

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting - August 11, 2014 - 7:00 PM

Wayzata City Hall, 600 Rice Street, Wayzata

AGENDA

1. CALL TO ORDER/ROLL CALL	4
2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS	5
<i>Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:</i>	
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1. 7.14.2014 Regular Meeting Minutes	7
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C. Human Resource Recommendations	
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E. Approve Construction Manager Contract	39
Related files are available for viewing online, but are not included in this packet.	
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Related files are available for viewing online, but are not included in this packet.	
3. STUDENT CURRICULUM PRESENTATION	
4. RECOGNITIONS	
A. August Employee of the Month - Catherine Fraser-Olausen (to be formally recognized in the September meeting)	
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2. Approval of 2015-2016 School Calendar	82
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7. OTHER BOARD ACTION	
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<i>This section of the agenda provides an opportunity for those who have called and placed their names on the list and for members of the audience to address the School Board.</i>	
10. ADJOURN	144

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

MISSION

Our Core Purpose:

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and valued employees;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 1. Call to Order

ITEM: Call to Order/Roll Call Attendance

COMMENTS BY: Linda Cohen, Board Chair

School Board Chair, Ms. Linda Cohen, will call the meeting to order.

	<u>Present</u>	<u>Absent</u>
Ms. Linda A. Cohen	_____	_____
Ms. Andrea Cuene	_____	_____
Ms. Sarah Johansen	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. Chris McCullough	_____	_____
Ms. Carter G. Peterson	_____	_____
Ms. Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 2. Approval of Agenda and Consent Agenda Items

ITEM: _____

COMMENTS BY: Linda Cohen, Board Chair

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:

- A. Approval of Minutes**
- B. Finance and Business Recommendations**
- C. Human Resource Recommendations**
- D. Approval of Lease with Hopkins Public Schools**
- E. Approve Construction Manager Contract**
- F. Approve Architect and Engineer Agreement**

RECOMMENDED ACTION: Approve the agenda as presented and the Consent Agenda items.

Motion by: _____ ROLL CALL Passed _____

Second by: _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 2. Approval of Minutes

ITEM: A. Approval of Minutes

COMMENTS BY: Cheryl Polzin, Board Clerk

7.14.2014 Regular Board Meeting Minutes

RECOMMENDED ACTION: Approve the minutes of the Regular Board Meeting of
July 14, 2014

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

Minutes of Regular Meeting

The Board of Education Wayzata Public Schools

A Regular meeting of the Board of Education of Wayzata Public Schools was held Monday, July 14, 2014, beginning at 7:00 PM in the Wayzata City Hall, 600 Rice Street, Wayzata.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order by Linda Cohen, Board Chair. Cheryl Polzin, Board Clerk, called the roll. The following School Board members were present: Linda Cohen, Andrea Cuene, Jay Hesby, Sarah Johansen, Chris McCullough, Carter Peterson, Cheryl Polzin; and Chace B. Anderson, Superintendent of Schools and ex officio member of the School Board

2. APPROVAL OF AGENDA AND CONSENT AGENDA

Motion to approve the agenda and consent agenda was made by Jay Hesby and seconded by Carter Peterson. The agenda and consent agenda were approved as presented through a roll call vote. There were no abstentions and the vote carried unanimously.

A. Approval of Minutes

1. 6.09.2014 Regular Board Meeting Minutes
2. 6.23.2014 Special Meeting Minutes

B. Business and Finance Recommendations

1. Monthly Recommendations

Approved the following disbursements:

<i>General Checking Account for June 2014</i>	<i>\$ 2,573,826.52</i>
<i>Wire Transfer for May 2014</i>	<i>\$ 9,468,949.00</i>

Accepted the following gifts:

62,633.00	Wayzata Booster Foundation	Team dividend for High School
2,289.94	Wayzata Booster Foundation	MYAS janitorial work for High School
4,500.00	Alba Chester	Baby grand piano for West Middle School
1,491.95	Gleason Lake PTO	Media gift for Gleason Lake Elementary
85.02	Gleason Lake PTO	Books for Gleason Lake Elementary
2,083.64	Oakwood PTA	Books, manipulatives, and phy ed equipment for Oakwood Elementary
300.00	Elaine Jarjoura and Cargill Corn Milling	Hallway signage for Greenwood Elementary
		<i>Total 73,383.55</i>

- C. Human Resource Recommendations
 - 1. Monthly Recommendations
- D. Resolution for Membership in the Minnesota State High School League for the 2014-2015 School Year
- E. Approval of Student Teaching Agreements
 - 1. Student Teaching Agreement - University of St. Thomas
- F. Early Childhood Special Education Lease Contract with Wayzata Community Church
- G. Community Education Home Base Bright Start and Plymouth Presbyterian Church Lease Agreement
- H. Waive Statutory Requirement for Weekly Pledge of Allegiance
- I. District Professional Memberships for 2014-2015
- 3. **STUDENT CURRICULUM PRESENTATION**
There was no presentation.
- 4. **RECOGNITIONS**
Chace B. Anderson, Superintendent, read the retiree recognitions and thanked the employees for their years of service to the District.
 - A. July Employee of the Month Liz Randall (to be formally recognized in September)
 - B. Retiree Recognitions
- 5. **SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**
 - A. Superintendent
A motion to waive the reading of the policies and approve the policies as presented was made by Carter Peterson, with the caveat that in all policies the language of "parent" be updated to show "parent/guardian." Sarah Johansen seconded the motion, and the motion carried unanimously.
 - 1. 300 Series Policies
 - a. Policy 301
 - b. Policy 302
 - c. Policy 303
 - d. Policy 305
 - e. Policy 306
 - f. Policy 307
 - g. Policy 308
 - h. Policy 309 (Now Policy 902)
 - i. Policy 310
 - B. Teaching and Learning
There were no presentations.

C. Business and Finance Services

Jim Westrum, Executive Director of Finance and Business Services, briefly reviewed the monthly financial reports. No School Board action was required.

1. Monthly Financial Reports

D. Human Resource Services

Annie Doughty, Executive Director of Human Resource Services, presented the updated custodial contract for the 2014-2016 school years. Sarah Johansen made a motion to approve the contract. Andre Cuene seconded the motion, and the motion carried unanimously.

1. Approval of the Custodial Contract for 2014-2016

6. REPORTS FROM ORGANIZATIONS

There were no reports from organizations.

7. OTHER BOARD ACTION

Linda Cohen, Board Chair, presented the administration's recommendations to renew for the 2014-2015 school year the designated bulletin board, radio station, and newspaper for Wayzata Public Schools legal public announcements.

A. Approval of Designated Bulletin Board for Legal Public Announcements for the 2014-2015 School Year

Chris McCullough made a motion to approve the designated bulletin board. Jay Hesby seconded the motion, and the motion carried unanimously.

B. Approval of Designated Radio Station for Legal Public Announcements for the 2014-2015 School Year

Carter Peterson made a motion to approve the designated radio station. Sarah Johansen seconded the motion, and the motion carried unanimously.

C. Approval of Designated Newspaper for Legal Public Announcements for the 2014-2015 School Year

Sarah Johansen made a motion to approve the designated radio station. Cheryl Polzin seconded the motion, and the motion carried unanimously.

8. AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD

Ken Campbell of the Gleason Lake Improvement Association spoke to the School Board about a potential opportunity to involve kids and schools with wildlife and environmental improvement projects.

9. BOARD REPORTS

There were no board reports.

10. ADJOURN

A motion to adjourn was made by Carter Peterson and seconded by Sarah Johansen. The motion carried and the meeting was adjourned at 7:29 p.m.

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – August 11, 2014

AGENDA SECTION: **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

ITEM: **Business & Finance Recommendations**

COMMENTS BY: **Jim Westrum, Executive Director of Business & Finance**

Finance and Business Recommendations

These routine items are presented for Board of Education review and approval through a single consent motion.

Monthly Bills

The attached lists itemize claims for which the Board of Education is requested to authorize payment.

General Checking Account for July 2014	\$ 1,500,436.24
Wire Transfer for July 2014	\$ 17,819,920.00

RECOMMENDED ACTION: Authorize payment as recommended.

Acknowledgement Of Contributions

Minn. Stat. 465.03 - GIFTS TO MUNICIPALITIES.

“Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”

THEREFORE; the Executive Director of Finance and Business Services recommends the following Resolution:

BE IT RESOLVED by the School Board of Independent School District No. 284 that the School Board accepts with appreciation the following gifts, which are in compliance with current District policy and guidelines:

AMOUNT	DONATED BY	PURPOSE
\$10.00	Arlene Reuvers	Destination Imagination
\$25.00	Joyce Sutter	Destination Imagination
\$25.00	Daniel & Catherine Guckeen	Destination Imagination
\$25.00	Sonia Hanson	Destination Imagination
\$25.00	Regina Marie Moser	Destination Imagination
\$50.00	Jerome & Karen Huebschen	Destination Imagination
\$50.00	Katherine Megan & Dr. Edward Wanamaker	Destination Imagination
\$50.00	Gregory & Jill Brown	Destination Imagination
\$50.00	James & Linda Tjaden	Destination Imagination
\$75.00	Roxanne Walston	Destination Imagination
\$75.00	Douglas & Barbara Winters	Destination Imagination
\$100.00	Anne & Brent Oswald	Destination Imagination
\$100.00	Nirmala Rengachari	GW interior hallway signage
\$100.00	Steven & Michelle Westrich	Destination Imagination
\$100.00	World Taekwondo Academy	Destination Imagination
\$35,000-\$37,000 over 3 years	Wayzata Youth Hockey	Wayzata Central Middle School Rink Reconfiguration

RECOMMENDED ACTION: Approve the gifts listed above to be used as designated.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS				
MONTHLY CHECK DISBURSEMENT SUMMARY				
JULY 2014				
CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
386110	DONLAR CONSTRUCTION	OW-MECH UPGRADES #132193 6/30/14	7/22/2014	903,519.31
385766	FIRST STUDENT, INC	TRANSPORTATION	7/8/2014	738,963.75
385765	FIRST STUDENT, INC	TRANSPORTATION	7/8/2014	558,201.42
386155	PETERSON SHEET METAL INC	CMS-SHEET METAL PROJ#132196 6/24/14	7/22/2014	426,364.37
385642	APPLE FINANCIAL SERVICES	TECH IPADS	7/1/2014	380,755.54
385643	APPLE INC	TECH IPADS	7/1/2014	369,646.68
386219	WOLD ARCHITECTS AND ENGINEERS	NEW ELEM 2016 #142032	7/25/2014	352,102.00
386114	FIRST STUDENT, INC	TRANSPORTATION	7/22/2014	334,929.71
386092	A & L CONSTRUCTION INC	CMS-RENOVATIONS 6/30/14	7/22/2014	227,525.00
386070	NOW MICRO	SUMMER 2014 SUMMER COMPUTER ORDERS	7/17/2014	157,734.00
385910	A & L CONSTRUCTION INC	CMS-RENOVATIONS 5/31/14	7/15/2014	150,290.00
385706	UPPER LAKE FOODS	GROCERIES	7/2/2014	138,336.53
385696	PETERSON SHEET METAL INC	CMS-SHEET METAL PROJ#132196 5/21/14	7/2/2014	133,474.00
386181	XCEL ENERGY	MONTHLY ENERGY	7/22/2014	117,510.24
385871	KIEFER SPECIALTY FLOORING INC	PC, GL & BV-FLOORING 6/30/14 #132263	7/10/2014	110,024.25
386232	ENVIROBATE	MDE# 28641 CMS BOILERS	7/25/2014	104,712.50
386077	SKYWARD INC	ANNUAL LICENSE FEE 14-15	7/17/2014	97,684.00
386034	APPLE INC	SUMMER 2014 COMPUTERS FOR LABS & STAFF	7/17/2014	82,466.86
386176	W GOHMAN CONSTRUCTION CO	BV-EXT WALL REHAB 5/30/14	7/22/2014	79,919.00
386231	EGAN COMPANY	CMS,WMS & PC-PA SYSTEMS	7/25/2014	76,840.00
701021	HOUGHTON MIFFLIN CO LLC	6th & 7th Grade Language Arts	7/15/2014	72,513.00
385837	NORTHWEST EVALUATION ASSOC	MAP ASSESS-7/1/14-6/30/15	7/10/2014	72,500.00
386000	SEATING & ATHLETIC FACILITY	BLEACHER RENOV	7/15/2014	65,635.50
385842	AUTOMATED LOGIC CORP	HS-#1 BAS REPLACE 2014 #132194 6/30/14	7/10/2014	65,480.17
385843	BITUMINOUS ROADWAYS, INC	HS-REHAB TRACK #213111 6/15/14	7/10/2014	58,900.00
386084	TIES	ANNUAL INTERNET 7/1/14-6/30/15	7/17/2014	55,976.00
385915	BENILDE-ST MARGARET SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	48,277.27
385900	WOLD ARCHITECTS AND ENGINEERS	REPLACE MULTI GYM FLOORS #132263	7/10/2014	43,690.21
701022	HOUGHTON MIFFLIN CO LLC	6th & 7th Grade Language Arts	7/15/2014	43,633.26
385717	ISCORP	SERVICE BUREAU SUBSCRIPTION FEE 7/14-6/15	7/7/2014	40,000.08
385649	K12 INSIGHT	SUBSCRIPTION K12 INSIGHT 14-15	7/1/2014	40,000.00
386285	ISD#272 EDEN PRAIRIE SCHOOLS	PERKINS	7/31/2014	39,390.28
385922	BRECK SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	39,336.63
385769	GIERTSEN CO OF MN INC	RIVERPORT INS-ESTIMATE OF REPAIRS-HS	7/8/2014	39,225.82
385828	YMCA - RIDGEDALE	AFTER SCHOOL DROP-EMS,WMS,CMS 13-14 (FINAL)	7/8/2014	39,000.00
385919	BLAKE SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	37,941.39
386222	A & M CONSTRUCTION, INC	GW-REPLACE WINDOWS & MASONRY TO 6/14/14	7/25/2014	36,646.25
385727	SCHOOLWIRES INC	WEBSITE HOSTING 7/1/14-6/30/15	7/7/2014	36,205.90
385752	DIRSEC INC	TECH-FILTER HARDWARE	7/8/2014	36,068.05
386191	EBACKPACK INC	IPAD WORKFLOW SOFTWARE	7/25/2014	29,640.00
386242	MCGRAW HILL SCHOOL EDUCATION	8TH GRADE HEALTH	7/25/2014	27,968.40
385953	HERITAGE CHRISTIAN ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	26,895.74
386284	ISD#270 HOPKINS SCHOOLS	PERKINS	7/31/2014	26,114.01
386124	HILLYARD INC MINNEAPOLIS	PC-SUPPLIES	7/22/2014	25,923.61
386068	MY LEARNING PLAN INC	PDMS SUBSCRIPTION	7/17/2014	25,803.00
386286	ISD#283 ST LOUIS PARK SCHOOLS	PERKINS	7/31/2014	25,295.33
386277	SATHRE-BERGQUIST INC	PROF SERV - HS SURVEY	7/29/2014	24,500.00
385822	US ENERGY SERVICES, INC	ENERGY-MAY 14	7/8/2014	23,993.40
386287	ISD#286 BROOKLYN CTR SCHOOLS	PERKINS	7/31/2014	23,755.18
385840	AIRPORT TAXI, INC (WAS	TRANSPORT	7/10/2014	23,502.00
385796	MOTOROLA SOLUTIONS INC	DISTRICT RADIOS	7/8/2014	21,998.64
386297	TRUST POINT/FBO WAYZATA SCHOOLS	PAYROLL ACCRUAL	7/31/2014	21,120.00
385846	COMMERCIAL DOOR SYSTEMS, INC	GL-DR SUPPLIES	7/10/2014	20,803.00

386037	BOBIAM ARTISTIC STREETWEAR	IPAD CASES	7/17/2014	20,370.00
385665	B & D PLUMBING, HEATING & AC INC	EMS-POOL RE-HANG PIPE 5/31/14	7/2/2014	19,830.30
386267	ISD #276 MINNETONKA SCHOOLS	FINAL CONSORTIUM DRAW 13-14	7/29/2014	19,786.91
385648	GUIDEK K12	MAPPING SYSTEM 14-15	7/1/2014	19,002.60
386283	INTERMEDIATE DIST 287	FINAL PERKINS DRAW FY 14	7/31/2014	18,797.83
385653	NATL URBAN ALLIANCE	NUA 2014 Summer Registration (20)	7/1/2014	18,500.00
386105	CASTREJON INC	FIBER FOR 16TH AVE	7/22/2014	17,400.00
385833	FRONTLINE TECHNOLOGIES INC	HR-AESOP CONTRACT 14-15	7/10/2014	16,993.20
385658	RELIANCE COMMUNICATIONS, LLC	COMMUNICATIONS SCHOOL MESSENGER RENEWAL 14-15	7/1/2014	16,662.00
385714	LIFE INSURANCE CO OF N AMERICA	INS TRACKING BILLING	7/7/2014	15,897.57
385709	WOLD ARCHITECTS AND ENGINEERS	CSF-ADD'N #132026	7/2/2014	15,715.18
385785	K12 TRANSPORTATION MGMNT SVCS INC	REG,SP ED & DESEG TRANSPORT OVERSIGHT 6/14	7/8/2014	15,333.00
386085	TURNING TECHNOLOGIES LLC	RESPONSEWARE 1 YEAR	7/17/2014	15,000.00
386051	INNOVATIVE GRAPHICS	CED-SWIM SHIRTS	7/17/2014	14,826.00
385729	ZOLTAR INVESTMENT GROUP LLC	16TH AVE-RENT 7/14 & FINAL UTILITIES	7/7/2014	14,109.97
385723	MN SCHOOL BOARDS ASSN	DUES & POLICY SERV 14-15	7/7/2014	13,871.00
386162	CITY OF PLYMOUTH - FINANCE DEPT	BV-WATER	7/22/2014	13,743.15
386262	ENVIROMENTAL PROPERTY AUDIT, INC	ASBESTOS REMOVAL	7/29/2014	12,766.34
386100	B & B TRANSFORMER, INC	HIGH VOLTAGE TRANSFORMER	7/22/2014	12,589.00
385809	RETROFIT COMPANIES INC	MDE#19494 HS-HAZ WASTE FEE	7/8/2014	12,490.00
385889	RIVERPORT INS CO	DEDUCTIBLE BILLING STATEMENT 6/30/14	7/10/2014	11,983.30
385715	ASSN OF METRO SCHOOL DISTRICTS	AD-DUES-14-15	7/7/2014	11,767.00
386276	RETROFIT COMPANIES INC	HAZ WASTE FEES	7/29/2014	11,663.64
386179	WOLD ARCHITECTS AND ENGINEERS	SH-15/16 UPGRADES	7/22/2014	11,279.97
386062	MN ASSN OF SECONDARY SCHOOL	EMS-MASSP & NASSP DUES 14-15	7/17/2014	10,929.00
386113	ENVIROMENTAL PROPERTY AUDIT, INC	MDE#19505 CSF-BOILER ASBESTOS ABATE	7/22/2014	10,432.28
701029	INSPEC, INC.	WMS 2014 SITE IMPROVEMENT -DESIGN WMS 2014 SITE	7/15/2014	10,315.00
385834	IOCP	CED-ECFE RENT	7/10/2014	9,958.72
385853	FOLLETT SCHOOL SOLUTIONS INC	GL-MATH JOURNALS	7/10/2014	9,600.00
386255	SRF CONSULTING GROUP, INC.	TRAFFIC STUDY	7/25/2014	9,375.00
385947	FOURTH BAPTIST CHRISTIAN SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	9,373.01
385985	MOVING EQUIPMENT SALES, INC	OW-BOOK CARTS	7/15/2014	9,315.00
386126	INTERMEDIATE DIST 287	LEGAL SERVICES-5/14	7/22/2014	9,092.71
386006	ST. BARTHOLOMEW SCHOOL	TEXTBKS	7/15/2014	8,886.55
386022	W METRO LEARNING CONNECTIONS, INC	SP PUPIL NN 5/19-5/30 & 6/2-6/6	7/15/2014	8,690.00
386202	LOFFLER COMPANIES INC	DAB FINANCE COPIER BLANKET	7/25/2014	8,580.95
386156	PHASOR ELECTRIC CO	WMS LIGHTING RETROFIT	7/22/2014	8,261.00
385662	XCEL ENERGY	OW-UNDERGROUND SERVICE	7/2/2014	7,934.91
385656	PCS REVENUE CONTROL SYSTEMS, INC	CONTRACT 7/1/14-6/30/15	7/1/2014	7,625.00
385808	REDEEMER LUTHERAN CHURCH & SCHOOL	TEXTBKS 13-14	7/8/2014	7,590.02
386221	2ND WIND EXERCISE INC	PE FITNESS BIKES	7/25/2014	7,550.00
701031	INSPEC, INC.	WAYZATA HIGH SCHOOL PARKING LOT REHAB	7/15/2014	7,500.00
385970	MARANATHA CHRISTIAN ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	7,321.29
385710	WOLD ARCHITECTS AND ENGINEERS	CMS-RELOCATION #132271	7/2/2014	7,136.40
385767	FLAGSHIP RECREATION	MDE#40609 OW-REMOVE SLIDE	7/8/2014	7,100.00
386229	DERING PIERSON GROUP LLC	PC-ENTRY 1/30/14	7/25/2014	6,988.66
385798	MUSIC CONNECTION, INC.	CMS-PIANO, WMS-DOLLY INSTALL	7/8/2014	6,939.00
385987	MPLS JEWISH DAY SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	6,891.81
385893	STAPLES ADVANTAGE	KL MEDIA SOFT SEATING	7/10/2014	6,756.13
386260	ARC	PROF SERVICE	7/29/2014	6,563.48
385888	READING AND WRITING PROJECT	UNITS OF STUDY 6/20/14	7/10/2014	6,500.00
385749	COMPUTER EXPLORERS	CED-KL & WMS-MINECRAFT ENGINEERING	7/8/2014	6,478.00
386020	WEST LUTHERAN HIGH SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	6,467.00
385745	CENTER FOR ACADEMIC EXCELLENCE	CED-ELEM MN-STEM 6/16-6/19	7/8/2014	6,438.00
701028	INSPEC, INC.	WAYZATA HS 2014M EXT WALL REPAIRS-CA	7/15/2014	6,310.00
386223	ALL STRINGS ATTACHED	ORCH INSTRUMENTS	7/25/2014	6,254.00
386144	MATH-BY-MAIL, LLC	CED-PROF SERV AS OF 6/30/14	7/22/2014	6,225.00
385949	GOOD SHEPARD	NON-PUBLIC TRANSPORT	7/15/2014	6,214.67
385884	PARALLEL TECHNOLOGIES INC	OW-RELOCATE FIBER	7/10/2014	6,181.96

385887	RAPID ELECTRIC	EMS-SWITCHGEAR #132202 5/25/14	7/10/2014	6,175.00
385694	PCS REVENUE CONTROL SYSTEMS, INC	CUL EXP-SOFTWARE	7/2/2014	6,155.00
386251	RELATE COUNSELING CTR	MENTAL HEALTH SERVICES 6/14	7/25/2014	6,097.25
386252	REPUBLIC SERVICES #894	SERVICES 6/14	7/25/2014	6,065.17
386128	KARGES-FAULCONBRIDGE, INC	CMS-CX SERV THRU 6/30/14	7/22/2014	6,035.00
385681	INTERFAITH OUTREACH	EMPTY BOWLS-HS	7/2/2014	6,000.00
385835	LIFE INSURANCE CO OF N AMERICA	INS TRACKING BILLING	7/10/2014	5,812.00
701032	JOSTENS, INC	YEARBOOKS	7/15/2014	5,754.29
385799	OFFICE DEPOT, INC	TECH-PROJECTOR BULBS	7/8/2014	5,724.25
385713	LIFE INSURANCE CO OF N AMERICA	INS TRACKING BILLING	7/7/2014	5,693.12
385781	INTERSTATE POWER SYSTEMS	MDE#19507 EMS-GENERATOR INSPECT	7/8/2014	5,684.77
385751	DALCO CORP	DIST-FLOOR FINISH	7/8/2014	5,642.49
385905	FIRST STUDENT, INC	TRANSPORTATION	7/11/2014	5,533.05
386108	CLIFTONLARSONALLEN LLP	SERVICE THRU 6/22/14, AUDIT 6/30/13	7/22/2014	5,500.00
386296	SCHOOL SERVICE EMPLOYEES	PAYROLL ACCRUAL	7/31/2014	5,347.46
385805	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-MAY 14	7/8/2014	5,305.90
386159	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-JUNE 14	7/22/2014	5,298.79
701023	INSPEC, INC.	WAYZATA SCHOOLS 2014 ROOFING OBSERVATION	7/15/2014	5,290.10
386032	SCHOOL SERVICE EMPLOYEES	PAYROLL ACCRUAL	7/15/2014	5,206.48
385946	FIRST STUDENT, INC	PC-TRANSPORT	7/15/2014	5,136.87
386195	HEINEMANN	OW-LEVELED LITERACY INTERVENTION KIT	7/25/2014	5,130.00
386039	CEL PUBLIC RELATIONS, INC.	PROF SERV	7/17/2014	4,962.50
385950	GROVES ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	4,865.91
386167	SPIRITWEAR USA	ATH-APPAREL	7/22/2014	4,864.20
385967	LOFFLER COMPANIES, INC.	WPS CANON IR3235i COPIER BLANKET	7/15/2014	4,839.40
385958	INTL SCHOOL OF MN	NON-PUBLIC TRANSPORT	7/15/2014	4,737.27
385879	NHA HEATING & AIR CONDITIONING INC	HS-REPLACE DRIVE	7/10/2014	4,721.00
385697	RAV TECHNOLOGIES, INC	16TH AVE-INSTALL	7/2/2014	4,624.00
385914	AVE MARIA ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	4,588.73
385819	TRUGREEN	DIST-SPRING APP	7/8/2014	4,544.00
385711	XEROX FINANCIAL SERVICES	WPS PRODUCTION COPIER BLANKET	7/2/2014	4,520.00
386220	XEROX FINANCIAL SERVICES	WPS PRODUCTION COPIER BLANKET	7/25/2014	4,520.00
386192	FERGUSON ENTERPRISES, INC #1657	WMS-WATER HEATER	7/25/2014	4,357.33
701030	INSPEC, INC.	GW ELEM MASONRY RESTORATION-PHASE II 213143	7/15/2014	4,140.00
385845	CARLSON, NATALIE	CED-GLOBAL FUNDRAISING & DEST IMAG SUPPLIES	7/10/2014	4,075.00
385716	GENERATIVE LEARNING	COGNITIVE COACH WKSP (4)	7/7/2014	3,920.00
386132	KUE CONTRACTORS INC	CSF ADD'N-6/30/14 #132026	7/22/2014	3,919.00
386291	YEADON FABRIC DOMES LLC	DOMES TAKE DOWN	7/31/2014	3,900.00
385982	MINNEHAHA ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	3,774.46
386290	TEAMWORKS INTL INC	REFUND	7/31/2014	3,639.00
701027	INSPEC, INC.	BV ELEMENTARY 2014-WALL & WINDOW REP	7/15/2014	3,630.00
385687	MOTG (MN OFFICE TECHNOLOGY GRP)	HS MEDIA/ATHLETICS COPIER MAINTENANCE BLANKET	7/2/2014	3,601.62
386141	LOW VOLTAGE CONTRACTORS	MDE#19509 CMS-FIRE ALARM MOD'N	7/22/2014	3,500.00
386278	SEATING & ATHLETIC FACILITY	BLEACHER RENOV	7/29/2014	3,454.50
385932	CHILEDIA INSTITUTE INC	OUT-OF-STATE TUITION	7/15/2014	3,347.61
386180	WORKS COMPUTING	TECH-PROF SERV	7/22/2014	3,102.50
701015	COMMERCIAL KITCHEN SERVICES	inv# 49805,50689,50690,50709,50910 KITCHEN SUPPLIES	7/2/2014	3,049.65
386225	CHILEDIA INSTITUTE INC	OUT-OF-STATE TUITION	7/25/2014	3,028.79
385789	LARSON ENGINEERING OF MN	MDE#30004 HS & CMS-BLEACHERS	7/8/2014	3,000.00
385823	VCI ENVIRONMENTAL, INC.	MDE#19505 CSF-BOILER ABATEMENT (FINAL)	7/8/2014	3,000.00
701017	COMMAND CENTER INC	CUSTODIAL SUBS	7/15/2014	2,982.88
701037	BOILER SERVICES, INC	MDE#19459 DW RPZ TESTING	7/25/2014	2,975.00
385883	PAMS LUNCHROOM LLC	SERVICE-6/14	7/10/2014	2,911.35
386216	UNITED STATES TREASURY	FORM 720-V	7/25/2014	2,902.33
385674	GRANT, DEBORAH	PURCHASING CONSULT SERV 1/14-6/14 FINAL	7/2/2014	2,734.51
386087	WAYZATA, CITY OF	USE OF COMM RM & EQUIPMENT 7/1/14-6/30/15	7/17/2014	2,716.00
386264	FIRST STUDENT, INC	TRANSPORTATION	7/29/2014	2,715.40
386188	BULLIS INSURANCE AGENCY LLC	CICC-GEN LIAB 7/14-7/17 POL#ENP0089560	7/25/2014	2,713.00
385675	HASTINGS CO-OP CREAMERY CO	DAIRY PRODUCTS	7/2/2014	2,703.78

385832	EHLERS	BENCHMARKING & BEST PRACTICES	7/10/2014	2,700.00
386266	H & B SPECIALIZED PRODUCTS	WALL REPAIR & REMODEL	7/29/2014	2,668.00
386083	TELVENT DTN LLC	SEVERE WEATHER NOTICE SERV-7/1/14-6/30/15	7/17/2014	2,579.09
385787	KIDCREATE STUDIO	CED-BLING IT ON	7/8/2014	2,577.00
385672	GIVENS VIOLINS, INC., CLAIRE	HS-SEC INST-CAPITAL-CELLO	7/2/2014	2,515.00
701040	INSPEC, INC.	HS ATHLETIC TRACK IMPROVEMENTS CONST	7/25/2014	2,500.00
385885	PCS REVENUE CONTROL SYSTEMS, INC	CUL EXP-SOFTWARE	7/10/2014	2,469.00
385964	KING OF GRACE LUTHERAN SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	2,400.39
386246	PEDIATRIC HOME SERVICE	MA NURSE-ESY	7/25/2014	2,362.50
701043	LOFFLER COMPANIES, INC.	JUNE USUAGE	7/25/2014	2,354.36
386112	EHLERS	PROF SERV	7/22/2014	2,275.00
386042	COMPUTER EXPLORERS	CED-WMS & KL-ROBOTICS & FILM MAKING	7/17/2014	2,200.00
386007	ST JOHN'S LUTHERAN SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	2,196.67
385690	NEW TECH ELECTRIC SYSTEMS INC	16TH AVE-ELEC WORK	7/2/2014	2,180.00
701026	INSPEC, INC.	HS ATHLETIC TRACK IMPROVEMENTS CONST. ADM	7/15/2014	2,115.00
385968	LOFFLER COMPANIES INC	WHS DEBATE COPIER BLANKET	7/15/2014	2,090.72
386127	INTERSTATE SECURITY SERVICES	SECURITY 5/25-5/29	7/22/2014	2,064.00
386053	IOCP	EMS-FUNDRAISER	7/17/2014	2,040.67
386010	ST. THERESE SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	2,037.31
385742	BRAUN INTEREC CORP	CTY RD 47-PROF SERV THRU 5/16/14	7/8/2014	2,000.00
386265	GOPHER SPORT	GYM STANDS	7/29/2014	1,965.06
385866	HOME DEPOT/GEFC	HS-SUPPLIES	7/10/2014	1,934.14
385974	MAXIM STAFFING SOLUTIONS	MA NURSE	7/15/2014	1,904.00
385804	PHASOR ELECTRIC CO	HS-PARKING LOT WIRING	7/8/2014	1,808.70
385657	PROJECT LEAD THE WAY, INC	PARTICIPATION FEE-PATHWAY TO ENGINEERING 14-15	7/1/2014	1,750.00
386142	MAILFINANCE INC	WHS-POSTAGE & FOLDER MACHINE	7/22/2014	1,735.14
386186	BRANDED CUSTOM SPORTSWEAR INC	DRIFIT SHIRTS-HS	7/25/2014	1,732.57
385660	SOFTER WARE	CED-TRAINING WEBINAR SUBSCRIPTION (1 YR)	7/1/2014	1,720.00
386004	STAPLES	PC-STOOLS (1ST SHIP & RETURNED)	7/15/2014	1,667.65
386253	ROME, TERESA	PROF SERV 6/14	7/25/2014	1,666.66
385778	INTERMEDIATE DIST 287	LEGAL SERVICES-4/14	7/8/2014	1,651.20
385918	BLAKE LOWER SCHOOL	HEALTH PARA 13-14	7/15/2014	1,650.19
385997	RIVER TREE SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	1,646.67
385700	STAPLES ADVANTAGE	WC-SUPPLIES	7/2/2014	1,614.87
386109	COMMERCIAL DOOR SYSTEMS, INC	KL-DOORS & SUPPLIES	7/22/2014	1,596.00
386098	ART SPARK LLC	CED-ART CAMP	7/22/2014	1,575.00
141500079	HARREN, KIMBERLY	REIMBURSE	7/24/2014	1,563.00
386044	GARVEY COMMUNICATIONS	CICC BRANDING PROJECT	7/17/2014	1,560.00
385931	CHESTERTON ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	1,559.06
385841	ART SPARK LLC	CED-PC,BV,GL,GW & SH-CRAZY ABOUT CLAY 5/5-5/9	7/10/2014	1,512.00
385659	SCHOOLFINANCES.COM, INC.	RESEARCH SERIES-ANNUAL SUBSCRIPTION 14-15	7/1/2014	1,500.00
385741	BLB CONSULTING LLC	REVIT DRAWINGS-6/14	7/8/2014	1,500.00
385829	CAPTURE VIDEO	COMM-BACK TO SCHOOL VIDEO	7/10/2014	1,500.00
386086	UNIVERSITY OF MN	DIST ASSEMBLY DUES 14-15	7/17/2014	1,500.00
386254	SHINK, ANTHONY	TUTORING-BRIGHTMONT ACADEMY 6/16-6/27 & 7/7-7/11	7/25/2014	1,500.00
386261	CLINICARE CORP	CTT OUT OF STATE	7/29/2014	1,484.34
385712	YOUTH ENRICHMENT LEAGUE	CED-PROF SERV	7/2/2014	1,469.00
385784	JOHNSTONE SUPPLY	WMS-DX UNIT SUPPLIES	7/8/2014	1,467.23
141500093	SOMMERFELD, SUSAN	REIMBURSE	7/30/2014	1,446.68
386272	NORTHERN AIR CORP	OW REPLACE BOILER	7/29/2014	1,445.61
386196	INGINA LLC	CED-VIDEO GAME PROG START 7/14	7/25/2014	1,440.00
385870	JOHNSTONE SUPPLY	ARENA-2 FURNACES	7/10/2014	1,434.42
386198	ISD #270-HOPKINS SCHOOLS	RENT FOR TRANSPORTATION OFFICE	7/25/2014	1,431.79
385725	PUBLIC STORAGE	STORAGE 7/14	7/7/2014	1,403.00
386073	PUBLIC STORAGE	STORAGE 8/14	7/17/2014	1,403.00
386235	GUJARATHI, SEENA	PF-OVERPAYMENT	7/25/2014	1,375.00
386050	HIRSHFIELDS' PAINT MANUFACTURING	CMS-ATH PAINT	7/17/2014	1,368.00
385992	PEDIATRIC HOME SERVICE	MA NURSE	7/15/2014	1,350.00
385948	FRENCH ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	1,347.25

385859	HASTINGS CO-OP CREAMERY CO	DAIRY PRODUCTS-SUMMER PROGRAMS	7/10/2014	1,343.70
385926	CALVIN CHRISTIAN HIGH SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	1,340.93
385701	STEINHAGEN ENTERPRISES INC	OW-DEMOL ROOF BOILER STACK	7/2/2014	1,340.00
386093	A.C.CARLSON APPLIANCES	T & L-REFRIG	7/22/2014	1,339.00
385934	CITY OF LAKES - WALDORF SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	1,325.71
385663	ABEE INC	HS-RCC INSPECT & RE-CERT STAFF	7/2/2014	1,325.00
385679	INTERMEDIATE DIST 287	CATERING WKSP 6/20/14	7/2/2014	1,323.56
386206	MERGES, JOHN	PROF SERV 7/7,7/8 & 7/10	7/25/2014	1,320.00
386190	COOLE SCHOOL INC	PC-PLANNERS	7/25/2014	1,294.30
385719	MN ASSN OF SCHOOL ADMINISTRATORS	AD-MASA & AASA DUES 14-15 CA	7/7/2014	1,266.00
386209	MN ASSN OF SCHOOL ADMINISTRATORS	CMS-MASA & AASA DUES 14-15	7/25/2014	1,266.00
385676	HI-TECH REFRIGERATION	HS-SERV COOLER/FREEZER	7/2/2014	1,262.36
386096	APEX LEARNING INC	APEX LEARNING SUMMER SCHOOL ADDITIONAL LICENSES	7/22/2014	1,250.00
386111	EASTBAY TEAM SALES	ATH-SOCCER EQUIPMENT	7/22/2014	1,250.00
386237	IBM CORP	SOFTWARE	7/25/2014	1,247.60
385685	LEEANN CHIN SCHOOL LUNCH PROG	LUNCHES 4/28-5/19	7/2/2014	1,215.00
385770	GOPHERMODS EDUCATION LLC	IPAD REPAIRS	7/8/2014	1,210.00
385721	MN ASSN OF SCHOOL BUSINESS	DUES 14-15	7/7/2014	1,208.00
385858	GRAINGER INC., W. W.	MOTOR CREDIT MEMO	7/10/2014	1,199.31
701062	TEAM SPORTING GOODS, INC	UNIFORMS	7/25/2014	1,199.00
386168	SPORRE, LAURIE	ATH-SERVICE	7/22/2014	1,192.00
385757	ECOLAB PEST ELIMINATION DIV	GL-PEST CONTROL	7/8/2014	1,165.42
385735	ARCADE WORLD	PCHB-SUMMER GAME RENTAL PKG	7/8/2014	1,160.00
386177	WAYZATA, CITY OF	WMS-WATER/SEWER	7/22/2014	1,148.10
385813	SPIRITWEAR USA	CED-TRACK & FIELD APPAREL	7/8/2014	1,139.50
386271	MERIDIAN CONSULTING GRP LLC	DIST-ERK INV ART AREAS	7/29/2014	1,120.00
385826	WOLD ARCHITECTS AND ENGINEERS	CMS-RELOCATION #132271	7/8/2014	1,092.80
386258	WEST LUTHERAN HIGH SCHOOL	TEXTBKS	7/25/2014	1,076.08
701024	INSPEC, INC.	2014 PAVEMENT REHABILITATION DESIGN	7/15/2014	1,068.75
385803	PARALLEL TECHNOLOGIES INC	16TH AVE-SERV	7/8/2014	1,066.92
141500017	MCKASY, MARY	REIMBURSE	7/2/2014	1,049.75
386117	GRAINGER INC., W. W.	CMS-V BELTS	7/22/2014	1,048.80
386008	ST. RAPHAELS	NON-PUBLIC TRANSPORT	7/15/2014	1,046.61
385739	B & D PLUMBING, HEATING & AC INC	RI SINKS	7/8/2014	1,040.00
701018	COMMAND CENTER INC	CUSTODIAL SUBS	7/15/2014	1,024.00
701038	COMMAND CENTER INC	CUSTODIAL SUBS	7/25/2014	1,024.00
386153	OFFICE OF ENTERPRISE TECHNOLOGY	VOICE SERVICE THRU 5/31/14	7/22/2014	1,023.76
385691	OFFICE OF ENTERPRISE TECHNOLOGY	VOICE SERVICE THRU 5/31/14	7/2/2014	1,023.68
386240	LAKESHORE LEARNING MATERIALS	2ND GRADE PTA MONEY - LAKESHORE	7/25/2014	1,000.04
385652	MONTANA STATE UNIVERSITY	REGISTER-WKSP 8/14	7/1/2014	1,000.00
385758	EHLERS	SPEND-DOWN TEST-SERIES 2012A	7/8/2014	1,000.00
385771	GREENBERG, ROBB	CED-DEST IMAG-GLOBAL FUNDRAISING	7/8/2014	1,000.00
385876	MADIA, ASHWIN	HS-PROF SERV	7/10/2014	1,000.00
386269	LARSON ENGINEERING OF MN	HS & CMS BLEACHERS	7/29/2014	1,000.00
386282	ARUX SOFTWARE	MONTHLY SOFTWARE FEE	7/31/2014	1,000.00
141500059	GUSTAFSON, BRAD	REIMBURSE	7/16/2014	994.76
385734	APPLE INC	BLANKET PO FOR APPLE REPAIRS	7/8/2014	990.90
386107	CHILDREN'S INSTITUTE	PRIMARY PROJECT	7/22/2014	990.00
385998	ROME, TERESA	MILEAGE 7/13/13-5/15/14	7/15/2014	985.60
385818	TRANE U.S. INC.	GW-COMPUTER LAB REPAIRS	7/8/2014	973.75
141500058	CHRISTOPHERSON, ALLAN	REIMBURSE	7/16/2014	958.82
385816	STEP SAVER INC	HS-SALT	7/8/2014	952.23
385800	OLSEN FIRE PROTECTION, INC	MDE#19508 EMS-REPAIR SPRINKLER	7/8/2014	941.00
385688	NEFF COMPANY	VARSITY ACTIVITY AWARDS	7/2/2014	931.28
141500065	PRONDZINSKI, JEFF	REIMBURSE	7/16/2014	924.98
385797	MP NEXLEVEL LLC	LOCATES-5/14	7/8/2014	909.89
386295	PERFORMANT RECOVERY INC	PAYROLL ACCRUAL	7/31/2014	900.78
385760	EMSL ANALYTICAL, INC	MDE#19505 OW-ASBESTOS ANAL	7/8/2014	899.00
385774	HIRSHFIELD'S PAINT	KL-PAINT	7/8/2014	898.59

141500080	KVITNUM, DOROTHY	REIMBURSE	7/24/2014	896.95
701044	MEI - MINNESOTA ELEVATOR INC	MDE #32474 DW ELEVATOR INSPEC	7/25/2014	896.10
386076	SCHEE, DEBORAH	CED-PROF SERV 7/7-7/10	7/17/2014	893.75
385722	MN ELEM SCH PRINCIPAL'S ASSN	KL-MESPA & NAESP 14-15 KW	7/7/2014	889.00
386065	MN ELEM SCH PRINCIPAL'S ASSN	OW- ACTIVE MEMBERSHIP FEES	7/17/2014	889.00
386210	MN ELEM SCH PRINCIPAL'S ASSN	SH-MESPA & NAESP DUES 14-15	7/25/2014	889.00
385795	MN HISTORICAL SOCIETY	GW-FORT SNELLING FIELD TRIP	7/8/2014	888.00
386038	BULLIS INSURANCE AGENCY LLC	CICC-DIR & OFF LIAB 7/13-7/16 POL#BCP-8676461	7/17/2014	886.00
385878	MOTG (MN OFFICE TECHNOLOGY GRP)	ECSE RM D116 & ASSESS OFFICE MAINTENANCE BLANKET	7/10/2014	885.81
386214	SCHOOL DATEBOOKS, INC	GL - PLANNERS for 3,4,5 GRADES	7/25/2014	876.40
386063	MN ADMINISTATOR FOR SPECIAL	DUES 14-15	7/17/2014	870.00
385996	REDEEMER LUTHERAN CHURCH & SCHOOL	HEALTH PARA 13-14	7/15/2014	865.15
386236	HAWKINS INC	EMS-POOL SUPPLIES	7/25/2014	856.85
385768	GARY'S DIESEL SERVICE	REPAIR PLOW TRUCK	7/8/2014	847.65
385938	DEEPHAVEN ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	847.20
386268	LAKE WAY SIGNS INC	SIGN BALANCE	7/29/2014	840.00
386200	LINDH, DEBRA	CED-PROF SERV	7/25/2014	834.00
385925	CALVIN CHRISTIAN SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	833.86
385975	MAYER LUTHERAN HIGH SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	825.81
386033	AIR PURIFICATION & ENERGY	HS-FILTERS	7/17/2014	807.73
386052	INTERMEDIATE DIST 287	SP ED-RM DEPOSIT 10/2/14 & 10/3/14	7/17/2014	805.00
386292	CORPORATE HEALTH SYSTEMS INC	PAYROLL ACCRUAL	7/31/2014	801.90
701060	TEAM SPORTING GOODS, INC	EQUIPMENT	7/25/2014	800.40
385848	DAMARCO SOLUTIONS, LLC	MDE#32484 DIST-HAZ COMM SERV FEE	7/10/2014	798.00
386045	GRAINGER INC., W. W.	CMS-CHILLER SUPPLIES	7/17/2014	795.09
385966	LAKE COUNTRY SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	794.43
385810	SCIENCE EXPLORERS	CED-KL 6/23-6/26	7/8/2014	792.00
385772	HAWKINS INC	WMS-POOL SUPPLIES	7/8/2014	791.27
386203	LOFFLER COMPANIES, INC	WHS GUIDANCE COPIER BLANKET	7/25/2014	783.12
385838	CITY OF PLYMOUTH - FINANCE DEPT	CUL EXP MODIFICATIONS	7/10/2014	766.44
385960	JIMMY'S JOHNNYS INC	HS-BIFFS 6/14	7/15/2014	763.75
385874	LOW VOLTAGE CONTRACTORS	MDE#19509 GL-FIRE ALARM INSPEC	7/10/2014	760.00
386215	SCHOOLKIDZ USA	SH-BACKPACKS	7/25/2014	743.74
385839	US ENERGY SERVICES, INC	MGMT FEE 7/14	7/10/2014	743.00
385897	TRIARCO ARTS & CRAFTS, INC.	PTA ART GRANT	7/10/2014	733.98
386183	AMERICAN FLAGPOLE & FLAG CO	KL-FLAGPOLE	7/25/2014	725.98
385873	KNUTSON, JERRY	ATH-LAX BANQUET	7/10/2014	725.00
385684	JIMMY'S JOHNNYS INC	HS-BIFF	7/2/2014	715.00
701064	TEAM SPORTING GOODS, INC	UNIFORMS	7/25/2014	714.00
386273	OLSEN FIRE PROTECTION, INC	CSF-MDN'S	7/29/2014	711.00
385791	LOW VOLTAGE CONTRACTORS	MDE#19509 GL & GW-KILN HEAT DETECTORS	7/8/2014	710.68
385646	ESC PROMOTIONS	TICKETTRACKER ANNUAL FEE	7/1/2014	699.00
141500067	THOMPSON, KARLA	REIMBURSE	7/16/2014	686.11
385775	HIRSHFIELDS' PAINT MANUFACTURING	DIST-FIELD PAINT	7/8/2014	684.00
386058	LOFFLER COMPANIES INC	COMMUNITY ED COPIER BLANKET	7/17/2014	675.47
385896	TESSMAN SEED CO	DIST-ROUND UP	7/10/2014	667.91
385927	CALVIN CHRISTIAN SCHOOL-BLAINE	NON-PUBLIC TRANSPORT	7/15/2014	660.90
386257	WAYZATA ATHLETIC BOOSTERS	ATH- T & F MEET CONCESSIONS	7/25/2014	660.00
386281	AMERICAN CPR & FIRST AID INC	STAFF TRAINING	7/31/2014	660.00
386066	MTI DISTRIBUTING INC	TORO MOWER PARTS	7/17/2014	658.77
386061	MID CITY SERVICES INDUSTRIAL LAUNDRY	SUPPLIES	7/17/2014	656.21
385890	SCHEE, DEBORAH	CED-PROF SERV 6/23-6/26	7/10/2014	650.00
701035	ALLEGRA PRINT & IMAGING	eligibility booklets	7/25/2014	636.79
386023	WEST METRO EDUCATION PROGRAM	TRANSPORT 13-14(FINAL)	7/15/2014	632.57
385761	ENGESSER, MICHELE	CED-PROF SERV 4/9-6/4	7/8/2014	621.00
386133	LAKE COUNTRY CORPORATION	ELM CK PLAYFIELD-SUPPLIES	7/22/2014	619.00
386197	INTERMEDIATE DIST 287	HR-CATERING 7/15/14	7/25/2014	616.77
385807	PRODOCON INC	HS-CHILLER TESTING	7/8/2014	605.00
386270	LOFFLER CO	LEASE RETURN FEE	7/29/2014	600.00

385680	INTEREUM	DAB WORKSTATION REMODEL	7/2/2014	599.98
386182	3RD LAIR SKATE PARK	CED-SKATEBRD CAMP 7/7-7/11	7/25/2014	595.00
386218	VIRCO INC	BV-VIRCO TOTES	7/25/2014	594.00
385664	ADECCO ENGINEERING & TECHNICAL	HR-PROF SERV 6/15	7/2/2014	591.60
141500011	GUSTAFSON, BRAD	REIMBURSE	7/2/2014	584.28
386274	PARALLEL TECHNOLOGIES INC	ALARM PHONE LINES OW	7/29/2014	581.75
701025	INSPEC, INC.	CSF ADDITIONAL CIVIL ENGINEERING SERVICES 212850.2	7/15/2014	580.00
385868	INTERMEDIATE DIST 287	LEADERSHIP TEAM-CATERING 6/27/14	7/10/2014	571.97
386055	JOHN DEERE LANDSCAPES	DIST-IRRIGATION	7/17/2014	556.67
141500008	FILDES, LORI	REIMBURSE	7/2/2014	552.89
386213	SAM'S CLUB	LAKER'S BREAKFAST NOOK SUPPLIES	7/25/2014	549.50
386089	WEST MUSIC CO	OW-INST & GAMES	7/17/2014	545.67
701063	TEAM SPORTING GOODS, INC	EQUIPMENT	7/25/2014	545.00
385988	MINNETONKA CHRISTIAN ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	542.04
701042	INSPEC, INC.	WMS 2014 IMPROVEMENTS-DESIGN	7/25/2014	538.75
386135	LETTERMEN SPORTS	ATH-STATE PATCHES	7/22/2014	535.50
385673	GOPHER STATE ONE-CALL	LOCATES-5/14	7/2/2014	535.25
385815	STATE OF FUN LLC	GLHB-SUMMER GAMES	7/8/2014	531.00
385917	BETHANY ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	530.17
385786	KD & COMPANY RECYCLING INC	SERV-PARKING LOTS	7/8/2014	528.78
385956	HOLY TRINITY LUTHERAN SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	528.29
385762	ENVIROMENTAL PROPERTY AUDIT, INC	MDE#28642 OW-INSULATE TUNNEL	7/8/2014	527.60
141500078	HANUS, GAIL	REIMBURSE	7/24/2014	527.54
141500076	WOBSCALL, ALISON	REIMBURSE	7/23/2014	527.02
385955	HOLY FAMILY CATHOLIC HIGH SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	526.63
386163	PLYMOUTH PRESBYTERIAN CHURCH	BRIGHT START-CODE REVIEW	7/22/2014	522.50
701041	INSPEC, INC.	CSF ADDITIONAL CIVIL ENGINEERING SERVICES	7/25/2014	520.00
385670	FASTSIGNS	SUMMIT CONF RM SIGN	7/2/2014	505.08
386158	PIONEER CREEK GOLF COURSE	ATH-B GOLF PRACTICE	7/22/2014	504.00
386091	XEROX FINANCIAL SERVICES	WHS HEALTH OFFICE COPIER BLANKET	7/17/2014	503.49
385692	OLMANSON, CARLETON	BASEBALL BANQUET EXPENSES	7/2/2014	500.00
385763	ERDAHL, JASON	CED-DONATION TO GLOBALS-SPAM	7/8/2014	500.00
385830	DUNN, MATTHEW	GWHB-PROF SERV 7/11	7/10/2014	500.00
386259	WEST METRO EDUCATION PROGRAM	SEMINAR-CLOSING GAP	7/25/2014	500.00
141500047	RAKUN, JEAN	REIMBURSE	7/9/2014	497.28
386027	YOGASTUDIO	CED-PROF SERV 5/13-6/13	7/15/2014	496.60
386088	WAYZATA COUNTRY CLUB	G GOLF BANQUET-ATH	7/17/2014	493.63
385821	ULINE SHIPPING SUPPLY	16TH AVE-DOCK PLATE	7/8/2014	484.50
385820	TWIN CITY HARDWARE	16TH AVE-STORAGE RM KEYS	7/8/2014	484.43
385886	PIPELINE SUPPLY INC	BV-RELOCATE PUMP	7/10/2014	479.89
385990	NOTRE DAME ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	479.59
385753	DISCOUNT STEEL, INC	KL-MEDIA CTR SUPPLIES	7/8/2014	478.28
386241	LOFFLER COMPANIES, INC	WCC COPIER BLANKET	7/25/2014	474.68
385695	PEACOCK PROMOTIONS	FLEECE BLANKETS-HS	7/2/2014	465.69
386079	SPORRE, LAURIE	ATH-SERV & SUPPLIES	7/17/2014	464.51
141500062	LACKNER, STACEY	REIMBURSE	7/16/2014	454.00
385728	XEROX FINANCIAL SERVICES	HS MEDIA/ATHLETICS COPIER LEASE BLANKET	7/7/2014	430.47
386047	HENN CNTY INFO TECHNOLOGY	ADD'L DIST RADIOS	7/17/2014	429.30
386243	MOORE MEDICAL LLC	HEALTH SUPPLIES	7/25/2014	427.06
385702	TRANE U.S. INC.	GW-REPAIR FREEZER	7/2/2014	426.00
386170	TERHAAR, ARCHIBALD, LLP	PROF SERV 6/14-FILE#323-18881M	7/22/2014	425.00
386204	MCBEE SYSTEMS, INC	DEPOSIT BKS	7/25/2014	411.57
701039	COMMAND CENTER INC	CUSTODIAL SUBS	7/25/2014	409.60
385831	EBC (EDUCATORS BENEFIT	ADMIN COMPLIANCE SRVC-7/14	7/10/2014	400.00
385983	MN ELEM SCH PRINCIPAL'S ASSN	SH-SEMINAR 8/1/14 KK	7/15/2014	400.00
386137	LIFE INSURANCE CO OF NORTH AMERICA	SUP LIFE OCT 13-JUNE 14	7/22/2014	399.60
385924	BRUCE THE BUG GUY	PCHB-PRESENTATION	7/15/2014	395.00
385693	PARTS DIRECT	CUL EXP-SUPPLIES	7/2/2014	391.27
386169	TALENT CENTER, THE	CED-PROF SERV 10/21/13	7/22/2014	386.10

386211	ORDWAY CTR FOR THE PERFORMING	SH-4TH GR FIELD TRIP CUST#154748	7/25/2014	385.00
385733	AMERICAN CARTON & POLYBAG INC	DIST-BOXES	7/8/2014	375.00
386207	METRO ECSU-REGION 11 IDS #920	SP ED-WKSP 9/12/14	7/25/2014	375.00
386057	LETTERMEN SPORTS	SYNCHO APPAREL-ATH	7/17/2014	365.50
701056	SCHMITT MUSIC CO	BAND SUPPLIES	7/25/2014	364.00
141500038	CHRISTOPHERSON, BETTINA	REIMBURSE	7/9/2014	363.56
385732	ADI	16TH AVE-DOOR ACCESS	7/8/2014	360.72
385802	ON SITE SANITATION	ATH-SANIT UNITS #3581	7/8/2014	356.25
386172	TOPIC, MARY	CARNATIONS	7/22/2014	355.00
141500055	WINDSOR, CYNTHIA	REIMBURSE	7/9/2014	352.97
385671	FIRST STUDENT, INC	HS-TRANSPORT	7/2/2014	350.54
141500010	GJESTVANG, RONDA	REIMBURSE	7/2/2014	345.82
385881	OLSEN FIRE PROTECTION, INC	OW-REPAIR SPRINKLER	7/10/2014	344.00
386187	BSN SPORTS	ATH-DRINK STATION	7/25/2014	341.46
141500054	WELK, JENNIFER	REIMBURSE	7/9/2014	335.32
385641	AICPA AMER INSTITUTE OF CPA'S	DUES 14-15	7/1/2014	335.00
141500007	ELIAS, MARK	REIMBURSE	7/2/2014	332.93
386054	IRON MOUNTAIN	DIST-RECORD STORAGE 7/14	7/17/2014	330.89
386139	LOFFLER COMPANIES, INC	DAB HR COPIER BLANKET	7/22/2014	330.36
141500082	MOFFETT, LAURA	REIMBURSE	7/24/2014	329.45
386120	HAMEL BUILDING CTR	DIST-SUPPLIES	7/22/2014	327.06
386090	WONDER WEAVERS - STORYTELLERS, LLC	PCHB-STORY TELLING 7/7/14	7/17/2014	325.00
385908	WAYZATA COUNTRY CLUB	DINING ROOM	7/11/2014	323.63
385726	PUBLIC STORAGE 08316	STORAGE 7/14	7/7/2014	321.00
386074	PUBLIC STORAGE 08316	STORAGE 8/14	7/17/2014	321.00
386224	ARCHIVES CORP	RECORD STORAGE BOXES	7/25/2014	316.25
141500002	BOWMAN, DEBORAH	REIMBURSE	7/2/2014	313.99
385995	REALLY GOOD STUFF	PC-BK HOLDERS & BAGS	7/15/2014	307.94
141500087	WEHRMANN, KARI	REIMBURSE	7/24/2014	306.90
385682	INTERQUEST DETECTION CANINES OF MN	HS-SEARACH 1/2 DAY 3/12/14	7/2/2014	303.00
385869	INTERQUEST DETECTION CANINES OF MN	HS-SEARCH 1/2 DAY 6/25/14	7/10/2014	303.00
141500013	HANSON, JUDY	REIMBURSE	7/2/2014	300.66
385686	LOFFLER COMPANIES, INC.	FLC-LEASE RETURN FEE	7/2/2014	300.00
386002	SHINK, ANTHONY	TUTORING-BRIGHTMONT ACADEMY 5/16-5/30	7/15/2014	300.00
386075	SAHLSTROM, DANIEL	GLHB-LINE DANCE INSTRUCTION	7/17/2014	300.00
141500003	BRAUN, CATHY	REIMBURSE	7/2/2014	298.14
385814	STAPLES ADVANTAGE	SH-ART SUPPLIES	7/8/2014	294.43
385812	SHRED-N-GO	CSF-SHREDDING SERV	7/8/2014	293.64
385750	CUB FOODS	GROCERIES-CUST#42	7/8/2014	290.21
701059	STATE SUPPLY CO, INC.	WMS HEAT PUMPS	7/25/2014	288.27
141500021	OGMAN, ELLEN	REIMBURSE	7/2/2014	285.60
386193	FIRST STUDENT, INC	TRANSPORTATION	7/25/2014	285.10
386001	SHATTUCK-ST MARY'S SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	276.93
385877	MANNY'S PIANO MOVING	WMS-MOVE BABY GRAND PIANO	7/10/2014	275.00
385936	CRISTO REY JESUIT HIGH SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	270.83
385748	COMMERCIAL ASPHALT CO	DIST-POTHOLE FILL	7/8/2014	270.16
385844	BOOTH LAW GROUP LLC	PROF SERV 5/14	7/10/2014	270.00
386013	SZARKE, JOY	CONT SERV-EMS IEP MGMT 6/14	7/15/2014	269.48
701016	ALLEGRA PRINT & IMAGING	LETTERHEAD	7/15/2014	266.25
385981	METROPOLITAN OPEN SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	265.91
701036	ALLEGRA PRINT & IMAGING	softball posters	7/25/2014	265.86
385929	CHAPEL HILL ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	263.43
385912	AL-AMAL SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	262.98
385913	ASCENSION CATHOLIC SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	261.35
385654	NATL SCHOOL PUBLIC RELATIONS ASSN	CED-MEMBERSHIP 14-15	7/1/2014	260.00
385991	OAK HILL MONTESSORI	NON-PUBLIC TRANSPORT	7/15/2014	259.01
141500030	TUMA, KRISTINE	REIMBURSE	7/2/2014	257.60
701034	STATE SUPPLY CO, INC.	HS PUMP REBUILD	7/15/2014	256.68
385740	BADGER FIX LLC	IPAD REPAIR	7/8/2014	256.00

386012	SYLVESTER, LISA	BALANCE CULINARY EXPRESS ACCTS	7/15/2014	252.25
141500092	MOFFETT, LAURA	REIMBURSE	7/30/2014	252.09
385667	DEMPSEY, JOHN	CED-BIKE REPAIR CLASS 6/16-6/19	7/2/2014	252.00
141500096	WILLAR, DAWN	REIMBURSE	7/30/2014	251.64
386011	ST. THOMAS ACADEMY	NON-PUBLIC TRANSPORT	7/15/2014	251.43
385666	CORNELIUS, REBECCA	REIMBURSE	7/2/2014	250.00
385668	DEVARAJU, SRIPAD	REIMBURSE	7/2/2014	250.00
385689	NELSON GRAUMANN, SARAH	REIMBURSE	7/2/2014	250.00
385836	MOVING EQUIPMENT RENTAL, INC	BOOK/MOVING CARTS	7/10/2014	250.00
385891	SCHOENING, PAUL	CED-PROF SERV 6/26/14	7/10/2014	250.00
386041	COMO LAW FIRM PA	GARNISH 4/30/14-4/30/14	7/17/2014	249.11
141500091	HALONEN, WENDY	REIMBURSE	7/30/2014	245.64
385939	DELASALLE HIGH SCHOOL	NON-PUBLIC TRANSPORT	7/15/2014	245.34
386280	VERTICLE ENDEAVORS INC	ROCK CLIMBING FIELD TRIP	7/29/2014	240.00
386150	NAPA AUTO PARTS OF CORCORAN	CSF-SUPPLIES	7/22/2014	239.91
386184	ASSN FOR SUPERVISION & CURR.	AD-MEMBERSHIP	7/25/2014	239.00
385730	3RD LAIR SKATE PARK	CED-SKATEBRD CAMP 6/23-6/27	7/8/2014	238.00
386071	PHASOR ELECTRIC CO	PC-REPAIR SENSOR	7/17/2014	236.65
385793	MEDICAL DISPOSAL SYSTEMS	MDE#19494 DIST-WASTE FEE	7/8/2014	234.05
386147	MINT ROOFING INC	16TH AVE-REPAIR ROOF	7/22/2014	233.00
141500077	ANDERSON, CHACE	REIMBURSE	7/24/2014	232.30
385698	SPORT SYSTEMS UNLIMITED CORP	CMS-THRESHOLD SUPPLIES	7/2/2014	232.00
386043	FERGUSON ENTERPRISES, INC #1657	WMS-WATER HEATER SUPPLIES	7/17/2014	227.91
385788	LARSON CO, GUSTAVE A.	WMS-DX UNIT	7/8/2014	227.42
141500089	PROSSER, JOANNA CK	REIMBURSE	7/30/2014	224.83
385957	INTERFAITH OUTREACH	POSTAGE 7/13-6/14	7/15/2014	223.53
141500075	RODEN, KATHY	REIMBURSE	7/23/2014	221.59
386208	MID CITY SERVICES INDUSTRIAL LAUNDRY	SUPPLIES	7/25/2014	220.32
385724	POSTMASTER	FIRST CLASS PRESORT	7/7/2014	220.00
385777	HOUSE OF NOTE	CMS,WMS & EMS-ORCH INST REPAIR	7/8/2014	220.00
141500051	SHEPARD, TYLER	REIMBURSE	7/9/2014	219.27
141500028	SWENSON, KYLE	REIMBURSE	7/2/2014	219.14
141500009	GIBSON, JANE	REIMBURSE	7/2/2014	212.80
141500084	RUCHTI, JULIE	REIMBURSE	7/24/2014	211.30
386146	MEEKER & WRIGHT SPEC ED	13-14 C & T TUITION	7/22/2014	210.00
701061	TEAM SPORTING GOODS, INC	UNIFORMS	7/25/2014	208.50
385824	VIKING ELECTRIC SUPPLY, INC	16TH AVE-ELEC SUPPLIES	7/8/2014	208.14
386239	KD & COMPANY RECYCLING INC	DIST-DIRT & RECYCLE DUMPS	7/25/2014	207.57
141500046	PRONDZINSKI, JEFF	REIMBURSE	7/9/2014	204.29
385941	EDUCATION TO GO	CED-PROF SERV	7/15/2014	201.75
385678	INTERMEDIATE DIST 287	PERKINS RESERVE 13-14	7/2/2014	200.00
386152	NGUYEN, TRUNG	BALANCE CULINARY EXPRESS ACCT	7/22/2014	200.00
141500025	RIDLEY, SARA	REIMBURSE	7/2/2014	198.80
386199	KUBITZ EDUCATIONAL SERVICES	PC-BKS	7/25/2014	198.00
385650	MN ASSN OF SECRETARIES TO PRINCIPALS	CONF 7/14 CC	7/1/2014	195.00
385718	LAKES COUNTRY SERVICE COOPERATIVE	CISCO ANNUAL SUPPORT FEE 7/1/14-6/30/15	7/7/2014	195.00
141500004	CARLSON, NANCY	REIMBURSE	7/2/2014	194.55
386165	RUSTAD, PAUL	BALANCE CULINARY EXPRESS ACCT	7/22/2014	188.15
386030	PERFORMANT RECOVERY INC	PAYROLL ACCRUAL	7/15/2014	187.65
386205	ME & RIZ LLC	PIP GRANT-PROF SERV	7/25/2014	187.50
385677	IMPACT	RESIDENT LIST	7/2/2014	186.63
385736	AT&T MOBILITY	IPADS	7/8/2014	183.58
386166	SAM'S CLUB	LAKER'S BREAKFAST NOOK SUPPLIES	7/22/2014	183.34
386028	IRS CENTER - UNITED STATES TREASURY	PAYROLL ACCRUAL	7/15/2014	182.00
386293	IRS CENTER - UNITED STATES TREASURY	PAYROLL ACCRUAL	7/31/2014	182.00
385794	MN COMMUNITY ED ASSN	CED-JOB POSTINGS	7/8/2014	180.00
141500006	CASEY, COLLEEN	REIMBURSE	7/2/2014	179.50
141500023	PIERCE, LISA	REIMBURSE	7/2/2014	177.00
385984	MOORE MEDICAL LLC	HEALTH SUPPLIES	7/15/2014	176.20

386060	METROPOLITAN PRINCIPALS' ACADEMY	CMS-MEMBERSHIP 14-15 CD	7/17/2014	175.00
386130	KIDCREATE STUDIO	CED-TIE DYE	7/22/2014	175.00
385731	ACME TOOLS - PLYMOUTH	CSF-SUPPLIES	7/8/2014	173.12
141500064	NELSON, SHELLY	REIMBURSE	7/16/2014	171.31
385980	MERZER M.A., L.P., SHEILA	PROF SERV 6/2/14	7/15/2014	167.50
141500027	SKALLAND, AMANDA	REIMBURSE	7/2/2014	165.97
385669	ECM PUBLISHERS, INC	AD-REG MIN 5/12/14	7/2/2014	164.92
386250	REALLY GOOD STUFF	3RD GRADE PTA MONEY	7/25/2014	163.68
141500049	SCHAEFBAUER, RODGER	REIMBURSE	7/9/2014	161.28
386069	NATL SCHOOL FORMS	BV-KNGN TAGS	7/17/2014	160.00
386125	HITESMAN & WOLD P.A.	PROF SERV 6/11/14	7/22/2014	160.00
141500057	CADE, LORI	REIMBURSE	7/16/2014	160.00
386035	ASSN FOR SUPERVISION & CURR.	CMS-MEMBERSHIP CD#1408473 & JB#993882	7/17/2014	158.00
386080	STAGES THEATRE CO	BV-1ST GR DEPOSIT 5/14/15	7/17/2014	158.00
385961	KALIVODA, LEE	BALANCE CULINARY EXPRESS ACCT	7/15/2014	157.30
386049	HENN CNTY TREASURER -	LICENSES FOR SCHOOLS 14-15	7/17/2014	157.00
141500053	VICARY, LINDA	REIMBURSE	7/9/2014	153.10
386081	STUDENT SUPPLY CO	OW-SUPPLIES	7/17/2014	153.02
141500043	KOPECKY, KATHLEEN	REIMBURSE	7/9/2014	151.82
385645	CPI - CRISIS PREVENTION INSTITUTE	ANNUAL MEMBERSHIP FEE	7/1/2014	150.00
386115	GASCH, BOB	GLHB-STORY TELLING	7/22/2014	150.00
386194	GASCH, BOB	GLHB-STORY TELLING	7/25/2014	150.00
141500045	MASHADI, ERAM	REIMBURSE	7/9/2014	150.00
141500066	SWENSON, KYLE	REIMBURSE	7/16/2014	149.87
385911	AHMAD, SHANA	BALANCE CULINARY EXPRESS ACCTS	7/15/2014	148.00
385817	TARGET COMMERCIAL INTERIORS	CARPET	7/8/2014	147.75
701058	SCHOOL SPECIALTY	KL EASEL/BIG BOOK STORAGE	7/25/2014	146.37
386082	TEACHER'S DISCOVERY	SH - SPANISH GRANT PURCHASES	7/17/2014	143.77
141500035	BAKER, EILEEN	REIMBURSE	7/9/2014	142.87
386067	MULCAHY CO, B. J.	HS-PUMP SUPPLIES	7/17/2014	140.61
141500024	RICHARDSON, LAUREN	REIMBURSE	7/2/2014	139.95
386048	HENN CNTY TREASURER -	HS-TEMP KITCHEN PLAN REVIEW (FINAL)	7/17/2014	136.00
385773	HILL CO, ROBERT B.	CMS-SALT	7/8/2014	133.40
386040	COMMERCIAL DOOR SYSTEMS, INC	PC-DR HDWR	7/17/2014	132.64
141500085	SHEPARD, TYLER	REIMBURSE	7/24/2014	132.63
141500022	OLSON, JULIE	REIMBURSE	7/2/2014	132.02
386175	TRUSTED EMPLOYEES	CED-PROF SERV 5/14	7/22/2014	130.00
701049	SCHMITT MUSIC CO	BAND REPAIR	7/25/2014	128.00
701050	SCHMITT MUSIC CO	BAND REPAIR	7/25/2014	128.00
701052	SCHMITT MUSIC CO	BAND REPAIR	7/25/2014	128.00
141500020	NELSON, SHELLY	REIMBURSE	7/2/2014	126.18
386129	KD & COMPANY RECYCLING INC	BLACK DIRT & LOT SWEEPINGS	7/22/2014	125.80
386143	MARS CO, W. P. & R.S.	MDE#19488 PPH EQUIPMENT	7/22/2014	125.71
386118	GRAINGER INC., W. W.	CMS-CONST SUPPLIES	7/22/2014	125.58
141500018	MCKERNAN, ALISON	REIMBURSE	7/2/2014	125.55
385916	BERGESON, WENDY	BALANCE CULINARY EXPRESS ACCT	7/15/2014	125.40
385655	N AMER ASSN OF EDUCATION	MEMBERSHIP 14-15 AD	7/1/2014	125.00
141500014	JOHNSON, BONNIE	REIMBURSE	7/2/2014	123.09
386233	FREYTAG, JAMES	BALANCE CULINARY EXPRESS ACCT	7/25/2014	121.15
701033	SCHOOL SPECIALTY	SH - 3rd Grade Supplies	7/15/2014	117.64
385738	AUTOMATED LOGIC CORP	EMS-SERV-SENSOR	7/8/2014	115.00
386015	THURSDAY NIGHT HIKES	CED-HIKES 4/16/14	7/15/2014	115.00
386227	CONTINENTAL CLAY CO	KILN REPAIR - KLOTZ	7/25/2014	115.00
141500016	MCGRATH, REBECCA	REIMBURSE	7/2/2014	115.00
701054	SCHMITT MUSIC CO	BAND REPAIR	7/25/2014	114.00
386134	LARSON CO, GUSTAVE A.	CMS-SUPPLIES	7/22/2014	112.24
141500019	MILLER, JANET	REIMBURSE	7/2/2014	112.06
141500033	ANDERSON, BRAD	REIMBURSE	7/9/2014	110.54
141500044	LINDAHL, KRISTIN	REIMBURSE	7/9/2014	106.77

141500041	GILDEMEISTER, BETH	REIMBURSE	7/9/2014	105.79
386174	TRUCK UTILITIES INC	CSF-REPAIR TRUCK #18	7/22/2014	104.60
141500040	FREDRICKSON, SAM	REIMBURSE	7/9/2014	104.27
141500034	ANDERSON, MARY	REIMBURSE	7/9/2014	102.48
386029	NEW YORK LIFE	PAYROLL ACCRUAL	7/15/2014	102.25
386294	NEW YORK LIFE	PAYROLL ACCRUAL	7/31/2014	102.25
141500061	HONZA, JONATHAN	REIMBURSE	7/16/2014	101.64
385806	PRO COURIER, INC	BKS TO AFRICA	7/8/2014	101.32
385872	KLONE, JEFF	BALANCE CULINARY EXPRESS ACCT	7/10/2014	101.10
385743	CARLSON, NATALIE	CED-DEST IMAG SUPPLIES	7/8/2014	100.00
385744	CARYOTAKIS, PAULA	CED-DEST IMAG SUPPLIES	7/8/2014	100.00
385782	IYENGAR, DEEPIKA	CED-DEST IMAG	7/8/2014	100.00
385849	DESOYSA, DIANA	CED-DEST IMAG SUPPLIES	7/10/2014	100.00
385851	ERICKSON, AMBER	CED-DEST IMAG SUPPLIES	7/10/2014	100.00
386064	MN ASSN OF SCHOOL BUSINESS	TAX LEVY WKSP	7/17/2014	100.00
386094	ACME TOOLS - PLYMOUTH	KL-SUPPLIES	7/22/2014	99.98
386095	AHN, SEIHOON	BALANCE CULINARY EPXRESS ACCT	7/22/2014	98.65
385906	GRAINGER INC., W. W.	PC & TRUCK STOCK	7/11/2014	98.04
386249	PREMIUM WATERS, INC	CSF-WATER	7/25/2014	97.93
386149	MOHN, MONICA	CED-PROF SERV-DANCE 5/16	7/22/2014	97.50
386106	CENTURY LINK	ELM CREEK	7/22/2014	94.22
385880	O'BRIEN, KARIN	BALANCE CULINARY EXPRESS ACCT	7/10/2014	93.20
385979	MCMURRAY, BRAD	BALANCE CULINARY EXPRESS ACCT	7/15/2014	89.45
385867	HUBERT CO	CMS-POCKET CLING-IT	7/10/2014	88.17
385747	CITI-CARGO & STORAGE	DOMESTIC STORAGE	7/8/2014	87.00
385894	STATE SUPPLY CO, INC.	KL-SUPPLIES	7/10/2014	86.30
385850	EDSTROM, FRED	OFFICIAL	7/10/2014	82.65
385875	LUPINEK, JOSHUA	OFFICIAL	7/10/2014	82.65
386101	BLOCK, CARMEN	BALANCE CULINARY EXPRESS ACCT	7/22/2014	82.30
385942	FAMILY SPEECH & THERAPY SERVICES LLC	SPL SPEC PUPIL 6/4-6/6	7/15/2014	81.67
385923	BRITTON, BIRUTA	BALANCE CULINARY EXPRESS ACCT	7/15/2014	80.65
701053	SCHMITT MUSIC CO	BAND SUPPLIES	7/25/2014	79.98
386248	PETERSON, LONNIE	H & S TEXTBOOKS	7/25/2014	79.70
386059	LOFFLER COMPANIES, INC	DAB HR COPIER BLANKET	7/17/2014	79.00
386185	BERRY COFFEE CO	AD-COFFEE	7/25/2014	79.00
386173	TROUNCE, NICHOLAS	BALANCE CULINARY EXPRESS ACCTS	7/22/2014	78.15
385847	CRESCENT ELECTRIC SUPPLY CO	WMS-REPLACE LOT LIGHTS	7/10/2014	77.66
385976	MAYO, PHILIP	BALANCE CULINARY EXPRESS ACCT	7/15/2014	76.67
385854	GILKAY, MICHELLE	BALANCE CULINARY EXPRESS ACCT	7/10/2014	75.85
141500001	ANDERSON, CHACE	REIMBURSE	7/2/2014	75.51
385895	ST. CLOUD STATE UNIVERSITY	REFUND-SUPERVISING STUDENT TEACHER	7/10/2014	75.00
386099	AUER STEEL & HEATING SUPPLY CO	16TH AVE-SUPPLIES	7/22/2014	74.95
386056	JOHNSTONE SUPPLY	HVAC-TRUCK STOCK	7/17/2014	74.38
385930	CHAPMAN, LIZ	BALANCE CULINARY EXPRESS ACCT	7/15/2014	72.75
141500036	BERG, JENNIFER	REIMBURSE	7/9/2014	70.36
385940	EASTMAN, SUZY	BALANCE CULINARY EXPRESS ACCT	7/15/2014	69.55
141500069	ANDERSON, MARY	REIMBURSE	7/23/2014	69.55
385993	POGORELSKY, EMILIYA	BALANCE CULINARY EXPRESS ACCT	7/15/2014	65.65
386072	PREMIUM WATERS, INC	PC-WATER COOLER RENTAL 7/14	7/17/2014	65.60
386238	JIMMY'S JOHNNYS INC	OW-BIFF-NO WATER	7/25/2014	65.00
141500060	HARREN, KIMBERLY	REIMBURSE	7/16/2014	63.84
386164	PRASAD, PAKALA	CED-DEST IMAG	7/22/2014	62.03
386247	PEPPER & SON INC., J. W.	BAND MUSIC	7/25/2014	60.99
385907	MN ACTE/SNP	CONFERENCE	7/11/2014	60.00
386151	NATL CAMERA EXCHANGE	ATH-1 HR GOLF	7/22/2014	60.00
141500032	ADAMS, KATHERINE	REIMBURSE	7/9/2014	58.86
141500015	LABOWITCH, KATHRYN	REIMBURSE	7/2/2014	58.80
386014	THOMAS, CHARLES	BALANCE CULINARY EXPRESS ACCT	7/15/2014	58.10
386157	PICEK, LINDA	BALANCE CULINARY EXPRESS ACCT	7/22/2014	57.45

701051	SCHMITT MUSIC CO	BAND REPAIR	7/25/2014	56.00
386019	WANG, AMY	BALANCE CULINARY EXPRESS ACCT	7/15/2014	55.00
386228	CRESCENT ELECTRIC SUPPLY CO	CSF-LIGHTS	7/25/2014	54.65
386230	DOYLE SECURITY PRODUCTS	CSF-LOCK SUPPLIES	7/25/2014	53.76
385776	HOLDAHL CO	16TH AVE-SUPPLIES	7/8/2014	53.12
701055	SCHMITT MUSIC CO	BAND REPAIR	7/25/2014	53.00
141500052	TORDEUR, SCOTT	REIMBURSE	7/9/2014	52.84
386145	MCCONNELL, JOY	BALANCE CULINARY EXPRESS ACCT	7/22/2014	52.70
385790	LONG LAKE TRUE VALUE	SUPPLIES	7/8/2014	51.42
701047	SCHMITT MUSIC CO	TENOR SAX REPAIR	7/25/2014	51.00
141500074	MAHOWALD, JOSH	REIMBURSE	7/23/2014	50.96
386102	BRETZ, NAOMI	BALANCE CULINARY EXPRESS ACCT	7/22/2014	50.20
386103	CADY, RHONDA	BALANCE CULINARY EXPRESS ACCT	7/22/2014	50.00
385969	LOFFLER COMPANIES, INC	SCI CTR COPIER BLANKET	7/15/2014	49.93
385901	APPLE AUTOMATIC FOOD SERVICE	MONTHLY RENTAL MAY 2014	7/11/2014	49.90
385954	HOCHMUTH, KRISTEN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	49.30
385755	ECM PUBLISHERS, INC	AD-CLOSED MIN 5/22/14	7/8/2014	47.88
141500072	HAGEN, ANDREW	REIMBURSE	7/23/2014	45.92
141500090	CHASE, MICHELLE	REIMBURSE	7/30/2014	45.75
386097	APPLE AUTOMATIC FOOD SERVICE	OW-COFFEE	7/22/2014	45.00
386148	MN DEPT OF HEALTH	REPORT-BIRTH DATA	7/22/2014	45.00
701057	SCHMITT MUSIC CO	CYMBAL REPAIR	7/25/2014	44.02
141500083	ORTMAN, KAREN	REIMBURSE	7/24/2014	43.89
386140	LORENZ, RANDY	BALANCE CULINARY EXPRESS ACCT	7/22/2014	43.80
386217	UNLIMITED SUPPLIES	ATH-EQUIPMENT	7/25/2014	43.74
141500037	BUCHMAN, SANDRA	REIMBURSE	7/9/2014	42.45
141500056	ZEMLIN, LYNN	REIMBURSE	7/9/2014	41.34
385921	BOVEE, NAOMI	BALANCE CULINARY EXPRESS ACCT	7/15/2014	40.50
385827	WOOD, TODD	ECFE-CABINET HANDLES	7/8/2014	39.40
141500071	EASTON, CHRISTINE	REIMBURSE	7/23/2014	39.20
141500086	STARKEN, JESSIE	REIMBURSE	7/24/2014	37.98
141500042	GRISMER, SYLVIA	REIMBURSE	7/9/2014	37.86
141500029	THOUR, TERESA KAY	REIMBURSE	7/2/2014	37.85
386005	STAPLES ADVANTAGE	PS-SUPPLIES	7/15/2014	37.50
141500048	ROBINSON, DIANE	REIMBURSE	7/9/2014	36.61
141500063	MATHIAS, NATHAN	REIMBURSE	7/16/2014	36.08
385811	SHRED-N-GO	DAB SHREDDING SERVICE BLANKET	7/8/2014	36.00
701048	SCHMITT MUSIC CO	MARCHING BARITONE REPAIR	7/25/2014	36.00
386003	SILJANDER, BRIDGET	BALANCE CULINARY EXPRESS ACCT	7/15/2014	35.85
386017	TSAREVA, OLGA	BALANCE CULINARY EXPRESS ACCT	7/15/2014	35.85
386104	CARLSON, KATHY	BALANCE CULINARY EXPRESS ACCT	7/22/2014	35.15
385651	MN DEPT OF HEALTH	ECFE-HOSPITALITY FEE 14-15	7/1/2014	35.00
141500031	WESTRUM, JAMES	REIMBURSE	7/2/2014	32.19
141500094	TORDEUR, SCOTT	REIMBURSE	7/30/2014	31.51
386116	GERLACH, AMY	BALANCE CULINARY EXPRESS ACCTS	7/22/2014	29.75
385977	MCCLUSKEY, STEVE	BALANCE CULINARY EXPRESS ACCT	7/15/2014	28.80
385892	SOHN, JULIE	LOST HAT	7/10/2014	27.99
141500050	SHANNON-ANDERSON, KARI	REIMBURSE	7/9/2014	27.77
386245	OLSON, ROCHELLE	REIMBURSE	7/25/2014	27.05
386016	TRYGSTAD, KAREN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	26.90
385994	POLOVITZ, BERNADINE	BALANCE CULINARY EXPRESS ACCT	7/15/2014	25.80
385737	AUER STEEL & HEATING SUPPLY CO	HVAC-TRUCK STOCK	7/8/2014	25.77
386136	LEZAMA, EVAN	BALANCE CULINARY EXPRESS ACCT	7/22/2014	25.50
386256	SUMMERS, JENNIFER	BALANCE CULINARY EXPRESS ACCT	7/25/2014	24.90
141500026	RIPLEY, KELLY	REIMBURSE	7/2/2014	24.81
386025	WOLVERTON, HEIDI	BALANCE CULINARY EXPRESS ACCT	7/15/2014	24.60
141500070	DUBBS, ANGIE	REIMBURSE	7/23/2014	24.19
385825	WESTSIDE WHOLESALE TIRE, INC	CSF-MOWER TIRE REPAIR	7/8/2014	23.86
386289	MEYER, ANN	REIMBURSE	7/31/2014	23.20

385754	DRYWALL SUPPLY INC	KL-MEDIA CTR SUPPLIES	7/8/2014	23.18
386189	CAPSTONE CLASSROOM	SH - Reading Recovery Books	7/25/2014	22.85
385920	BOEHMER, PATTI	BALANCE CULINARY EXPRESS ACCT	7/15/2014	22.55
385951	HAGUE, SUSAN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	22.50
141500081	MAHOWALD, JOSH	REIMBURSE	7/24/2014	22.12
141500039	ELSTAD, KAYLIE	REIMBURSE	7/9/2014	21.90
386138	LINDQUIST, ERIC	BALANCE CULINARY EXPRESS ACCT	7/22/2014	21.30
385963	KEPLER, LISA	BALANCE CULINARY EXPRESS ACCT	7/15/2014	20.00
386026	WOODEY, ROBERT	BALANCE CULINARY EXPRESS ACCT	7/15/2014	19.90
386244	OCHANI, DHIRAI	BALANCE CULINARY EXPRESS ACCT	7/25/2014	19.70
141500095	WAITE, WILLIAM	REIMBURSE	7/30/2014	19.70
385746	CENTERPOINT ENERGY	16TH AVE-GAS 6/14	7/8/2014	19.53
141500068	WOBSCHALL, ALISON	REIMBURSE	7/16/2014	19.35
141500012	HALE, ASHLEY	REIMBURSE	7/2/2014	19.32
386119	GRESHAM, JOY	BALANCE CULINARY EXPRESS ACCT	7/22/2014	18.00
385792	MACKIN EDUCATIONAL RESOURCES	CMS-MEDIA CTR BKS	7/8/2014	17.79
386171	TOLL GAS & WELDING SUPPLY	SUPPLIES	7/22/2014	17.11
385933	CHRISTOPHERSON, KAREN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	16.25
141500073	HUPP, TESSA	REIMBURSE	7/23/2014	15.24
385973	MATTSEN, ANNIE	BALANCE CULINARY EXPRESS ACCT	7/15/2014	15.05
386178	WESTSIDE WHOLESALE TIRE, INC	CSF-REPAIR MOWER TIRE	7/22/2014	15.00
385935	CLARK, LAURA	BALANCE CULINARY EXPRESS ACCT	7/15/2014	14.85
386212	PIONEER VALLEY BOOKS	SH READING RECOVERY BOOKS	7/25/2014	14.50
701046	SCHMITT MUSIC CO	MUSIC EXPLORATON SUPPLIES	7/25/2014	14.37
386234	GANNON, CHARLES	BALANCE CULINARY EXPRESS ACCT	7/25/2014	14.30
385764	FERGUSON ENTERPRISES, INC #1657	CSF-BOILER SUPPLIES	7/8/2014	14.14
385999	SCHEE, DEBORAH	BALANCE CULINARY EXPRESS ACCT	7/15/2014	14.05
701045	SCHMITT MUSIC CO	BAND SUPPLIES	7/25/2014	14.00
386288	MCMERTY-BRUMMER, MATTHEW	REIMBURSE	7/31/2014	13.20
385962	KENDALL, ANNETTE	BALANCE CULINARY EXPRESS ACCT	7/15/2014	12.75
385952	HASKAMP, LORI	BALANCE CULINARY EXPRESS ACCT	7/15/2014	12.55
141500005	CARTFORD, BARBARA	REIMBURSE	7/2/2014	12.54
385965	KOWALSKI, KIM	BALANCE CULINARY EXPRESS ACCTS	7/15/2014	12.25
386154	OTTMAN, JOHN	BALANCE CULINARY EXPRESS ACCT	7/22/2014	12.15
141500088	ORTMAN, KAREN	REIMBURSE	7/30/2014	11.97
386024	WILLIAMS, JILL	BALANCE CULINARY EXPRESS ACCT	7/15/2014	11.25
385978	MCDONALD, DEBRA	BALANCE CULINARY EXPRESS ACCTS	7/15/2014	11.20
385986	MOY, CINDY	BALANCE CULINARY EXPRESS ACCT	7/15/2014	10.95
386009	STROMBECK, LISA	BALANCE CULINARY EXPRESS ACCT	7/15/2014	10.65
386226	COLYER, LYNN	BALANCE CULINARY EXPRESS ACCT	7/25/2014	9.80
386036	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	7/17/2014	9.00
385971	MARR, TERRI	BALANCE CULINARY EXPRESS ACCT	7/15/2014	8.00
385989	NAUTH, KAREN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	7.85
385779	INTERFAITH OUTREACH	POSTAGE 8/26/13	7/8/2014	7.82
385852	FLANNERY, DEBORAH	BALANCE CULINARY EXPRESS ACCT	7/10/2014	7.45
385937	CROAL, CAROL	BALANCE CULINARY EXPRESS ACCT	7/15/2014	6.30
385928	CARLSON, ANN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	6.15
385882	PADMANABHAN, VASAN	BALANCE CULINARY EXPRESS ACCT	7/10/2014	5.25
386131	KROCAK, ANN	BALANCE CULINARY EXPRESS ACCTS	7/22/2014	3.65
385972	MARTYAK, SUSAN	BALANCE CULINARY EXPRESS ACCT	7/15/2014	2.65
386279	STAPLES ADVANTAGE	ART SUPPLIES	7/29/2014	2.00
385644	ARCADE WORLD	VOID	7/1/2014	0.00
385647	GIERTSEN CO OF MN INC	VOID	7/1/2014	0.00
385661	STATE OF FUN LLC	VOID	7/1/2014	0.00
385909	WEST MUSIC CO	VOID	7/11/2014	0.00
386018	TOPIC, MARY	VOID	7/15/2014	0.00
386021	WEST LUTHERAN HIGH SCHOOL	VOID	7/15/2014	0.00
386046	HEINEMANN WORKSHOPS	VOID	7/17/2014	0.00
386078	SKYWARD USERS CONFERENCE OF MN	VOID	7/17/2014	0.00

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**WAYZATA PUBLIC SCHOOLS
WIRE TRANSFER,EFT AND ACH ACTIVITY
JUNE 2014**

FROM	TO	DATE	AMOUNT
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$8,302,625
Wells Fargo-Checking	Federal P/R Taxes	6/2/2014	\$932,670
	Federal P/R Taxes	6/16/2014	\$1,190,555
	Federal P/R Taxes	6/23/2014	\$2,551,846
Wells Fargo-Checking	State P/R Taxes (MN)	6/2/2014	\$149,953
	State P/R Taxes (MN)	6/16/2014	\$195,996
	State P/R Taxes (MN)	6/24/2014	\$429,940
Wells Fargo-Checking	Delta Dental - Dental Claims	Multiple	\$90,747
Wells Fargo-Checking	Preferred One - Health Claims	Multiple	\$1,630,339
Wells Fargo-Checking	Wells Fargo Commercial Card - Purchase Card Program	6/4/2014	\$247,647
Wells Fargo-Checking	Corporate Health Systems - Flex Benefits	Multiple	\$147,821
Wells Fargo-Checking	Preferred One - Broker/Reinsurance Fees	6/12/2014	\$80,548
Wells Fargo-Checking	Payroll Vendors (TRA, EBC, MSRS, etc.) - Electronic Payments	Multiple	\$1,752,911
Wells Fargo-Checking	District Employees - Expense Reimbursement	Multiple	\$41,305
Wells Fargo-Checking	Commerce Bank/Control Pay - Electronic A/P	Multiple	\$74,529
Wells Fargo-Checking	MN Department of Revenue - Sales & Use Tax Payment	6/20/2014	\$488
TOTAL ACTIVITY - JUNE 2014			\$17,819,920

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

ITEM: C. Human Resource Recommendations

COMMENTS BY: Annie Doughty, Exec. Dir. of Human Resource Services

Employment

Wendi Bottiger
New Position

4 Hour Paraprofessional

Oakwood

Molly Cannon
Retirement

6.5 Hour Paraprofessional

High School

Kathryn Edwards
Resignation

7 Hour Paraprofessional

High School

Ellen Engstrom
Leave of Absence

.5 Literacy Specialist LTR

Sunset Hill

Kathryn Kamp
Resignation

.8 Elementary Spanish Teacher

Gleason Lake,
Oakwood

Andrea Lanz
Transfer

1.0 4th Grade Teacher

Birchview

Dominick Mancini
Transfer

.5 Achievement Interventionist

Plymouth Creek

Rachel Moyer
New Position

2 Hour Paraprofessional

Gleason Lake

Lisa Putz
Transfer

1.0 Kindergarten

Birchview

Maggie Rassier
Resignation

1.0 Kindergarten

Greenwood

Kristen Schneider
Resignation

.8 Speech Language Clinician

Greenwood

Tiffany Seamans
New Position

6 Hour Paraprofessional

West Middle

Kim Sharp Leave of Absence	1.0 2 nd Grade LTR 14-15	Gleason Lake
Carol Solheid New Position	1.0 Home Base Program Manager	Education Service Center
Kellen Stempel Enrollment	1.0 Social Studies	High School
Raquel Williamson Retirement	12-Month Secretary	Family Learning Center
<u>Contract Modification</u>		
Sam Eaton	Vocal Music, Sunset Hill	From .9 to 1.0 (14/15 Only)
Kara Fandrich	Paraprofessional, Gleason Lake	Contract Ended June 6, 2014
Edna Ferro	Paraprofessional, Sunset Hill	Contract Ended June 6, 2014
Claudia Gegenheimer	Paraprofessional, Birchview	Contract Ended June 6, 2014
Susan Gottwald	Paraprofessional, West Middle	Contract Ended June 6, 2014
Amy Hunt	Paraprofessional, Birchview	Contract Ended June 6, 2014
Kellie Hurwitz	Paraprofessional, Greenwood	Contract Ended June 6, 2014
Tara Krolczyk	Paraprofessional, Sunset Hill	Contract Ended June 6, 2014
Jill Perrigo	Paraprofessional, Gleason Lake	Contract Ended June 6, 2014
Kari Peterson	Orchestra, High School, West	From .333 to .416
Risa Piche Paloney	Math Intervention, Birchview Kimberly Lane & Oakwood	From .4 to .8
Lorissa Prickett	Paraprofessional, Oakwood	Contract Ended June 6, 2014
Alison Ross	Math .5, Literacy LTR .5, Sunset Hill	From .5 to 1.0
Sunita Singh	Paraprofessional, Sunset Hill	Contract Ended June 6, 2014
Abby Smith	Paraprofessional, Gleason Lake	Contract Ended June 6, 2014

Leave of Absence

Caroline Barnes, Sunset Hill Reading Recovery Teacher, has requested a leave of absence for the 2014-2015 school year.

Kristin Winger, East Middle Special Education Teacher, has requested a leave of absence beginning approximately December 5, 2014 through March 6, 2015.

Retirement

Joe Matson, Construction Director, has submitted his retirement effective December 19, 2014. Mr. Matson has been employed with the District since 1994.

Wendy Teigen, Early Childhood Family Education Parent Educator, has submitted her retirement effective July 15, 2014. Ms. Teigen has been employed with the District since 2008.

Diane Waldow, Elementary Science Center Secretary, has submitted her retirement effective August 31, 2014. Ms. Waldow has been employed with the District since 1995.

Resignation

Lauren Bratten, Plymouth Creek Paraprofessional, has submitted her resignation effective July 25, 2014.

Jennifer Cleveland, Birchview Home Base Instructor, has submitted her resignation effective August 5, 2014.

Lisa Damask, Greenwood Kindergarten Teacher, has submitted her resignation effective July 28, 2014.

Rick Halley, High School Communications Teacher, has submitted his resignation effective August 5, 2014.

Judith King, Greenwood Paraprofessional, has submitted her resignation effective August 6, 2014.

Cathy Lucius, High School Paraprofessional, has submitted her resignation effective July 10, 2014.

Kristin Meyer, Plymouth Creek Home Base Instructor, has submitted her resignation effective July 18, 2014.

Lauren Miller, Gleason Lake Home Base Instructor, has submitted her resignation effective July 19, 2014.

Mike Svendsen, Central Middle Physical Education Teacher, has submitted his resignation effective July 30, 2014.

Angela Zufall, Gleason Lake Kindergarten Teacher, has submitted her resignation effective August 4, 2014.

RECOMMENDED ACTION: Approve the Human Resource Actions as recommended.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – August 11, 2014

AGENDA SECTION: 2. HUMAN RESOURCE RECOMMENDATIONS

ITEM: C-2 Wayzata Public Schools 2013-2014 Retirees

COMMENTS BY: Superintendent Chace Anderson

Tonight we would like to recognize the following employees who announced their retirement in 2014. We would like to thank them for their years of service to Wayzata Public Schools and wish them well in their future endeavors.

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Joe Matson	Construction Director	20 Years
Wendy Teigen	ECFE & Peppermint Fence Instructor	6 Years
Diane Waldow	Elementary Science Center, Secretary	19 Years

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – June 9, 2014

AGENDA SECTION: 2. Approval of Agenda and Consent Agenda Items

ITEM: D. Approval of Lease with Hopkins Public Schools

COMMENTS BY: Jim Westrum, Exec. Dir. of Finance and Business

Approval of Lease with Hopkins Public Schools.

The Hopkins Schools continues to agree to lease administrative space in their Bus Depot to the Wayzata School District. We will house contracted personnel who administer and route the Wayzata district's transportation program in the administrative space. By keeping the Wayzata district's transportation function at the bus depot, we are able to continue to re-purpose the space formerly occupied for transportation to an instructional purpose. In addition, the district's special education transportation provider is also housed at the Hopkins Schools' Bus Depot.

RECOMMENDED ACTION: Approve the agreement for the use of the Hopkins Schools Bus Depot.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

Hopkins Public Schools
District 270
Community Education
1001 Highway 7
Hopkins, Minnesota 55305
952-988-4071

2014-15 LEASE AGREEMENT

THIS AGREEMENT is executed in multiple originals this 1st day of July, 2014, by and between Hopkins School District No. 270, referred to as the "Landlord", and Wayzata Public Schools, referred to as the "Tenant".

1. Leased Premises: Landlord, in consideration of the rents and covenants stated in this Agreement, to be paid and performed by the Tenant, does lease to the Tenant and the Tenant does lease from the Landlord, the following described premises situated at 835 Decatur Avenue North, Golden Valley, County of Hennepin, State of Minnesota, as follows:

Office Space: entire remodeled office of the second floor (approximately 1258 square feet)

2. Use: The Leased Premises shall be used by the Tenant solely for the following purposes:

To provide for offices and meeting spaces of TENANT

3. Term: To have and to hold said Leased Premises for a term of 12 months, commencing on the 1st day of July (hereinafter called the "Term") upon the rentals and subject to the conditions set forth in this Lease Agreement. Except as hereinafter provided, Landlord shall deliver possession of the Leased Premises in the condition required by this Lease on or before the date hereinabove specified for commencement of the Term, but delivery of possession prior to such commencement date shall not affect the expiration date of this Lease. Failure of Landlord, due to a holding over by a prior tenant or time required for construction or delays due to strikes, acts of God, or any other causes beyond Landlord's control, to deliver possession of the Leased premises by the date hereinabove provided, shall automatically postpone the date of commencement of the Term of this Lease and shall extend the termination date by periods equal to those which shall have elapsed between and including the date hereinabove specified for commencement of the Term hereof and the date on which possession of the Leased Premises is delivered to the Tenant and in such event, Landlord shall not be liable or responsible for any claims, damages, or liabilities in connection therewith or by reason thereof. Should the Term of this Lease commence on a date other than the date hereinabove specified for commencement of the Term, Landlord and Tenant shall execute a ratification agreement which shall set forth the final commencement and termination dates.

4. Rent: Tenant agrees to pay the Landlord as base rental (hereinafter called "Base Rental") for the Leased Premises, without notice, setoff or demand, the annual sum

- for 2014/15 of Seventeen thousand one hundred eighty one and 51/100 dollars (\$17,181.51) at a monthly rate of One thousand four hundred thirty-one and 79/100 dollars (\$1,431.79),

said monthly installments to be due and payable by Tenant in advance at the office of Landlord as set forth in this Lease Agreement or at such other place as Landlord may designate in writing. One monthly installment of rent shall be due and payable on the date of execution of this Lease Agreement by Tenant for the first month's rent and a like monthly installment shall be due and payable on or before the first day of each calendar month during the Term of this Lease Agreement, or any extension or renewal thereof.

In the event the commencement date falls on a date other than the first of a month, the rental for that month shall be prorated and adjusted accordingly.

5. Lease Hold Improvements: Tenant agrees to make no lease-hold improvements or alterations in the premises without first obtaining Landlord's written consent, which written consent shall not be unreasonably withheld. All improvements such as fire-rated carpeting and air conditioning which are affixed to the premises shall remain and become the property of the Landlord in the event of lease termination. Except as otherwise stated in this provision, the Landlord shall not be required to make any alteration or improvements in the leased premises.

6. Landlord's Covenant: The Landlord hereby covenants and agrees as follows:

- a. Furnish all necessary utilities for the proper functioning of the building, including heat, electricity, including electricity for window air conditioning units, water and sewer and to keep same in good repair.
- b. To provide maintenance and repair services for the leased premises and common areas, including ice and snow removal in accordance with its normal snow removal schedule.
- c. To enter the leased premises at all reasonable times and with minimum disruption for the purposes of inspection and to repair and correct all structural and other defects in the premises and equipment, fixtures, or appliances serving same.
- d. To provide a parking lot which will be available for use by the Tenant and others using the Center.

7. Tenant's Covenants: The Tenant hereby covenants and agrees as follows:

- a. Not to use or permit any activity upon said premises that will increase the rate of insurance thereon or anything that may be dangerous to life or limb.
- b. To provide a certificate of insurance covering its exposure to liability as set forth in Paragraph 8 of this agreement.
- c. Not to deface or injure the leased premises, or the building or surrounding grounds, or to overload the floors, or to do or permit anything to be done upon said premises, or in the building or surrounding area that will amount to or create a nuisance.

- d. Not to erect or permit to be erected on the exterior of the premises of the building any signs, and not to erect or permit to be erected within the interior of the building any sign without having first obtained the written consent of the Landlord. Such consent shall not be unreasonably withheld.
- e. Not to sublet the premises or any part thereof, nor to assign the lease or any interest therein nor to permit such lease to become transferred by operation of law or otherwise without first obtaining the written consent of the Landlord. Any assignment, sale in bankruptcy or insolvency of the Tenant may, at the option of the Landlord, be considered an assignment within the meaning of this lease and as breach of the covenants thereof.
- f. Not to waste nor to misuse water, electricity, heat, or any of the other utilities or services that shall be furnished by the Landlord.
- g. To notify Landlord immediately upon taking possession of or first using the premises or any equipment, plumbing, fixture, appliances and machinery therein, of any defects in the equipment, plumbing, fixture, appliance and machinery therein, otherwise such taking possession of the premises shall be conclusive evidence of the satisfactory condition of the premises and the equipment and other services servicing same.
- h. To quit and deliver up the premises to the Landlord peaceably and quietly at the end of the term of this lease or any previous termination for any cause in as good order and condition and state of repair, reasonable use and wearing thereof excepted, as the same now are or may be put into by Landlord or Tenant.

8. Landlord's and Tenant's Scope of Liability: Landlord and Tenant agree that Tenant shall obtain a policy of insurance providing Landlord and Tenant with coverage against liability resulting from the careless, negligent, or unlawful use of the leased premises by Tenant, its officers, agents, or employees and that the cost of such policy of insurance shall be paid for solely by Tenant. Such coverage will be in an amount not less than Three Hundred Thousand (\$300,000) Dollars per occurrence.

Landlord states that it has and will continue to require all other Tenants of the building to maintain public liability insurance providing such Tenants and Landlord with coverage against liability resulting from the careless, negligent, or unlawful use of the leased premises by each such Tenant, its officers, agents, or employees.

Landlord further states that it maintains and will continue to maintain during the term of the lease its own policy of public liability insurance providing coverage against liability resulting from the careless, negligent, or unlawful use of the premises by the Landlord, its officers, agents, or employees.

The Landlord shall not be responsible or liable to the Tenant for any injury or damage resulting from acts or omissions of third persons occupying property adjoining the leased premises or any part of the building of which the leased premises is a part, or for any injury or damage resulting to the Tenant or its property from bursting, stoppage or leaking of water, gas, sewer, or steam pipes, except where such loss or damage arises from the willful or negligent misconduct of the Landlord, its agents or employees or from the Landlord's failure to make the repairs which it is obligated to make hereunder.

9. Partial Destruction of Premises: Landlord and Tenant agree that if during the term of this lease the leased premises or the improvements thereon shall be injured or destroyed by fire or the elements, or through any other cause, so as to render the leased premises unfit for occupancy, or to make it impossible to conduct the business of the Tenant thereon, or to such an extent that the premises cannot be repaired with reasonable diligence within (30) days from the happening of such injury, then the Landlord may terminate this lease as of the date of such damage or destruction. The Tenant shall then immediately surrender the leased premises and all interest therein to the Landlord. The Tenant shall pay rent only to the time of surrender. In case of any such destruction or injury the Landlord may reenter and repossess the leased premises described in this lease, and may dispossess all parties then in possession thereof. But if the leased premises can be restored within sixty (60) days from the happening of the injury thereto, and the Landlord within fifteen (15) days from the occurrence of such injury elects in writing to so repair or restore said premises within sixty (60) days from the happening of the injury thereto, then this lease shall not end or terminate on account of such injury by fire or otherwise. In such event the rent shall not run or accrue from the date of such injury through the date of completion of such repairs, except that the Tenant shall during such time pay a pro rata portion of such rent apportioned to the portion of the leased premises which are in condition for occupancy or which may be actually occupied during such repairing period. If, however, the leased premises shall be so slightly injured by any cause aforesaid, as not to be rendered unfit for occupancy, then the Landlord shall repair the same with reasonable promptness, and in that case the rent shall not cease or be abated during such repairing period. All improvements or betterments placed by the Tenant on the leased premises shall, in any event, be repaired and replaced by the Tenant at its own expense and not at the expense of the Landlord. In the event that the Landlord shall fail to make the required repairs or to give the required notice as specified in this provision, the Tenant may, at its option, terminate this lease as of the date of such injury upon furnishing written notice to the Landlord of same. Such right to terminate by the Tenant shall exist from and after thirty (30) days from the date of injury if no notice of repair has been received or from sixty (60) days of date of injury should notice have been received; in either event, the repairs must not have been substantially completed.

10. Breach of Covenants: In the event of the breach by either party of a material covenant of this Agreement and if said breach is not corrected within thirty (30) days - ten (10) days for nonpayment of rent - after written notification to the other party of said breach, the non-breaching party may, at its election, terminate this Lease Agreement upon written notice. In addition to the other covenants contained in this Agreement, the Tenant shall be deemed to be in breach of this Agreement if the Tenant's lease hold interest shall be taken on execution or other process of law, or if the Tenant shall petition to be or be declared bankrupt or insolvent according to law, or if the Tenant shall vacate said premises or abandon same during the term of this lease.

In the event of a breach of this Agreement is not corrected, as above set forth, the Landlord may, at his election and upon written notice to the Tenant, declare this lease forfeited and void, and may thereupon reenter and take full and absolute possession of said premises as the owner thereof, and free from any right or claim of the Tenant, or any person or persons claiming through or under the Tenant; and such election and reentry last mentioned shall be and constitute an absolute bar to any right to enter by the Tenant upon the payment of all arrearages of rent and costs after a disposition under any suit or process for breach of any of the covenants of this lease, and the commencement by the Landlord of any action to recover possession of said premises aforesaid shall be deemed a sufficient notice of election of said Landlord to treat this lease as void and terminated, without the written notice above specified in this subparagraph.

Reentry by the Landlord and declaration of forfeiture shall not work a forfeiture of the rents to be paid and the covenant to be kept by Tenant for the full term of this lease, except that Landlord shall make a good faith and reasonable effort to re-let the leased premises and any monies received therefrom shall be applied to Tenant's rent obligations, provided that the reasonable expenses incurred by the Landlord in any such re-letting may be deducted from any monies received therefrom.

11. Termination of Lease: Tenant and Landlord agree to give the other party written notice three (3) months prior to the expiration of this Lease of its intention to vacate the premises or to demand vacation of the premises. Unless either party gives notice that the premises shall be vacated at the end of the lease term, or any extension by option thereof, the lease shall be extended for successive one-month periods commencing as of the date of the end of the Lease, or any extension by option thereof, and continuing until terminated upon a one-month written notice delivered to the other party. Rent payable during such period shall be at the same rate as that paid during the original term, or any extension by option, which rent shall be paid on a monthly basis. If for any reason the Tenant does not promptly vacate the premises at the end of the term, or any extension by option thereof, the Tenant agrees to pay the Landlord, for such time as elapses between the end of the term of the lease as same may be extended by this provision of the Agreement and the time when the Tenant actually vacates the premises, a pro rata rental equal to one and one-half (1-1/2) times the rent, provided to be paid during the term of the lease, if Landlord has previously given notice of termination.

12. Common Spaces: Common spaces include but are not limited to hallways, restrooms, building entry areas. In the event the TENANT occupies 100% of the facility, there will be no spaces considered to be common in nature.

13. Interpretation and Amendment: The terms of the Lease Agreement shall be interpreted in accordance with the laws of the State of Minnesota. The parties agree that no assent, express or implied, by the Tenant or the Landlord to any breach of any of the covenants or agreements contained therein shall be deemed or taken to be a waiver of any succeeding breach of such covenant.

This Agreement is binding upon the parties hereto and their successors in interest and it contains the complete agreement of the parties. This Agreement can only be amended in writing signed by both parties.

14. Real Estate Taxes: If the current tax exempt status on the leased property changes due to any tenant's occupancy, the Tenant shall pay all real estate taxes on said property and all payments required to be made in lieu of taxes, including payments required by Minn. Stat. 272.68, Subd. 3, and shall pay any expenses incurred in connection with such obligation.

The Landlord and Tenant have executed this Lease Agreement on the day and year first written, each party retaining an executed copy for its records.

School Board
Wayzata School District
210 County Road 101 N | PO BOX 660
Wayzata, MN 55391

School Board
Hopkins School District 270
1001 State Highway No. 7
Hopkins, MN 55305

By: _____
Chief Executive Officer

By: _____
Chairperson

By _____
Chief Operating Officer

By: _____
Clerk

Date: _____

Date: _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – August 11, 2014

AGENDA SECTION: 2. Consent Agenda

ITEM: E. Approval of Construction Manager Contract

COMMENTS BY: Jim Westrum, Exec. Dir. of Finance and Business

Approve Contract for Construction Management Services

At its March 10, 2014 regular meeting, the Board designated Kraus-Anderson Construction Company as its official service provider for construction management services.

The District solicited requests for proposals for a construction partner and to provide construction management services. The request for proposal and interviews were conducted in November, 2013. The committee recommended Kraus-Anderson Construction Company to provide pre-referendum services and to serve as the District's construction manager if the bond election was approved by voters.

The District administration and the District's legal counsel have negotiated a mutually agreeable contract whereby Kraus-Anderson Construction Company will serve under the direction of the District and provide construction management services.

RECOMMENDED ACTION: Approve Kraus-Anderson Construction Company Contract for Construction Management Services.

Motion by: _____ YES _____ Passed _____

Second by: _____ NO _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – August 11, 2014

AGENDA SECTION: 2. Consent Agenda

ITEM: F. Approval of Architect and Engineer Agreement

COMMENTS BY: Jim Westrum, Exec. Dir. of Finance and Business

Approve Contract For Architect and Engineer Services

At its March 10, 2014 regular meeting, the Board designated WOLD Architects and Engineers as its official service provider for Architect and Engineer services.

The District administration and the District's legal counsel have negotiated a mutually agreeable contract whereby WOLD Architects and Engineers will provide architectural and engineering services.

RECOMMENDED ACTION: Approve WOLD Architects and Engineers Contract for Architectural and Engineering Services.

Motion by: _____ YES _____ Passed _____

Second by: _____ NO _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 6.B.1 Board Policies

ITEM: a-g Policies 615, 623, 624, 625, 630, 631, and 528

COMMENTS BY: Dr. Jill Johnson, Exec. Director of Teaching and Learning

RECOMMENDED ACTION: Approve the following policies for second reading and approval:

Policy 615 – Graduation Exercises

Policy 623 – Instructional Program Planning, Evaluation, and Reporting

Policy 624 – Student Progress Reports to Parents

Policy 625 – Credit for Prior Learning and Credit by Assessment

Policy 630 – Home Schooling

Policy 631 – Technology Use

RECOMMENDED ACTION: Approve the following policy for first reading:

Policy 528 – Bullying Prohibition

RECOMMENDED ACTION: Approve the policies as recommended.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

GRADUATION EXERCISES

POLICY: 615

The purpose of this policy is to provide guidance for the high school graduation ceremony. The School Board believes that completion of the requirements for high school graduation is an achievement that should be publicly recognized. Accordingly, the Superintendent or designee is directed to plan and organize a senior high graduation ceremony.

All speakers for the graduation ceremony will be a staff member of the district or students unless approved by the superintendent.

ADOPTED: August 11, 1986
AMENDED: August 16, 2004
AMENDED: March 12, 2007
PROPOSED: August 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

GRADUATION EXERCISES

REGULATIONS: 615-R

The following regulations relate to high school graduation in the Wayzata School District:

1. Wayzata High School shall conduct a commencement ceremony at the end of each school year to recognize and honor graduating seniors.
2. While details on graduation programming, dress, and procedure shall be left to the discretion of the high school administration, it is expected that the ceremony will be conducted in a decorous manner, with appropriate sensitivity to community traditions.
3. Graduating seniors shall be encouraged to participate in graduation exercises, but they shall not be required to do so.
4. Requirements for high school graduation and normal school progress shall be described through handbooks or other documents prepared by the school administration and made available to students, parents, and other interested citizens.

EFFECTIVE: August 11, 1986
MODIFIED: August 16, 2004
REVIEWED: March 12, 2007
PROPOSED: August 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**INSTRUCTIONAL PROGRAM PLANNING,
EVALUATION, AND REPORTING**

POLICY: 623

The purpose of this policy is to establish a systematic process for instructional program assessment, development, and implementation. The District 284 Board of Education is committed to the establishment and support of a systematic process for instructional program assessment, development, and implementation. In accordance with Minnesota statute, this systematic process shall include the following components:

INSTRUCTIONAL GOALS

~~Prior to the beginning of~~ By no later than November 15, of each school year, the Superintendent shall recommend to the Board of Education for action a set of District instructional goals or priorities. ~~to be incorporated by reference into District policy for a period of one year.~~

INSTRUCTIONAL PLAN

The Administration is to be assisted by licensed personnel in the development of an instructional plan that is designed to implement the instructional goals. Insofar as possible, the instructional plan shall include the District's efforts in instructional effectiveness processes as well as the efforts toward integration of curriculum and technology. Within the established ~~six-year~~ curriculum review and development cycle, academic standards for targeted instructional areas for each subject area at each grade shall be developed and/or reviewed ~~for appropriateness~~ each year.

EVALUATION

An ongoing evaluation shall be made of the progress in meeting the established instructional goals. ~~A part of the evaluation shall utilize test results and may include other performance data and faculty interpretations and judgments. A second and equally important part of the evaluation are periodic and targeted surveys of the opinions of adult residents and students in the School District.~~

The evaluation shall include achievement results, faculty interpretations and judgments and periodic and targeted surveys of adult residents and students in the School District.

IMPROVEMENT PLANS

The Board of Education shall annually review the results of the evaluation and instruct the Superintendent to recommend plans and programs designed to provide improvements where established goals have not been reached.

REPORTING

The District's annual ~~PER~~ instructional goals, evaluations, and improvement plans shall be printed as a report and made available to the citizens of the School District each year. The title of the report will contain the name and number of school district and read "Annual Report on Curriculum and Student Performance." Distribution of the report shall be made no later than **October 15** for the preceding year.

ADVISORY COMMITTEE

~~In an effort to encourage active community participation in this process, the Board of Education is to appoint an advisory committee which shall include administrative staff, teachers, parents, and other community residents. The function of the committee is to assist administration and faculty with the curriculum review process and to advise the Board of Education in matters of curriculum goals, evaluation, and reporting the results of curriculum evaluations. Membership on the advisory committee will be solicited by newspaper announcements and contacts with building PTSO organizations. Interested members should contact the Superintendent by August 15. Each member will serve a one-year term.~~

A district advisory committee shall provide assistance for continuous review and improvement of the school curriculum. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student and community residents.

The district shall make every reasonable effort to maintain a district advisory committee pursuant to MS 120B.11 subdivison 3.

RESOURCE PLAN

The Superintendent or designee is directed to develop and maintain a plan for the allocation of fiscal and human resources (staff time) for the overall process in the District. This plan will be reviewed annually and will include adequate resources to support the curriculum review process.

ROLES AND RESPONSIBILITIES

The Superintendent or designee is directed to develop and maintain written role and responsibility descriptions for all participants in the curriculum review process including the advisory committee, staff, and administration.

ADOPTED: January 14, 1985
AMENDED: January 11, 1988
AMENDED: November 9, 1992
REAFFIRMED: November 8, 1993
AMENDED: August 16, 2004
AMENDED: May 14, 2007
PROPOSED: August 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

INSTRUCTIONAL PROGRAM
PLANNING, EVALUATION AND REPORTING

REGULATIONS: 623R

Curriculum Review Process

Phase I: Envision and Assess

1. Where do we want to go? What is the vision of teaching and learning for this curricular area? Information will be gathered from stakeholders (e.g. school board, principals, teachers, parents and students, community.)
2. Where are we now? How does the program currently function?
3. What gaps exist between where we would like to be and where we currently are? What areas need attention?

Phase II: Plan and Develop

1. Using the information gathered in Phase I, begin planning, focusing on the curriculum.
2. Develop plans to address areas identified for improvement.
3. Gather input and refine plans.

Phase III: Implement

1. Preparation for adoption – communicate with stakeholders, purchase materials,
2. Action – professional development, assessments
3. On-going evaluation of implementation

Phase IV: Review and Evaluate

1. How effective was the review process and what made it effective and what should be changed?
2. How is the action plan working? What is our progress towards the indicators of success?

INSTRUCTIONAL PROGRAM PLANNING, EVALUATION AND REPORTING

Curriculum, Instruction & Technology Advisory Committee (CITAC)

The Citizens Curriculum, Instruction & Technology Advisory Committee (CITAC) has been established to function as an advisory committee to the Wayzata Independent School District 284 School Board and Administration on the following curriculum and technology related items:

- Curriculum and Technology goals and evaluations
- Priorities for student educational experiences
- Curriculum, Instruction & Technology policies and effective practices
- Curriculum, Instruction & Technology decisions impact analysis
- Local, state, and national trends in curriculum, instruction, technology and implementation
- Legislative issues impacting curriculum, instruction and technology in education

In addition, the Citizens Curriculum, Instruction & Technology Advisory Council will serve as a business/community sounding board and communications link between the School Board and the business and residential communities of District 284.

Statement of Purpose: CITAC's purpose is to function as an advisory committee to the Wayzata School Board and administration regarding the following curriculum review and technology matters:

- Curriculum and Technology goals and evaluations
- Priorities for student educational experiences
- Curriculum, Instruction & Technology policies and effective practices
- Curriculum, Instruction & Technology decisions impact analysis
- Local, state, and national trends in curriculum, instruction, technology and implementation
- Legislative issues impacting curriculum, instruction and technology in education

Requirements: Candidates need to reside in the Wayzata School District, should possess an interest in curriculum, instruction and education technology issues; a strong background in education and/or information technology; and a desire to further the success of the students and families served by Wayzata Public Schools.

Meeting Schedule: Meets four times annually. Meeting dates and time TBD.

Membership Size: Fifteen community members and representatives from the school district technology and curriculum departments. A representative from the Wayzata Education Association (teacher's union) is also included.

Length of Service: Each community member will serve a three-year term with one-third of the members' terms ending each year, enabling new members to be selected. Members may choose to serve more than one term.

INSTRUCTIONAL PROGRAM PLANNING, EVALUATION AND REPORTING

Application and Selection: Committee members will be selected in September. Applications will be sent to potential candidates. Completed forms will be evaluated and approved by the Director of Technology and the Director of Curriculum and Instruction. Applications are available on the school district's website. Applications are due to the Director of Curriculum and Instruction and Director of Technology by August 31, of each year.



District 284 Curriculum Review Cycle

MDE Revision	Math										Arts	Science	Lang Arts	Social Studies
Phase	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022					
Year 1 Self Study	Math World Lang. Health/PE	Music	Science FACS	Lang Arts Social Studies	Math Media & Elem Technology**	Art Music	Science	Lang Arts	Social Studies					
Year 2 Development	Bus. Ed. ETD*	Math World Lang. Health/PE	Music	Science FACS	Lang Arts Social Studies	Math Media & Elem Technology**	Art Music	Science	Lang Arts					
Year 3 Common Assessments/ Implementation & Refinement	Lang Arts Media & Elem Technology** Art	Bus. Ed. ETD*	Math World Lang. Health/PE	Music	Science FACS	Lang Arts Social Studies	Math Media & Elem Technology**	Art Music	Science					
Year 4 Implementation	Social Studies	Lang Arts Media & Elem Technology** Art	Bus. Ed. ETD*	Math World Lang. Health/PE	Music	Science FACS	Lang Arts Social Studies	Math Media & Elem Technology**	Art Music					
Year 5 Implementation	Science	Social Studies	Lang Arts Media & Elem Technology** Art	Bus. Ed. ETD*	World Lang. Health/PE		FACS	Social Studies	Math Media & Elem Technology**					
Year 6 Reflection		Science	Social Studies	Media & Elem Technology** Art	Bus. Ed. ETD*	World Lang. Health/PE		FACS						

* Engineering, Technology & Design (Formerly Industrial Tech/Career Tech Ed)

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**STUDENT PROGRESS REPORTS TO
PARENTS**

POLICY: 624

The purpose of this policy is to establish a process for reporting student progress to parents.

The School Board recognizes the school's obligation to provide parents and students with timely periodic reports of a student's progress. These reports are a vital form of communication between the schools and the parents. The Superintendent is directed to establish and maintain a reporting system of student progress for the District.

ADOPTED: August 11, 1986
AMENDED: September 13, 2004
AMENDED: May 14, 2007
REVIEWED: December 9, 2013
PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**STUDENT PROGRESS REPORTS TO
PARENTS**

REGULATIONS: 624-R

1. It is recognized that reporting may take place through the use of grades or other symbols to indicate class achievement. Narrative statements may either supplement or replace symbol grading where appropriate. Decisions in such matters should be made in light of student maturity and the nature of instruction.
2. In addition to periodic reports, parents will be notified when a student's performance requires special notification.
3. Written reports and conferences on student progress will be made available to non-custodial parents on request unless forbidden by a court order on file in the principal's office. It will be the responsibility of the non-custodial parent to request such reports from the principal.
4. Parent-teacher conferences are encouraged and generally represent an excellent basis for exchanging information about a student.

EFFECTIVE: August 11, 1986
MODIFIED: September 13, 2004
MODIFIED: May 14, 2007
REVIEWED: December 9, 2013
PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**CREDIT FOR PRIOR LEARNING AND
CREDIT BY ASSESSMENT**

POLICY: 625

The purpose of this policy is to recognize student achievement which occurs in post-secondary institutions and other advanced enrichment programs. ~~extracurricular activities, activities outside the school, previous learning, and community and work experiences.~~

If a student can demonstrate mastery of content by assessment or by previous learning, then the student can take more rigorous courses at a more appropriate learning level.

ADOPTED: August 14, 1995
AMENDED: August 16, 2004
REVIEWED: April 9, 2007
AMENDED: October 8, 2007
PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**CREDIT FOR PRIOR LEARNING AND
CREDIT BY ASSESSMENT**

REGULATIONS: 625-R

Credit for Prior Learning:

1. Students will complete and return the application form titled, "Credit for Learning." These forms can be obtained through and returned to the Wayzata High School counseling office.
2. Students who successfully complete the assessment process will receive a course grade of "T" (Test Out) on their transcript.
3. A review committee will determine whether or not the student successfully completed the assessment process.
- ~~3. Effort shall be made to ascertain the content of courses, programs and learning previously achieved to award appropriate credit to the student as full as possible. This may include asking the student to verify the content of the activities.~~
- ~~4. The counselor will use the School Review Committee to verify that the activities and learning are of sufficient rigor to earn a credit.~~
- ~~5. The Review Committee will consist of, at least a high school administrator, counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher and/or Vision 21 teacher will be part of the committee.~~
4. The Review Committee will consist of at least a principal or designee, a counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher and/or Vision 21 teacher will be part of the committee.
5. If applicable, the Review Committee shall consider appropriate accommodations, modifications, and exemptions consistent with the student's Individual Education or 504 plan.

Credit by Assessment:

1. Student shall discuss a request for credit by assessment for a high school course with the appropriate counselor or enroll in a district summer test out opportunity.
2. The student shall submit an application through the principal to the School Review Committee by mid-semester of the semester preceding the course the student would normally take.
3. The review committee shall determine what the student needs to demonstrate, the criteria for the demonstration, and the competency level required. To test out of a course, the student must score at least 80%.
4. If applicable, the Review Committee shall consider appropriate accommodations, modifications, and exemptions consistent with the student's Individual Education or 504 plan.
5. The Review Committee will consist of at least a principal or designee, a counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher and/or Vision 21 teacher will be part of the committee.
6. A student may attempt to test out of a course only once.
7. Students who complete the assessment process successfully will receive a course grade of "T" on the transcript.

EFFECTIVE: August 14, 1995
MODIFIED: August 16, 2004
MODIFIED: April 9, 2007
MODIFIED: October 8, 2007
PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

HOME SCHOOLING

POLICY: 630

The purpose of this policy is to provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

Minnesota law provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

ADOPTED: May 14, 2007
PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

HOME SCHOOLING

REGULATIONS: 630-R

A. Conditions

The person in charge of a home school and the school district must provide instruction and meet the requirements as specified by Minnesota statute.

B. Immunization

The parent of a home-schooled child shall submit statements as required by Minnesota statute to the Superintendent of the school district in which the child resides by October 1 of each school year.

C. Textbooks, Instructional Material, Standard Tests

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home-schooled child as provided in Minnesota statute. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minnesota statute. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

D. Pupil Support Services

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minnesota statute. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minnesota statute for any of these purposes.

E. Extracurricular Activities

By Minnesota statute resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

F. Shared Time

Enrollment in class offerings of the school district:

1. A home schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
2. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

EFFECTIVE: May 14, 2007

PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TECHNOLOGY USE

POLICY: 631

This policy sets forth parameters and guidelines for access to and appropriate use of the district's electronic technologies, use of personal and district-owned devices within the district, and use of the district's network, internet, and social networking tools.

The Wayzata School District may provide employees and students with access to computers and other equipment enabling them to access the Internet, to use electronic mail, to create Internet Web pages, and to send, receive, and store documents. Use of this equipment shall be limited to educational purposes, including classroom instruction, educational research, and curriculum and professional development.

The use of this equipment is a privilege, not a right. All uses of this equipment shall be in compliance with the School District's policies and regulations and all state and federal laws. The School District may revoke the privilege to use this equipment for students and staff who violate these policies and regulations or state or federal law. In addition, the School District may take disciplinary or legal action against students and staff who violate these policies and regulations or state and federal laws.

The School Board recognizes that making resources such as the Internet available to students and staff carries some risks that students and staff may encounter material on the Internet that is offensive or is otherwise not suitable for an educational environment. The School District does not have the resources necessary to screen or filter out all inappropriate material or to prevent students from inappropriately disclosing information about themselves on the Internet, nor is it technologically possible to do so. However, the Board of Education believes the benefits of providing students and staff with access to the Internet outweighs the potential harm. In order to minimize these risks, the School District will endeavor to educate staff and students regarding how to use the School District's computers and communication technology responsibly.

The superintendent is directed to develop and implement regulations and procedures that will:

- A. Utilize appropriate computer software and hardware to allow students and staff to gain access to the Internet and that will protect the School District's data and equipment from unauthorized access or use; and
- B. Limit the use of the School District's computers and communication equipment to educational purposes, including classroom instruction, educational research, and curriculum and professional development.

**POLICY / REGULATION TITLE
REGULATIONS**

**CODE: EnterN
PAGE 2**

ADOPTED: May 11, 1998
AMENDED: July 12, 2004
REVIEWED: March 13, 2006
AMENDED: May 14, 2007
REVIEWED: October 12, 2009
PROPOSED: AUGUST 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TECHNOLOGY USE

REGULATIONS: 631-R

1. Definitions

The following definitions shall be used in implementing the Technology Use Regulations.

District System

The "District System" includes all of the District's computers and communications equipment, including but not limited to all computers, Internet access, electronic mail systems, software, including any school affiliated web-based tools, voice mail systems, databases, network storage devices (i.e., hard drives), facsimile machines, copy machines, cable television system, and all other audio and video systems.

Web-based Tools

Web-based Tools are defined as tools that are accessed via the Internet. Often these tools involve interactivity between students and others. They are generally viewable by the public and open to comments from the public. Examples include, but are not limited to, blogs, wikis, Google docs, and Voicethread.

2. Responsibilities

A. Superintendent

The Superintendent or designee shall serve as the coordinator to oversee the District System and to work with other state, regional, or federal organizations as necessary to continue to provide or improve the District System. In addition, the Superintendent may appoint a Director of Technology or other staff members, who shall:

1. Provide students and staff access to the District System as appropriate;
2. Protect the District System and data stored on the District System from unauthorized access, distribution, or manipulation;
3. To the extent practicable, filter, block, or otherwise prevent the use of the District System for the transmission of any comment, request, suggestion, proposal, image, or other communication which:
 - a. Is obscene, indecent, or sexually explicit; or
 - b. Is intended to promote or incite violence towards persons or property; or

- c. Violates the District's policies or regulations or state or federal law regarding harassment or discrimination.
4. Prevent the unauthorized disclosure of data stored on the District System.
5. Establish procedures to audit the District System for compliance with District policies and regulations, state and federal law, and vendor contracts;
6. Develop processes for creating electronic mail ("e-mail") accounts for students and staff;
7. Establish limits for file storage on the District System;
8. Establish routine procedures to make backup copies of data stored on file servers on the District System;
9. Establish virus protection procedures;
10. Establish "firewalls" and other security measures to maintain the security of the data stored on the District System;
11. Establish procedures and policies governing access to the District System from computers outside the District System;
12. Establish procedures and policies for student, staff, and classroom Web pages and other web-based tools; and
13. Provide information for parent(s)/guardian(s) and students regarding District Technology Use Policy and Regulations in student handbooks and District Web site.

B. Building Principals

School building principals or their designees shall serve as the building-level coordinators for the District System in conjunction with the Director of Technology. They shall have the authority to approve building-level activities using the District System, subject to review by the Superintendent and the Board of Education. Principals or their designees will also oversee training of students and staff regarding the use of the District System.

C. District's Educational Staff

The District's educational staff shall:

1. Educate themselves about technology and how it may be used in the classroom setting to educate students;
2. Use the District System appropriately in the classroom, including previewing resources that will be used as part of classroom instruction;

3. Supervise student's use of technology resources in the classroom to help them learn, identify information appropriate to their age and educational levels, and evaluate and use information to meet their educational goals;
4. All educational staff shall use only District approved web-based tools. For blogs or wikis, users must contact the tech office. Due to rapid changes in the access to these tools, staff members must check with the district technology integration department before using any interactive web-based tools. Educational staff members using any web-based tool must read and follow the Web 2.0 Code of Ethics;
5. Monitor and teach students the acceptable use when accessing ~~who access~~ the District System to ensure they are abiding by the District's policies and regulations; and staff are responsible for copyright responsibilities – teaching and monitoring copyright ethics.
6. Prevent the unauthorized disclosure of data stored on the District System.

D. Staff

Staff members, including all employees, independent contractors and volunteers, may be provided access to the District System. If such access is obtained, staff members must abide by all District policies and regulations, state and federal law, and vendor contracts. If staff members obtain access to the District System from their homes or other remote locations, such use shall also be controlled by these regulations. Any data or other information downloaded or copied to a staff member's home computer from the District System shall remain the property of the District. Staff members obtaining such access shall also take the required steps to prevent the unauthorized disclosure of data stored on the District System.

E. Students

Students using the District system shall read (or have read and explained to them) and abide by the District's Technology Use Policy and Regulations.

Students in elementary and middle school shall not receive individual electronic mail accounts unless a teacher has established a valid educational need for an exception to be made to this regulation. The Director of Technology shall have the authority to implement this regulation and to make exceptions where appropriate. All students shall use only District approved web-based tools. These tools shall only be used with the explicit knowledge and approval of their supervising teacher. Students using any web-based tool must read and follow the Web 2.0 Code of Ethics, found in the student handbook and district webpage.

F. Parents/Guardians

There is a wide range of material available on the Internet, some of which may not comport with the moral standards or values of the families of students. It is not economically nor technologically feasible for the District to prevent students from encountering certain information when they use the Internet. It also is not possible to prevent students from disclosing information about themselves to others via the Internet.

The District permits students to use the Internet at school as part of classroom activities. Parent(s)/guardian(s) must notify the Director of Technology in writing if permission is **not** granted. (Notification form available through school principal or Technology Department.) Parents or guardians who permit a student to use the Internet at school: (a) recognize the risks of allowing students to access the Internet; (b) are responsible for reviewing the Technology Use Policy and Regulations with the student; and (c) are responsible for teaching the student how to make wise choices regarding the use of the Internet, including understanding what material is acceptable for them to review on the Internet.

3. Services Available on District System

The District may make any of the following services available to students and staff for use in a manner which is consistent with the limited educational purposes of the District System, District policies and regulations, state and federal law, vendor contracts, and available resources. The services to be made available may include:

- A. Internet access;**
- B. Creation of student, staff, or classroom Web pages content, including multimedia;**
- C. Electronic mail communications; and**

D. Network Folder.

Other services may be made available at the discretion of the Superintendent with the advice and consultation of the Director of Technology, based upon the service's ability to meet the educational goals of the District, compliance with District policies and regulations, state and federal law, vendor contracts, and available resources.

4. Use of the District System**A. Compliance With Other District Policies and Regulations**

Use of the District System must not violate the District's other policies and regulations, including but not limited to the District's policies on Nondiscrimination (510), Racial, Religious, Offensive Behavior/Sexual Harassment and Sexual Violence (403), and Hazing Prohibition (513).

Users are prohibited from using the District System to transmit (send), or receive messages, pictures, or computer files which are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, or which are intended to promote or incite violence against persons or property.

In addition, users are prohibited from: (i) violating copyright laws; (ii) using other user's passwords; (iii) trespassing in other folders, works or files; (iv) intentionally wasting limited District System resources.

B. Student Safety and Privacy

Students shall not disclose information via the District System such as last names, home addresses, or telephone numbers or other information that may identify themselves or other students.

Students shall notify their teacher, parent, or guardian when they encounter material or messages on the District System that are inappropriate or that make them feel uncomfortable.

C. Political and Commercial Activity

Because all electronic mail messages or other forms of communication sent using the District System will be identifiable as originating from the District, the District System shall not be used for political lobbying, unless the lobbying effort directly supports the School Board's legislative platform. The District system may not be used to endorse political candidate.

The District System shall not be used for personal commercial activity, including selling, purchasing, advertising, or soliciting goods or services. The District will not be responsible for any financial obligations arising from a user's activities on the District System.

D. Publication of Material on the Internet

The Director of Technology or his or her designee shall establish a process and criteria for the creation and posting of material on the District's Web servers. All student, staff, or classroom Web ~~pages~~ based-tools shall adhere to these criteria:

1. Student, School, and Classroom Web ~~Pages~~ based-tools

Schools and classes may create and publish Web ~~pages~~ content that present information about the school or their classroom activities. Students may be permitted, but shall not be required to publish their school projects on a Web page. Links to commercial sites without a clear educational connection and/or sites supported by advertising ~~should be~~ are discouraged.

2. Extracurricular and Community Support Organizations

With the approval of their school building principal or designee, school-sponsored extracurricular organizations and community groups that exist to support school programs and activities may be permitted to create and publish Web pages on the District's Web servers, provided that the material is consistent with the District's policies and regulations and relates to the activities of the organization. In the interest of providing for smooth transitions from year to year and in order to ensure continued support and maintenance and protecting the name and logos of District 284 and the Wayzata Public Schools, Web sites relating to and/or supporting school activities must be hosted on the District's servers with the support and guidance of Director of Technology or his or her designee and under the supervision of the activity advisor or designee.

3. Staff Web Pages

Staff members are encouraged to create and publish material on the District's Web site. Published material must be consistent with the limited educational purposes of the District System, the District's policies and regulations, state and federal law, and available resources. Staff who wish to purchase commercial web services for school use will check with the Director of Technology or his or her designee prior to purchase. The use of Free Web services supported by advertising is discouraged. Outside Web services used by staff and students must be accompanied by the following disclaimer: "This Web site is not part of the official Wayzata Public Schools Web site. Independent District 284 is not responsible for accuracy or content of this page or external links to this site."

4. Links to Community and Community Organization Web Sites

Wayzata Public Schools may provide links to community organization Web sites where appropriate. Examples include community Web sites, community youth organizations, community youth athletic organizations, park and recreational organizations, etc. Such links are provided at the complete discretion of Wayzata Public Schools. Organizations may request that their Web site be linked to or removed from Wayzata Public Schools Web pages by contacting the Director of Technology or his or her designee. Wayzata Public Schools declines any responsibility for the content or accuracy of such sites.

5. Web Based Tools ~~Logs (Blogs)~~ in General

~~Wayzata Public Schools will not authorize Web logs open to the public for anonymous comment. If people wish to share ideas, web pages are already available for that purpose. Staff may create web pages to share their ideas in a blog-like manner.~~

All web-based tools that allow public comments must abide by the following regulations:

a. Comment moderation must be enabled.

b. Teachers must read and approve each comment individually.

c. Comments must be set to require a login or the disclosure of the user's name and email address.

6. Classroom ~~Blogs or e-Zines~~ Web-Based Tools

~~A web log or e-zine~~ Web-based tools have many is appropriate ~~uses of technology~~ for learning purposes. Student contributions must be supervised by the teacher and must be appropriately identified adhering to all student behavior policies in the student handbook and applicable district policies and, specifically, policies regarding technology use and offensive behaviors. Students should not use last names. No anonymous contributions from the general public will be permitted. Participation in a ~~web log or e-zine~~ web-based tool will require parental permission.

7. Professional Blogs Use of Web-Based Tools

Departments or curriculum teams may use web-based tools logs for professional communication if they wish. Groups or individuals wishing to use a web-based tool must adhere to the above regulations. ~~create a blog should make a proposal to their supervisors and the Director of Technology or his or her designee stating the goals of the Web log, the audience and why it would be an appropriate use of district resources.~~

8. Online Learning Web Sites Environments

Wayzata Public Schools may provide access to online learning Web sites environments. Students may participate in online discussions environments and have access to other online educational services provided that all interactions are moderated by the teacher. ~~such participation is not anonymous or open to the general public.~~

E. Employee Use

Employees may use the District technology system for reasonable personal use, except for activities denied or prohibited in these regulations. Reasonable use is defined as use that does not interfere with your professional responsibilities. If there is a question regarding reasonable personal use, please contact your supervisor or principal.

5. System Security

A. Passwords

Users will be assigned or will create passwords that enable them to access certain computer or communication equipment. Users are responsible for protecting the security of these passwords.

B. Software

Copyrighted or licensed software shall only be used in accordance with its license or purchase agreement. Users are prohibited from copying any unlicensed computer software onto the District System. Users are prohibited from using the District System to make copies of unlicensed or copyrighted software.

Users are prohibited from using software that is designed to destroy data, provide unauthorized access to computer or communication equipment, or which would disrupt the District System in any way. This includes, by way of example only, using any software viruses, Trojan horses, worms, or other invasive software.

C. Virus Protection

The District shall install software on all computer equipment which is designed to detect and destroy computer viruses or other software which could damage the computers or violate the integrity of information stored on the computers. Users are required to use this software and are prohibited from tampering with it, turning it off, or disabling it.

D. Firewalls

The District shall install software and/or hardware (a "firewall") that limits access to the District's computers. Users are prohibited from using software or hardware that is designed to circumvent these firewalls or to allow unauthorized access to the District's computers.

E. Personal Computers

Computers that are not owned by the District must not be connected to the District's network unless the user has first obtained permission from the Technology Department. Permission to connect such a computer will not be granted unless the computer contains current virus software and has an operating system that is compatible with the District's systems.

F. Performance of District System

Users are prohibited from doing anything which would degrade the performance of the District's computers or communication equipment, including but not limited to deliberately crashing a computer or the computer network.

6. Privacy

A. The District System is to be used only for educational purposes. The District reserves the right to read, listen to, or otherwise access files and information stored on the District System. Users should therefore have no expectation of privacy in any message or file created, sent, stored, or received using the District System.

Users are prohibited from forging, altering, or otherwise concealing the identity of the person sending messages or other forms of communication with the District System.

All electronic-mail communications must be drafted in the same manner and with the same care as any communication in printed form on District letterhead. All communications, whether electronic, voice, or printed, must be in accordance with the District's policies and procedures, as well as local, state, and federal laws.

- B.** Many District publications may be electronically distributed. If a parent/guardian chooses to provide the District with a family e-mail address, the District cannot guarantee that the address will be encrypted in mass electronic mailings.

Family e-mail addresses may be provided to agencies with educational interests.

7. Intellectual Property Rights

Users will respect the rights of others in their intellectual property, including copyrights and trademarks. Users shall not make unauthorized copies of nor plagiarize the works of others.

Users shall not copy nor post on the Internet the works of others without the owner's written permission.

If a user desires to make copies of material found on the Internet, such copies shall be made only in accordance with the principles of "fair use" as that term is defined in the federal Copyright Act.

Works created by students are the property of the student.

Works created by staff members in the course of their duties and using the District System are the property of the District as works made for hire.

For educational purpose, the District may publish or exhibit examples of student projects and activities, including photographs of students and/or ~~videotape~~ video of students, on the District Web site or on the District cable station. Parent(s)/guardian(s) must notify the Director of Technology in writing if permission is not granted. (Notification form available through school principal or Technology Department.)

8. Investigation of Violations

The District will investigate any alleged violations of the Technology Use Policy or Regulations, and any rules or policies promulgated in accordance with these Regulations. As a part of any such investigation, the District may access (read or listen to) computer files or messages stored on the District System. Because the District is obligated to ensure the District System is used in compliance with the District's policies and regulations; state, local, and federal laws; and contracts with vendors; the District reserves the right to monitor the equipment and all information stored on it or transmitted with it. Accordingly, users should not have any expectation that messages or files they send, receive, or create using the District's computer and communication equipment will be kept private.

9. Enforcement of the ~~School~~ District's Technology Use Policy and Regulations**A. Students**

Violations of the District's Technology Use Policy and Regulations and any rules or policies promulgated in accordance with these regulations may be grounds for discipline, including required training or education or penalties including but not limited to revocation of the privilege to use the District System and other disciplinary actions as outlined in the Student Discipline Policy (502) and its regulations and the Pupil Fair Dismissal Act and other state and federal laws. A Student or employee engaging in unacceptable uses of the Internet when off district premises and without the use of the District system also may be in violation of this policy as well as other District policies. In situations when the District receives a report of an unacceptable use originating from a non-school computer or resource, the District shall investigate such report to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the District computer system and the Internet and discipline under other appropriate District policies, including suspension, expulsion, exclusion, or termination of employment.

B. Staff

Violations of the District's Technology Use Policy and Regulations, and any rules or policies promulgated in accordance with these Regulations, by staff may be grounds for discipline in accordance with District policies, regulations, practices, contracts, and state and federal law.

10. No Warranty Regarding the District System

The District makes no warranties of any kind, either express or implied, that the function of the services provided by or through the District System will be error-free or without defect. The District will not be held responsible for any damage users may suffer, including but not limited to loss of data or interruptions of service. The District does not guarantee that students using the District System will not encounter inappropriate material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the District System.

11. Acknowledgment Forms

Users are provided access to the District System in accordance with the District Technology Use Policy and Regulations. If a user (or their parent(s)/guardian(s) on behalf of a user) does not agree with the terms of this policy, written notice of such disagreement must be provided to the Director of Technology or its designee, at which time that user's access to the District System shall be terminated. (Notification form available through school principal or Technology Department.)

EFFECTIVE: May 11, 1998
MODIFIED: May 28, 2002
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528 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

IV. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

V. RETALIATION OR REPRISAL

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

VI. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. the complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. the incidence and nature of cyberbullying; and
 - 5. internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. engage all students in creating a safe and supportive school environment;
2. partner with parents and other community members to develop and implement prevention and intervention programs;
3. engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. teach students to advocate for themselves and others;
6. prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

VIII. DEFINITIONS

For purposes of the policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district

purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

ADOPTED: May 9, 2005

AMENDED: July 14, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 6.B.1 Board Policies

ITEM: a-g Policies 615, 623, 624, 625, 630, 631, and 528

COMMENTS BY: Dr. Jill Johnson, Exec. Director of Teaching and Learning

RECOMMENDED ACTION: Approve the following policies for second reading and approval:

Policy 615 – Graduation Exercises

Policy 623 – Instructional Program Planning, Evaluation, and Reporting

Policy 624 – Student Progress Reports to Parents

Policy 625 – Credit for Prior Learning and Credit by Assessment

Policy 630 – Home Schooling

Policy 631 – Technology Use

RECOMMENDED ACTION: Approve the following policy for first reading:

Policy 528 – Bullying Prohibition

RECOMMENDED ACTION: Approve the policies as recommended.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

2015 - 2016 Calendar

July				
		1	2	3 Holiday
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
October				
			1	2
5	6	7	8	9
12	13	14	15	16 Teacher Convention
19	20	21	22	23
26	27	28	29	30
January				
				1 Holiday
4 School Starts	5	6	7	8
11	12	13	14	15
18 MLK Holiday	19	20	21	22
25	26	27	28 End of Qtr. 2	29 Gr. Day PD Day
April				
				1 Comp Day
4	5	6	7	8
SPRING BREAK				
11 First Day Qtr. 4	12	13	14	15
18	19	20	21	22
25	26	27	28	29
August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 New Teacher Training	25	26	27	28
31 Tchrs WKO				
November				
2	3	4	5	6
9	10	11 End of Qtr. 1	12 New Year's Day	13 Confer/Comp Day
16 First Day Qtr. 2	17	18	19	20
23	24	25 Comp Day	26 Thank	27
30				
February				
1 First Day	2	3	4	5
8	9	10	11	12
15 President's Holiday	16	17	18	19
22	23	24	25	26
29				
May				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
31 Memorial Day				
September				
	1 Teacher Work Days	2	3	4
7 Labor Day	8 School	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23 Winter Break	24 Holiday	25 Holiday
28	29	30	31	
March				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30 End of Qtr. 3	31 Gr. Day PD Day	
June				
		1	2	3
6	7	8	9 Last Day Students	10 Gr. Day PD Day
13 Comp Day	14	15	16	17
20	21	22	23	24
27	28	29	30	

District Offices Closed: July 3, September 7, November 26 & 27, December 24 & 25, January 1, January 18
February 15, May 30

Key:
 Holiday

 Professional Development, Grading, Teacher Work Day

 School not in session K-12
Qtr. 1: 45 Student Days; 46 Teacher Days**Qtr. 2:** 42 Student Days; 43 Teacher Days**Qtr. 3:** 42 Student Days; 43 Teacher Days**Qtr. 4:** 43 Student Days; 44 Teacher Days**Student Days - 172 Days:** Sem 1 = 87; Sem 2 = 85**Teacher Days - 184 Days:** Sem 1 = 89; Sem 2 = 87

Workshop Week = 4

Comp Days = 4

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – June 9, 2014

AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: Finance and Business Services

COMMENTS BY: Jim Westrum, Executive Dir. of Finance and Business Services

Monthly Financial Reports

Enclosed for School Board review and information is the following financial report:

- Student Activity Fund Report of April, 2014.
- Executive Summary of financial performance of revenue and expenditures as a percentage of budget through April, 2014.
The summary includes an analysis of revenues and expenditures by fund, including key general fund categories.
- Investment Summary as of April, 2014.

No School Board action is required.

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : MISCELLANEOUS											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	018	000	000	000	899/099	AD BUILDING	2,875.25	541.10	240.34	3,176.01
21	R	018	000	000	000	092	INTEREST/BANK CHARGES	852.29	0.00	0.00	852.29
TOTAL MISCELLANEOUS								3,727.54	541.10	240.34	4,028.30

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : WAZATA HIGH SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	251	280	001	000	899/099	WAYZATA PLAYERS	21,699.58	47,044.97	38,897.67	29,846.88
21	E/R	251	280	003	000	899/099	YEARBOOK (WAYAKO)	1,799.03	158,996.07	169,978.47	(9,183.37)
21	E/R	251	280	005	000	899/099	CERAMICS	823.84	6,512.05	1,272.08	6,063.81
21	E/R	251	280	007	000	899/099	CHEERLEADERS	2,417.89	3,463.50	5,272.92	608.47
21	E/R	251	280	008	000	899/099	CHOIR	4,544.52	37,961.64	36,745.65	5,760.51
21	E/R	251	280	009	000	899/099	DANCE TEAM	9,457.86	56,985.59	43,730.40	22,713.05
21	E/R	251	280	016	000	899/099	ACTIVITY SUPPORT	43,965.42	29,412.97	31,160.53	42,217.86
21	E/R	251	280	017	000	899/099	DECA	7,088.27	40,990.73	36,186.32	11,892.68
21	E/R	251	280	019	000	899/099	FRENCH	-	1,504.35	447.75	1,056.60
21	E/R	251	280	020	000	899/099	GERMAN	2,864.15	7,793.12	1,840.09	8,817.18
21	E/R	251	280	021	000	899/099	LETTERMAN	55,887.00	34,668.90	26,409.70	64,146.20
21	E/R	251	280	022	000	899/099	FINE ARTS	1,275.84	9,993.16	9,122.28	2,146.72
21	E/R	251	280	024	000	899/099	BAND	7,623.87	77,575.89	71,428.16	13,771.60
21	E/R	251	280	026	000	899/099	NATIONAL HONOR	5,219.33	21,617.58	21,840.38	4,996.53
21	E/R	251	280	027	000	899/099	STUDENT SERVICES	157.41	2,625.00	2,688.00	94.41
21	E/R	251	280	028	000	899/099	ORCHESTRA	4,459.96	10,653.34	8,258.84	6,854.46
21	E/R	251	280	030	000	899/099	STUDENT COUNCIL	13,227.08	60,235.38	65,007.23	8,455.23
21	E/R	251	280	031	000	899/099	SPANISH (KEEP OPEN!)	996.26	4,227.94	819.64	4,404.56
21	E/R	251	280	038	000	899/099	SCHOLARSHIPS	1,537.00	0.00	0.00	1,537.00
21	E/R	251	280	039	000	899/099	THEATRE ARTS	1,286.82	6,259.43	5,254.79	2,291.46
21	E/R	251	280	040	000	899/099	BUSINESS PROFESS(BPA)	-	39,662.47	38,843.72	818.75
21	E/R	251	280	042	000	899/099	SKILLS USA	-	4,514.90	5,060.86	(545.96)
21	E/R	251	280	043	000	899/099	ART CLUB	462.74	0.00	462.74	-
21	E/R	251	280	044	000	899/099	LINK	6,021.94	8,640.00	8,820.84	5,841.10
21	E/R	251	280	047	000	899/099	SUPER MILEAGE TEAM	311.49	5,090.18	3,805.59	1,596.08
21	E/R	251	280	048	000	899/099	Y.E.S.	41.38	2,719.00	2,356.64	403.74
21	E/R	251	280	049	000	899/099	CREATIVE WRITING	2,337.57	0.00	0.00	2,337.57
21	E/R	251	280	050	000	899/099	TROJAN LOCK ROOM (DECA	22,268.10	30,089.42	33,316.60	19,040.92
21	E/R	251	280	051	000	899/099	V21 - ACTIVITY SUPPORT	2,097.40	100.00	1,779.27	418.13
21	E/R	251	280	052	000	899/099	ROBOTICS TEAM	5,710.48	15,839.03	15,087.27	6,462.24
21	E/R	251	280	053	000	899/099	SHOW STOPPERS	1,998.77	10,781.00	7,576.96	5,202.81
21	E/R	251	280	055	000	899/099	CHINESE CLUB	922.02	2,272.53	1,295.57	1,898.98
21	E/R	251	280	056	000	899/099	LAKER'S BKST NOOK	2,686.94	13,280.25	9,253.60	6,713.59
21	E/R	251	280	057	000	899/099	WHS INTERNATIONAL FESTIV	919.13	485.00	1,233.83	170.30
21	E/R	251	280	058	000	899/099	FRESHMAN RETREAT	-	13,540.16	14,415.43	(875.27)
21	E/R	251	280	059	000	899/099	TRAP & SKEET (NEW)	285.25	15,344.37	12,612.00	3,017.62
21	E/R	251	280	060	000	899/099	JR STATESMAN (NEW)	550.00	2,005.24	1,334.04	1,221.20
21	E/R	251	280	061	000	899/099	QUIZ BOWL (NEW)	-	9,618.07	6,650.82	2,967.25
TOTAL WAZATA HIGH SCHOOL								232,944.34	792,503.23	740,266.68	285,180.89

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : WAZATA HIGH SCHOOL ATHLETICS											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	251	280	070	000	899/099	BASEBALL	(1,399.26)	15,073.00	2,857.34	10,816.40
21	E/R	251	280	071	000	899/099	BASKETBALL - BOYS	(2,585.77)	18,938.50	12,069.54	4,283.19
21	E/R	251	280	072	000	899/099	BASKETBALL - GIRLS	2,783.78	11,443.77	2,968.10	11,259.45
21	E/R	251	280	073	000	899/099	CROSS COUNTRY - BOYS	619.14	13,013.00	6,165.76	7,466.38
21	E/R	251	280	074	000	899/099	CROSS COUNTRY - GIRLS	3,865.81	6,832.00	1,965.11	8,732.70
21	E/R	251	280	075	000	899/099	FOOTBALL	25,294.27	37,891.00	15,697.84	47,487.43
21	E/R	251	280	076	000	899/099	GYMNASTICS	2,553.49	3,813.00	2,111.49	4,255.00
21	E/R	251	280	077	000	899/099	GOLF - BOYS	(1,745.86)	7,233.00	2,313.57	3,173.57
21	E/R	251	280	078	000	899/099	GOLF - GIRLS	377.99	4,380.00	1,935.08	2,822.91
21	E/R	251	280	079	000	899/099	HOCKEY - BOYS	2,493.57	32,446.74	19,238.05	15,702.26
21	E/R	251	280	080	000	899/099	HOCKEY - GIRLS	729.33	20,515.09	7,791.27	13,453.15
21	E/R	251	280	081	000	899/099	SKIING - ALPINE	6,563.97	14,515.00	11,272.42	9,806.55
21	E/R	251	280	082	000	899/099	SKIING - NORDIC	3,982.63	16,538.14	11,007.33	9,513.44
21	E/R	251	280	083	000	899/099	SOFTBALL	221.98	10,246.00	6,182.43	4,285.55
21	E/R	251	280	084	000	899/099	SWIMMING/DIVING - BOYS	3,606.49	6,187.00	4,708.53	5,084.96
21	E/R	251	280	085	000	899/099	SWIMMING/DIVING - GIRLS	10,308.47	15,948.80	15,780.19	10,477.08
21	E/R	251	280	086	000	899/099	SOCCER - BOYS	7,013.91	12,200.00	6,184.12	13,029.79
21	E/R	251	280	087	000	899/099	SOCCER - GIRLS	7,687.62	10,527.50	6,751.92	11,463.20
21	E/R	251	280	088	000	899/099	SYNCHRONIZED SWIMMING	5,829.44	13,226.60	10,879.16	8,176.88
21	E/R	251	280	089	000	899/099	TENNIS - BOYS	9,363.38	21,359.00	566.89	30,155.49
21	E/R	251	280	090	000	899/099	TENNIS - GIRLS	353.97	12,137.30	7,894.84	4,596.43
21	E/R	251	280	091	000	899/099	TRACK/FIELD - BOYS	2,354.30	2,341.00	2,062.89	2,632.41
21	E/R	251	280	092	000	899/099	TRACK/FIELD - GIRLS	(1,698.00)	3,211.00	0.00	1,513.00
21	E/R	251	280	093	000	899/099	VOLLEYBALL	1,448.47	13,516.34	9,934.37	5,030.44
21	E/R	251	280	094	000	899/099	WRESTLING	2,788.04	2,800.00	3,783.12	1,804.92
21	E/R	251	280	095	000	899/099	ADAPTIVE ATHLETICS	3,338.12	187.00	15.00	3,510.12
21	E/R	251	280	096	000	899/099	BOYS LACROSSE	12,781.37	15,457.00	7,708.96	20,529.41
21	E/R	251	280	097	000	899/099	GIRLS LACROSSE	1,838.00	5,459.00	675.90	6,621.10
TOTAL HIGH SCHOOL ATHLETICS								110,768.65	347,435.78	180,521.22	277,683.21

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : CENTRAL MIDDLE SCHOOL											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	253	280	152	000	899/099	MUSICAL	6,583.46	19,397.81	19,570.14	6,411.13
21	E/R	253	280	155	000	899/099	VALLEYFAIR	-	0.00	0.00	-
21	E/R	253	280	156	000	899/099	STUDENT COUNCIL	2,297.75	14,392.18	13,458.08	3,231.85
21	E/R	253	280	157	000	899/099	BAND	363.66	4,936.01	4,692.00	607.67
21	E/R	253	280	161	000	899/099	YEARBOOKS	5,643.18	10,634.00	9,708.89	6,568.29
21	E/R	253	280	165	000	899/099	STUDENT SERVICES	9,489.85	1,961.88	3,681.00	7,770.73
TOTAL CENTRAL MIDDLE SCHOOL								24,377.90	51,321.88	51,110.11	24,589.67

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : WEST MIDDLE SCHOOL											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	351	280	202	000	899/099	CHOIR - KEEP!	8.85	1,000.00	977.96	30.89
21	E/R	351	280	203	000	899/099	STUDENT SERVICES	3,585.51	8,151.10	4,843.44	6,893.17
21	E/R	351	280	209	000	899/099	STUDENT COUNCIL	983.98	3,194.54	4,020.94	157.58
21	E/R	351	280	212	000	899/099	YEARBOOK	1,278.84	5,499.99	2,387.66	4,391.17
21	E/R	351	280	213	000	899/099	THEATER	9,139.76	3,333.51	3,927.85	8,545.42
21	E/R	351	280	215	000	899/099	DAY ONE	136.00	355.00	341.00	150.00
TOTAL WEST MIDDLE SCHOOL								15,132.94	21,534.14	16,498.85	20,168.23

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : EAST MIDDLE SCHOOL											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of <i>06/30/13</i>	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of <i>06/30/14</i>
21	E/R	352	280	100	000	899/099	STUDENT SERVICES	11,777.37	4,841.00	100.63	16,517.74
21	E/R	352	280	104	000	899/099	BAND	1,547.21	1,580.00	1,459.14	1,668.07
21	E/R	352	280	105	000	899/099	STUDENT COUNCIL	9,167.41	6,459.40	3,165.14	12,461.67
21	E/R	352	280	107	000	899/099	VARIETY FUND	10,466.06	8,697.00	8,254.64	10,908.42
TOTAL EAST MIDDLE SCHOOL								32,958.05	21,577.40	12,979.55	41,555.90

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : BIRCHVIEW											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of <i>06/30/13</i>	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of <i>06/30/14</i>
21	E/R	404	280	251	000	899/099	STUDENT SERV - K	681.13	0.00	0.00	681.13
21	E/R	404	280	253	000	899/099	STUDENT SERV - GR 1	26.95	416.25	1,147.77	(704.57)
21	E/R	404	280	254	000	899/099	STUDENT SERV - GR 2	548.55	840.75	0.00	1,389.30
21	E/R	404	280	255	000	899/099	STUDENT SERV - GR 3	100.05	1,031.00	574.60	556.45
21	E/R	404	280	256	000	899/099	STUDENT SERV - GR 4	(264.88)	552.75	0.00	287.87
21	E/R	404	280	257	000	899/099	STUDENT SERV - GR 5	(464.28)	1,505.00	249.43	791.29
21	E/R	404	280	259	000	899/099	STUDENT COUNCIL	2,010.56	0.00	75.50	1,935.06
21	E/R	404	280	260	000	899/099	STUDENT SERV - GENERAL	2,180.58	640.02	1,052.49	1,768.11
21	E/R	404	280	261	000	899/099	MEDIA	1,496.52	50.98	38.93	1,508.57
TOTAL BIRCHVIEW								6,315.18	5,036.75	3,138.72	8,213.21

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : GREENWOOD											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	406	280	307	000	899/099	KINDERGARTEN	1,348.94	835.00	734.68	1,449.26
21	E/R	406	280	311	000	899/099	MEDIA	265.93	157.42	327.97	95.38
21	E/R	406	280	312	000	899/099	STUDENT SERVICES	4,257.71	1,396.00	4,855.67	798.04
TOTAL GREENWOOD								5,872.58	2,388.42	5,918.32	2,342.68

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : OAKWOOD											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of	FY'2013/14	FY'2013/14	Balance as Of
								<i>06/30/13</i>	Revenue	Expend	<i>06/30/14</i>
21	E/R	407	280	469	000	899/099	STUDENT COUNCIL	211.63	1,556.11	644.79	1,122.95
21	E/R	407	280	474	000	899/099	STUDENT SERV - GENERAL	7,338.47	0.00	55.48	7,282.99
21	E/R	407	280	476	000	899/099	CHESS CLUB	587.72	340.00	251.80	675.92
Total Oakwood Elementary								8,137.82	1,896.11	952.07	9,081.86

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : SUNSET HILL											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	408	280	572	000	899/099	STUDENT SERVICES	9,969.17	25,146.45	21,310.10	13,805.52
21	E/R	408	280	574	000	899/099	PENCIL MACHINE/STORE	1,639.14	643.45	789.00	1,493.59
TOTAL SUNSET HILL								11,608.31	25,789.90	22,099.10	15,299.11

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : PLYMOUTH CREEK											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of <i>06/30/13</i>	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of <i>06/30/14</i>
21	E/R	410	280	533	000	899/099	STUDENT SERVICES	6,972.40	0.00	622.42	6,349.98
TOTAL PLYMOUTH CREEK								6,972.40	-	622.42	6,349.98

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : GLEASON LAKE											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of <i>06/30/13</i>	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of <i>06/30/14</i>
21	E/R	411	280	352	000	899/099	STUDENT SERVICES	13,848.59	6,132.64	1,988.69	17,992.54
TOTAL GLEASON LAKE								13,848.59	6,132.64	1,988.69	17,992.54

Wayzata Public Schools											
Student Activity Fund Summary											
June 2014											
PROGRAM/LOCATION : KIMBERLY LANE											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/13	FY'2013/14 Revenue	FY'2013/14 Expend	Balance as Of 06/30/14
21	E/R	412	280	401	000	899/099	STUDENT COUNCIL	852.64	3,106.10	1,400.50	2,558.24
21	E/R	412	280	403	000	899/099	GJESTVANG	560.01	720.00	344.64	935.37
21	E/R	412	280	404	000	899/099	CARLSON	971.27	625.00	51.67	1,544.60
21	E/R	412	280	405	000	899/099	SPRAQUE	944.64	527.00	114.72	1,356.92
21	E/R	412	280	430	000	899/099	MEDIA	631.56	125.95	572.48	185.03
21	E/R	412	280	431	000	899/099	STUDENT SERVICES	27,001.73	10,209.26	2,668.02	34,542.97
TOTAL KIMBERLY LANE								30,961.85	15,313.31	5,152.03	41,123.13

ISD 284
INVESTMENT SUMMARY
AS OF JUNE 30, 2014

GENERAL FUND								
Investment Held At	Type Of Investment	Purchase Date	Maturity Date	Total Days Invested	Investment Cost	Maturity Amount	Interest Earned	Yield
PMA/MN Trust	Money Market	N/A	NOW	N/A	N/A	\$22,662,224	N/A	0.04%
MSDLAF+	Money Market	N/A	NOW	N/A	N/A	\$1,034,186	N/A	0.02%
MSDMAX	Money Market	N/A	NOW	N/A	N/A	\$6,025,220	N/A	0.04%
Smith Barney	Money Market	N/A	NOW	N/A	N/A	\$3,506,187	N/A	0.04%
PMA/MN TRUST	Term Series	5/30/14	8/13/14	74	\$7,000,000	\$7,001,726	\$1,726	0.12%
TOTAL GENERAL FUND					\$7,000,000	\$40,229,543	\$1,726	
Note: Term Series investment held with PMA/MN Trust consists of investments in certificates of deposit, obligations of the U.S. Government, it's agencies and instrumentalities, municipal obligations or any other instruments permitted under Minnesota law.								
FUND 06 (ALT FACILITIES BONDS)								
Investment Held At	Type Of Investment	Purchase Date	Maturity Date	Total Days Invested	Investment Cost	Maturity Amount	Net Interest Earned	Yield
PMA/MN Trust	Money Market	N/A	NOW	N/A	N/A	\$1,681,830	N/A	0.04%
MSDLAF+	Money Market	N/A	NOW	N/A	N/A	\$14,914,191	N/A	0.02%
MSDMAX	Money Market	N/A	NOW	N/A	N/A	\$0	N/A	0.04%
MSDLAF MANAGED	Fannie Mae Global Notes	5/22/14	7/2/15	406	\$1,681,370	\$1,684,316	\$2,946	0.16%
MSDLAF MANAGED	FNMA Notes	5/22/14	7/28/15	432	\$5,035,607	\$5,044,933	\$9,326	0.16%
MSDLAF MANAGED	FNMA Notes	5/22/14	8/26/16	827	\$5,513,255	\$5,577,885	\$64,630	0.52%
TOTAL FUND 06					\$12,230,232	\$28,903,155	\$76,902	

FUND 82 (2014 BUILDING BONDS)								
				Total Days			Net	
Investment Held At	Type Of Investment	Purchase Date	Maturity Date	Invested	Investment Cost	Maturity Amount	Interest Earned	Yield
MSDLAF+	Money Market	N/A	NOW	N/A	N/A	\$50,062,938	N/A	0.02%
MSDMAX	Money Market	N/A	NOW	N/A	N/A	\$0	N/A	0.04%
MSDLAF MANAGED	US Treasury Notes	5/22/14	11/30/15	557	\$5,597,324	\$5,615,405	\$18,081	0.21%
MSDLAF MANAGED	US Treasury Notes	5/22/14	12/31/15	588	\$5,001,563	\$5,020,137	\$18,574	0.23%
MSDLAF MANAGED	US Treasury Notes	5/22/14	1/31/16	619	\$5,009,961	\$5,031,798	\$21,837	0.26%
MSDLAF MANAGED	US Treasury Notes	5/22/14	2/29/16	648	\$4,997,265	\$5,022,192	\$24,927	0.28%
MSDLAF MANAGED	US Treasury Notes	5/22/14	4/30/16	709	\$6,303,445	\$6,345,891	\$42,446	0.35%
MSDLAF MANAGED	FNMA Notes	5/22/14	10/26/15	522	\$9,691,330	\$9,720,777	\$29,447	0.21%
MSDLAF MANAGED	Fannie Mae Global Notes	5/22/14	3/30/16	678	\$5,014,550	\$5,046,438	\$31,888	0.34%
MSDLAF MANAGED	FHLMC Notes	5/22/14	5/27/16	736	\$3,282,363	\$3,308,795	\$26,432	0.40%
TOTAL FUND 82					\$44,897,801	\$95,174,371	\$213,632	

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 6. Superintendent's Reports and Recommendations

ITEM: D. Human Resource Services

COMMENTS BY: Exec. Dir. of Human Resource Services Annie Doughty

The School Board Bargaining Team and the Wayzata Secretarial and Paraprofessionals' Union have reached agreement for the 2014-2016 contract. The Union Membership voted on July 15, 2014 and ratified the contract. Attached is a copy of the final language and costing model.

Salary schedule improvement was 2.0% for 2014-15 and 1.5% for 2015-16.

The negotiation team members were:
Marie Beck, Mari Johnson, Anne Bipes, Gayle Ortlip, Cheryl Warzaha and Leif Grina for the Secretarial and Paraprofessionals' unit.

Andrea Cuene and Annie Doughty represented the School Board.

We would like to express appreciation for the collaborative efforts put forth by the negotiation team members throughout the negotiation process. The entire process was one of respect, professionalism and collaboration.

RECOMMENDED ACTION: Approve the contract with the Secretarial and Paraprofessional employees for the period July 1, 2014 through June 30, 2016 as tentatively agreed upon by the bargaining teams.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____



**ISD 284 Secretarial/Paraprofessional Personnel – SEIU Local 284
And
Wayzata Public School District #284
2014-16 Tentative Agreement - as of June 30, 2014**

New Language underlined

~~Deleted Language strike through~~

Dates will be updated as appropriate.

Section 3.4 • Wage Rates

Effective July 1, 2002, employees hired prior to January 1 of a school year will move to their appropriate wage/step as of the following July 1. Employees hired after December 31 of a school year will move to their appropriate wage/step on July 1 of the following year.

Community Education building supervisors, who work less than 500 hours in a year, will be placed on the next step upon completion of 500 hours. Staff who work more than 500 hours shall be placed on the next step on the applicable rollover date.

Classification	Job Definitions
I	Secretary, High School Principal Secretary, Middle School Principal Secretary, Elementary Principal Secretary, High School Registrar/Guidance Office Secretary, Director of Community Education Services
II	Secretary, High School Guidance Office Secretary, Culinary Express Secretary, Activities/Athletics Secretary, District Technology Secretary, Special Services <u>Secretary, Special Services Records</u> Secretary, Middle School Student Services Secretary, High School Scheduling Office Secretary, Data Processing/Purchasing Secretary, Community Education Services Facilities Secretary, Student Registration Technician, Payroll Secretary, High School Certified Occupational Therapy Assistant Secretary, Buildings and Grounds Secretary, Alternative Learning Center Secretary, Student Accounting Technician, Assessment and Evaluation Technician, Finance Technology Paraprofessionals Secretary/Technician, Student Transportation Secretary, Elementary Science Center <u>Secretary, Welcome Center</u>
III	District Office Receptionist/Human Resource Services Technician, Accounts Payable Technician, Accounts Receivable Secretary, Early Childhood Family Education Secretary, Home Base

	Secretary, Curriculum & Instruction- Research & Evaluation
	Health Paraprofessionals
	Special Education Records/Preschool Screening
	Paraprofessional
	Special Education Paraprofessionals – Students With Disabilities
	Secretary, High School Receptionist
	Secretary, Middle School
	Secretary, Equity & Integration
	Secretary, Special Services – High School
IV	All Other Paraprofessionals

Effective July 1, 2012	Step	I	II	III	IV
	1	17.20	16.38	15.91	13.53
	2	18.87	17.73	17.10	14.70
	3-5	19.83	18.64	17.98	15.41
	L6	22.24	20.92	20.17	17.37
	L 9	22.49	21.17	20.42	17.62
	L11	22.80	21.45	20.72	17.88
	L14	23.10	21.75	21.02	18.19
	L16	23.43	22.09	21.32	18.44
	L19	23.68	22.34	21.57	18.70
	L21	23.89	22.54	21.80	18.95
	L24	24.20	22.85	22.11	19.25
	L26	24.53	23.18	22.43	19.57
	L29	24.84	24.15	22.74	19.87
	L31	26.17	24.84	24.08	21.23

Effective July 1, 2013	Step	I	II	III	IV
	1	17.40	16.57	16.09	13.69
	2	19.09	17.94	17.30	14.87
	3-5	20.06	18.85	18.19	15.59
	L6	22.50	21.16	20.40	17.57
	L9	22.75	21.41	20.65	17.82
	L11	23.06	21.70	20.95	18.09
	L14	23.37	22.00	21.26	18.40
	L16	23.70	22.34	21.57	18.65
	L19	23.95	22.60	21.82	18.91
	L21	24.16	22.80	22.05	19.17
	L24	24.48	23.11	22.36	19.47
	L26	24.81	23.45	22.69	19.80
	L29	25.13	24.43	23.00	20.10
	L31	26.47	25.13	24.36	21.47

Longevity:	2012-13	2013-14
<u>After 10 years</u>	<u>\$00.25</u>	<u>\$00.25</u>
<u>After 15 years</u>	<u>\$00.25</u>	<u>\$00.25</u>
<u>After 20 years</u>	<u>\$00.25</u>	<u>\$00.25</u>
<u>After 25 years</u>	<u>\$00.25</u>	<u>\$00.25</u>
<u>After 30 years</u>	<u>\$00.25</u>	<u>\$00.25</u>

Section 3.6 • Pay Procedures

Payroll ~~checks~~ deposits will be ~~distributed~~ made according to the District's established payroll schedule.

Paraprofessionals will be paid from hourly time ~~cards~~ sheets approved by their supervisor and submitted to the Payroll Department according to established schedules.

All 10-Month and 12-Month employees will be paid in scheduled installments determined by annualizing their projected pay over the District's payroll schedule. Time ~~cards~~ sheets approved by their supervisor must be submitted to the Payroll Department according to established schedules. 10-month employees will be paid a lump sum for the remaining unpaid amount of such employees' annual basic salary on the pay day following the last day of their basic work year.

Employees working less than 12 months may elect to accept assignments beyond their normal work year. In these instances the employees will be paid at their regular hourly rate for the assignment from hourly time cards approved by their supervisor and submitted to the Payroll Department according to established schedules.

Section 4.1 • Work Determination

Specific hours shall be set by the employee's supervisor.

Employees whose terms of employment within the Paraprofessional/Secretarial Employee bargaining unit total at least 1608 hours per year shall be considered full -time. Employees whose terms of employment total less than 1608 hours per year within the Paraprofessional/secretarial Employee bargaining unit shall be considered part -time.

For an employee covered by this Agreement, who is also employed in another position in the School District covered by a Local 284 Master Agreement, the District will combine their total assigned hours during the fiscal year when determining eligibility for long-term disability and vacation benefits. See appropriate section for eligibility requirements.

The work day for employees who work less than eight (8) hours per day and shall be set by the employee's supervisor. Pay shall be based on actual hours worked exclusive of lunch break except, Health Paraprofessionals, and shall include paid holidays according to the terms of Section 5.2. The Employer agrees to notify employees of their starting date, work year, and daily hours as early as practical.

The normal work week shall be Monday through Friday for all employees. Exceptions to this work week may be set for certain employees.

The work year for 12-month employees shall be set by the Employer to include paid holidays and vacations as specified in Article V. The work year for 10-month employees shall be 201 days set by the Employer to include paid holidays as specified in Article V.

The work year for all other employees shall be defined by the Employer and shall include holidays as specified in Section 5.2.

Summer hour options will be offered by the employer annually.

Employees are entitled to break periods based on the following schedule: a) Eight (8) hours/day employees receive two (2) 15 minute paid breaks per day. b) Six (6) to less than eight (8) hours/day employees receive two (2) 10 minute paid breaks per day. c) Four (4) to six (6) hours/day employees receive one (1) 15 minute paid break per day. d) Employees working less than four (4) hours/day receive no paid breaks.

Section 4.4 • Snow Days and Emergency Closings

On snow days or emergency closings, all full-time employees are expected to report to work; however, the determination of whether ~~it~~ the commute to work is practical, reasonable, or safe ~~to report to work~~ is left to the judgment of the individual employee. Full-time employees are expected to report for work for all or part of their regular shift as soon as their commute is safe. Reporting for work on a snow day or emergency closing is done on an honor system ~~and employees are expected to report for work for all or part of their regular shift as they deem possible.~~ No sick leave, personal day, or vacation day will be charged against an employee for failure to report on such a day.

~~Full-time employees are expected to report to work as soon as practical on snow days. Part-time~~ Employees who are scheduled to work on student contact days or less than 12-months will not report for work but will be paid for the day and ~~On snow days, full-time and part-time employees~~ will be paid their normal daily rate of pay. In the event the District schedules a make-up day, all employees

who did not work on the closed day will work the make-up day without additional pay.

For late starts or early dismissals: If an employee's supervisor requires the employee to stay beyond the time other building employees are released early, or report to work before other building employees are required to report to work for a delayed start, or to report to work when other employees in comparable positions do not report to work, the employee will receive time off equal to the amount of time earlier or later the employee was required to serve that other employees were not.

Part-time employees who arrive at work and are sent home due to an unannounced building closing will be paid a minimum of 50% of their regular daily rate if they have not completed those hours.

Section 5.1 • Vacations

12-month employees, whose assignment is solely under this agreement, shall earn one (1) day of vacation per month of employment to an annual maximum of ten (10) days. For employees whose District assignment is combined between this Agreement and another District position covered by a Local 284 Master Agreement, and are assigned eight (8) hours per day and twelve (12) months per year, shall earn one (1) day of vacation per month of employment to an annual maximum of ten (10) days. These vacation days cannot be used for their paraprofessional assignment. However, vacation time up to eight (8) hours per day may be used during any non-student contact day in which they are not assigned. Additional vacation time is earned as illustrated below:

Fifteen (15) days after six (6) consecutive years of employment. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

Twenty (20) days after fourteen (14) consecutive years of employment. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

Twenty-five (25) days after twenty (20) consecutive years of employment. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

Vacation will generally be used within the assigned work year. Employees may carryover up to ten (10) days per year. Vacation account balances will be listed on the employee ~~pay stub~~ online system. Upon retirement, resignation, termination, or dismissal 12-month employees will be paid for earned, unused vacation.

Section 6.4 • Long Term Disability

The Employer will pay the total premium for each full-time employee, within the Paraprofessional/Secretarial Employee bargaining unit or those employees covered under this Agreement and also employed in a position covered by a Local 284 Master Agreement and their combined assignments total 8 hours/day for 12 months/year in the present Income Protection Plan.

Section 5.2 • Holidays

Holidays will be set by the Employer and representative(s) of this bargaining unit will be notified prior to July 1 of the contract year. If the calendar is modified, the Employer will meet with the bargaining unit stewards to communicate the decision and will attempt to accommodate employee's previous prior commitments. 12-month employees shall receive eleven (11) paid holidays per year. 10-month employees (201 days) shall receive nine (9) paid holidays during each year of this contract.

Other 12-month employees assigned to different work years shall receive prorated paid holidays in the same mathematical relationship as their actual work days to the work days of a 12-month employee. This calculation shall be to the nearest one-half day. For example, an employee assigned to work 225 days

shall receive 9.5 paid holidays ($225 \div 260 = .8653 \times 11 = 9.519$ or 9.5 to the nearest half).

Paraprofessionals who work less than twenty (20) hours per week shall receive one (1) paid holiday per year. Paraprofessionals who work twenty (20) or more hours per week shall receive four (4) paid holidays per year. Paraprofessionals who work twenty (20) or more hours per week and have completed five (5) years of employment shall receive five (5) paid holidays per year. Paraprofessionals who work thirty (30) or more hours per week shall receive five (5) paid holidays per year. Each year, one of the holidays set for paraprofessionals shall be scheduled to occur during the district's Spring Break. (The parties agreed that the holiday ordinarily set for President's Day should be the holiday scheduled to occur during the district's Spring Break).

Of the number of days listed for each level of eligibility, one (1) day shall be reserved as a floating holiday, to be used in lieu of a regularly scheduled day at the discretion of the employee upon five (5) workdays' notice and upon approval of the employee's immediate supervisor. In order to be eligible for holiday pay, an employee must work the last assigned work day immediately before the holiday and the first assigned work day immediately following the holiday, unless the absence qualifies for leave with pay or if the employee has received prior supervisory approval for leave without pay for up to five days. An employee shall receive holiday pay based on a proration of their work week(s). If a new employee working twenty (20) or more hours per week, begins work prior to January 1 they will receive one (1) floating holiday, if work begins between January 1 and March 31 they will receive one-half (.5) floating holiday, and if work begins between April 1 and June 30 employee will not receive a floating holiday.

Section 6.7 • Dental Insurance

The Employer will contribute up to \$46.00 ~~the following amounts~~ per month toward the premium for each employee who works six (6) hours or more per day and who is enrolled in the district's dental insurance program.

~~\$33.14 for Single~~
~~\$37.20 for 1 + 1~~
~~\$43.87 for Family~~

Participation in the dental insurance program will be voluntary. Each employee enrolled under the plan shall contribute through payroll deduction any excess of the monthly premium over the maximum monthly Employer contribution.

Section 7.1 • Sick Leave

In conjunction with the long term disability insurance provided above, the Employer has established the following provisions for paid sick leave in order to minimize an employee's loss of income because of unavoidable absence due to illness or injury. Paid sick leave is not available during the term of any leave of absence without pay.

Paid sick leave is provided all employees at the rate of one (1) day per month recorded at the employee's scheduled hourly level of active employment. The annual sick leave allowance is provided at the time of hire and at the onset of each school year. An employee may accumulate unused portions of sick leave up to the equivalent of a total of one hundred forty (140) days at the current hourly level of employment. Employees who change pay levels or hours per day carry with them their accumulated hours of sick leave. The employer reserves the right to require substantiation of illness where there is evidence that sick leave is being abused. Sick leave may be used to care for an ill or injured dependent child. A "child" means an individual under eighteen years of age or an individual under age twenty who is still attending secondary school. If required by applicable Minnesota statutes, accrued sick leave (up to 160 hours within a 12-month period) may also be taken due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent. District leave forms must be submitted to Human Resources prior to the leave.

The minimum absence due to illness is one half (1/2) hour and may be used in quarter (1/4) of an hour increments after the initial half hour for absences due to illness of less than the full scheduled work day. Accumulated sick leave, if available, must be reduced by the employee's full scheduled daily work assignment for full day absences under Section 7.1.

After an employee has reached their current hourly equivalent of one hundred-twenty (120) accumulated, unused sick days, they may trade-in two (2) days of sick leave accumulated beyond one-hundred-twenty (120) days for one (1) day of pay. The cash payment for these trade-in days shall be made for the pay periods during Winter and/or Spring break. For a Winter break payment, they must give written notification to the Human Resources Department by December 1; and for a Spring break payment, they must give written notification to the Human Resources Department by March 1. The maximum number of days to be paid during one school year will be ten (10) days.

After an employee has reached their current hourly equivalent of the maximum number of accumulated, unused sick days (140), the employee may accumulate additional sick leave hours in a secondary sick leave bank. The employee may exchange accrued hours equivalent to two (2) sick leave days from the secondary bank for hours equivalent to one (1) day off with pay i.e. vacation. Employees who qualify and elect to use this trade-in option may take these unused sick leave hours with prior approval from the employee's supervisor. Said vacation to be taken during the vacation period in which the accumulation of excess days was earned. There shall be no vacation allowance for less than two (2) days segments of accumulated sick leave. The hours remaining in the secondary sick leave bank will be forfeited at the end of the year in which earned if not used.

In lieu of utilizing the secondary sick leave bank as vacation, the employee may exchange the accrued hours for pay. The employee may exchange accrued hours equivalent to two (2) sick leave days from the secondary bank for hours equivalent to one (1) day of pay. The accumulation of sick leave trade-in shall be computed annually at the end of each fiscal year. The maximum number of days to be paid during one school year will be five (5) days. There shall be no payment allowance for less than two (2) day segments. Those remaining days will be forfeited.

The cash payment shall be made for the sick-leave trade-in days in equal installments for the pay periods ~~including~~ **during** Winter and Spring break. Employees may request these payments be divided differently, provided the employee notifies the Payroll Department in writing of their desire by ~~July 30th~~ **December 1** of each year.

WAGES:	2014-15: 2.0 %
	2015-16: 1.5 %

Secretary/Para Costing Model							
UPDATED:					14-15	15-16	
FINAL - June 30, 2014				Health Rate Increase	9.00%	5.00%	
				Dental Rate Increase	0.00%	2.00%	
	Base Year	1st Year	2nd Year	\$ Change	% Change	\$ Change	% Change
	13-14	14-15	15-16	Base to Yr 1	Base to Yr 1	Base to Yr 2	Base to Yr 2
Salaries							
Sec'ys	\$ 2,081,976	\$ 2,142,074	\$ 2,196,828	\$60,098	2.89%	\$114,852	5.52%
Paras	\$6,796,475	\$7,038,334	\$7,237,778	\$241,859	3.56%	\$441,303	6.49%
Subtotal	\$ 8,878,451	\$ 9,180,407	\$ 9,434,606	\$ 301,957	3.40%	\$556,155	6.26%
Benefits							
FICA (.0765)	\$679,201	\$702,301	\$721,747	\$23,100	3.40%	\$42,546	6.26%
PERA	\$643,688	\$665,580	\$684,009	\$21,892	3.40%	\$40,321	6.26%
Life (.00096)	\$ 7,562	\$ 7,691	\$ 7,817	\$129	1.70%	\$255	3.38%
LTD (.0030)	\$6,246	\$6,426	\$6,590	\$180	2.89%	\$345	5.52%
Health	\$1,847,413	\$2,013,680	\$2,114,364	\$166,267	9.00%	\$266,951	14.45%
Dental	\$99,033	\$99,033	\$101,014	\$0	0.00%	\$1,981	2.00%
TSA	\$61,347	\$69,140	\$76,740	\$7,793	12.70%	\$15,393	25.09%
Subtotal	\$3,344,490	\$ 3,563,851	\$ 3,712,282	\$219,361	6.56%	\$367,792	11.00%
Grand Total	\$ 12,222,940	\$ 12,744,258	\$ 13,146,887	\$ 521,318	4.27%	\$923,947	7.56%
		1st Year	2nd Year				
Salary Schedule Increase		2.00%	1.50%				

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – August 11, 2014

AGENDA SECTION: 6. Superintendent's Reports and Recommendations

ITEM: D. Human Resource Services

COMMENTS BY: Exec. Dir. of Human Resource Services Annie Doughty

Approval of the Culinary Express Contract for 2014-2016

The School Board Bargaining Team and the Wayzata Culinary Express Union have reached agreement for the 2014-2016 contract. The Union Membership voted on July 24, 2014 and ratified the contract. Attached is a copy of the final language and costing model.

Salary schedule improvement was 2.0% for 2014-15 and 1.50% for 2015-16.

The negotiation team members were:

Deb Bowman, Julie Ruchti, Liz Randall, Carolyn Narveson, Dawn Willar, Janet Thompson and Leif Grina for the Culinary Express bargaining unit.

Chris McCullough, Mary Anderson, Kim Harren and Annie Doughty represented the School Board.

We believe the team's collective ability to resolve issues in a positive and respectful manner has benefitted all.

RECOMMENDED ACTION: Approve the contract with the Culinary Express employees for the period July 1, 2014 through June 30, 2016 as tentatively agreed upon by the bargaining teams.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____



**ISD 284 Culinary Express Employees – SEIU Local 284
And
Wayzata Public School District #284
2014-16 Tentative Agreement - as of June 30, 2014**

New Language underlined

~~Deleted Language strike through~~

Appropriate Date Changes will be made throughout the contract.

Section 3.1 • Probationary Period

Each new employee shall serve a probationary period of ~~ninety (90)~~ seventy (70) work days of continuous service. The Employer may terminate a probationary employee without specifying any cause and without recourse to the grievance procedure. After an employee has completed the probationary period, the Employer may discipline or discharge such employee for just cause.

Section 3.2 • Probationary Period (Promotion)

An employee promoted to a higher classified position shall be on a probation for seventy (70) work days during which period the Employer shall have the right to return the employee to an equivalent position.

Section 4.2 • Certification

Food Service Workers will be required to hold School Nutrition Association (SNA) certification as outlined below:

Food Service Worker Level 3:	SNA Level III
Food Service Worker Level 4:	SNA Level III
Food Service Unit Coordinator:	SNA Level III

All new employees will be required to complete Fundamentals of Food Service one (1) and Sanitation and Safety courses within one (1) year of employment. The Supervisor of Food Services will define which courses shall fulfill this requirement. These courses will be fully paid by the school district.

Reimbursement will be paid within 30 days of submission.

The employer will pay the following on an annual basis for food service courses that are preapproved by the Supervisor of Food Services for food preparation workers:

Food Service Worker Level 1	\$135.00 <u>150.00</u>
Food Service Worker Level 2	\$235.00 <u>250.00</u>
Food Service Worker Level 3	\$310.00 <u>325.00</u>

Food Service Worker Level 4	\$360.00	<u>375.00</u>
Site Unit Coordinator	\$360.00	<u>375.00</u>

As part of the 2012-14 Food Service Employees' and the Wayzata Public Schools' negotiations, the parties agree that Any remaining funds in the Food Service Certification Professional Development budget will be carried over for the next fiscal year.

Food Service employees will have access to these carry-over dollars under the following stipulations:

1. The carry-over budget will be dispersed on a first-come; first-served basis;
2. Employees must first utilize monies afforded under Article IV Section 4.2;
3. Each employee may request up to \$200/year of the contract; and each employee may only request once per school year.

In order to maintain certification pay, an employee must complete the prescribed continuing education courses and maintain certification.

An employee promoted to a higher pay grade must obtain the requisite certification within two years of promotion.

Employees with School Nutrition Association (SNA) certification will be paid the additional hourly rate of pay listed below:

<u>Certification</u>	<u>2014-15</u>	<u>2015-16</u>
Level I	\$ 0.75 <u>.85</u>	\$ 0.80 <u>.90</u>
Level II	\$ 1.00 <u>1.10</u>	\$ 1.05 <u>1.15</u>
Level III	\$ 1.15 <u>1.25</u>	\$ 1.20 <u>1.30</u>

Section 4.3 • Pay Procedures

All employees will be paid hourly from a time slip sheet approved by their supervisor and submitted to the Culinary Express Department according to established schedules. All employees will be paid semi-monthly (two (2) times per month).

Section 5.2 • Definition of Full-time and Part-time

For the purpose of this Agreement full-time employees are those regularly assigned to thirty (30) hours or more per work week. Part-time employees are those regularly assigned to less than thirty (30) hours per work week.

Section 5.4 • Reporting PaySnow Days and Emergency Closings

An employee who is not given advance notice and who actually reports to work on a day when school is closed for reasons, other than inclement weather or mandate from the State, will be guaranteed work (or pay) for at least two (2) hours at double time rates, or actual hours worked at double time rates, whichever is greater. If school is closed due to inclement weather or a mandate from the State, employees will receive full pay for the day and will not report for work. In the event the District re-schedules a make-up day,

all employees will work the re-scheduled day without additional pay. For the make-up day, employees may opt to use an accrued personal day, in order to be paid. If employees do not work because school is closed due to an emergency not listed above, employees may deduct the day from their accumulated sick or personal leave or not be paid for the day.

Section 6.1 • Holidays

All six (6), seven (7), and eight (8) hour employees receive seven (7) paid holidays, four (4) and five (5) hour employees shall receive six (6) paid holidays, and all employees who work three (3) or more hours, but less than four (4) hours shall receive two (2) paid holidays. In order to be eligible for holiday pay, an employee must work the last regular work day immediately before the holiday and the first regular work day immediately following the holiday, unless the employee's absence qualified for leave with pay or if the leave without pay has been given prior approval by the Supervisor of Food Service. However, in no event shall payment for a holiday result in double pay for that day. Example: if an employee on approved disability leave is paid for the holiday out of disability pay, that employee shall not receive any payment from the District for the holiday.

These holidays will be set by the Employer each year, consistent with the school calendar. Effective July 1, 2012 through June 30, 2014 the paid holidays shall be listed as below (unless modified by the School Board at a later date). If the calendar is modified, the Employer will meet with the bargaining unit stewards to communicate the decision and will attempt to accommodate employee's prior commitments:

2012-2013	2013-2014
<u><i>6, 7 and 8 Hour Employees – 7 Holidays</i></u>	<u><i>6, 7 and 8 Hour Employees – 7 Holidays</i></u>
1. November 22, 2012	1. November 28, 2013
2. November 23, 2012	2. November 29, 2013
3. December 25, 2012	3. December 25, 2013
4. January 1, 2013	4. January 1, 2014
5. January 21, 2013	5. January 20, 2014
6. February 18, 2013	6. February 17, 2014
7. May 27, 2013	7. May 26, 2014
<u><i>4 and 5 Hour Employees – 6 Holidays</i></u>	<u><i>4 and 5 Hour Employees – 6 Holidays</i></u>
1. November 22, 2012	1. November 28, 2013
2. November 23, 2012	2. November 29, 2013
3. December 25, 2012	3. December 25, 2013
4. January 1, 2013	4. January 1, 2014
5. February 18, 2013	5. February 17, 2014
6. May 27, 2013	6. May 26, 2014
<u><i>3 or More But Less Than 4 Hour Employees – 2 Holidays</i></u>	<u><i>3 or More But Less Than 4 Hour Employees – 2 Holidays</i></u>

1. December 25, 2012	1. December 25, 2013
2. January 1, 2013	2. January 1, 2014

Section 8.1 • Sick Leave

In conjunction with the long term disability plan provided above, the Employer has established the following provisions for paid sick leave in order to minimize an employee's loss of income because of unavoidable absence due to illness or injury. Paid sick leave is not available during the term of any leave of absence without pay. If required by applicable Minnesota statutes, accrued sick leave (up to 160 hours within a 12-month period) may also be taken due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent. District leave forms must be submitted to Human Resources prior to the leave.

Paid sick leave is provided for eight (8) hour employees at the rate of one (1) day of eight (8) hours per month of employment. Employees working two (2) to seven (7) hours earn days of sick leave of two (2) to seven (7) hours, in proportion to their scheduled workday. Unused portions of such sick leave may be accumulated to a total of one hundred forty (140) days.

The Employer reserves the right to require substantiation of illness where there is evidence that sick leave is being abused.

After the employee has accumulated one hundred (100) days of sick leave, they may trade-in two (2) days of sick leave accumulated beyond one-hundred (100) days for one (1) day of pay. The cash payment for these trade-in days shall be made for the pay periods during Winter and/or Spring break. For a Winter break payment, they must notify the Culinary Express Department by December 1; and for a Spring break payment, they must notify the Culinary Express Department by March 1. The maximum number of days to be paid during one school year will be ten (10) days.

Alternatively, after the employee has accumulated one hundred (100) days of sick leave, they may trade-in two (2) days of sick leave accumulated beyond one-hundred (100) days for one (1) day of paid leave. This paid leave will be placed into a severance bank to be used only as paid leave days once the employee reaches the age of 55 years and retires. Paid leave days cannot be removed from the severance bank until the time of retirement.

After the employee has accumulated one-hundred-forty (140) days of sick leave, such employees shall be granted one (1) day of pay for each two (2) days of sick leave accumulated beyond one-hundred-forty (140) days. The accumulation of sick leave trade-in shall be computed annually at the end of each fiscal year. The maximum number of days to be paid during one school year will be five (5) days. There shall be no payment allowance for less than two (2) day segments. Those remaining days would be forfeited.

The cash payment shall be made for the sick leave trade-in days in equal installments for the pay periods including Winter and Spring break. Employees may request these payments be divided differently, provided the employee notifies the Payroll Department in writing of their desire by July 30th December 1 of each year.

Section 8.4 • Personal Business Leave

Each full-time employee is eligible for two (2) days of personal business leave per year. ~~for necessary absence required for the transaction of personal business which cannot be completed outside normal working hours.~~ This leave is cumulative to four (4) days. ~~and will not be deducted from their sick leave credits.~~ Each part time employee is eligible for one (1) day of personal business leave per year. ~~for necessary absence required for the transaction of personal business which cannot be completed outside normal working hours.~~ This leave is cumulative to two (2) days. ~~and will not be deducted from sick leave credits.~~ Employees may use personal leave at their discretion; they need not state the reason for the leave request. If a new employee begins work prior to January 1, they will receive two (2) personal days; if work begins between January 1 and March 31, they will receive one (1) personal day; and if work begins between April 1 and June 30, the employee will not receive any personal leave days. More than one (1) employee can be absent from a kitchen, with the approval of the kitchen site supervisor. Requests for such leave must be submitted for approval to the Supervisor of Food Service in writing at least ~~three (3)~~ ten (10) working days in advance, except for emergency situations.

Section 9.2 • Posting Positions

There shall be a posting of jobs and job openings so that the employee qualified for the position shall have opportunity to apply. Each posting shall include the hours of work and school location. Qualification, seniority, ability, and job performance will be considered in filling posted positions. Employees who post for a lateral position at the same school for which they have been interviewed within the same school year, need not be interviewed a second time. An employee who is promoted shall not receive a reduction in pay.

WAGES:	2014-15: 2.0%
	2015-16: 1.5%

CULINARY EXPRESS COSTING MODEL				2014-15	2014-15	2015-16	2015-16		
2014-2016				Hourly	Percent	Hourly	Percent		
FINAL - June 30, 2014				\$ -	2.00%	\$ -	1.50%		
	BASE YEAR	YEAR 1	\$ CHANGE	% CHANGE	YEAR 2	\$ CHANGE	% CHANGE	2 YEAR \$	2 YEAR %
	2013-14	2014-15			2015-16			CHANGE	CHANGE
FTE EQUIV.	44.00	44.00			44.00				
Wages	\$ 1,143,313	\$ 1,167,814	\$ 24,501	2.14%	\$ 1,189,696	\$ 21,882	1.87%	\$ 46,383	4.06%
Longevity	\$ 36,550	\$ 37,426	\$ 876	2.40%	\$ 40,628	\$ 3,202	8.56%	\$ 4,078	11.16%
Certification	\$ 54,637	\$ 57,220	\$ 2,583	4.73%	\$ 59,802	\$ 2,583	4.51%	\$ 5,165	9.45%
Subtotal Wages	\$ 1,234,500	\$ 1,262,460	\$ 27,959	2.26%	\$ 1,290,126	\$ 27,667	2.19%	\$ 55,626	4.51%
FICA	\$ 94,439	\$ 96,578	\$ 2,139	2.26%	98,695	\$ 2,117	2.19%	\$ 4,255	4.51%
PERA	\$ 89,501	\$ 91,528	\$ 2,027	2.26%	93,534	\$ 2,006	2.19%	\$ 4,033	4.51%
LTD	\$ 1,552	\$ 1,584	\$ 32	2.09%	\$ 1,610	\$ 26	1.63%	\$ 58	3.75%
LIFE	\$ 507	\$ 516	\$ 9	1.70%	\$ 525	\$ 10	1.86%	\$ 18	3.60%
HEALTH	\$ 162,541	\$ 177,170	\$ 14,629	9.00%	\$ 186,028	\$ 8,858	5.00%	\$ 23,487	14.45%
DENTAL	\$ 22,303	\$ 22,303	\$ -	0.00%	\$ 22,749	\$ 446	2.00%	\$ 446	2.00%
HTSA	\$ 10,470	\$ 11,403	\$ 933	8.91%	\$ 12,483	\$ 1,081	9.48%	\$ 2,014	19.23%
UNIFORMS	\$ 8,625	\$ 8,625	\$ -	0.00%	\$ 8,625	\$ -	0.00%	\$ -	0.00%
*TOTAL	\$ 1,624,438	\$ 1,672,166	\$ 47,728	2.94%	\$ 1,714,376	\$ 42,210	2.52%	\$ 89,938	5.54%

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 6.D.3 Board Policies

ITEM: a-c Policies 403, 415, and 418

COMMENTS BY: Annie Doughty, Exec. Dir. of Human Resource Services

RECOMMENDED ACTION: These policies have been reviewed and updated per Minnesota Statute; the recommended action is to approve the following policies for first reading, waive second reading, and approve for adoption.

Policy 403 – Harassment and Violence

Policy 415 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 418 – Public and Private Personnel Data

RECOMMENDED ACTION: Approve the policies for adoption as recommended.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

403 HARASSMENT AND VIOLENCE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the district to harass a pupil, teacher, administrator or other school personnel or groups of pupils, teachers, administrators or other school personnel through conduct or communication; or to inflict, threaten to inflict, or attempt to inflict violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. For purposes of this policy, "school personnel" includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.
- C. The district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's (or group's) race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability; and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

ADOPTED: March 10, 1986

AMENDED: September 16, 1991

AMENDED: September 13, 1993

AMENDED: July 11, 1994

AMENDED: December 11, 1995

AMENDED: May 14, 2001

AMENDED: July 12, 2004

AMENDED: September 10, 2007

AMENDED: August 11, 2014

403-R HARASSMENT AND VIOLENCE REGULATIONS

I. DEFINITIONS

- A. “Assault” is;
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to bodily harm upon another;
 - 3. or the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct;
 - 1. has the purpose or effect of creating an intimidating hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interferes with an individual’s work or academic performance; or
 - 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment;
 - 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. “Sexual harassment” consists of unwelcome sexual advances, requests or sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- e. unwelcome behavior or words directed at an individual because of gender.

F. Racial Harassment; Definition

- 1. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities

G. Religious Harassment; Definition

- 2. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities

H. Violence; Definition

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

II. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability by a pupil, teacher, administrator or other school personnel of the District, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate District official designated by this policy. The District encourages the reporting party or complainant(s) to use the report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a district human rights officer or to the superintendent.
- B. In each school building:
1. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. The principal will take appropriate action to investigate student-to-student complaints and resolve the matter in a timely fashion.
 2. If the complaint involves an adult, the principal must notify the district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Executive Director of Human Resource Services by the reporting party or complainant.
- C. In the district:
1. The School Board hereby designates the Executive Director of Human Resource Services as the District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer or if the complainant would be more comfortable, the complaint shall be filed directly with the Superintendent.
 2. The district shall conspicuously post the name of the Human Rights Officer, including mailing address and telephone number.

3. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
4. Use of formal reporting forms is not mandatory.
5. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

III. INVESTIGATION

- A. By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the District.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practical. The District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

IV. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation,

termination or discharge. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and District policies.

- B. The result of the district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the district in accordance with state and federal law regarding data or records privacy.

V. REPRISAL

The district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VII. HARASSMENT OR VIOLENCE AS ABUSE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

ADOPTED: March 10, 1986

AMENDED: September 16, 1991

AMENDED: March 13, 1992

AMENDED: July 22, 1992

AMENDED: November 23, 1992

AMENDED: September 13, 1993

AMENDED: April 30, 2001

AMENDED: July 12, 2004

AMENDED: October 9, 2006

AMENDED: September 10, 2007

AMENDED: August 11, 2014

**415 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE
POLICY**

I. PURPOSE

The purpose of this policy is to outline the requirement for school personnel to report suspected child neglect or physical or sexual abuse, as required by Minnesota State statutes.

II. GENERAL STATEMENT OF POLICY

- A. It is a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused.

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

ADOPTED: November 20, 2003

AMENDED: July 12, 2004

AMENDED: November 13, 2006

AMENDED: September 10, 2007

AMENDED: August 11, 2014

415-R MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE REGULATIONS

I. DEFINITIONS

- A. “Accidental” means a sudden, not reasonable foreseeable and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services is in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and includes an individual under age 21 who is in foster care, pursuant to Minn. Stat § 260c 451 (foster care benefits past age 18) and Minn. Stat. § 260.D (child involuntary foster care for treatment).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so and including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;

4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
 6. medical neglect as defined by Minn. Stat. § 260C.007, subd. 4, clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
- F. Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.
- G. "Non-maltreatment mistake" means (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non-maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident, occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

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

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

- I. "School Personnel" means professional employee or professional's delegate of the District who provides health, educational, social, psychological, law enforcement or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having

either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

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

II. REPORTING PROCEDURES

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

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

III. INVESTIGATION

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

- E. Upon request by MDE, the District shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The District shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

IV. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

V. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VI. DISSEMINATION OF POLICY

- A. The district will develop a method of disseminating this regulation with school personnel.

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

ADOPTED: September 28, 1987

AMENDED: May 14, 1990

AMENDED: September 28, 1992

AMENDED: November 13, 2001

AMENDED: July 12, 2004

AMENDED: November 13, 2006

AMENDED: September 10, 2007

AMENDED: October 10, 2011

AMENDED: August 11, 2014

418 PUBLIC AND PRIVATE PERSONNEL DATA POLICY

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.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

ADOPTED: September 13, 2004
AMENDED: January 9, 2006
AMENDED: August 11, 2014

418-R PUBLIC AND PRIVATE PERSONNEL DATA REGULATIONS

I. DEFINITIONS

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.

- A. “Public” means that the data is available to anyone who requests it.
- B. “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.
- C. “Confidential” means the data is not available to the subject.
- D. “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 and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were employees of the School District, or an individual was an applicant for employment, volunteers for the school district, or is a member of or applicant for an advisory board or commission.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “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.
- 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, and individuals defined as superintendents, and principals.

II. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer 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. contract fees;
6. actual gross pension;
7. the value and nature of employer-paid fringe benefits;
8. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
9. job title;
10. bargaining unit;
11. job description;
12. education and training background;
13. previous work experience;
14. date of first and last employment;
15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
17. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
18. work location;
19. work telephone number;
20. badge number;
21. honors and awards received;
22. payroll time sheets or other comparable data that are 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;

23. city and county of residence.

- B. The following information on applicants for employment or advisory board/ commission is public:
 - 1. veteran status;
 - 2. relevant test scores;
 - 3. rank on eligible list;
 - 4. job history;
 - 5. education and training;
 - 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes 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 are 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.

III. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with School District Staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the School District to administer employee assistance programs are 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 are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes; 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 purpose 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 state board of education as required by Minnesota Statutes , 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, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minnesota Statutes.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Children, Families and Learning, data that are 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 information 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 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, 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.

IV. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minnesota Statutes, or any other state or federal law, the data is private.

V. CHANGE IN CLASSIFICATIONS

The classification of data in the possession of the School District shall change 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.

VI. RESPONSIBLE AUTHORITY

The School District has designated the Executive Director of Human Resource Services as the authority responsible for personnel data.

ADOPTED: September 13, 2004

AMENDED: October 9, 2006

AMENDED: January 9, 2012

AMENDED: August 11, 2014

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 8. Board Reports

ITEM: _____

COMMENTS BY: Linda Cohen, Board Chair

This section of the agenda provides an opportunity for Board members to update school board members on school board-related work or to make announcements of interest to the public.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 9. Audience Opportunity to Address the Board

ITEM: _____

COMMENTS BY: Linda Cohen, Board Chair

This section of the agenda provides an opportunity for members of the audience to address the School Board. Speakers will be allotted two minutes.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – August 11, 2014

AGENDA SECTION: 10. Adjourn

ITEM: _____

COMMENTS BY: Linda Cohen, Board Chair

This agenda item brings closure to the school board meeting.

RECOMMENDED ACTION: Call the meeting to a close.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____