY CO	02/06/2014	316.39
50172	STAY TUNED PIANO SERVICES	02/06/2014	95.00
50173	STEIN, PHILIP LEE	02/06/2014	8.24
50174	STEINER, WENDY R	02/06/2014	1,808.97
50175	STREAMLINE DESIGN INC	02/06/2014	371.00
50176	STURGES, SHANE	02/06/2014	74.00
50177	SUNDEEN, KRISTOFER MICHAEL	02/06/2014	44.00
50178	SVAC, NICK	02/06/2014	135.00
50179	TA SCHIFSKY & SONS INC	02/06/2014	11,115.00
50180	TAG LINE PRODUCTIONS INC	02/06/2014	1,000.00
50181	TANNERS BROOK GOLF CLUB	02/06/2014	125.00
50182	THINKING MOVES ORDERS	02/06/2014	195.75
50183	THIS IS LANGUAGE LTD	02/06/2014	420.00
50184	THOMAS, NANCY	02/06/2014	65.00
50185	THORSHEIM, TAI	02/06/2014	77.00
50186	Vendor Continued Check	02/06/2014	0.00
50187	TIERNEY BROTHERS INC	02/06/2014	4,548.55
50188	TIES	02/06/2014	2,914.50
50189	TOP TALENT SOLUTIONS	02/06/2014	643.71
50190	TOWN LIFE	02/06/2014	1,215.00
50191	Vendor Continued Check	02/06/2014	0.00
50192	TRADE PRESS INC	02/06/2014	4,029.18
50193	TRANE US INC	02/06/2014	2,133.69
50194	T.R.F. SUPPLY CO	02/06/2014	215.80
50195	TRI-STATE BOBCAT	02/06/2014	613.95
50196	TRUCK UTILITIES MFG CO	02/06/2014	28.50
50197	TRUSTED EMPLOYEES	02/06/2014	1,895.00
50198	TWIN CITY ACOUSTICS INC	02/06/2014	13,885.20
50199	TYSON, ANTONIO	02/06/2014	56.00
50200	U.S. ENERGY SERVICES INC	02/06/2014	122,294.98
50201	US FOODS CULINARY EQUIP & SUPP	02/06/2014	216.16
50202	VADNAIS HEIGHTS SPORTS COMPLEX	02/06/2014	18,097.50
50203	VERIZON WIRELESS	02/06/2014	35.14

Check Nbr	Vendor Name	Check Date	Check Amount
50204	VIKING INDUSTRIAL CENTER	02/06/2014	223.56
50205	VILLAGE INN & STADIUM	02/06/2014	683.97
50206	VISI	02/06/2014	525.00
50207	WALINSKI, MICHAEL	02/06/2014	63.25
50208	WALTERS REBUILDERS	02/06/2014	269.95
50209	WARD, DARRELL E	02/06/2014	265.00
50210	WARNERS' STELLIAN	02/06/2014	808.97
50211	WASHINGTON CO	02/06/2014	1,119.84
50212	WHITE BEAR LOCKSMITH INC	02/06/2014	52.25
50213	WHITE BEAR TRAVEL	02/06/2014	6,990.50
50214	WEST MUSIC COMPANY	02/06/2014	1,760.40
50215	WHEELER HIGHLAND, KRISTEN A	02/06/2014	800.00
50216	WHITCOMBS WHITETAILS	02/06/2014	91.00
50217	WINNICK SUPPLY	02/06/2014	131.61
50218	WINSOR LEARNING INC	02/06/2014	544.50
50219	WISNIESKI, DAVID	02/06/2014	74.00
50220	WL HALL COMPANY	02/06/2014	13,190.75
50221	WOODBURY HIGH SCHOOL	02/06/2014	62.00
50222	WOODRICH III, WARD F	02/06/2014	75.00
50223	YMCA CAMP ICAGHOWAN	02/06/2014	4,755.00
50224	YOGA DEVOTION LLC	02/06/2014	680.00
50225	YORKOVICH, BRADLEY J	02/06/2014	74.00
50226	YOUNG, SHELLEY	02/06/2014	23.00
50227	ZAYO GROUP LLC	02/06/2014	83,193.94
324 Computer Check(s) For a Total of			1,725,134.65

Check Nbr	Vendor Name	Check Date	Check Amount
47365	QUIKSHIP CA INC	02/06/2014	222.89
49712	LIBERTY CLASSICAL ACADEMY	02/06/2014	1,529.23
2	Void	Check(s) For a Total of	1,752.12

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	324	Computer	Checks For a Total of	1,725,134.65
Total For	324	Manual, Wire Tran, ACH & Computer Checks		1,725,134.65
Less	2	Voided	Checks For a Total of	1,752.12
		Net Amount		1,723,382.53

Check Nbr	Vendor Name	Check Date	Check Amount
50228	AGROPUR INC	02/11/2014	24,230.96
50229	AIG	02/11/2014	6,160.52
50230	AMERICAN UNITED LIFE	02/11/2014	57,752.95
50231	AMERICAN UNITED LIFE	02/11/2014	24,500.00
50232	AMERIPRISE FINANCIAL SERVICES	02/11/2014	13,427.87
50233	AXA EQUITABLE	02/11/2014	36,356.77
50234	DELTA DENTAL PLAN OF MN	02/11/2014	63,234.00
50235	EDUCATION MN ESI BILLING TRUST	02/11/2014	26,462.79
50236	GREAT LAKES HIGHER EDUC GUARAN	02/11/2014	279.53
50237	GURSTEL CHARGO ATTORNEYS AT LA	02/11/2014	37.00
50238	Vendor Continued Check	02/11/2014	0.00
50239	Vendor Continued Check	02/11/2014	0.00
50240	HEALTHPARTNERS	02/11/2014	1,137,520.29
50241	IUOE LOCAL 70	02/11/2014	2,071.78
50242	LIDS TEAM SPORTS	02/11/2014	550.68
50243	Vendor Continued Check	02/11/2014	0.00
50244	Vendor Continued Check	02/11/2014	0.00
50245	Vendor Continued Check	02/11/2014	0.00
50246	MADISON NATIONAL LIFE	02/11/2014	41,452.10
50247	MESSERLI & KRAMER PA	02/11/2014	454.00
50248	METROPOLITAN LIFE	02/11/2014	2,917.76
50249	MN CHILD SUPPORT	02/11/2014	3,117.15
50250	SCHOOL SERVICE EMPLOYEES	02/11/2014	5,613.91
50251	STAPLES ADVANTAGE	02/11/2014	4,620.66
50252	US DEPT OF EDUCATION	02/11/2014	356.51
50253	VANGUARD SMALL BUSINESS SERVIC	02/11/2014	22,654.74
50254	WBLA EDUCATIONAL FOUNDATION	02/11/2014	809.50
50255	WELLS FARGO - COMML OPERATIONS	02/11/2014	170,624.97
28	Computer	Check(s) For a Total of	1,645,206.44

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	28	Computer	Checks For a Total of	1,645,206.44
Total For	28	Manual, Wire Tran, ACH &	Computer Checks	1,645,206.44
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,645,206.44

Check Nbr	Vendor Name	Check Date	Check Amount
50256	CONSTANT CONTACT INC	02/13/2014	1,638.00
50257	COPY IMAGES INC	02/13/2014	5,556.58
50258	GE CAPITAL RETAIL BANK	02/13/2014	179.38
50259	Vendor Continued Check	02/13/2014	0.00
50260	GREATAMERICA FINANCIAL SERVICE	02/13/2014	1,645.38
5	Computer	Check(s) For a Total of	9,019.34

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
5	Computer	Checks For a Total of	9,019.34
Total For 5	Manual, Wire Tran, ACH &	Computer Checks	9,019.34
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	9,019.34

Check Nbr	Vendor Name	Check Date	Check Amount
50261	HOME DEPOT CREDIT SERVICES	02/14/2014	655.34
1	Computer	Check(s) For a Total of	655.34

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	655.34
Total For	1	Manual, Wire Tran, ACH &	Computer Checks	655.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	655.34

Check Nbr	Vendor Name	Check Date	Check Amount
131401105	ADAMS, LINDA J	02/18/2014	58.59
131401106	ANDERSON, JON C	02/18/2014	653.20
131401107	ANDERSON, ROBERT J	02/18/2014	101.09
131401108	BEGE, JEFFREY T	02/18/2014	297.40
131401109	BROOKSHAW, SUSAN ELIZABETH	02/18/2014	131.50
131401110	BRUSKI, JERRILYN A	02/18/2014	88.00
131401111	CHAKOLIS, RICHARD A	02/18/2014	132.46
131401112	CORNER, AMY L	02/18/2014	70.00
131401113	DRAEGER, DEBORAH M	02/18/2014	108.49
131401114	DYMIT, MARIE S	02/18/2014	80.64
131401115	ELIAS, JENNIFER J	02/18/2014	27.77
131401116	FREBURG, BETH R	02/18/2014	152.32
131401117	FUHRMAN, SARAH J	02/18/2014	40.00
131401118	GARRISON, MARK S	02/18/2014	995.00
131401119	GETTY, JOSEPH P	02/18/2014	59.96
131401120	GILBERT, RACHEL A	02/18/2014	35.28
131401121	GRATZ, MICHELLE C	02/18/2014	48.51
131401122	HANSON, MARILYN LOUCKS	02/18/2014	158.40
131401123	HARDING, KARLA J	02/18/2014	70.00
131401124	HEALY, JASON CHARLES	02/18/2014	1,065.89
131401125	HOEG, SCOTT A	02/18/2014	14.95
131401126	HOERNEMANN, WENDY S	02/18/2014	250.26
131401127	HOFF, ERIN J	02/18/2014	16.33
131401128	JOYCE, DEBORAH J	02/18/2014	94.70
131401129	KEARNEY YEE, CARRIE L	02/18/2014	83.29
131401130	KELLEY, DEBRA K	02/18/2014	65.00
131401131	KEMPENICH, STEVEN M	02/18/2014	197.64
131401132	KNUTSON, CRAIGE L	02/18/2014	40.00
131401133	KUEMMEL, JANEEN ELIZABETH	02/18/2014	40.00
131401134	LARSON, JOHN FRANCIS	02/18/2014	400.18
131401135	LUBRANT, NANCY JEAN	02/18/2014	46.75
131401136	MCRAE, MARCIA E	02/18/2014	100.00
131401137	MEUWISSEN, PAUL WILLIAM	02/18/2014	286.40
131401138	MICKELSON, DANIELLE M	02/18/2014	100.00
131401139	MISGEN, MARK A	02/18/2014	99.00
131401140	MUSSER, BEVERLY D	02/18/2014	182.01
131401141	NADEAU, MARGARET M	02/18/2014	344.00
131401142	NICHOLAS, SHANNON M	02/18/2014	45.92
131401143	NORTON, EMILY L	02/18/2014	40.00
131401144	OKLOBZIJA, LUANNE P	02/18/2014	239.70
131401145	OLSON, VICKI S	02/18/2014	236.00
131401146	PETERSON, BETSY J	02/18/2014	57.97
131401147	PETERSON, SCOTT JON	02/18/2014	29.00
131401148	POKORNY, MARY J	02/18/2014	37.41
131401149	PRICE, PATTI J	02/18/2014	65.51
131401150	RHUDE, MARY JO D	02/18/2014	260.00
131401151	SALENGER, SETH A	02/18/2014	266.00
131401152	SAMUELSON, BETH A	02/18/2014	83.72
131401153	SCHWARTZ, DAVID A	02/18/2014	42.56
131401154	SEELING, ROGER W	02/18/2014	166.78

Check Nbr	Vendor Name	Check Date	Check Amount
131401155	SIEBENALER, KEVIN R	02/18/2014	95.65
131401156	SIMSHAUSER, KIMBERLY P	02/18/2014	154.84
131401157	ST MARTIN, LINDA MARIE	02/18/2014	7.84
131401158	STIRLING, CONNIE B	02/18/2014	47.38
131401159	SVIR, SARA A	02/18/2014	596.63
131401160	SWITZER, LISA MARIE	02/18/2014	40.90
131401161	TOLONEN, CLAY S	02/18/2014	55.65
131401162	WHITBY, SANDRA LYNN	02/18/2014	99.59
131401163	YOUNKER, KATHRYN R	02/18/2014	33.48
59	ACH	Check(s) For a Total of	9,437.54

ACH

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	59	ACH	Checks For a Total of	9,437.54
	0	Computer	Checks For a Total of	0.00
Total For	59	Manual, Wire Tran, ACH &	Computer Checks	9,437.54
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		9,437.54

Check Nbr	Vendor Name	Check Date	Check Amount
50262	A-1 HYDRAULIC SALES & SERVICE	02/20/2014	305.31
50263	AUTISM ASPERGER PUBLISHING CO	02/20/2014	358.00
50264	AARP DRIVER SAFETY PROGRAM	02/20/2014	570.00
50265	AARP DRIVER SAFETY PROGRAM	02/20/2014	525.00
50266	ABBOTT PAINT & CARPET INC	02/20/2014	145.01
50267	ADAMSKI, GREGORY W	02/20/2014	5.04
50268	ADAMS, PAUL	02/20/2014	61.00
50269	ADDERLEY, DONALD	02/20/2014	57.00
50270	ADVANCED DISPOSAL - ST PAUL-G5	02/20/2014	79.40
50271	AED SUPERSTORE ALLIED 100 LCC	02/20/2014	5,524.85
50272	ALBINDIA, THOMAS	02/20/2014	212.00
50273	AMERICAN MESSAGING	02/20/2014	113.65
50274	AMERICAN TIME & SIGNAL CO	02/20/2014	565.30
50275	AMERIPRIDE SERVICES	02/20/2014	976.37
50276	ANDERSON, PATRICIA	02/20/2014	10.20
50277	ANOKA COUNTY PARKS & RECREATIO	02/20/2014	60.00
50278	ANOKA COUNTY	02/20/2014	170.79
50279	AOOSTA, MICHAEL ANDREW	02/20/2014	74.00
50280	APPLE COMPUTER INC	02/20/2014	4,337.00
50281	APPLIED ENVIRONMENTAL SCI INC	02/20/2014	16,258.88
50282	ARCADE ASPHALT CO	02/20/2014	29,830.00
50283	ARCHDIOCESE OF ST PAUL & MPLS	02/20/2014	45.00
50284	ASSOC FOR SUPERVISION & CURRIC	02/20/2014	129.00
50285	AVON BUSINESS FORMS & PROMOTIO	02/20/2014	136.95
50286	BAERMAN, SCOTT	02/20/2014	140.00
50287	BAHIA RESORT HOTEL	02/20/2014	716.00
50288	BARNES & NOBLE	02/20/2014	1,190.22
50289	BARNETT WB CHRYSLER JEEP DODGE	02/20/2014	20.08
50290	BEISSWENGER'S HARDWARE	02/20/2014	22.68
50291	BEST WESTERN KELLY INN	02/20/2014	84.28
50292	BUSINESS IMPACT GROUP	02/20/2014	3,434.16
50293	BLB CONSULTING LLC	02/20/2014	340.00
50294	BLICK ART MATERIALS	02/20/2014	178.92
50295	BLUE BELL ENTERPRISES INC	02/20/2014	5,707.26
50296	BLUEBIRD SCREEN PRINT	02/20/2014	179.75
50297	BOLITHO, CHERYL	02/20/2014	74.00
50298	BOSOMPEN, EMMANUEL BAFFOUR	02/20/2014	17.99
50299	BOWMAN, DON	02/20/2014	74.00
50300	BOYER TRUCKS	02/20/2014	109.44
50301	BRAINPOP LLC	02/20/2014	1,725.00
50302	BRAMSCHER, JUDEE	02/20/2014	13.60
50303	BROWN, ANDRE	02/20/2014	144.00
50304	BRUESKE, KARL A	02/20/2014	80.00
50305	BRUFLODT, JAMES	02/20/2014	12.99
50306	BUFFALO SOLDIERS NATL MUSEUM	02/20/2014	185.00
50307	BUTLER, KENISHA	02/20/2014	144.00
50308	CAPOCASA, WILLIAM J	02/20/2014	80.00
50309	CAREY, MARK	02/20/2014	141.00
50310	CARROLL, JEREMY DONALD	02/20/2014	5.99
50311	CARTRIDGE WORLD	02/20/2014	345.97

Check Nbr	Vendor Name	Check Date	Check Amount
50312	CENTER STAGE PRODUCTIONS	02/20/2014	500.00
50313	CENTURYLINK	02/20/2014	263.82
50314	CHAMPIONSHIP PRODUCTS UNLTD	02/20/2014	1,920.00
50315	CHINNARAJ, REKHA	02/20/2014	70.00
50316	CHISAGO LAKES COMM EDUC ISD#21	02/20/2014	99.00
50317	CLASS 5 INC	02/20/2014	7,637.70
50318	CONSTRUCTION MANAGEMENT BUILDI	02/20/2014	4,985.00
50319	COBORNS DELIVERS	02/20/2014	56.38
50320	COCA-COLA BOTTLING MIDWEST CO	02/20/2014	1,222.44
50321	COHEN, BRENDEN	02/20/2014	114.00
50322	COMCAST	02/20/2014	74.60
50323	COMCAST	02/20/2014	74.60
50324	COMPAS INC	02/20/2014	768.00
50325	CONNEY SAFETY	02/20/2014	274.45
50326	CONTINENTAL CLAY CO	02/20/2014	339.76
50327	CONTINENTAL RESEARCH CORP	02/20/2014	462.43
50328	COOPS SPORTSWEAR	02/20/2014	80.00
50329	COPY IMAGES INC	02/20/2014	730.43
50330	THE COWLES CENTER	02/20/2014	360.00
50331	CUB FOODS OF WHITE BEAR TWSHP	02/20/2014	448.90
50332	CUMMINS NPOWER LLC	02/20/2014	250.00
50333	DAHL, ANTHONY M	02/20/2014	74.00
50334	DAHLQUIST, JOYCE	02/20/2014	22.95
50335	Vendor Continued Check	02/20/2014	0.00
50336	Vendor Continued Check	02/20/2014	0.00
50337	Vendor Continued Check	02/20/2014	0.00
50338	DALCO CORPORATION	02/20/2014	11,937.83
50339	DECKER INC	02/20/2014	156.25
50340	DEGARDNER, RICK	02/20/2014	57.00
50341	DEJARLAIS, MARILYN	02/20/2014	10.41
50342	DELEON, PAUL	02/20/2014	135.00
50343	DELTA EDUCATION	02/20/2014	287.85
50344	DEMORETT, ANDREW	02/20/2014	74.00
50345	DERBY, SARA A	02/20/2014	131.60
50346	DEY DISTRIBUTING	02/20/2014	53.98
50347	DIEBOLD, MICHAEL R	02/20/2014	135.00
50348	DOHERTY STAFFING SOLUTIONS	02/20/2014	507.36
50349	DOMINOS PIZZA	02/20/2014	235.00
50350	DOMINOS PIZZA	02/20/2014	42.49
50351	DONATELLI'S	02/20/2014	3,620.83
50352	DOOHER, TONY	02/20/2014	74.00
50353	DOOR SERVICE COMPANY	02/20/2014	105.00
50354	DUBOSE, MARCELINE	02/20/2014	800.00
50355	CITY OF EAGAN PARKS & REC	02/20/2014	225.00
50356	EASTERN CARVER COUNTY ARCHERY	02/20/2014	81.00
50357	ECKROTH MUSIC	02/20/2014	111.88
50358	ED'S TROPHIES INC	02/20/2014	50.81
50359	EDUCATIONAL RESEARCH AND DEV	02/20/2014	150.00
50360	EDUCATION TO GO	02/20/2014	132.25
50361	EMBASSY SUITES HOUSTON	02/20/2014	9,387.92

Check Nbr	Vendor Name	Check Date	Check Amount
50362	EMEDCO COMPANY INC	02/20/2014	132.83
50363	ENGSTRAN, STEVE	02/20/2014	1,200.00
50364	FARMINGTON HIGH SCHOOL	02/20/2014	560.00
50365	FASTENAL COMPANY	02/20/2014	588.90
50366	FESTIVAL FOODS-KNOWLAN'S	02/20/2014	504.97
50367	FIRST STUDENT INC	02/20/2014	153,518.80
50368	FOLLETT LIBRARY RESOURCES	02/20/2014	662.56
50369	FRATTALONES HARDWARE STORES	02/20/2014	1,000.61
50370	FRESHWATER, ANDREW	02/20/2014	288.00
50371	G&K SERVICES	02/20/2014	1,013.05
50372	GALLAGHERS NORTHWESTERN TIRE C	02/20/2014	1,370.77
50373	GEPHART TRUCKING	02/20/2014	16,784.93
50374	GIBBS, ROSS	02/20/2014	77.00
50375	GILLUND ENTERPRISES	02/20/2014	280.91
50376	GLYNN, TOM	02/20/2014	80.00
50377	GMS INDUSTRIAL SUPPLIES INC	02/20/2014	172.59
50378	GOLD STAR DISTR	02/20/2014	229.25
50379	GOODIN COMPANY	02/20/2014	245.55
50380	GORHAM OIEN MECHANICAL	02/20/2014	186.67
50381	GRAFFIC TRAFFIC LLC	02/20/2014	66.00
50382	Vendor Continued Check	02/20/2014	0.00
50383	GRAINGER	02/20/2014	2,618.10
50384	GRANDMA'S BAKERY INC	02/20/2014	47.03
50385	GROFF, ANTHONY	02/20/2014	80.00
50386	Vendor Continued Check	02/20/2014	0.00
50387	GROTH MUSIC CO	02/20/2014	912.31
50388	GROVER, JAN ZITA	02/20/2014	262.50
50389	GUERIN KERRY	02/20/2014	74.00
50390	HAAS MUSICAL INSTRUMENT REPAIR	02/20/2014	205.00
50391	HACKER, AARON	02/20/2014	120.00
50392	HANSON, DONNA	02/20/2014	25.50
50393	HANSON, EUGENE	02/20/2014	624.00
50394	HARRIS, JOSEPH W	02/20/2014	77.00
50395	HARVEY, JEREMY	02/20/2014	19.00
50396	HAUGEN, CHRIS	02/20/2014	74.00
50397	HAWKINSON, SUSAN J	02/20/2014	1,005.76
50398	HEIDEMANN, MIKE	02/20/2014	30.00
50399	HEIDRICK, TOM	02/20/2014	74.00
50400	HENNEPIN THEATRE TRUST	02/20/2014	800.00
50401	HISDAHL INC	02/20/2014	432.00
50402	HOBART SERVICE	02/20/2014	868.26
50403	Vendor Continued Check	02/20/2014	0.00
50404	HOGLUND BUS AND TRUCK CO	02/20/2014	772.21
50405	HOLSETH, ERIC	02/20/2014	80.00
50406	HONG DE LION DANCE ASSOC	02/20/2014	400.00
50407	HOOKER, RAYNARD	02/20/2014	336.00
50408	HOUGHTON MIFFLIN HARCOURT	02/20/2014	60.37
50409	HRONSKI, BRIAN	02/20/2014	80.00
50410	HUDSON HIGH SCHOOL	02/20/2014	130.00
50411	INDIANA DEV TRAINING CTR OF LA	02/20/2014	2,952.41

Check Nbr	Vendor Name	Check Date	Check Amount
50412	INNOVATIVE OFFICE SOLUTIONS	02/20/2014	5,762.91
50413	J.R.'S ADVANCED RECYCLERS	02/20/2014	145.00
50414	Vendor Continued Check	02/20/2014	0.00
50415	Vendor Continued Check	02/20/2014	0.00
50416	JAYTECH INC	02/20/2014	1,976.81
50417	JOHNSON, JANELLE	02/20/2014	7.00
50418	JOHNSON, JAY	02/20/2014	72.00
50419	JOHNSON, KEITH	02/20/2014	141.00
50420	JUNIOR LIBRARY GUILD	02/20/2014	629.00
50421	Vendor Continued Check	02/20/2014	0.00
50422	JW PEPPER & SON INC	02/20/2014	1,094.57
50423	K PEARSON MECHANICAL LLC	02/20/2014	4,444.94
50424	K12 TRANSPORTATION MGMT SERVIC	02/20/2014	88,937.28
50425	KAISER, PHYLLIS	02/20/2014	34.00
50426	KALAHARI RESORT	02/20/2014	5,057.64
50427	KAO, ABRAHAM	02/20/2014	74.00
50428	KARLSBURGER FOODS INC	02/20/2014	665.62
50429	KATH FUEL OIL SERVICE CO	02/20/2014	68,980.31
50430	KATZMARK, BILL	02/20/2014	56.00
50431	KLINGSPORN, TODD	02/20/2014	74.00
50432	KNUTSON, LINDA	02/20/2014	42.50
50433	KRAFT CONTRACTING & MECHANICAL	02/20/2014	1,311.75
50434	KRAUS ANDERSON CONSTRUCTION CO	02/20/2014	7,357.15
50435	KRULL, MELISSA	02/20/2014	3,000.00
50436	LAKES COUNTRY SERVICE COOP	02/20/2014	564.00
50437	LAKESHORE LEARNING MATERIALS	02/20/2014	141.55
50438	LAKEVILLE SOUTH HIGH SCHOOL	02/20/2014	45.00
50439	LALILBERTE, DAMON	02/20/2014	74.00
50440	LANDY, SCOTT	02/20/2014	74.00
50441	LANGER, JESSE	02/20/2014	56.00
50442	LANGUAGE LINE SERVICES	02/20/2014	274.73
50443	LARSEN, GARY SCOTT	02/20/2014	135.00
50444	LASHOMB, BRIAN	02/20/2014	77.00
50445	LEARNING OPPORTUNITIES INC	02/20/2014	156.01
50446	LEARNING A-Z	02/20/2014	99.95
50447	LEHNER, KEN	02/20/2014	168.00
50448	LEISTIKOW, BRIAN	02/20/2014	120.00
50449	LHB INC	02/20/2014	9,030.00
50450	LIGHTING PLASTICS OF MN INC	02/20/2014	51.50
50451	L T G POWER EQUIPMENT	02/20/2014	4,326.92
50452	MACKIN EDUCATIONAL RESOURCES	02/20/2014	1,061.52
50453	MACPHAIL CENTER FOR MUSIC	02/20/2014	11,315.00
50454	MN ASSOC OF GOVERNMENT COMMUNI	02/20/2014	95.00
50455	MARTIN-MCALLISTER	02/20/2014	1,800.00
50456	MN CENTER FOR BOOK ARTS	02/20/2014	530.00
50457	MN CHEERLEADING COACHES ASSOC	02/20/2014	720.00
50458	MCDONALD, MARIE	02/20/2014	29.75
50459	MN COMMUNITY EDUC ASSOC (MCEA)	02/20/2014	90.00
50460	MN COUNCIL FOR THE SOCIAL STUD	02/20/2014	40.00
50461	MENTH, MICHAEL	02/20/2014	480.00

Check Nbr	Vendor Name	Check Date	Check Amount
50462	METRO ECSU	02/20/2014	200.00
50463	MID CITY SERVICES - INDUSTRIAL	02/20/2014	91.45
50464	MIDWEST BUS PARTS INC	02/20/2014	718.86
50465	MILLIGAN, THERESA J	02/20/2014	25.50
50466	MINNEAPOLIS PARK & RECREATION	02/20/2014	225.00
50467	Vendor Continued Check	02/20/2014	0.00
50468	MINVALCO INC	02/20/2014	2,013.20
50469	MIRON, DIANNE	02/20/2014	10.00
50470	MN CONWAY FIRE & SAFETY	02/20/2014	1,352.00
50471	MN DNR ECO-WATERS	02/20/2014	425.37
50472	MN ELEVATOR INC	02/20/2014	290.77
50473	MN NURSERY & LANDSCAPE ASSOC	02/20/2014	159.00
50474	MN OCCUPATIONAL HEALTH	02/20/2014	79.00
50475	MN INTERSCHOLASTIC ATHLETIC AD	02/20/2014	420.00
50476	MODERN FENCE & CONST INC	02/20/2014	94.26
50477	MOLINARI, ROXANE L	02/20/2014	66.00
50478	MOORE, CYNTHIA A	02/20/2014	572.00
50479	MOULTON, DAVID	02/20/2014	125.00
50480	MUNSON, KIRK	02/20/2014	96.00
50481	NAC MECHANICAL & ELECTRICAL SE	02/20/2014	179.00
50482	NASCO	02/20/2014	149.73
50483	NASP INC	02/20/2014	746.00
50484	NCS PEARSON INC	02/20/2014	110.00
50485	NESS, MARK A	02/20/2014	56.00
50486	NEW PRAGUE ARCHERY CLUB	02/20/2014	133.00
50487	NEW WAY HYPNOSIS CLINC INC	02/20/2014	308.00
50488	NICOL, BARBARA	02/20/2014	600.00
50489	Vendor Continued Check	02/20/2014	0.00
50490	Vendor Continued Check	02/20/2014	0.00
50491	NORTH CENTRAL TRUCK EQUIPMENT	02/20/2014	6,255.34
50492	NORTH STAR BANK	02/20/2014	14,300.00
50493	NORTH SUBURBAN TOWING	02/20/2014	475.00
50494	NORTHEAST METRO INTERMEDIATE D	02/20/2014	95,126.14
50495	NORTHERN LANDSCAPE & IRRIGATIO	02/20/2014	3,006.00
50496	NORTHFIELD LINES	02/20/2014	2,153.96
50497	NSGEL	02/20/2014	6,086.00
50498	NUTRITIONAL SERVICE	02/20/2014	350.00
50499	NORTHWEST SHEETMETAL CO OF ST	02/20/2014	640.85
50500	NYSTROM PUBLISHING CO INC	02/20/2014	1,044.19
50501	O'REILLY AUTOMOTIVE INC	02/20/2014	1,816.39
50502	ODEGARD, DAVID	02/20/2014	114.00
50503	OFFICE DEPOT	02/20/2014	167.79
50504	ON SITE SANITATION INC	02/20/2014	252.00
50505	ORIENTAL TRADING CO INC	02/20/2014	188.49
50506	ORPHEUM THEATRE	02/20/2014	650.00
50507	OSMAN, BADASO	02/20/2014	61.00
50508	OTT TO PRINT GREEN	02/20/2014	469.00
50509	OUTDOOR-ENDEAVORS INC	02/20/2014	320.00
50510	OXYGEN SERVICE CO INC	02/20/2014	66.25
50511	PAHL, MIKE	02/20/2014	227.50

Check Nbr	Vendor Name	Check Date	Check Amount
50512	PATIENT TOOLS INC	02/20/2014	141.00
50513	PEARSON EDUCATION INC	02/20/2014	2,417.41
50514	PETERSON, BRIAN	02/20/2014	17.99
50515	PETERSON, ERIN	02/20/2014	20.00
50516	PITNEY BOWES INC	02/20/2014	46.74
50517	PLADSON ENVIRONMENTAL INC	02/20/2014	1,330.00
50518	POSTMASTER	02/20/2014	635.00
50519	PRAXAIR DISTRIBUTION INC	02/20/2014	125.42
50520	PRESS PUBLICATIONS	02/20/2014	430.65
50521	PRILEY, ANDERS ELLIOTT	02/20/2014	58.00
50522	PUMP AND METER SERVICE INC	02/20/2014	105.00
50523	R & R SPECIALTIES INC	02/20/2014	34.50
50524	RABELL, ANTONIA ANYSIA	02/20/2014	18.00
50525	RASKIN, CANDACE	02/20/2014	3,000.00
50526	REBYL SPORTS INC	02/20/2014	639.00
50527	REDWOOD TOXICOLOGY LABORATORY	02/20/2014	115.87
50528	REED, QUINTIN	02/20/2014	336.00
50529	REGENTS OF THE UNIV OF MN	02/20/2014	140.56
50530	REICH, LINDA	02/20/2014	37.40
50531	RENNER, STEPHEN	02/20/2014	107.13
50532	RENTAL REHAB & REPAIR	02/20/2014	7,002.50
50533	THE RETROFIT COMPANIES INC	02/20/2014	3,379.31
50534	RICOH AMERICAS CORP	02/20/2014	450.96
50535	ROSE, KEON	02/20/2014	96.00
50536	ROSEVILLE AREA HIGH SCHOOL	02/20/2014	225.00
50537	S & T OFFICE PRODUCTS INC	02/20/2014	317.58
50538	SAARION, CARL A	02/20/2014	80.00
50539	SAFETYFIRST PLAYGROUND SURFACI	02/20/2014	10,730.20
50540	THE SAINT PAUL HOTEL	02/20/2014	518.14
50541	SCHLUENDER, DARIN J	02/20/2014	120.00
50542	SCHMIDT, JUSTIN	02/20/2014	56.00
50543	Vendor Continued Check	02/20/2014	0.00
50544	Vendor Continued Check	02/20/2014	0.00
50545	Vendor Continued Check	02/20/2014	0.00
50546	SCHMITT MUSIC COMPANY	02/20/2014	1,231.83
50547	SCHOCHET, HANNAH M	02/20/2014	287.50
50548	SCHOLASTIC INC	02/20/2014	42.83
50549	Vendor Continued Check	02/20/2014	0.00
50550	SCHOOL HEALTH CORPORTION	02/20/2014	34.83
50551	SECURITAS SEC SVCS USA INC	02/20/2014	2,465.28
50552	SEEVER, GRAY	02/20/2014	165.00
50553	SERENDIPITY ART AND DESIGN SER	02/20/2014	833.16
50554	SHIFFLER EQUIPMENT SALES INC	02/20/2014	72.89
50555	SHRED-IT USA - MINNEAPOLIS	02/20/2014	941.07
50556	SIEMENS INDUSTRY INC	02/20/2014	565.14
50557	SLOMKOWSKI, JACLYN ELIZABETH	02/20/2014	100.00
50558	SCHOOL NUTRITION ASSOC (SNA)	02/20/2014	17.00
50559	SOUTHWESTERN YOUTH SERVICES	02/20/2014	240.00
50560	SPENCER, DOROTHY	02/20/2014	25.50
50561	ST PAUL RIVER CENTRE	02/20/2014	1,080.00

Check Nbr	Vendor Name	Check Date	Check Amount
50562	STAPLES ADVANTAGE	02/20/2014	2,196.75
50563	STAR TRIBUNE	02/20/2014	481.40
50564	STATE SUPPLY CO	02/20/2014	1,152.89
50565	STEINER, EILEEN A	02/20/2014	102.21
50566	STENSRUD, LYNN	02/20/2014	14.99
50567	STORYBOARD FILMS	02/20/2014	1,130.00
50568	STUDENT SUPPLY	02/20/2014	148.47
50569	SUBURBAN FLOOR COVERING	02/20/2014	515.00
50570	THE SUITES HOTEL AT WATERFRONT	02/20/2014	181.58
50571	SUMMIT FIRE PROTECTION	02/20/2014	642.00
50572	SUNRISE PARK PTO	02/20/2014	2,145.00
50573	SVL SERVICE CORPORATION	02/20/2014	1,268.25
50574	SYSTEMS FURNITURE INC	02/20/2014	164.00
50575	TAMARACK NATURE CENTER	02/20/2014	257.25
50576	TDS METROCOM - MN	02/20/2014	7,343.63
50577	TEACHERS DISCOVERY	02/20/2014	50.15
50578	TERWEY, JASON	02/20/2014	504.00
50579	TESSIER, NEIL	02/20/2014	77.00
50580	THOMAS, MAC	02/20/2014	56.00
50581	THREE RIVERS PARK DISTRICT	02/20/2014	150.00
50582	THURNBECK, TIMOTHY LEE	02/20/2014	5.00
50583	TIERNEY BROTHERS INC	02/20/2014	3,145.02
50584	TOYOTA CENTER ARENA	02/20/2014	775.00
50585	TRANE US INC	02/20/2014	2,462.81
50586	T.R.F. SUPPLY CO	02/20/2014	128.70
50587	TRIO SUPPLY COMPANY	02/20/2014	9,690.85
50588	TRUCK UTILITIES MFG CO	02/20/2014	451.23
50589	TWIN CITY JANITOR SUPPLY CO	02/20/2014	2,999.87
50590	U.S. ENERGY SERVICES INC	02/20/2014	675.00
50591	UHL CO INC	02/20/2014	351.00
50592	US FOODS CULINARY EQUIP & SUPP	02/20/2014	727.45
50593	VANHEEL, RANDALL	02/20/2014	80.00
50594	VERIZON WIRELESS	02/20/2014	61.03
50595	VADNAIS HEIGHTS ECONOMIC DEV C	02/20/2014	150.00
50596	VIKING ELECTRIC SUPPLY	02/20/2014	2,434.46
50597	VIKING INDUSTRIAL CENTER	02/20/2014	25.50
50598	VON FANGE, MICHAEL	02/20/2014	58.00
50599	WASTE MANAGEMENT OF WI-MN	02/20/2014	16,010.89
50600	WHITE BEAR BOWL	02/20/2014	200.00
50601	WHITE BEAR CENTER FOR THE ARTS	02/20/2014	11,100.00
50602	WHITE BEAR GLASS INC	02/20/2014	339.00
50603	WHITE BEAR AREA CHAMBER	02/20/2014	50.00
50604	WHITE BEAR LAKE CITY	02/20/2014	1,392.00
50605	Vendor Continued Check	02/20/2014	0.00
50606	WHITE BEAR LAKE (CITY OF)	02/20/2014	5,491.37
50607	WHITE BEAR LAKE (CITY OF)	02/20/2014	904.20
50608	WHITE BEAR LAKE ROTARY CLUB	02/20/2014	231.50
50609	WHITE BEAR LAKE SPORTS CENTER	02/20/2014	280.00
50610	WELLNER LAW PLLC	02/20/2014	300.00
50611	WELLS FARGO BANK MINNESOTA NA	02/20/2014	1,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
50612	WERSAL, LISA	02/20/2014	40.00
50613	WHITCOMBS WHITETAILS	02/20/2014	35.00
50614	WILD MOUNTAIN	02/20/2014	1,836.00
50615	WIMER, MARY KATHRYN	02/20/2014	150.00
50616	WINFIELD, F STEPHEN	02/20/2014	74.00
50617	WL HALL COMPANY	02/20/2014	14,470.72
50618	WOLF RIDGE ENVIRONMENTAL	02/20/2014	7,818.59
50619	WOLVIN, STEVEN	02/20/2014	74.00
50620	WYZCO GROUP INC	02/20/2014	300.00
50621	XEROX CORPORATION	02/20/2014	342.40
50622	XEROX FINANCIAL SERVICES	02/20/2014	289.67
50623	YOCH, FRANCINE MARY	02/20/2014	20.00
50624	ZARAMBO, MARIA	02/20/2014	66.00
50625	ZARNOTH BRUSH WORKS INC	02/20/2014	444.00

364	Computer	Check(s) For a Total of	828,497.51
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	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	364	Computer	Checks For a Total of	828,497.51
Total For	364	Manual, Wire Tran, ACH &	Computer Checks	828,497.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	828,497.51

Check Nbr	Vendor Name	Check Date	Check Amount
50626	AIG	02/24/2014	6,171.63
50627	AMERICAN UNITED LIFE	02/24/2014	57,550.98
50628	AMERICAN UNITED LIFE	02/24/2014	7,500.00
50629	AMERIPRISE FINANCIAL SERVICES	02/24/2014	13,427.87
50630	AXA EQUITABLE	02/24/2014	36,665.32
50631	CAPITAL ONE COMMERCIAL	02/24/2014	148.87
50632	DELTA DENTAL PLAN OF MN	02/24/2014	63,000.30
50633	EDUCATION MN ESI BILLING TRUST	02/24/2014	26,462.79
50634	GREAT LAKES HIGHER EDUC GUARAN	02/24/2014	260.00
50635	GURSTEL CHARGO ATTORNEYS AT LA	02/24/2014	62.00
50636	HAGESTUEN, GLORIA A	02/24/2014	100.00
50637	Vendor Continued Check	02/24/2014	0.00
50638	Vendor Continued Check	02/24/2014	0.00
50639	HEALTHPARTNERS	02/24/2014	1,116,781.61
50640	INDIANA INSURANCE CO	02/24/2014	1,000.00
50641	IUOE LOCAL 70	02/24/2014	2,090.93
50642	MN ASSOC FOR CHILDREN'S MENTAL	02/24/2014	335.00
50643	Vendor Continued Check	02/24/2014	0.00
50644	Vendor Continued Check	02/24/2014	0.00
50645	Vendor Continued Check	02/24/2014	0.00
50646	MADISON NATIONAL LIFE	02/24/2014	46,597.76
50647	MESSERLI & KRAMER PA	02/24/2014	454.00
50648	METROPOLITAN LIFE	02/24/2014	2,917.76
50649	MN CHILD SUPPORT	02/24/2014	3,098.80
50650	NCPERS MINNESOTA	02/24/2014	304.00
50651	SAM'S CLUB/GEMB	02/24/2014	365.35
50652	SCHOOL SERVICE EMPLOYEES	02/24/2014	5,620.02
50653	US DEPT OF EDUCATION	02/24/2014	356.51
50654	VANGUARD SMALL BUSINESS SERVIC	02/24/2014	22,689.68
50655	WBLA EDUCATIONAL FOUNDATION	02/24/2014	809.50
50656	XCEL ENERGY	02/24/2014	89,355.49
31	Computer	Check(s) For a Total of	1,504,126.17

	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
	31	Computer	Checks For a Total of	1,504,126.17
Total For	31	Manual, Wire Tran, ACH & Computer	Checks	1,504,126.17
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		1,504,126.17

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: **March 3, 2014**
SUGGESTED DISPOSITION: **Operational Item**
CONTACT PERSON(S): **Wayne Kazmierczak, Director of Finance and Operations**

Donation	Donor	Recipient
\$325 for Excellence Event	Rotary Club of Vadnais Heights	White Bear Lake Area High School South Campus
\$325 for Excellence Event	Rick and Cathy Storey	White Bear Lake Area High School South Campus
\$650 for Excellence Event	Richard and Kathryn Cochrane	White Bear Lake Area High School South Campus
\$325 for Excellence Event	Honsa Family Funeral Home	White Bear Lake Area High School South Campus
\$1,000 for Excellence Event	White Bear Lake Lions Club	White Bear Lake Area High School South Campus
\$199.06	Proactivewear, LLC and Walgreens (County Road E)	Willow Lane Elementary School
\$300 for Spring Carnival	White Bear Lake Lions Club	Otter Lake Elementary School
\$6,500 for Boys' Lacrosse	White Bear Lacrosse Club High School Boys Booster	White Bear Lake Area High School Boys' Lacrosse
\$20.70 for Wrestling	White Bear Lake High School Wrestling Booster	White Bear Lake Area High School Wrestling

RECOMMENDATION: Accept donations.

AGENDA ITEM: Field Trip Request

MEETING DATE: March 3, 2014

SUGGESTED DISPOSITION: Consent Agenda

CONTACT PERSON(S): David Law, Assistant Superintendent

Background:

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

Date of Trip and Destination	Requesting Staff Member	Grade/ Team	Number of School Days Missed	Number of Students Attending	Total Cost per Student and Source of Revenue	Means of Transportation	Purpose of Field Trip
Thursday, April 24, 2014 – Sunday, April 27, 2014 New York City, NY	Shannon Anderson	South Campus Band	1.5	90	Total cost per student: \$1375 Student Portion: \$1375 Other Source(s): Fundraising	TBD	Band will see 3 performances; give an exchange concert at Herricks High School, New Hyde Park, NY and receive a clinic by a college music professor. Will tour the city and see numerous sites, jazz concerts and various musical performances.

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

RESIGNATIONS/TERMINATION – CLASSIFIED STAFF

MICHELLE BOYD – Bus Driver, Bus Garage
Employed by District 624 since 10/06/2011
Effective Date: 02/12/2014

HUONG NGUYEN – Pupil Support Assistant, Normandy Park
Employed by District 624 since 09/03/2013
Effective Date: 02/18/2014

JOHN VICHICH – Assistant Head Custodian Engineer, Willow Lane Elementary
Employed by District 624 since 03/27/2013
Effective Date: 02/28/2014

RESIGNATIONS/TERMINATION - CERTIFIED STAFF

BRAD ENGEN – Social Studies Teacher, Sunrise Park Middle School
Employed by District 624 since 08/21/1997
Effective Date: 02/08/2014 (Death)

THERESA GULBRANSEN – Psychologist, Normandy Park
Employed by District 624 since 08/26/2010
Effective Date: 03/06/2014

KAYLEEN BASKIN – Associate Principal, High School-North Campus
Employed by District 624 since 07/01/2012
Effective Date: 02/28/2014

RETIREMENTS – CLASSIFIED STAFF

LINDA SCHMIDT – Behavior Management Assistant, Otter Lake Elementary
Employed by District 624 since 09/05/2000
Effective Date: 03/18/2014

FULL - TIME LEAVE REQUEST – CLASSIFIED STAFF

DEBRA CURRIER – Pupil Support Assistant, Lincoln Elementary
Employed by District 624 since 09/05/2000
Effective Date: 12/05/2013 through 02/17/2014

JAMI DUSTIN – Pupil Support Assistant, High School-North Campus
Employed by District 624 since 01/28/2013
Effective Date: 02/04/2014 through 04/04/2014

FULL - TIME LEAVE REQUEST – CERTIFIED STAFF
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RACHEL CLARK – Business Education Teacher, High School-South Campus
Employed by District 624 since 08/24/2011
Effective Date: 12/18/2013 through 06/06/2014

STACI DOCKEN – Psychologist, Vadenais Heights Elementary
Employed by District 624 since 08/24/2006
Effective Date: 12/26/2013 through 03/14/2014

ERIN MAAS – Elementary Teacher, Oneka Elementary
Employed by District 624 since 08/26/2004
Effective Date: 02/10/2014 through 05/03/2014

NEW PERSONNEL – CLASSIFIED STAFF

ANITA BEIER – Bus Aide, Bus Garage
\$15.49 / hr., 5.0 hrs. / 70 days \$5,421.50 (Pro-rated on \$13,321.40)
Effective Date: 02/18/2014

LAWRENCE HANSON – Assistant Head Engineer, High School-North Campus
\$19.76 / hr. + .25 SD, 8.0 hrs. / 95 days \$15,207.60 (Pro-rated on \$41,620.80)
Effective Date: 02/18/2014

NEW PERSONNEL – CERTIFIED STAFF
--

DAWN WALKER – Psychologist, Willow Lane Elementary
MA+60, Step 13 \$26,409.52 (Pro-rated on \$77,628.00)
Effective Date: 03/03/2014

NEW PERSONNEL – PROFESSIONAL STAFF

DAN ROESER – Supervisor, Custodial Staff and Risk Management, District Center
\$25,396.00 (Pro-rated on \$93,000.00)
Effective Date: 03/24/2014

NEW LONG TERM SUBSTITUTES – CERTIFIED STAFF
--

LEAH ARMSTRONG – Elementary Teacher, Oneka Elementary
BA, Step 1 \$11,873.50 (Pro-rated on \$38,391.00)
Effective Date: 03/17/2014 through 06/06/2014

SHANA RIERA – Elementary Teacher, Oneka Elementary
MA, Step 12 \$18,783.33 (Pro-rated on \$64,495.00)
Effective Date: 02/10/2014 through 05/02/2014

ROSE WRIGHT – Elementary Teacher, Birch Lake Elementary
BA, Step 1 \$10,785.10 (Pro-rated on \$38,391.00)
Effective Date: 01/09/2014 through 03/31/2014

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: **March 3, 2014**
SUGGESTED DISPOSITION: **Information Item**
CONTACT PERSON(S): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

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

D. DISCUSSION ITEMS

AGENDA ITEM: **Alternative Facilities Bonding and Levy Program:
Review and Comment Summary of Projects Scheduled
in Fiscal Years 2015, 2016 and 2017.**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

Pursuant to Minnesota Statutes 123B.59 (Alternative Facilities Bonding and Levy Program), attached please find a summary of the alternative facilities related review and comment document for projects scheduled for fiscal years 2015, 2016 and 2017. Included are an introduction and a list of the projects delineated by fiscal year. Also note that the projects are presented in a format representative of an updated 10-year facilities plan.

RECOMMENDATION:

This item is on the agenda for action as operational item E-2.

**WHITE BEAR LAKE AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT #624
ALTERNATIVE FACILITIES BONDING AND LEVY PROGRAM**

**Review and Comment Summary of Projects Scheduled in
Fiscal Years 2015, 2016 and 2017**

Pursuant to Minnesota Statute 123B.71 (Review and Comment for School District Construction), White Bear Lake Area Schools intends to submit an educational facilities proposal for review and comment. The proposed facilities and site improvements will allow the District to address needs at facilities throughout the District. This document provides an outline of the projects scheduled for fiscal years 2015, 2016 and 2017.

The project list includes continued deferred maintenance projects throughout the district and heating, ventilation and air conditioning (HVAC) renovations at White Bear Lake High School—South Campus, White Bear Lake High School—North Campus, Sunrise Park Middle School and Otter Lake Elementary School. The projected 3-year cost is \$15,062,000 which will be funded through the issuance of Alternative Facilities bonds.

The attached 10-year facilities plan includes a finalized project list for fiscal years 2015 through 2017. The plan also includes preliminary project plans for fiscal years 2018 through 2023.

WHITE BEAR LAKE AREA SCHOOLS (ISD #624)
10-YEAR ALTERNATIVE FACILITIES AND DEFERRED MAINTENANCE PLAN

FY 2015	
Door Replacement	75,000
Flooring Replacement	50,000
Asbestos abatement	50,000
Painting	100,000
Engineering	300,000
Concrete Replacement	50,000
Sunrise HVAC Phase 2	800,000
Roofing Maintenance	50,000
Roofing Replacement	450,000
Tuck Pointing	200,000
South HVAC Phase 1	450,000
Ceiling Replacement	100,000
ADA Improvements	25,000
Otter Lake HVAC Phase 2	500,000
Lincoln HVAC	300,000
Willow Parking Lot Replacement	265,809
Lakeaires Parking Lot Replacement	265,867
Lincoln Window Replacement	50,000
Sunrise Replacement Lockers	175,000
Normandy Park Fascia replacement	175,000
Hippodrome Repairs	400,000
South Stadium Light Replacement	120,000
	\$4,951,676

FY 2017	
Door Replacement	50,000
Flooring Replacement	50,000
Asbestos abatement	50,000
Painting	75,000
Engineering	300,000
Concrete Replacement	50,000
North HVAC Phase 1	1,450,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
ADA Improvements	25,000
Seal Coating Renovations	100,000
South Campus HVAC Phase 2	1,635,000
South Campus Temp Controls	320,000
Sunrise HVAC Phase 3	550,000
	\$5,205,000

FY 2019	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
North HVAC Phase 2	2,000,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	250,000
Tuck Pointing	150,000
ADA Improvements	25,000
Seal Coating	100,000
	\$3,350,000

FY 2020	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
Tuck Pointing	200,000
Seal Coating	100,000
Ceiling Replacement	100,000
ADA Improvements	25,000
	\$1,750,000

FY 2022	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
Tuck Pointing	200,000
Seal Coating	100,000
Ceiling Replacement	100,000
ADA Improvements	25,000
	\$1,750,000

FY 2016	
Door Replacement	175,000
Flooring Replacement	100,000
Asbestos abatement	150,000
Painting	100,000
Engineering	300,000
Concrete Replacement	50,000
South HVAC Phase 2	456,000
South Campus Temp Control Replacement	450,000
Roofing Maintenance	50,000
Roofing Replacement	250,000
Tuck Pointing	200,000
Ceiling Replacement	300,000
ADA Improvements	25,000
Seal Coating Renovations	100,000
Sunrise HVAC Phase 3	1,100,000
Emergency Lightinig Replacement	350,000
Otter Lake HVAC Phase 2	750,000
	\$4,906,000

FY 2018	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
Tuck Pointing	200,000
Seal Coating	100,000
Ceiling Replacement	100,000
ADA Improvements	25,000
	\$1,750,000

FY 2020	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
Tuck Pointing	200,000
Seal Coating	100,000
Ceiling Replacement	100,000
ADA Improvements	25,000
	\$1,750,000

FY 2021	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
Tuck Pointing	200,000
Seal Coating	100,000
Ceiling Replacement	100,000
ADA Improvements	25,000
	\$1,750,000

FY 2023	
Door Replacement	75,000
Flooring Replacement	100,000
Asbestos abatement	100,000
Painting	150,000
Engineering	300,000
Concrete Replacement	50,000
Roofing Maintenance	50,000
Roofing Replacement	500,000
Tuck Pointing	200,000
Seal Coating	100,000
Ceiling Replacement	100,000
ADA Improvements	25,000
	\$1,750,000

Note: Projects will be considered annually and on an as-needed basis; this plan will be adjusted accordingly.
Revised date: February 27, 2014

AGENDA ITEM: **Alternative Facilities Bonding and Levy Program: Bond Pre-Sale Report and Approval of Resolution of Intent to Sell Bonds.**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

Attached please find a resolution stating the intent to sell general obligation bonds for the projects related to the Alternative Facilities Bonding and Levy Program (Minnesota Statutes 123B.59). The projects are scheduled for fiscal years 2015, 2016 and 2017.

A bond pre-sale report, which will provide information related to the anticipated bond sale, will be presented at the March 3, 2014 School Board meeting. This report will be prepared by Ehlers and Associates, the district's financial advisors. The resolution of intent to sell bonds was prepared by the district's bond attorney, Mr. Tom Deans, in consultation with Ehlers and Associates.

RECOMMENDATION:

This item is on the agenda for action as operational item E-2.

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION ALTERNATIVE FACILITIES BONDS

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held March 3, 2014, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; 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 March 2014.

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: MARCH 3, 2014

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 on March 3, 2014, at 7:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; 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. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 624 (the "District") to issue its fully registered general obligation alternative facilities bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.59, subdivision 3 and Chapter 475, as amended, to fund the costs of the following projects at various District facilities as included in its approved ten-year facility plan and related financing costs:

- deferred maintenance projects included in the District's ten-year plan approved by the Commissioner of Education, including HVAC renovations at the Lincoln, Vadnais Heights and Otter Lake Elementary School facilities.

The Bonds would be issued in the total aggregate principal amount of not to exceed \$5,900,000. The issuance of the Bonds is hereby authorized, subject to the approval of the Commissioner of Education.

2. The ten-year facility plan approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as required by Minnesota Statutes, Section 123B.59. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.59 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the solicitation of bids, the issuance of bonds, or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. Any actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects.

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

7. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds. The terms and provisions specified in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, and shall be made available to all prospective purchasers of the Bonds. Ehlers & Associates, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

8. (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.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE ALTERNATIVE FACILITIES BONDS
TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITY PLAN**

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

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 624, State of Minnesota (the "District"), adopted a resolution (the "Resolution") on March 3, 2014, stating the intention of the School Board to issue general obligation alternative facilities bonds (the "Bonds") in the total principal amount of not to exceed \$5,900,000 pursuant to Minnesota Statutes, Section 123B.59 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects at various District facilities as included in the District's approved ten-year facility plan and related financing costs:

- deferred maintenance projects included in the District's ten-year plan approved by the Commissioner of Education, including HVAC renovations at the Lincoln, Vadnais Heights and Otter Lake Elementary School facilities.

The total amount of outstanding indebtedness of the District as of March 3, 2014 is \$85,060,000. If the proposed Bonds are issued, the total indebtedness of the District would be \$90,960,000.

Dated: March 3, 2014

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk
Independent School District No. 624
(White Bear Lake Area Schools)
State of Minnesota

AGENDA ITEM: **Equity and Integration Budget for 2014-15**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **David Law, Assistant Superintendent**
Dr. Michael Lovett, Superintendent

BACKGROUND:

White Bear Lake has been a part of the East Metro Integration District 6067 (EMID) since 2002. For more than a decade, the focus of this partnership was to provide integrated experiences for our students and staff as well as to increase the academic achievement of all students. During the 2013 legislative session, this funding stream received considerable public scrutiny. As a result, there was a major shift in focus for this funding from primarily integration experiences to a balance between integration activities and improving student achievement.

Starting in 2014, Districts that receive Achievement and Integration Aid must submit a three year plan and annual budget, based on projected integration revenue to the Minnesota Department of Education. This plan must include measurable goals to reduce the achievement disparities between subgroups of the student population and increase racial and economic integration. Acceptable initiatives include

- Family Engagement
- Enrollment Choices
- Training for Teachers and Administrators
- College and Career Readiness
- Programs designed to reduce academic disparities within the system

In order to create this plan, a team of 18 staff members worked for two days in January of 2014 to identify areas of concern within the district based on data and created goals and initiatives to move the district forward. This Equity plan includes actions that extend far beyond the Achievement and Integration plan, but also provide guidance for this funding.

White Bear Lake Area Schools will receive approximately \$601,561 for the 2014-2015 school year. The White Bear Lake Equity and Integration Plan includes all of the areas mentioned above, as required by law.

The attached documents include the White Bear Lake Equity Plan and a visual presentation of the budget allocations.

RECOMMENDATION:

This item will be on the agenda for action as Operational Item E-4.



EQUITY & INTEGRATION BUDGET PREPARATION FY2015

MARCH 3, 2014



EQUITY/INTEGRATION BACKGROUND

- White Bear Lake has been a part of the East Metro Integration District 6067 (EMID) since 2002.
- White Bear Lake School District works in collaboration with East Metro Integration District (EMID) in efforts that foster voluntary integration among Roseville Area Schools and nine suburban school districts in the eastern Twin Cities metro area.
- The goals of EMID are: Student Achievement, Racial Integration, and Leadership.



EQUITY/INTEGRATION BACKGROUND

- Districts within this partnership receive additional funding to support integration initiatives.
- Each year the District must submit their Equity and Integration Revenue Plan, based on projected integration revenue to the Minnesota Department of Education.



EQUITY/INTEGRATION BACKGROUND

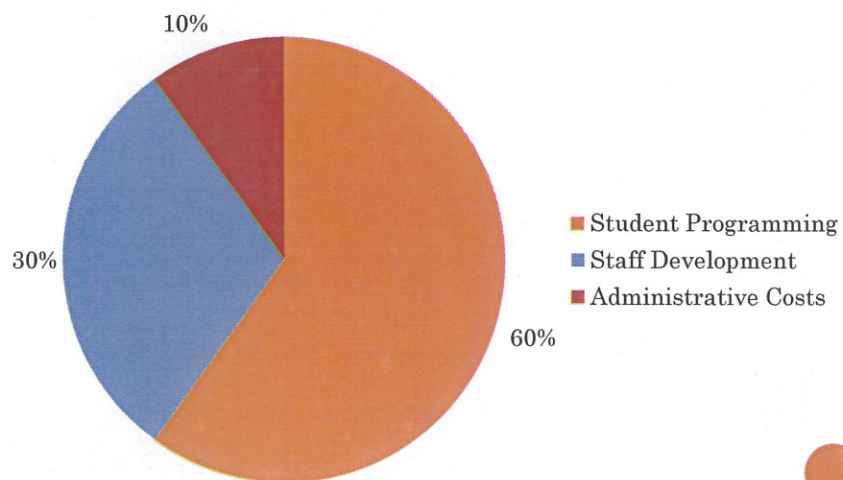
- For the past few years, White Bear Lake has received approximately \$900,000 of which \$500,000 had gone to EMID.
- This year, the EMID school board approved an adjustment that allowed member districts to keep a larger portion of the funding. **White Bear Lake received approximately \$575,000 for the 2013-2014 school year.**
- The current White Bear Lake Equity and Integration Plan includes the following five areas:
 - Administrative Support
 - Student Partnerships with St. Paul Schools
 - Cultural Competence through Staff Development
 - Student Academic Programming
 - Cultural Liaisons





2013-14 REVENUE

PERCENTAGES



FY2015: NEXT STEPS WHERE WE ARE GOING

- According to Statute, the WBL Equity Plan needs to be updated for an additional three years.
- Equity Plan Facilitation Meeting, January 2014
 - 18 district participants to include teachers, principals and district staff met to DRAFT the proposed WBL Equity Plan for 2015, 2016 and 2017.
 - This DRAFT Equity Three-Year Plan, Developed January 2014 , will be submitted to the Board on Wednesday, Feb. 26, 2014 for review and discussion at the March 3, 2014 board meeting.



FY2015: WBL COMMITMENT TO ACHIEVING EQUITY & EXCELLENCE

- The Importance of Leadership
- Equity Mission
- Equity Vision
- Core Beliefs
- Equity Strategic Transformation Framework



FY2015: EQUITY AND EXCELLENCE TRANSFORMATION FRAMEWORK

Goal 1: Student Achievement

We will eliminate the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories while continuing to raise achievement for all students.

Goal 2: Culture & Climate

We will have a climate and culture where each individual student and family belongs.

Goal 3: Equity- Anti Racism Leadership

Leadership will consciously and deliberately act to eliminate the disparity between our mission of achievement for all students, and the policies, practices, and structures in our school system that could perpetuate inequities based on race and class.

Goal 4: Professional Development

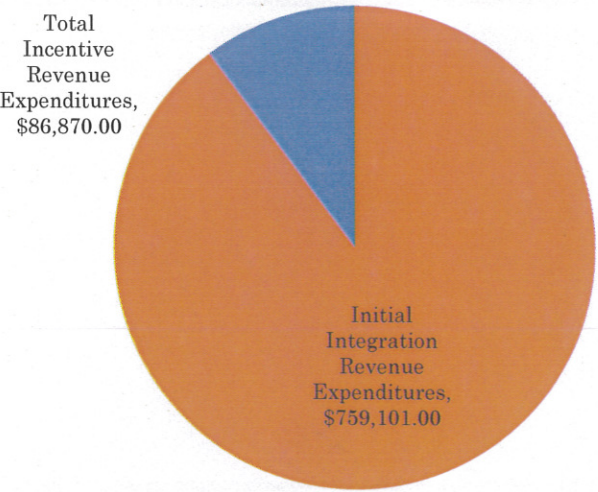
We will provide professional development to educate all staff in supporting academic achievement for learners from all racial groups and to make improvements to the culture and climate of our schools



PLAN COORDINATION

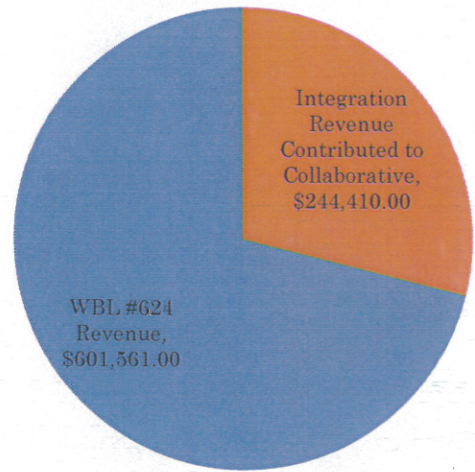


TOTAL REVENUE: \$845,971

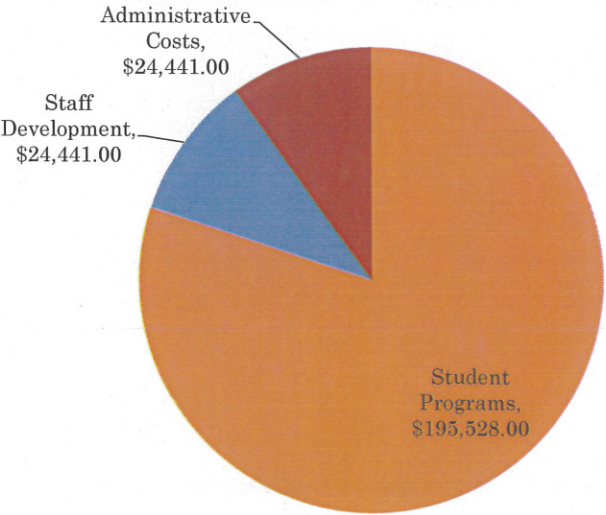




EMID Revenue Contribution: \$244,410



EMID Monies: \$244,410



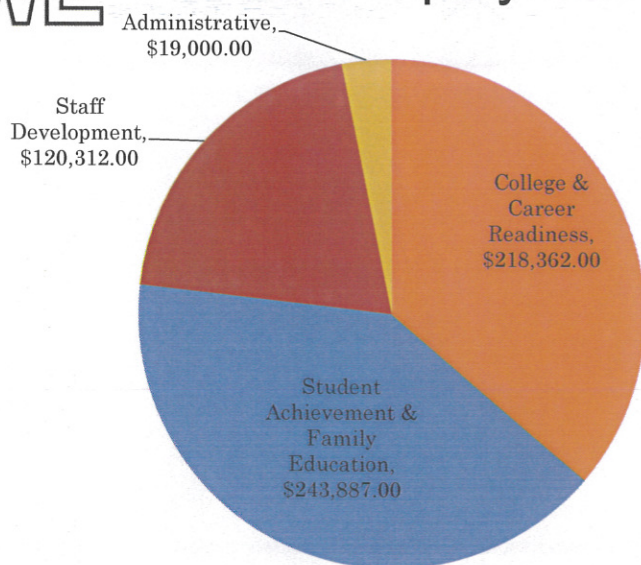


EMID INITIATIVES

- College and Career Readiness
 - AVID
 - Leadership Workshops / Activities
- Equity and Cultural Competence
 - Staff Development Coordinator
 - Topical Staff Development
- Early Learning
 - Kindergarten Readiness CAMP
- Parent / Family Involvement
 - PIQUE



WBL: Equity Plan





WHITE BEAR LAKE ACHIEVEMENT AND INTEGRATION INITIATIVES

- College and Career Readiness
 - AVID
 - College and Career Experiences
- Equity and Cultural Competence
 - Equity Leadership Training
 - Cultural Competence for All Staff
 - Integration Programming
- Student Achievement
 - Tutoring / Mentoring
 - Academic Support
- Parent / Family Education
 - Parent Education / Involvement Staff



TIMELINE/QUESTIONS

- In order to submit the Integration Revenue Budget application to MDE, the following timeline will be used:

February 24, 2014: School Board Work-Study, Presentation

March 3, 2014: School Board Meeting, Presentation and Action as an Operational Item

March 15, 2014: Integration Plan Submission

May 2014: MDE Approval (original time frame)

- Questions

White Bear Lake School District

**Equity Transformation
Framework
Three-Year Plan
Developed January 2014**

**Developed by the White Bear Lake District Equity Team
Adopted by the White Bear Like School Board _____**

**White Bear Lake Equity and Excellence
Transformation Framework**

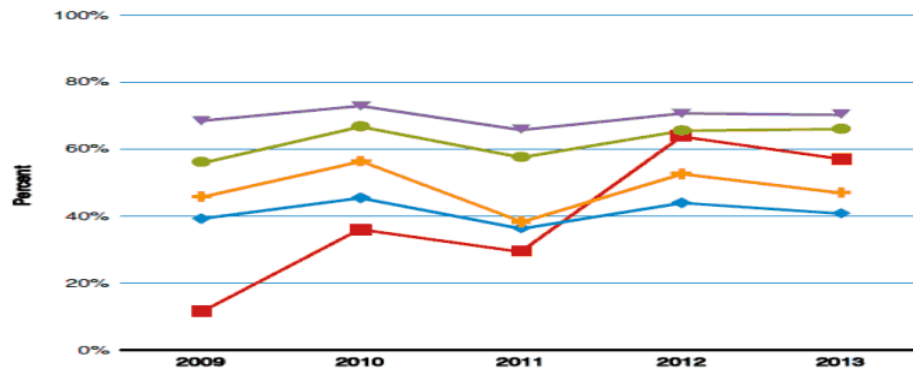
DRAFT: February 21, 2014

White Bear Lake Schools Commitment to Achieving Equity and Excellence

In January 2014, eighteen district staff including teachers, principals, and district center staff met to prepare a draft of the district's Three-Year Equity and Integration Plan. This process was facilitated by 2 former superintendents who work closely with MSU Mankato - Edina Campus and who are passionate about Equity and Excellence in Minnesota school districts.

Background- Current Conditions- The Wake Up Call

District Math Proficiency Trends for All Accountability Tests
All Grades
Contrasting Race/Ethnicities All Students



Proficiency Percents

	2009	2010	2011	2012	2013
Amind	11.5%	36.1%	29.6%	64.0%	57.1%
Asian	56.1%	66.9%	57.7%	65.7%	66.2%
Black	39.3%	45.5%	36.5%	44.0%	40.9%
Hispanic	45.8%	56.5%	38.3%	52.7%	47.1%
White	68.5%	73.0%	65.9%	70.8%	70.4%

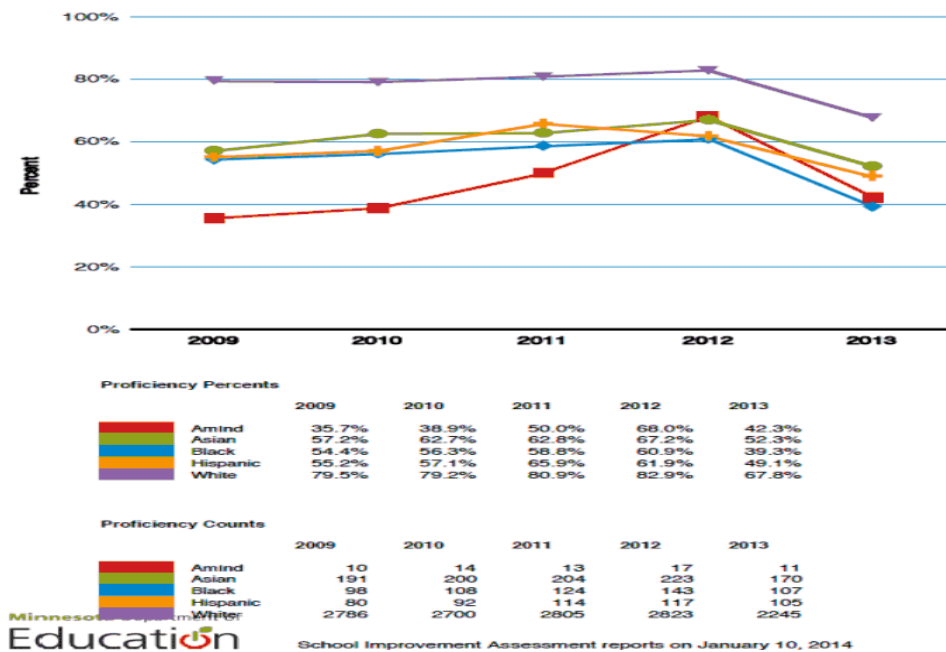
Proficiency Counts

	2009	2010	2011	2012	2013
Amind	3	13	8	16	16
Asian	185	222	188	218	206
Black	68	90	72	107	108
Hispanic	70	91	64	97	97
White	2405	2510	2281	2471	2350

Minnesota
Education

School Improvement Assessment reports on January 10, 2014

District Reading Proficiency Trends for All Accountability Tests
All Grades
Contrasting Race/Ethnicities All Students



- **District-wide MCA results for 2012-13:**
- **White students with F/R Lunch (690 total)**
- Math, 54% passed
- Reading, 51% passed
- Science, 54% passed
- **Black students WITHOUT F/R Lunch (71 total)**
- Math, 58% passed
- Reading, 62% passed
- Science, 53% passed

The Importance of Leadership

Effective leaders in White Bear Lake Area Schools **must focus** on the critical goal of educational equity. To accomplish this, leaders must communicate vision, model action, **and challenge assumptions**. Leaders are charged to make **change based on data** and hold themselves and staff **accountable** to close the racially predictable achievement gap. It is vital for leaders to **engage others in conversation** around equity to **make improvements to the culture and climate** of our schools.

White Bear Lake School District Equity Strategic Transformation Framework

As a result of research and study, the White Bear Lake Equity Team has developed the following Equity Goals in an effort to close the achievement gap and meet our mission of Educating for Success in Our Diverse and Changing World.

Equity Mission

WBLAS is committed to create equitable access for all learners providing educational experiences and resources that foster success and awareness in an environment that respects and includes personal identities (race, culture, socio-economic status, gender, religion, language, and immigration status).

Our Vision for Equity:

WBLAS will meet the individual needs of each and every learner through an inclusive and equitable learning environment that achieves excellent in education.

The Core Beliefs that Guide Our Work

We believe...

- All students can learn at high levels.
- It is our obligation to adapt our behavior to meet the needs of all learners to achieve educational equity.
- Intentionally adapting to the assets of diverse identities will improve results for all students.
- We believe that all staff must **build positive relationships** with every student and family.

White Bear Lake Equity and Excellence Transformation Framework

As a result of research and study, the White Bear Lake Equity Team has developed the following Equity Goals in an effort to close the achievement gap and meet our mission of Educating for Success in Our Diverse and Changing World.

Goal 1- Student Achievement

- We will eliminate the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories while continuing to raise achievement for all students.

Goal 2- Culture and Climate

- We will have a climate and culture where each individual student and family belongs.

Goal 3- Equity- Anti Racism Leadership

- Leadership will consciously and deliberately act to eliminate the disparity between our mission of achievement for all students, and the policies, practices, and structures in our school system that could perpetuate inequities based on race and class.

Goal 4- Professional Development

- We will provide professional development to educate all staff in supporting academic achievement for learners from all racial groups and to make improvements to the culture and climate of our schools

Goal 1- Student Achievement

We will eliminate the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories while continuing to raise achievement for all students.

Initiatives	Responsible Leaders	Timeline	Accountability
<ol style="list-style-type: none">1. Student demographics for all courses will match the demographics of that schools' overall population2. All teachers will use common formative and summative assessment data to determine individual student achievement with regard to learning targets.3. Resources will be provided equitably not equally4. We will eliminate programming and course infrastructure that unfairly segregates students by race			

Goal 2 – Culture and Climate

We will have a climate and culture where each individual student and family belongs.

Initiatives	Responsible Leaders	Timeline	Accountability
<ul style="list-style-type: none">1. All staff will be culturally competent<ul style="list-style-type: none">*training1. The White Bear Lake area school systems and structures are deliberately designed to meet the needs of all students and families.<ul style="list-style-type: none">*programming*curriculum*celebrations*transportation*technology*Public Relations*Hiring/HR*Measures of Success			

Goal 3- Leadership

Leadership will prioritize achieving educational equity above all other initiatives and deliberately act to eliminate gaps that exist in achievement and performance based on race.

Initiatives	Responsible Leaders	Timeline	Accountability
<ol style="list-style-type: none">1. All leadership will receive training on how to lead with an equity lens.2. District and building goals will be reviewed annually to ensure that the equity focus is a top priority.3. All leadership will report on their efforts and progress in closing the achievement gap annually.4. Leaders will be responsible for all staff they supervise in taking steps to meet the equity vision and mission.			

Goal 4- Professional Development

We will provide professional development to educate all staff in supporting academic achievement for learners from all racial groups and to make improvements to the culture and climate of our schools

Initiatives	Responsible Leaders	Timeline	Accountability
<ol style="list-style-type: none">1. All staff will be trained in building/district achievement data, delineated by race, to inform their decisions and improve student achievement and school climate.2. All staff will participate in professional development to develop and implement a common language regarding equity.			

Timeline:

In order to submit this application by March 15, 2014, the following timeline will be used:

- February 24, 2014: School Board Work-Study, Presentation
(Additional handouts of financial overview will be provided.)
- March 3, 2014: School Board Meeting, Presentation and Action as an Operational Item
- March 15, 2014: Integration Plan Submission
- May 2014: MDE Approval (original time frame)

AGENDA ITEM: **School Board Policy 405, Veteran's Preference**
MEETING DATE: **March 3, 2014**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

BACKGROUND:

School Board Policies 405, Veteran's Preference, was reviewed by the School Board Policy Committee and is recommended for a first reading. The changes recommended are consistent with Minnesota Statute.

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

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2014 School Board meeting agenda or a subsequent meeting.

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

White Bear Lake Area
School District #624 Policy 405

405 VETERAN'S PREFERENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION

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

and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

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

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)

Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

AGENDA ITEM: **School Board Policy 422, Policies Incorporated by Reference**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

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

BACKGROUND:

School Board Policies 422, Policies Incorporated by Reference, was 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 April 14, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: August 27, 2001
Revised: August 25, 2003
Revised: January 10, 2005
Revised: November 8, 2007

*White Bear Lake Area
School Board Policy 422*

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

WBLASB Policy 102	Equal Educational Opportunity
WBLASB Policy 103	Complaints-Students, Employees, Parents, Other Persons
WBLASB Policy 206	Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
WBLASB Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
WBLASB Policy 305	Policy Implementation
WBLASB Policy 505	Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees
WBLASB Policy 507	Corporal Punishment
WBLASB Policy 510	Student Activities
WBLASB Policy 511	Student Fundraising
WBLASB Policy 517	Student Recruiting
WBLASB Policy 518	DNR-DNI Orders
WBLASB Policy 519	Interview of Students by Outside Agencies
WBLASB Policy 524	Internet Acceptable Use Policy
WBLASB Policy 525	Violence Prevention
WBLASB Policy 610	Field Trips
WBLASB Policy 710	Extracurricular Transportation
<u>WBLASB Policy 711</u>	<u>Video Surveillance on School Buses</u>
<u>WBLASB Policy 712</u>	<u>Video Surveillance Other Than on Buses</u>
WBLASB Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of ~~the various policies speak for themselves~~ all other policies may be applicable although not specifically listed above.

Legal References:

Cross References:

AGENDA ITEM: **School Board Policy 900, Partnerships**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Kristine Wehrkamp, Director of Community Services
and Recreation**
David Law, Assistant Superintendent

BACKGROUND:

School Board Policies 900, Partnerships, is a new policy. The administration and the School Board Policy Committee have created this policy for the purpose of providing guidelines for partnering with entities that provide academic, supplemental services and enrichment opportunities for students. Policy 900, Partnerships, is recommended for a first reading.

RECOMMENDATION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 14, 2014 School Board meeting agenda or a subsequent meeting.

Adopted: _____

White Bear Lake Area School
District #624 Policy 900

Revised: _____

900 PARTNERSHIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for partnering with entities that provide academic, supplemental services and enrichment opportunities for students.

II. GENERAL STATEMENT OF POLICY

The school board encourages the development, implementation and evaluation of a comprehensive student, parent, family, school and community partnership initiative. The District will provide clear definitive roles of the various partners. The District will provide administrative leadership and vision, staff development and practices that are compatible with the beliefs outlined in this document. All partners agree to abide by district policies, including but not limited to policies addressing data privacy, discrimination, technology, drugs, alcohol and tobacco use, bullying and harassment.

III. DEFINITIONS

- A. Partnership: A relationship between the district and a non-district entity intended to have multiple contacts during the year or over multiple years, in which the connection results in benefits to the district that may or may not be possible without the partnership. Partnerships are intended to provide academic, enrichment, or supplemental services for students. All partnerships must be consistent with the mission of the district. This definition excludes enrichment field trips arranged as part of a class or student organization.

IV. PARTNERSHIP OVERSIGHT

On an annual basis the superintendent or designee will do the following:

- A. Update the list of existing partnerships.
- B. Ensure all partners are in compliance with the partnership procedures identified in Addendum A.
- C. Review and approve applications for new partnerships.
- D. Review existing partnerships to evaluate the benefit(s) to students.
- E. Make changes as needed to improve existing partnerships, and take action to dissolve unproductive partnerships.
- F. Maintain a list of organizational needs for future partnership exploration.

White Bear Lake Area School District Partnership Process

Welcome to the White Bear Lake Area School District Partnership Process document. The purpose of this document is to guide the development of partnerships. It outlines the District's approach to engaging in partnership, allowing our partners to understand the principles and standards we are committing to.

The District is fully committed to engaging in partnerships. We recognize the strength and value of effective partnerships in contributing to the educational growth and service opportunities for students.

This commitment is demonstrated by the District's current involvement in many partnerships both formal and informal and is part of our District's Mission:

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 within a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

SECTION 1 - Introduction to the Partnership Process

1.1 Introduction

White Bear Lake Area School District recognizes the need for a consistent process for all partnerships. This process sets out a framework that will assist staff when considering our engagement in partnership arrangements.

1.2 Purpose of Process

The purpose of this process is to enable the District, with its partners, to ensure that the partnerships are appropriate and have proper oversight. The process will ensure that when working in partnership:

- Identified needs or program enhancements are met, which may not be possible through district resources alone;
- The partners are clear about the purpose and expected outcomes for students when entering into partnership;
- The District's priorities and objectives are being met;
- There is clarity about accountability and responsibility for outcomes;

- Partnership activity and outcomes are monitored, reviewed and evaluated to make best use of resources;
- Risks for the District, and for the partner, are assessed and agreed upon;
- Each partnership maintains a relevance to its agreed purpose during its lifespan and has in place an effective exit strategy;
- Partnerships are properly empowered and their legal status understood;
- Reviews are undertaken to evaluate success and further challenge progress and improve effectiveness.

1.3 Definition of a partnership

For the purposes of this process, White Bear Lake Area Schools defines a partnership in the following manner:

“A relationship between the District and a non-district entity intended to have multiple contacts during the year or over multiple years, in which the connection results in benefits to the District that may or may not be possible without the partnership. Partnerships are intended to provide academic, enrichment, or supplemental services for students. All partnerships must be consistent with the mission of the school District.”

This definition excludes enrichment field trips arranged as part of a school class or student organization.

White Bear Lake Area Schools - Partnership Levels

Building/Program - A building or program partnership is a formalized agreement between an individual building or program and a community member/organization/business. Building level partnerships may include formalized agreements that impact the entire school population, as well as agreements that impact just individual grade levels or classrooms. Building and program level partnerships are initially approved at the building level, and then recommendations are made to the District-level committee. The District-level committee helps evaluate which district policies may need to be considered and whether the partnership is one that is within administrative authority to decide or whether School Board authorization and approval is necessary. Upon proper authorization, the building/program level partnerships are then organized, and managed at the building/program level. Building and program level partnerships are funded entirely through individual building/program budgets or through grant funding as authorized by the district.

District - A District partnership is a formalized agreement with a community member/organization/business that benefits students from several different schools, sites, and/or programs. District level partnerships are approved, organized, and managed by District-level department(s). District-level partnerships are funded through District-level sources, rather than

building-level budgets.

White Bear Lake Area Schools does not define as a partnership:

- An arrangement made by the District with a third party to deliver one or more services on its behalf. This is a contract for services.
Example: Contracted transportation services with an outside company or carrier
- Intra-district collaboration involving school-to-school, program-to-program, or school-to-program partnering.
Example: High school students mentoring middle school students, academic enrichment courses being offered through Youth Enrichment, or student service projects for the senior center
- Parent volunteers/School or program volunteers who serve in an individual capacity
Example: An individual who serves as a reading buddy for a particular school who has completed the district's volunteer process through Human Resources

Section 2 – Working in Partnership

2.1 When is a partnership appropriate?

Partnership arrangements are appropriate when they have the potential to deliver:

- Added Value – delivering something that is unlikely to be achieved by another form of working arrangement.
- Identified needs or program enhancements which may not be possible through District resources alone and do not compromise our core programming.
- The partnership aligns with one or more of our District/Building goals.

2.2 Managing and Reviewing Partnerships

Partnership work can be very rewarding for the District and students; however, it can also be difficult and resource intensive. Therefore, before taking on a new partnership, the following should be considered:

- Does the potential partnership and its goals/objectives fit into the Strategic Plan or under the District Core Values?
- If the partnership occurs during the student contact time, an evaluation must be done by the District administrator supervising students involved to show that the benefit of the partnership exceeds any detrimental impact on students or programming.
- Is there a way for the district to meet the goals/objectives of the partnership on its own or with an existing partner that would be less labor intensive or more effective than starting a new partnership?

- For District-level partnerships, do the district-level partnership committee and members of Cabinet support this partnership?
- For building/program level partnerships, does the principal/supervisor support this partnership?
- Does the risk assessment reveal that the partnership is relatively safe for the District to enter into?

Partnerships should be reviewed annually by the district or building/program partnership committee. The purpose of the review is to ensure that the partnership:

- is effectively doing what it set out to do,
- goals/objectives are still aligned with district /building/program goals,
- implements necessary improvements over time.

Through the review process it may be identified that it is time for a partnership arrangement to cease, or for the district to leave a partnership arrangement. This can be for many different reasons:

- The partnership achieves all that it set out to do - goals/objectives are met.
- The partnership goals/objectives are no longer aligned with district strategic plan.
- On review, the partnership is not delivering the outputs and outcomes it was set up to do and a new approach needs to be explored.
- The partnership is replaced by another partnership or working arrangement.
- External funding/resources cease.
- On review an adverse level of risk of continuing the partnership is identified.
- The legal framework upon which the partnership was founded changes.
- The district reserves the right to leave a partnership at any time. The district will develop case by case exit strategies for situations where it wishes to withdraw from a partnership for any reason.

SECTION 3 - Tools for Identifying and Managing Partnerships

When entering into or reviewing a Partnership the District will use the following to guide its decision making.

3.1 Legal Status

Board approval is required initially for all contracts and agreements.

3.2 Finance and Resources

The Building and District Partnership Committee will consider the resource implications, existing partnerships, and Building and District priorities prior to making decisions on new partnerships or extending existing partnerships.

3.3 Roles of Partnership Committees

Each building will have its own partnership committee. This committee may be in addition to the school leadership team or a subpart thereof. Members should include the principal and staff members who understand the building's needs, vision, and priorities, as well as personnel and financial resources. Building/Program level partnership committees will establish a routine for processing proposals. The committee will use the partnership review form and scoring rubric to determine viability of partnership proposals and provide a timely response to potential partners. This process will be similar to the process for district partnerships, but will be tailored to the needs of the program or school.

The District Partnership Team will meet quarterly, or as needed, to determine viability of proposed partnerships, identify areas of need in which partnerships could be pursued, and ensure that appropriate stakeholders are involved.

3.4 Communication in a Partnership Setting

Communication and marketing of partnerships shall be in accordance with the District's communication plan and at the discretion of the Director of Communications.

3.5 Information Sharing

The School District's Data Privacy Policy will apply to all partnerships consistent with applicable state and federal law.

SECTION 4 - Specific steps of the application process.

- 1** Complete the Partnership Application form.
- 2** Return form to either the building principal, program coordinator or district level partnership contact person.
- 3** The partnership application will be reviewed by the building partnership review committee. It will be **evaluated in accord with the established criteria** and forwarded to the District review committee for consideration. The District review committee will review all building level approved partnership applications. The District review committee will forward a recommendation to the superintendent and cabinet for review. Some partnerships may be approved at this level; others may need School Board approval prior to implementation.
- 4** Upon final **approval of the superintendent or superintendent designee, or if appropriate,**

by the School Board, the building principal or program contact person will be notified of the decision whether or not to move forward with the partnership. A successful partnership proposal will require a Partnership Agreement form to be on file with both the building or program and the District review committee.

SECTION 5 – Appendix

- **Appendix 1** – White Bear Lake Area School District Partnership Application Form
- **Appendix 2** - White Bear Lake Area School District Partnership Agreement Form

E. OPERATIONAL ITEMS

AGENDA ITEM: School Calendars for 2014-15

MEETING DATE: March 3, 2014

SUGGESTED DISPOSITION: Operational Item

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

BACKGROUND:

On February 10, 2013 the White Bear Lake Area School Board approved the school calendar for 2013-14 and 2014-15. Per Minnesota State Law the school calendar needs to be approved each year. At this meeting we are asking the School Board to once again approve the 2014-15 School Calendar.

RECOMMENDATION:

The administration is recommending that the School Board approve the school calendars for 2014-15 as attached.

WB 624 2014-15 CALENDAR

White Bear Lake Area Schools

August 19..... Teacher Work Day*
 August 20-21..... New Teacher Orientation
 August 22..... Teacher Work Day*
 August 25-28..... Teacher Work Day & Professional Development
 August 26..... Convocation
 August 29..... Teacher Work Day*

 September 1 No School - Labor Day
 September 2 First Day of School (Grades 1-12)
 September 2-3 Kindergarten Orientation
 September 4 First Day of School (K & K+)

 October 9 Parent Conferences (Pre K-12)
 October 13-14 Parent Conferences (Pre K-12)
 October 16-17 No School - Education Minnesota Conference
 October 31 End of First Quarter

 November 3 No School - Teacher Work Day & Professional Development
 November 27-28 No School - Thanksgiving Break

 December 22-31 No School - Winter Break

 January 1-2 No School - Winter Break
 January 16 End of Second Quarter
 End of First Semester
 January 19 No School - MLK, Jr. Day
 Teacher Work Day
 January 20 No School - Professional Development

 February 16..... No School - Presidents Day
 February 26..... Parent Conferences (Pre K-12)

 March 2-3..... Parent Conferences (Pre K-12)
 March 9-13..... No School - Spring Break

 April 1 End of Third Quarter
 April 2 No School - Teacher Work Day & Professional Development
 April 3 No School

 May 4 No School - Professional Development
 May 25..... No School - Memorial Day

 June 5..... Last Day of School (All Students)
 Graduation
 End of Fourth Quarter
 End of Second Semester
 June 8..... Teacher Work Day*

*Building-specific

JULY						
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Approved by the School Board on February 11, 2013

www.isd624.org • 651-407-7500

Español: 651-407-7625 • Hmoob: 651-407-7623

 First/Last Day of School
 End of Quarter/Semester

 No School for Students
 District Center Closed

 Parent/Teacher Conference

AGENDA ITEM: **Alternative Facilities Bonding and Levy Program:
Review and Comment Summary for Projects Scheduled
in Fiscal Years 2015, 2016 and 2017.**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

The Alternative Facilities Bonding and levy Program: Review and Comment Summary for projects scheduled in fiscal years 2015, 2016, and 2017 were discussed tonight as discussion item D-1. The administration is recommending action be taken on the resolution.

RECOMMENDATION:

Suggested Resolution: Move to authorize the submission of the review and comment document related to alternative facilities projects for fiscal years 2015, 2016, and 2017 to the Commissioner of Education of Minnesota.

AGENDA ITEM: **Alternative Facilities Bonding and Levy Program: Bond Pre-Sale Report and Approval of Resolution of Intent to Sell Bonds.**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Wayne A. Kazmierczak, Director of Finance and Operations**

BACKGROUND:

Attached please find a resolution stating the intent to sell general obligation bonds for the projects related to the Alternative Facilities Bonding and Levy Program (Minnesota Statutes 123B.59). The projects are scheduled for fiscal years 2015, 2016 and 2017.

RECOMMENDATION:

Suggested Resolution: Move to approve the Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects Included in the District's Approved Ten-Year Facility Plan; 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.

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION ALTERNATIVE FACILITIES BONDS

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held March 3, 2014, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; 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 March 2014.

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: MARCH 3, 2014

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 on March 3, 2014, at 7:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; 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. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 624 (the "District") to issue its fully registered general obligation alternative facilities bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.59, subdivision 3 and Chapter 475, as amended, to fund the costs of the following projects at various District facilities as included in its approved ten-year facility plan and related financing costs:

- deferred maintenance projects included in the District's ten-year plan approved by the Commissioner of Education, including HVAC renovations at the Lincoln, Vadnais Heights and Otter Lake Elementary School facilities.

The Bonds would be issued in the total aggregate principal amount of not to exceed \$5,900,000. The issuance of the Bonds is hereby authorized, subject to the approval of the Commissioner of Education.

2. The ten-year facility plan approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as required by Minnesota Statutes, Section 123B.59. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.59 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the solicitation of bids, the issuance of bonds, or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. Any actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects.

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

7. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds. The terms and provisions specified in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, and shall be made available to all prospective purchasers of the Bonds. Ehlers & Associates, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

8. (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.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE ALTERNATIVE FACILITIES BONDS
TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITY PLAN**

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

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 624, State of Minnesota (the "District"), adopted a resolution (the "Resolution") on March 3, 2014, stating the intention of the School Board to issue general obligation alternative facilities bonds (the "Bonds") in the total principal amount of not to exceed \$5,900,000 pursuant to Minnesota Statutes, Section 123B.59 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects at various District facilities as included in the District's approved ten-year facility plan and related financing costs:

- deferred maintenance projects included in the District's ten-year plan approved by the Commissioner of Education, including HVAC renovations at the Lincoln, Vadnais Heights and Otter Lake Elementary School facilities.

The total amount of outstanding indebtedness of the District as of March 3, 2014 is \$85,060,000. If the proposed Bonds are issued, the total indebtedness of the District would be \$90,960,000.

Dated: March 3, 2014

BY ORDER OF THE SCHOOL BOARD

/s/_____
School District Clerk
Independent School District No. 624
(White Bear Lake Area Schools)
State of Minnesota

AGENDA ITEM: Equity and Integration Budget for 2014-15

MEETING DATE: March 3, 2014

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON: David Law, Assistant Superintendent
Dr. Michael Lovett, Superintendent

Background:

White Bear Lake has been a part of the East Metro Integration District 6067 (EMID) since 2002. For more than a decade, the focus of this partnership was to provide integrated experiences for our students and staff as well as to increase the academic achievement of all students. During the 2013 legislative session, this funding stream received considerable public scrutiny. As a result, there was a major shift in focus for this funding from primarily integration experiences to a balance between integration activities and improving student achievement.

Starting in 2014, Districts that receive Achievement and Integration Aid must submit a three year plan and annual budget, based on projected integration revenue to the Minnesota Department of Education. This plan must include measurable goals to reduce the achievement disparities between subgroups of the student population and increase racial and economic integration. Acceptable initiatives include

- Family Engagement
- Enrollment Choices
- Training for Teachers and Administrators
- College and Career Readiness
- Programs designed to reduce academic disparities within the system

In order to create this plan, a team of 18 staff members worked for two days in January of 2014 to identify areas of concern within the district based on data and created goals and initiatives to move the district forward. This Equity plan includes actions that extend far beyond the Achievement and Integration plan, but also provide guidance for this funding.

White Bear Lake Area Schools will receive approximately \$601,561 for the 2014-2015 school year. The White Bear Lake Equity and Integration Plan includes all of the areas mentioned above, as required by law.

The attached documents include the White Bear Lake Equity Plan and a visual presentation of the budget allocations.

Recommendation:

Authorize administration to submit the proposed Equity and Integration budget to the Minnesota Department of Education consistent with the attached parameters.

White Bear Lake
Achievement and Integration Aid
Budget Plan Summary
School Board Meeting
March 3, 2014

In accordance with Achievement and Integration Program Framework provided by the Minnesota Department of Education, and consistent with the White Bear Lake Equity Plan, the following initiatives will be implemented during the 2014-2015 with budgeted amounts provided.

College and Career Readiness: \$218,362.00

This area includes AVID programming including coordination, instruction, tutoring, and other activities related to increasing student awareness about post-secondary options. This category also includes post-secondary exposure activities for all students.

Equity and Cultural Competence: \$120,312.00

This category includes Equity Leadership Training for building and district leadership, staff development focused on increasing cultural competence for all staff, and integration programming for students both during and outside the school day and year.

Student Achievement: \$243,887.00

This category includes academic tutoring and mentoring for students, direct academic support, and parent education.

Administrative Support: \$19,000.00

This category includes the administrative support required to implement Achievement and Integration initiatives.

AGENDA ITEM: Tentative Agreement – 2013-2015 Contract
Confidential Employees

MEETING DATE: March 3, 2014

SUGGESTED DISPOSITION: Operational Item

CONTACT PERSON(S): Christina Picha, Director of Human Resources
Wayne Kazmierczak, Director of Finance and Operations

BACKGROUND:

The District's Confidential Employees is a unit recognized by the Bureau of Mediation. This unit has four employees: Executive Assistant to the Superintendent, Administrative Assistant to Assistant Superintendent, Human Resources Specialist, and Human Resources Representative. The unit ratified the agreement on February 19, 2014.

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

Christina Picha and Wayne Kazmierczak will be available to answer questions.

RECOMMENDATION:

Approve the proposed 2013-15 Master Agreement with the District's Confidential Employees.

RESOLUTION:

WHEREAS, the parties have reached a tentative agreement on the 2013-2015 contract;

WHEREAS, the unit has ratified the contract;

THEN BE IT HEREBY RESOLVED that the School Board of Independent School District 624 approves the 2013-2015 agreement and authorizes the Chair and Clerk to execute the agreement on behalf of the School Board.

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

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 406, Public and Private Personnel Data, was reviewed by the School Board Policy Committee, had a first reading in February, and is recommended for action. The changes recommended are consistent with those recommended by MSBA and members of the Policy Committee.

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

RECOMMENDATION:

Approve School Board Policy 406, Public and Private Personnel Data, as recommended by the School Board Policy Committee and administration.

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

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

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Confidential" means the data is not available to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

- F. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- G. “Public” means that the data is available to anyone who requests it.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit
 - 12. job description;
 - 13. education and training background;

14. previous work experience;
15. dates of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the **complete** terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. work email address;
22. badge number;
23. work-related continuing education;
24. honors and awards received; and
25. payroll time sheets or other comparable data that is used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and

B. The following information on applicants for employment ~~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~~ are 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.~~ Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;

- d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 - 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge is public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with ~~individuals within the entity (school district)~~ school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents is private data on individuals.
- 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 ordered or 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 ~~Department of Economic Security~~ 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. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- 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 or termination 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.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

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)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

AGENDA ITEM: **School Board Policy 419, Tobacco-Free Environment**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 419, Tobacco-Free environment, was reviewed by the School Board Policy Committee, had a first reading in February, and is recommended for action. The changes recommended are consistent with those recommended by MSBA and members of the Policy Committee.

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

RECOMMENDATION:

To approve School Board Policy 419, Tobacco-Free environment, as recommended by the School Board Policy Committee and administration.

Adopted: April 29, 1996
Revised: August 27, 2001
Revised: December 14, 2009
Revised: November 14, 2011
Revised: _____

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~~ **A** violation of this policy **occurs** ~~for~~ **when** any student, teacher, administrator, other school personnel, **volunteer**, visitor to the school district or person ~~to~~ smokes or uses tobacco, 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 employee 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~~ **A** violation of this policy ~~for any~~ **occurs when any** enrolled student ~~to~~ possesses any type of tobacco, 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, **other** school personnel, **volunteer, visitor** 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/or** 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. DEFINITIONS

- A. “Electronic Cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or 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.
- B. “Smoking” means inhaling or exhaling smoke and/or vapor from any lighted cigar, cigarette, pipe, electronic cigarette whether or not it contains nicotine, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted ~~smoking~~ tobacco or plant product intended for inhalation ~~equipment~~.
- C. “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.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking.

IV. EXCEPTION

- A. ~~It shall not be a violation of this policy for~~ A violation of this policy does not occur when an Native American ~~Indian~~ adult lights tobacco on school district property as a part of a traditional Native American ~~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)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

AGENDA ITEM: **School Board Policy 515, Protection & Privacy of Pupil Records**

MEETING DATE: **March 3, 2014**

SUGGESTED DISPOSITION: **Operational Item**

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

BACKGROUND:

School Board Policy 515, Protection & Privacy of Pupil Records, was reviewed by the School Board Policy Committee, had a first reading in February, and is recommended for action. The changes recommended are consistent with those recommended by MSBA and members of the Policy Committee. This policy continues to define more restrictively than Minnesota state law.

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

RECOMMENDATION:

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

Adopted: September 8, 1997

Revised: June 12, 2000

Revised: April 9, 2001

Revised: September 9, 2002

Revised: May 9, 2005

Revised: November 8, 2007

Revised: January 14, 2008

Revised: March 8, 2010

Annual Review: September 12, 2011

Annual Review: September 10, 2012

White Bear Lake Area School District #624 Policy 515

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

A. B. Biometric Record

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

B. C. Dates of Attendance

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

C.D. Directory Information

“Directory information” means information contained in an education record of a student **which** ~~that~~ would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: **the** student’s name, photograph, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. **According to statute,** Directory information does not include: ~~a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student’s parent or guardian.~~

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

the student's parent or guardian.

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

a. Student's address

b. Student's telephone numbers

c. Student's date and place of birth

d. Student's email address

D.E. Education Records

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

- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

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

E.F. Eligible Student

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

F.G. Juvenile Justice System

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

G.H. Legitimate Educational Interest

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

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
4. Perform a task directly related to responding to a request for data.

~~H.~~**I.** Parent

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

~~I.~~**J.** Personally Identifiable

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

~~J.~~**K.** Record

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

~~K.~~**L.** Responsible Authority

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

~~L.~~**M.** School Official

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

M.N. Student

“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

N.O. Summary Data

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

O.P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's

privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of students' names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

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

B. Eligible Students

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

C. Disabled Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and

shall include:

- a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in ~~clause 5e.~~ above, both at the time of the disclosure and at any time in the future; and

- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L., which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent.

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

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

- 1. To other school officials, including teachers, within the school district whom the school district determines to have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions, provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

- ~~2.3.~~ To officials of other schools, school districts, or post-secondary

educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX), suspension and expulsion information pursuant to section ~~7165~~⁴¹⁵⁵ of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The record also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with section XV of this policy;

~~3.4.~~ To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

~~4.~~ ^{5.} In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

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

~~5.6.~~ To state and local officials or authorities to whom such information is specifically ~~required~~^{allowed} to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records

are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

- 6- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, ~~and~~ the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be ~~returned or~~ destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- 7- 8. To accrediting organizations in order to carry out their accrediting functions;
- 8-9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
- 9-10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the

existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) ~~or~~ an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. ~~If in addition,~~ if the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonable necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers.
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

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

further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. ~~Information provided to the school district concerning sex offenders and other individuals required to register in accordance with the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and applicable federal guidelines.~~

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency case worker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 405b of Title 25) who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

- 1. Name of the student and/or parent, as appropriate;
- 2. Home address;
- 3. School presently attended by student;
- 4. Parent's legal relationship to student, if applicable; and

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

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

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

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

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis,

prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

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

- A. The ~~S~~chool ~~D~~istrict will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within 60 days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the ~~responsible authority~~ Superintendent of Schools or designee, in writing by *October 1* each year. The written request must include the following information.

- 1. Name of student and parent, as appropriate;
- 2. Home address;
- 3. Student's grade level;
- 4. School presently attended by student;

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A of this Section does not prevent the school district from disclosing personally identifiable information under Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall, ~~except for disclosures made pursuant to court orders or lawfully issued subpoenas,~~ disclosure of director information under Section VII of this policy, disclosures to a parent or student, disclosures to parents of a dependent student, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable

information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this ~~S~~Section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; ~~and~~
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon

the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to

computers and microfilm systems; and

e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

6. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be \$2.00 (actual search/retrieval and copying costs) plus postage, if that is involved.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under ~~Subdivision B.~~ Subdivision B. of this Section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this Section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices official means superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the School District's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
 4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA; and the rules promulgated thereunder;
 5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
7. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification To Parents Or Eligible Students Who Are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40 - 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171. Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
~~42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)~~
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: WBLASB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WBLASB Policy 417 (Chemical Use and Abuse)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 519 (Interviews of Students by Outside Agencies)
WBLASB Policy 520 (Student Surveys)

WBLASB Policy 529 (Notification to Staff Regarding Placement of Students with Violent Behavior)

WBLASB Policy 711 (Videotaping on School Bus)

WBLASB Policy 906 (Community Notification of Predatory Offenders)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)