

INDEPENDENT SCHOOL DISTRICT #832  
REGULAR MEETING – BOARD OF EDUCATION  
Thursday, September 13, 2007 - 7:00 PM  
Mahtomedi District Education Center - Community Room

The Mission of the Mahtomedi School District No. 832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships with students, families, staff and communities all committed to excellence.

**- AGENDA -**

1. CALL TO ORDER
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA 6
4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items
5. PRESENTATIONS/RECOGNITION
  - A. Mahtomedi High School - Program Review Update  
Presenter: Rob Pontious
  - B. Johnson Controls Solutions Team - Facility Planning
6. PUBLIC COMMENT  
Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.
7. REPORT FROM STUDENT REPRESENTATIVE
  - A. Alec Nicholson, Student Representative
8. APPROVAL OF MINUTES
  - A. August 10, 2007 - Regular Meeting 7
  - B. August 24, 2007 - Study Session 11
9. ACTION ITEMS
  - A. Approval of Preliminary Levy Payable 2008-2009  
Presenter: Denise Sundstrom
10. DISCUSSION/INFORMATION ITEMS
  - A. Calendar of Events 13
  - B. Policies
    1. First Reading of Policy 503 - Student Representation on School Board 14

- 2. First Reading of Policy 515 - Protection and Privacy of Pupil Records 16
  
- 11. SCHOOL BOARD COMMITTEE REPORTS
  - A. Association of Metropolitan School Districts (AMSD) Board  
Presenter: Steve Wolgamot
  - B. East Metro Integration District 6067 (EMID)  
Presenter: Kevin Donovan
  - C. Minnesota School Boards Association (MSBA) Legislative Liaison  
Presenter: Kevin Donovan
  - D. Northeast Metro 916 Board 35  
Presenter: John Belisle
  
- 12. SUPERINTENDENT'S REPORT
  - A. Report on Opening Weeks of School
  
- 13. CLOSE MEETING
  - A. Discussion of Labor Negotiations Pursuant to Minnesota Statute 13D.03
  
- 14. OPEN MEETING
  
- 15. ADJOURNMENT
  
- 16. CONSENT AGENDA ITEMS (Items Approved Under #4)
  - A. Approval to Pay Bills 37
  - B. Approval of Wire Transfer Transactions 53
  - C. Approval of Membership in Minnesota State High School League 54
  - D. Gifts/Grants
    - 1. Approval of Donation from Mahtomedi Area Educational Foundation (MAEF) to Carole Fargo Art Projects - \$13,728.67
    - 2. Approval of Donation from Community POWER! (Partners On Waste Education & Reduction) to Mahtomedi Adventure Camp - \$5,925
    - 3. Approval of Donation from the Costa Rica - Minnesota Fund of The St. Paul Foundation to Costa Rica/ISD 832 Student Exchange - \$5,000
    - 4. Approval of Donation from David Stevens and Elizabeth Borg to Costa Rica/ISD 832 Student Exchange - \$800
    - 5. Approval of Donation from Frederick and Stella Treiber to Costa Rica/ISD 832 Student Exchange - \$796
  - E. Personnel
    - 1. Approval of Contracts and Work Agreements
      - a. Phil Belden - Supervisor of Buildings and Grounds - District Wide (2007-2008)

- b. Ann Capeder - ELL/Integration Supervisor - District Wide (2007-2008)
  - c. Debra Crompton - Lunchroom Paraprofessional - Mahtomedi Middle School (2007-2008)
  - d. Amy Dettling - Long-Term Substitute Social Studies Teacher - Mahtomedi Middle School (8/27/07 to 11/8/07)
  - e. Robyn Engen - Lunchroom Paraprofessional - Mahtomedi High School (2007-2008)
  - f. Bryan Farmer - Physical Science Teacher - Mahtomedi High School (2007-2008)
  - g. Kimberly Ficcadenti - Paraprofessional - Mahtomedi High School (2007-2008)
  - h. Elisabeth Haen - English Teacher - Mahtomedi High School (2007-2008)
  - i. Jeanne Harvieux - Long-Term Substitute Reading/SLD Teacher - Mahtomedi Middle School (8/27/07 to 11/21/07)
  - j. Susan Hjelle - Paraprofessional - Wildwood Elementary School (2007-2008)
  - k. Benjamin LaFrinier - Paraprofessional - O. H. Anderson Elementary School (2007-2008)
  - l. Rainiera Letourneau - Speical Education Teacher - Mahtomedi Middle School (2007-2008)
  - m. Dawn Maslowski - Administrative Assistant to the Superintendent - District Office (2007-2008)
  - n. Jane Molitor - Lunchroom Paraprofessional - Mahtomedi Middle School (2007-2008)
  - o. Christopher Moore - Assistant Principal - Mahtomedi High School (2007-2008)
  - p. Lindsey Olson - Paraprofessional - Mahtomedi High School (2007-2008)
  - q. Jonathan Osborne - Paraprofessional - Mahtomedi Middle School (2007-2008)
  - r. Julie Swenson - Paraprofessional - Wildwood Elementary School (2007-2008)
  - s. Angela Vedders - Social Studies Teacher - Mahtomedi High School (2007-2008)
2. Approval of Resignations/Retirements/Terminations
- a. Allison Furth - Paraprofessional- Mahtomedi High School (8/14/07)
  - b. Lee Gillespie - Physical Education Teacher - Mahtomedi High School (8/28/07)
  - c. Melanie Krolak - Paraprofessional - Mahtomedi High School (8/15/07)

**Agenda** - September 13, 2007

- d. Margie Munter - Paraprofessional - Wildwood Elementary School (8/28/07)
- e. Sharon Peterson - Paraprofessional - Wildwood Elementary School (8/22/07)
- f. Mike Redmond - Social Studies Teacher - Mahtomedi High School (8/23/07)
- g. Nancy Walters - Job Coach - Mahtomedi High School (8/14/07)

## **PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING**

Thank you for coming. The School Board of Independent School District #832 hopes you will find the meeting informative. By attending, you will better understand how your school district operates. The School Board meeting is a meeting "in public," and not a public meeting. In order to conduct its work in a professional and business-like manner, the school board has established the following rules for conducting the meeting:

- Comments and questions on issues are welcome at the scheduled time on the agenda. The school board is prohibited by law from discussing concerns about individual employees or students in a public meeting. Please forward comments or issues regarding individual employees or students to the superintendent at [mwolak@mahtomedi.k12.mn.us](mailto:mwolak@mahtomedi.k12.mn.us) or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during Public Comment. The public may comment on any item on the agenda. The school board generally does not take action on any issue that is not on the agenda. Concerns or questions are forwarded to the superintendent for review and recommended action before consideration by the school board. Unless requested by a school board member, items on the consent agenda are not discussed by the school board at the meeting.
- The chairperson will ask citizens in attendance to sign in if they wish to address the school board. If you are late and wish to speak, please give your name, address, and agenda number to the clerk when you arrive.
- Individuals will be recognized in the order received. Since we are videotaping tonight's meeting for delayed broadcast, individuals who wish to address the school board or ask questions need to go to the microphone. Please state your name and address after being recognized and limit your comments to three minutes (approximately 450 written words). Everyone wishing to comment will be recognized and heard before anyone speaks twice.



**MAHTOMEDI PUBLIC SCHOOLS**

Individual Attention with a World View

**Board Addendum  
September 13, 2007**

**Presentations**

High School staff will present the outcomes of their program review process to date. This process had real impact at the high school given the leadership of teachers on the team and the focus on planning and development of the engineering leadership program. Throughout the year, staff members participated in weekly professional development activities, conducted research and team decision making to recommend improvements in teaching and learning at the high school. This is your chance to ask questions about what was learned by the staff through the process.

**Johnson Controls Solution Team**

Arif Quraishi and his team will present the Johnson Controls Solution Team approach to facility planning and construction process.

If you have specific questions or issues that you would like addressed by Arif and his team, please send them to me and I will forward to Arif in advance of the presentation. We agreed at the last study session to hear this presentation at a regular school board meeting.

**Close Meeting for Labor Negotiations**

As per MN Statute 13D.03, the board chair will close the meeting for a discussion with Denise Sundstrom and Pat Maloney, district attorney, regarding teacher negotiations and the desired parameters of the board for the negotiations process. Pat Maloney has represented the school district for many years in teacher negotiations. At this session, she will provide you with general information about the teacher proposal and the district response to date. We will seek your direction on general financial parameters and any significant policy matters at hand.

We will be audio taping this closed session as per requirements of the statute.

# Minutes of Regular Meeting

## The Board of Education Mahtomedi Public Schools

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A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **August 9, 2007**, beginning at 7:00 p.m. in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chair Judy Schwartz.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Kevin Donovan; Judy Schwartz; Steve Wolgamot; and Superintendent Mark Wolak, ex officio. Absent: Cathy Dalton and Bill Roberts.

3. APPROVAL OF THE AGENDA

Wolgamot moved, Belisle seconded, approval of the agenda. Carried.

4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items

Donovan moved, Belisle seconded, approval of the actions recommended on the consent agenda. Carried.

5. PRESENTATIONS/RECOGNITION

None.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

None.

8. APPROVAL OF MINUTES

A. July 12, 2007 - Regular Meeting

Belisle moved, Donovan seconded, approval of the minutes from the July 12, 2007, school board meeting. Carried.

9. ACTION ITEMS

- A. Approval of Northeast Metropolitan Intermediate School District No. 916's Health and Safety Program Budget Resolution

Denise Sundstrom, Director of Business Services, recommended approval of the Health and Safety Budget Resolution. Wolgamot moved, Belisle seconded, approval of Northeast Metropolitan Intermediate School District No. 916's health and safety program budget. Carried.

- B. Approval of Truth-in-Taxation Hearing Dates

The school district's Truth-in-Taxation hearing will be held on Thursday, November 29, at 7:00 p.m. If continuation of the hearing is necessary, that meeting will take place on Thursday, December 13, at 6:00 p.m. Certification of the levy will take place at the regularly scheduled school board meeting on Thursday, December 13, 2007, at 7:00 p.m. Wolgamot moved, Belisle seconded, approval of the Truth-in-Taxation Hearing dates. Carried.

- C. Approval of Joint Powers Agreement Between ISD #832 and ISD #834 for the Provision of Food Services

Denise Sundstrom, Director of Business Services, recommended approval of the joint powers agreement with Stillwater School District for food services. This agreement continues a four-year partnership that has proven to be cost effective for the school district. A new aspect of the agreement includes a free on-line payment system for families. Donovan moved, Belisle seconded, approval of Joint Powers Agreement between ISD #832 and ISD #834 for the provision of food services. Carried.

10. DISCUSSION/INFORMATION ITEMS

- A. Calendar of Events

Superintendent Mark Wolak noted the all-staff welcome back session on Monday, August 27.

- B. Review Plan for Opening Weeks with Staff

Assistant Superintendent Sue Ann Gruver reviewed the plan for staff development during the week of August 27 and key activities for students, parents, and staff during the first week of school.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

None.

B. East Metro Integration District 6067 (EMID)

School board member Kevin Donovan reported on the summer school program in partnership with EMID, Mahtomedi, and the North St. Paul-Maplewood-Oakdale School District.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

None.

D. Northeast Metro 916 Board

School board member John Belisle noted the report included in the school board packet.

12. SUPERINTENDENT'S REPORT

A. None.

13. ADJOURNMENT

Belisle moved, Donovan seconded, adjournment. Meeting adjourned at 7:17 p.m. Carried.

14. CONSENT AGENDA ITEMS (Items Approved Under #4)

A. Approval to Pay Bills

B. Approval of Wire Transfer Transactions

C. Approval of Membership in the Association of Metropolitan School Districts (AMSD) for 2007-2008

D. Approval of Membership in the Metropolitan Educational Cooperative Service Unit (ECSU) for 2007-2008

E. Approval of Membership in the Minnesota School Boards Association (MSBA) for 2007-2008

F. Approval of Membership in the Minnesota School Boards Association Policy Service for 2007-2008

G. Personnel

1. Approval of Contracts and Work Agreements

a. John Arlandson - Math Teacher - Mahtomedi High School (2007-2008)

b. Sarah Boyer - Special Education Teacher - Wildwood and O. H. Anderson Elementary Schools (2007-2008)

- c. Walter Dowling - Teacher - Mahtomedi Learning Center (2007-2008)
- d. Sara Dusek - First Grade Teacher - Wildwood Elementary School (2007-2008)
- e. Cory Fusco - Math Teacher - Mahtomedi High School (2007-2008)
- f. Christa Kurtz-Huber - .83 FTE Spanish Teacher - Mahtomedi Middle School (2007-2008)
- g. Judith Livingston - Reading Teacher - Wildwood Elementary School (2007-2008)
- h. Teresa Nelson - .5 FTE Spanish Teacher - Mahtomedi High School (2007-2008)
- i. Melissa Peterson - .5 FTE Art Teacher - Mahtomedi Middle School (2007-2008)
- j. Susan Robinson - Kindergarten Teacher - Wildwood Elementary School (2007-2008)
- k. Erica Ryan - Spanish Teacher - Wildwood Elementary School (2007-2008)
- 2. Approval of Leaves of Absence
  - a. Dan Murphy - Science Teacher - Mahtomedi High School (1/28/08 to 6/6/08)
- 3. Approval of Resignations/Retirements/Terminations
  - a. Andrea Christensen - English Teacher - Mahtomedi High School (7/30/07)
  - b. Dan Schwartz - Math Teacher - Mahtomedi High School (7/12/07)

STEVEN WOLGAMOT, ACTING CLERK

# Minutes of Study Session

## Board of Education Mahtomedi Public Schools

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A Study Session of the Board of Education of the Mahtomedi Public Schools was held **August 24, 2007**, beginning at 7:00 AM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Chair Judy Schwartz called the study session to order at 7:00 a.m.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Cathy Dalton; Kevin Donovan; Bill Roberts; Judy Schwartz; Steve Wolgamot; and Superintendent Mark Wolak, ex officio.

3. DISCUSSION/INFORMATION ITEMS

A. Review Transportation Shuttle Service for Elementary Nonresident Students

Denise Sundstrom, Director of Business Services, and Assistant Superintendent Sue Ann Gruver shared a plan to operate a daily transportation shuttle bus for students of nonresident families. The purpose of the shuttle is to reduce the traffic congestion on Warner Avenue and at both elementary schools and provide a safe way for parents to pick up their child(ren) at the end of the school day. The shuttle will transport students from both Wildwood and O. H. Anderson Schools to the parking lot at St. Andrew's Church and parents will drive to that location to pick up their child(ren). The merits of this strategy as a means for reducing traffic congestion were discussed.

B. Discuss Next Steps for Facility Planning

Superintendent Mark Wolak presented a summary of the work of the school board and administration related to facility planning since October 2005. In October 2005, the Building and Grounds Committee of the school board reviewed the FM Systems Report, a summary of priority capital/facility needs for the school district, and recommended administration develop a facility planning and improvement process. Board members reviewed the summary and discussed the planning process to date, the involvement of the Building and Grounds Committee, the potential date for a bond election, and the approach to facility planning proposed by administration. A presentation by Arif A. Quraishi and Johnson Controls Solution Team will be scheduled for the regular board meeting on September 13, 2008.

C. Discuss School Board Meeting Schedule

Superintendent Mark Wolak proposed a schedule of school board meetings as a follow-up to the board retreat in May. Superintendent Wolak requested individual meetings with each board member in advance of the annual data retreat with administration.

D. Location for Graduation – June 6, 2008

John Deir, Principal at Mahtomedi High School, presented a change in plans for the graduation ceremony for this school year. Aldrich Arena is not available on Friday, June 6. An alternate site will need to be selected in order for parents to host an all-night event at a nearby recreational center on June 6. Deir is proposing the location for graduation be St. Andrew's Church. The pros and cons of this location for graduation were discussed by the school board members. Other venues for graduation were considered.

4. ADJOURNMENT

Roberts moved, Wolgamot seconded, adjournment. Meeting adjourned at 9:11 a.m. Carried.

WILLIAM ROBERTS, CLERK

## CALENDAR OF EVENTS

<b>SEPTEMBER</b>		
DATE/TIME	MEETING/EVENT	LOCATION
<b><u>Thursday, September 13</u></b> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<b><u>Friday, September 14</u></b> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<b><u>Wednesday, September 19</u></b> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School, Maplewood
<b><u>Friday, September 21</u></b> 8:00 a.m. - 3:00 p.m.	Minnesota Education Summit	Minneapolis Convention Center
<b><u>Friday, September 28</u></b> 7:00 a.m.	School Board Study Session	District Education Center
<b><u>Wednesday, September 12</u></b> 9:15-10:30 a.m.	MMS Parent Association Meeting <i>(John Belisle is scheduled to attend)</i>	MMS - Main Office Conference Room

<b>OCTOBER</b>		
DATE/TIME	MEETING/EVENT	LOCATION
<b><u>Tuesday, October 2</u></b> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<b><u>Friday, October 5</u></b>	No School - Parent-Teacher Conferences	
<b><u>Monday, October 8</u></b> 7:30 p.m.	MAEF Meeting	District Education Center - Board Room
<b><u>Thursday, October 11</u></b> 5:45-7:00 p.m. 7:00 p.m.	School Board Dinner Session School Board Meeting	TBD District Education Center - Community Room
<b><u>Friday, October 12</u></b> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<b><u>Saturday, October 13</u></b> 7:30 p.m.	Wildwood Artist Series - <i>Tonic Sol-fa</i>	Chautauqua Center
<b><u>Wednesday, October 17</u></b> 6:00 p.m.	EMID Joint Powers School Board Meeting	Crosswinds Middle School
<b><u>Thursday, October 18</u></b>	No School - MEA	
<b><u>Friday, October 19</u></b>	No School - MEA	
<b><u>Friday, October 26</u></b> 7:00 a.m.	School Board Study Session/Data Retreat	District Education Center - Community Room

# **Draft of Proposed Policy to Replace Current Policy 503**

Mahtomedi School Board Policy 503

## **503 - STUDENT REPRESENTATION ON SCHOOL BOARD**

The School Board recognizes its responsibility to develop educational policies that reflect the concerns of its constituency and the interests of students. A student representative on the school board provides a mechanism whereby the views, needs, and recommendations of students can be carefully considered in the development of policies and programs. Student representation on the school board is authorized in accordance with the following guidelines:

### **I. NOMINATION AND SELECTION**

One high school representative is selected to represent Mahtomedi students on the school board in accordance with a written procedure. Regular attendance, preparation, active participation, and sincere interest are priority considerations for the representative selected for this position.

### **II. TERM**

The representative observes meetings in the spring of the year prior to his or her term and is mentored by the existing representative. The student representative's first term begins with the first school board meeting after the end of the year prior to his or her term and continues through the end of the following school year. The student is not limited to a single term.

### **III. AUTHORITY**

The student representative on the school board does not possess the power to make, second, or vote on a motion but does have all other rights in accordance with school board policy, law, and parliamentary procedure. As the student represents those whose education the school board is charged with ensuring, he or she is therefore responsible to pursue involvement and provide input in processes which affect students.

### **IV. MEETINGS**

- A. The student representative participates in all regularly scheduled business meetings. The representative may attend all study sessions, special meetings, and committee meetings that he or she feels are of relevance to his or her position, unless otherwise requested by the superintendent.
- B. The student representative receives an agenda and appropriate informational materials similar to what the school board receives. The superintendent will use his or her discretion to withhold materials that are confidential or sensitive in nature.

## Draft of Proposed Policy to Replace Current Policy 503

Mahtomedi School Board Policy 503

### **V. GOALS**

The student representative develops school improvement goals in accordance with the administrator, school board, and superintendent goals. The representative will then report progress on the goals to the board, as well as actively take part in board discussions and activities of interest or concern.

*ADOPTED – January 10, 1991*

*REVISED – June 11, 1992; December 9, 1993; December 8, 2005*

*FIRST READING – September 13, 2007*

**509 515 - PROTECTION AND PRIVACY OF PUPIL RECORDS**

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Independent School District No. 832, pursuant to the requirements of 20 U.S.C. Section 1232g et seq., and are consistent with the requirements of the Minnesota Data Privacy Act, M. S. 13.01 et seq.

**I. DEFINITIONS**

A. Directory Information

District 832 has identified selected “Directory Information” relating to students. This information is public. The parent or student may, however, request in writing that any or all of the information below not be released on that individual student. The written request must be received within 30 days after the official notice is published.

Directory information includes the following information relating to a student: The student’s name, date and place of birth, sex, major field of study, participation in officially organized teams, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attended by the student, pictures for school-approved publications/newspapers, school or classroom websites, or cablecasts, bulletins, programs, or similar school-produced information pieces. Directory information also includes the name, ~~address and telephone number~~ of the student’s parent(s) for use in matters pertaining to school district business, functions, or purposes. Except as specifically provided above, directory information does not include identifying data that references religion, race, color, social position or nationality.

Dates of attendance means the period of time during which a student attends or attended school(s) in the school district. It dose not include specific daily records of a student’s attendance.

B. Education Records

“Education Records” means those records, which are directly related to a student, and are maintained by the school district.

1. Permanent Records

The official administrative record maintained by the school on each pupil and for an indefinite time. This record contains the minimal personal data necessary for operating the educational system.

- a. Permanent records may contain the following:

- 1) Birth date.
- 2) Parents' or guardians' names and addresses.
- 3) Grades and academic work completed.
- 4) Attendance data.
- 5) Sex.
- 6) Achievement test scores.
- 7) Extracurricular activities.
- 8) Health data.

## 2. Cumulative Records

This classification is used to contain verified information of clear importance in understanding the pupil's personality development and is for the use of the professional staff in promoting the welfare of the students.

### a. Cumulative records may contain the following:

- 1) Scores on standardized intelligence, aptitude, interest or personality tests.
- 2) Interview reports.
- 3) Systematically gathered teacher or counselor evaluation and observations with proper verification on academic progress.
- 4) Reports from outside agencies (except when specifically excluded by law).
- 5) Reports of parent-teacher or parent-counselor conferences.

## 3. The term "Education Records" does not include:

### a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:

- 1) are in the sole possession of the maker thereof; and
- 2) are destroyed at the end of the school year; and
- 3) are not accessible or revealed to any other individual except a substitute. For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.

### b. Records relating to an individual, including a student, who is employed by the school district which:

- 1) are made and maintained in the normal course of business;
- 2) related exclusively to the individual in that individual's capacity as an employee; and

**Draft of Current Policy**  
**Strike Through: Old Language**  
**Underline: New Language**

Mahtomedi School Board Policy **509 515**

- 3) are not available for use for any other purpose.
- c. Records relating to an eligible student, or a student attending a postsecondary educational institution, which are:
  - 1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting on his or her professional or paraprofessional capacity or assisting in that capacity but are not employed or compensated by Independent School District 832 at the time the record is prepared or created;
  - 2) created, maintained, or used only in connection with the provision of treatment to the student; and
  - 3) not disclosed to anyone other than individuals providing the treatment; provided, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction within the school district.
- d. Records which contain only information relating to a person and which were obtained after he or she is no longer a student in the school district.
- e. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit and the law enforcement records are:
  - 1) maintained separately from education records;
  - 2) maintained solely for law enforcement purposes; and
  - 3) disclosed only to law enforcement officials of the same jurisdiction.

**C. Eligible Student**

"Eligible Student" means a District 832 student who has attained eighteen years of age or is attending an institution of postsecondary education.

**D. Legitimate Educational Interest**

"Legitimate Educational Interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare. It includes a person's need to know in order to:

1. perform an administrative task required in the school or employee's contract or position description approved by the school board;

2. perform a supervisory or instructional task directly related to the student's education; or
3. perform a service or benefit for the student or student's family such as health care, counseling, student job placement or student financial aid.

E. Parent

"Parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights inherent in the applicable law and set out in this policy unless it has been provided with evidence that there is a State Law or court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary.

F. Personally Identifiable

"Personally Identifiable" means that the data or information includes (a) the name of a student, the student's parents or other family member, (b) the address of the student, (c) a personal identifier, such as the student's social security number or student number, (d) a list of personal characteristics which would make the student's identity easily traceable, or (e) other information which would make the student's identity easily traceable.

G. Record

"Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, videotapes or audiotapes, computer media, film, microfilm, and microfiche.

H. Responsible Authority

"Responsible Authority" means the Superintendent of Schools, **Dr. Mark Wolak**, or designee.

I. Student

"Student" includes any individual with respect to whom the school district maintains educational records.

J. Summary Data

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

K. School Official

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

- L. All other terms and phrases shall be defined in accordance with applicable law or ordinary custom and usage.

**II. GENERAL CLASSIFICATION OF RECORDS**

All records, including education records, are “public records” except as limited herein in accordance with applicable law. For the purposes herein, “private records” means records which are made not public by state or federal law and which are accessible to the student subject of the data and his/her parents if he/she is not an eligible student. For the purposes herein, “confidential records” means records which are made not public by state or federal law and which are inaccessible to the student and his/her parent.

**III. CONSENT FOR DISCLOSURE**

A. Eligible Student Consent

Whenever a student has attained eighteen years of age, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

B. Consent Required

The school district shall obtain the written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of a student, other than directory information, except as provided herein.

1. Consent is not required under this section where the disclosure is to the parent of a student who is not an eligible student, or the student himself or herself.
2. The written consent required by III. B. above must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

**Draft of Current Policy**  
**Strike Through: Old Language**  
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- a. a specification of the records to be disclosed,
- b. the purpose or purposes of the disclosure, and
- c. the party or class of parties to whom the disclosure may be made.

**C. Prior Consent for Disclosure Not Required**

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

1. to officials of the school district (superintendent, administrative assistant/instruction, administrative assistant/director of business services, and individual building administrators) and to professional (certified staff and health coordinator) and authorized staff (e.g., secretary, paraprofessional) within Independent School District No. 832 provided the disclosure is for a legitimate educational interest in such records;
2. to officials of other schools or school districts in which the student seeks or intends to enroll. This provision shall serve as notice that the school district forwards education records on request to a school in which a student seeks or intends to enroll, **including records of the student's history of violent behaviors, if any,** and that the district will not further notify parents or eligible students prior to such a transfer. Upon request, the school district will provide the parent or eligible student with a copy, at cost, of the education records which have been transferred and provide an opportunity to utilize the provisions of this regulation to challenge the content of these records;
3. to authorized representatives of the Comptroller General of the United States, other federal educational authorities as provided by 20 U.S.C. Section 1232g, and the Commissioner of the State Department of Education;
4. in connection with financial aid for which a student has applied or received;
5. to state and local officials or authorities to whom such information is specifically required to be reported or disclosed by state statute prior to November 19, 1974;
6. to organizations conducting studies for, or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; provided, that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term "organization" includes, but is not limited to: federal, state and local agencies, and independent organization;
7. to accrediting organizations in order to carry out their accrediting functions;
8. to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954;

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9. to comply with a judicial order or lawfully issued subpoena; provided, that the school district makes a reasonable effort to notify the parent of the student or the eligible student of the subpoena in advance of compliance therewith; and
10. to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Factors to be considered in determining disclosure include:
  - a. the seriousness of the threat to the health or safety of the student or other individuals;
  - b. the need for the information to meet the emergency;
  - c. whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
  - d. the extent to which time is of the essence in dealing with the emergency.
11. information that the school district has designated as directory information;
12. to the parent of a student who is not an eligible student or to the student himself or herself;
13. to appropriate health authorities as provided by law;
14. to volunteers who have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students. Volunteers shall not redisclose private educational data except as permitted by law or this policy;
15. to military recruiting officers pursuant to the Military Recruitment section of this policy;
16. to the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
17. to the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school

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official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

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

educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

#### **IV. RELEASE OF DIRECTORY INFORMATION, PUBLIC INFORMATION**

A. Directory information is public except as provided herein.

B. Former Students

The school district may disclose directory information from the education records generated by it regarding an individual who is no longer in attendance within the school district.

C. Present Students and Parents

1. The school district may disclose directory information from the education records of a student and information regarding parents without the prior written consent of the parent of the student or eligible student except as provided herein. Prior to such disclosure the school district shall:
  - a. give annual public notice in a newsletter of general circulation of: The categories of personally identifiable information regarding students or parents it has designated as directory information; the parent's or eligible student's right to refuse to let the school district designate any or all information about the student or parent as directory information; the period of time allowed the parent or eligible student to so notify the school district that he/she does not want any or all of those types of information about the student and/or parent designated as directory information.
  - b. allow a reasonable period of time after such notice has been given for a parent to inform the school district in writing that any or all the information so designated should not be disclosed without the parent's prior written consent, (except to the officials or agencies outlined in section C above).

2. Procedure for obtaining non-disclosure of directory information:

The parent's written notice shall be directed to the responsible authority (superintendent or designee) and shall include the following:

- a. Name of student and/or parent, as appropriate.
- b. Home address.
- c. School presently attended by student.
- d. Parent's legal relationship to student.
- e. Specific categories of directory information to be made public without the parent's prior written consent, which shall only be applicable for that school year.

## **V. DISCLOSURE OF PRIVATE RECORDS**

### **A. Private Records**

For the purposes herein, private records are records that are made not public by state and federal law and which are accessible only to the student subject of the data and his/her parent if he/she is not an eligible student. The school district may not disclose private records or their contents, except as summary data and except as provided in section III herein, without the prior written consent of the parent. Private records include, but are not limited to, the following:

1. Group test scores (achievement, aptitude, interest, intelligence).
2. Level of achievement (marks, teacher ratings, end-of-year report).
3. Student health record (medical, appraisal, routine hearing and vision screening nurses' comments).
4. Individually administered standardized, intelligence, aptitude, and achievement tests (e.g., Peabody Picture Vocabulary, Slossen, Wide Range Achievement Tests, Illinois Test of Psycholinguistic Ability, Bender, Kuder, Strong, Stanford-Binet, Wechsler Intelligence Scale for Children-Revised, Wechsler Adult Intelligence Scale).
5. Psychological, social workers and counseling reports pertaining to formal personality testing and assessments.
6. Medical reports, other than those routinely obtained for health records, except as provided in section V. B. herein.
7. Child welfare reports pertaining to free lunch requests, child custody and nonpublic court information, and administrative reports of verified serious behavioral or criminal incidents unless such reports are made confidential in accordance with state law.

B. Private Records Not Accessible to Parent

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

1. Pursuant to Minnesota Statute Section 626.556, child welfare reports pertaining to abused and neglected children shall be accessible to appropriate welfare and law enforcement agencies and the subject individual alone. The school district shall not make such reports available to the parent.

**VI. DISCLOSURE OF CONFIDENTIAL RECORDS**

- A. Confidential records are those records and data contained herein which are made not public by state or federal law and which are inaccessible to the student and his/her parent.
- B. Records in the possession of the school district which include data on a student which is collected by a civil or criminal investigative agency as part of an active investigation undertaken for the purpose of commencement of a legal action shall be treated as confidential by the school district. The school district may make accessible classified data if it determines that such access will aid the law enforcement process, promote public health and safety, or dispel widespread rumor or unrest. A complainant has access to a statement provided by the complainant to the school district.
- C. Confidential Records from Other Agencies

Data on individuals received from outside agencies which is classified confidential in accordance with state or federal law shall be treated as confidential by the school district. The burden as to whether the data is properly classified as confidential shall be upon the outside agency that provided it.

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

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

**VIII. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS**

- A. The School District will release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must notify the responsible authority, MARSS Coordinator, in writing, by October 1 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiters; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiters.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of secondary students without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers. In order to make any directory information about a student private, the procedures contained in the RELEASE OF DIRECTORY INFORMATION section of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers.

**VII. IX. LIMITATIONS ON REDISCLOSURE**

- A. Consistent with the requirements herein the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made.
- B. Paragraph IX. A. of this section, does not preclude the school district from disclosing personally identifiable information under section III herein with the understanding that the information will be redisclosed to other parties under that section; provided that the record keeping requirements of federal law are met with respect to each of those parties.
- C. The school district shall, except for the disclosure of directory information under Section IV, inform the party to whom a disclosure is made of the requirement set forth in paragraph IX of this section.

**IX. X. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING**

A. Responsible Authority

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

1. Record Security

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

The MARSS coordinator shall be the records manager for student records maintained in the District Office and shall have the duty of maintaining and securing the privacy and/or confidentiality of the records stored there.

- 2. The building principals and MARSS coordinator will submit to the superintendent a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:
  - a. A description of records maintained.
  - b. Name of person(s) responsible for the security of student records.

- c. Location of student records, by category, in the building.
- d. Assurances of securing student records under lock and key at all times in fireproof file cabinets or safes, except for periods of authorized use as described in this policy.
- e. Procedures for access and disclosure.
- f. Description of any student records scheduled to be destroyed. Description of the records includes contents, location, and original dates of records to be destroyed. Destruction of records must be in compliance with the school district general records retention schedule.

3. Record Keeping

- a. The principals and/or administrative assistant/instruction shall for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record Log of Access to Records, or Log of Access to File, kept with the education records of the student which indicates:
  - 1) the parties who have requested or obtained personally identifiable information from the education records of the student, and
  - 2) the legitimate interests these parties had in requesting or obtaining the information,
  - 3) the date of the request,
  - 4) whether or not the request was granted and if it was, the date access was permitted or the disclosure was made.
- b. Paragraph X. 3. a. above does not apply to disclosures to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, disclosures to school officials under paragraph III. C. 1, or to disclosures of directory information under Section IV.
- c. The record of disclosures may be inspected:
  - 1) by the parent of the student or the eligible student.
  - 2) by the superintendent and the building principals and administrative assistant/instruction who are responsible for the custody of the records.

**X. XI. PHYSICAL LOCATION OF STUDENT RECORDS CLASSIFIED AS GOVERNMENT DATA**

A. Definitions

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1. “Data on Individuals” includes all records, files and processes that contain any data in which the individual can be identified and which is kept on a permanent or temporary basis. It includes that collected, stored and disseminated by manual (handwriting), mechanical (print), electronic (film/microfiche) or other means.
2. “Education Records” are those which directly relate to the student and any record maintained by the school district or a party acting for the school district.
3. “Summary Data” means statistical records and reports derived from data on individuals. Individuals must not be identified.
4. “Supplementary Records” means information collected for insertion into separate portion of administrative record (cumulative file) to be destroyed within one year after the student leaves, transfers or graduates from District 832 Minnesota Statute 138.161 to Minnesota Statute 138.22. This category of data may contain reported behavior patterns and specific incidents must be clearly verified by two or more persons and be unambiguous before they become part of the record.
5. “Tentative Records” are to be placed in supplementary category and should be destroyed when they are no longer useful.

**B. Physical Location of Student Records**

1. As long as the student is enrolled in District 832, general educational records are kept in the student’s cumulative record folder which is located in the school’s office in the building attended. Resident students who attend out-of-district day or residential programs will have all their records located in the District Office.
2. When ancillary services have collected supplementary and/or tentative records, i.e., special education, Title I, High Potential, health, psychological, etc., these may be physically located in:
  - a. the student’s cumulative file located within the building of attendance; or
  - b. a color-coded insert to the cumulative record will specify the type and physical location of the supplementary and/or tentative records.

**XI. XII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. The school district shall permit the parents of a student or an eligible student who is or has been in attendance in the school district to inspect and review the education records of the student except those records which are made confidential by state or federal law. The school district shall comply with a written request immediately if possible, or

within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays.

- B. The right to inspect and review education records under paragraph XII. A. of this section includes:
1. the right to a response from the school district to reasonable requests for explanations and interpretations of the records by a school official competent in interpreting the data;
  2. the right to obtain copies of the records from the school district where failure of the school district to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records;
  3. the school district may presume that either parent of the student has authority to inspect and review the education records of the student unless the school district has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.
  4. the school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. The school district, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.

**XII. XIII. REQUEST TO AMEND RECORDS: PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

1. The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, incomplete or violates the privacy or other rights of the student may request in writing that the school district amend them.
2. The superintendent shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
3. If the superintendent decides to refuse to amend the education records of the student in accordance with the request he/she shall so inform the parent of the student or the eligible student of the refusal, and advise the parent or the eligible student of the right to a hearing under paragraph XIII. B.

4. If the superintendent decides to amend the education records, the school district shall attempt to notify past recipients of the data, including recipients named by the requestor.

**B. Right to Hearing**

1. The school district shall, on written request, provide an opportunity for a hearing in order to challenge the content of a student's education records to ensure that information in the education records of the student is not inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students. The hearing shall be conducted in accordance with paragraph XIII. C.
2. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing and attempt to also notify past recipients of the data.
3. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reason for disagreeing with the decision of the agency or institution.
4. Any explanation placed in the education records of the student under paragraph XIII. B. 3. of this section shall:
  - a. be maintained by the school district as part of the education records of the student as long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof are disclosed by the school district to any party, the explanation shall also be disclosed to that party.

**C. Conduct of Hearing**

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The superintendent or other designated representative of the school board who has no direct interest in the outcome of the hearing may conduct the hearing. The school board's attorney shall be in attendance to present the school district's

position and to advise the superintendent or designated representative on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for a hearing to present evidence relevant to the issues raised under paragraphs XIII. A. and XIII. B. herein and may be assisted by individuals of his/her choice at his/her own expense, including an attorney.
4. The superintendent or designated representative shall make his/her decision in writing after a reasonable period of time following the conclusion of the hearing; the decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
5. The decision of the superintendent or designated representative shall be the final decision of the school district.

**D. Appeal**

The decision of the superintendent (responsible authority) or designated representative may be appealed in accordance with the applicable provisions of the State Administrative procedures Act, Minnesota Statute Chapter 15, relating to contested cases.

**~~XIII.~~ XIV. COMPLAINTS FOR NONCOMPLIANCE**

Complaints regarding alleged violations of rights accorded parents and eligible students by 20 U.S.C. Section 1232g shall be submitted in writing to the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

**~~XIV.~~ XV. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to 20 U.S.C. Section 1232g. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**~~XV.~~ XVI. ANNUAL NOTIFICATION OF RIGHTS**

- A. The school district shall give parents of students in attendance or eligible students in attendance annual notice by such means as are reasonably likely to inform them of the following:

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1. that the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
  2. that the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
  3. that the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
  4. that the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder;
  5. the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
  6. that the school district forwards education records on request to a school in which a student seeks or intends to enroll.
- B. The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XVI. XVII. DESTRUCTION AND RETENTION OF RECORDS**

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

*ADOPTED – June 9, 1986*

*REVISED – September 14, 2000; September 12, 2002; January 8, 2004*

*FIRST READING – September 13, 2007*



**NORTHEAST METRO 916**  
Intermediate School District

**TO: Northeast Metro 916 Board of Education**  
**FROM: Connie Hayes**  
**DATE: August 8, 2008**  
**RE: August 8 Board of Education Meeting Talking Points**

Members present: Forsberg-16, Sager-621, Parsons-624, Belisle-832, Thole-834, Livingston-622, and Majerus-623

Members absent: Salo-138, Halverson-12 Brunnette-833, and Roberts-13

Among the topics discussed at the August 8, 2007, meeting of the Northeast Metro 916 Board of Education, the following agenda items were addressed:

1. **The school board waived the Pledge of Allegiance recitation requirement for all programs with the exception of Valley Crossing Community School.** The recommended action to waive this requirement for all programs with the exception on Valley Crossing is consistent with action by Intermediate Districts 287 and 917. Many of our students attend on a part-time basis with this requirement having been addressed for them by their member districts. Students attending on a full-time basis, other than Valley Crossing, represent very special populations with unique needs and characteristics.
2. **The school board approved a license agreement with Infinite Campus for student data management and special education software.** Fiscal year 2008 will be the district's 6<sup>th</sup> year using Infinite Campus as the district-wide student management and special education software system. Licensing fees for the special education software have been waived for the life of Northeast Metro 916's use of Infinite Campus in exchange for our staff's work and input in development of the software.
3. **The school board approved two grants for the period July 1, 2007 through June 30, 2008. From Minnesota State Colleges & University in the amount of \$173,526 for a project titled "Northeast Metro Tech Prep Consortium" and from Minnesota Department of Education in the amount of \$247,542 for a project titled "Northeast Metro Carl Perkins".**

4. **The school board appointed representatives to the Executive Committee, ECSU, AMSD, SEE and the 916 Foundation.** This year Northeast Metro 916 has become an affiliate member to AMSD and SEE. Our members are split evenly between the two organizations. Rolf Parsons, White Bear Lake was assigned ECSU. Marilyn Forseberg, Spring Lake Park was assigned AMSD with Bill Majerus, Roseville, as alternate. John Belisle, Mahtomedi, was assigned SEE with Marilyn Forseberg as alternate. Marre Jo Sager, Mounds View, was assigned the 916 Foundation.

**FUND SUMMARY**  
**FOR BANK 02 - ACCOUNTS PAYABLE CHECKS**  
**DATE RANGE: 8/01/2007 -8/31/2007**

<u>FUND</u>	<u>FUND NAME</u>	<u>ISSUED TOTAL</u>	<u>VOIDED TOTAL</u>
001	GENERAL FUND	827,434.08	830.44
002	FUND SERVICE	89,762.94	
003	TRANSPORTATION	10,479.36	
004	COMMUNITY SERVICE	63,425.16	
005	CAPITAL OUTLAY	219,542.71	
007	DEBT REDEMPTION		
025	DONATIONS / ACTIVITIES	46,891.52	
050	HS STUDENT ACTIVITIES	8,760.06	
	<b>TOTALS</b>	<u><b>1,266,295.83</b></u>	<u><b>830.44</b></u>

## Check Register Report

AUGUST 2007

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317195	C	\$169.70	8/2/07	00009	AAA AWARDS
2	317196	C	\$200.00	8/2/07	03455	AARP
2	317197	C	\$247.50	8/2/07	04680	ADAM PUTSCHOEGL
2	317198	C	\$2,234.99	8/2/07	00080	ALPHAGRAPHICS # 401
2	317199	C	\$119.31	8/2/07	00535	BARBARA CONNELLY
2	317200	C	\$120.00	8/2/07	05854	BERI DWYER
2	317201	C	\$697.50	8/2/07	03057	BRAD BERGIE
2	317202	C	\$100.00	8/2/07	05712	BRITTNI LAUGHLIN
2	317203	C	\$304.61	8/2/07	00437	CDW GOVERNMENT INC
2	317204	C	\$161.50	8/2/07	03115	CHARLES LINDERKAMP
2	317205	C	\$759.62	8/2/07	00466	CHILDCRAFT EDUCATION CORP
2	317206	C	\$75.00	8/2/07	05852	CHRISTOPHER FASOLI
2	317207	C	\$80.00	8/2/07	01572	CITY OF MAHTOMEDI
2	317208	C	\$5,700.00	8/2/07	00485	CLASSIC SUBURBAN CONFERENCE
2	317209	C	\$154.12	8/2/07	00553	CORPORATE EXPRESS
2	317210	C	\$352.57	8/2/07	00558	COURAGE CENTER
2	317211	C	\$400.00	8/2/07	03228	CRAIG ZIMANSKE
2	317212	C	\$355.65	8/2/07	02882	DAVID WALD
2	317213	C	\$72.89	8/2/07	05906	DEANNA HOIST
2	317214	C	\$674.85	8/2/07	03433	DELL COMPUTER CORP.
2	317215	C	\$10.16	8/2/07	00635	DENNESON AUTO PARTS & MACHINE
2	317216	C	\$148.95	8/2/07	03934	DIRECT SAFETY
2	317217	C	\$75.00	8/2/07	05869	DISTINCTIVE HUMAN RESOURCES, INC
2	317218	C	\$200.00	8/2/07	05900	EVAN O'MALLEY
2	317219	C	\$598.80	8/2/07	00803	EXPRESS PERSONNEL SERVICES INC
2	317220	C	\$25.31	8/2/07	00817	FEDEX
2	317221	C	\$1,274.00	8/2/07	05883	HEIDI GEORGE
2	317222	C	\$500.00	8/2/07	05886	HEIDI SALZBRENNER
2	317223	C	\$11,531.50	8/2/07	01173	HUMAN SERVICES INC
2	317224	C	\$125,565.49	8/2/07	01214	ING
2	317225	C	\$359.92	8/2/07	05894	JOHN MCCALLUM

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317226	C	\$2,030.00	8/2/07	02167	JULIE POTVIN KIRCHNER
2	317227	C	\$1,120.00	8/2/07	02983	KATHRYN WINKELMAN
2	317228	C	\$500.00	8/2/07	05901	KELLY ETZEL
2	317229	C	\$109.34	8/2/07	05905	KIMBERLEE ELSHOLTZ
2	317230	C	\$500.00	8/2/07	05884	KIRSTEN KAUFMANN
2	317231	C	\$29.00	8/2/07	04480	KRISTINA WAGNER
2	317232	C	\$600.00	8/2/07	05885	LAURA HAUGEN
2	317233	C	\$125.00	8/2/07	05896	LAUREEN MCCALIB
2	317234	C	\$72.89	8/2/07	04219	LEE GORMAN
2	317235	C	\$35.00	8/2/07	02862	LYNNE VIKER
2	317236		\$350.00	8/2/07	03937	MARK TIETZ
2	317237	C	\$730.23	8/2/07	02996	MARY BELL WOLFF
2	317238	C	\$24.37	8/2/07	01101	MARY JO HEI
2	317239	C	\$350.00	8/2/07	05899	MELANIE DEUTSCH
2	317240	C	\$57.33	8/2/07	02324	NAN ROHDE
2	317241	C	\$122.29	8/2/07	01871	NASCO
2	317242	C	\$12.00	8/2/07	01883	NATIONAL GEOGRAPHIC SOCIETY
2	317243	C	\$3,890.56	8/2/07	01971	NORTHEAST METRO 916
2	317244	C	\$1,765.77	8/2/07	01971	NORTHEAST METRO 916
2	317245	C	\$488.00	8/2/07	02043	ON SITE SANITATION INC
2	317246	C	\$51.41	8/2/07	01363	PAM KLINKHAMMER
2	317247	C	\$44.73	8/2/07	00235	PAUL BEGGIN
2	317248	C	\$37.88	8/2/07	02161	POPP TELECOM
2	317249	C	\$3,553.83	8/2/07	02226	QWEST INTERPRISE NETWORKING
2	317250	C	\$912.00	8/2/07	02253	REGION I
2	317251	C	\$387.51	8/2/07	02363	SAM'S CLUB DISCOVER
2	317252	C	\$25,348.66	8/2/07	02558	SPECIAL PAY DEFFFERAL
2	317253	C	\$344.69	8/2/07	02564	SPEEDWAY SUPERAMERICA LLC
2	317254	C	\$678.30	8/2/07	03105	STEVE KIMBALL
2	317255	C	\$68.00	8/2/07	00450	SUE CERNOHOUS
2	317256	C	\$69.99	8/2/07	03227	TAMARA ORDAHL
2	317257	C	\$362.00	8/2/07	02714	TEENS INC
2	317258	C	\$1,215.00	8/2/07	04080	TEXAS INSTRUMENTS
2	317259	C	\$125.00	8/2/07	05895	THERESA SMITH
2	317260	C	\$1,676.25	8/2/07	02748	TIES

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2	317261	C	\$1,760.00	8/2/07	02842	VALLEYFAIR
2	317262	C	\$30.06	8/2/07	02858	VERIZON WIRELESS
2	317263	C	\$1,607.45	8/2/07	02860	VERSATILE VEHICLES INC
2	317264	C	\$1,155.08	8/2/07	02889	WALMART COMMUNITY
2	317265		\$15,516.57	8/2/07	00723	XCEL ENERGY
2	317266	C	\$810.30	8/2/07	03017	XEROX CORPORATION
2	317267		\$3,539.32	8/2/07	00031	ACCESS COMMUNICATIONS INC
2	317268	C	\$100.00	8/2/07	05898	KAITLYN ANDERSON
2	317269	C	\$100.00	8/2/07	03235	KATY LUDWIGSON
2	317270	C	\$100.00	8/2/07	03945	PEYTON WIGHT
2	317271	C	\$100.00	8/2/07	05897	STEPHANIE ANDERSON
2	317272	C	\$100.00	8/2/07	04730	TONY BRUNSTAD
2	317273	C	\$307.64	8/3/07	00094	AMERICAN FAMILY ASSURANCE
2	317274	C	\$224.00	8/3/07	01740	MINN NCPERS GROUP LIFE INS
2	317275		\$5,850.90	8/3/07	01807	MN TEACHERS RETIREMENT ASSN
2	317276	C	\$14.90	8/3/07	01888	NATIONAL INSURANCE SERVICES
2	317277	C	\$279.00	8/3/07	02017	OFFICE & PROFESSIONAL
2	317278	C	\$731.76	8/3/07	02048	OPERATING ENGINEERS LOCAL #70
2	317279	C	\$922.34	8/13/07	01967	CATHERINE NOREEN
2	317280	C	\$2,098.00	8/13/07	05911	TJ'S CUSTOM CABINETS
2	317281	C	\$135.70	8/16/07	00004	A & E HOME VIDEOS
2	317282	C	\$9.50	8/16/07	00009	AAA AWARDS
2	317283	C	\$184.61	8/16/07	03465	ABRASIVES ACCESSORIES
2	317284	C	\$74.90	8/16/07	05834	ALL POSTERS.COM
2	317285	C	\$50.00	8/16/07	05921	AMANDA SAMPSON
2	317286	C	\$60.00	8/16/07	00084	AMAZON ENVIRONMENTAL INC
2	317287	C	\$444.24	8/16/07	00085	AMAZON.COM
2	317288	C	\$20.00	8/16/07	05789	ANDREA RIVET
2	317289	C	\$20.00	8/16/07	05919	ANNABEL HEDIN
2	317290	C	\$1,074.00	8/16/07	00208	BARNES & NOBLE
2	317291	C	\$560.00	8/16/07	00208	BARNES & NOBLE
2	317292	C	\$8,711.00	8/16/07	04691	BLOOMINGTON COMPENSATION INS CO
2	317293	C	\$35.93	8/16/07	00420	CARSON-DELLOSA PUB CO INC
2	317294	C	\$3,000.00	8/16/07	04783	CASH

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317295	C	\$170.00	8/16/07	00430	CASS STREET PUBLISHERS INC
2	317296	C	\$523.00	8/16/07	00437	CDW GOVERNMENT INC
2	317297	C	\$209.95	8/16/07	03115	CHARLES LINDERKAMP
2	317298	C	\$11,603.53	8/16/07	00406	CHASE CARD SERVICE/BANK ONE
2	317299		\$15.74	8/16/07	01355	CHRIS KING
2	317300	V	\$250.00	8/16/07	05918	CHRISTIE LARSON
2	317301	C	\$355.40	8/16/07	00487	CLASSROOM DIRECT COM
2	317302	C	\$1,541.30	8/16/07	05915	CLEAN N PRESS
2	317303	C	\$540.00	8/16/07	00491	CLOSING THE GAP
2	317304	C	\$179.90	8/16/07	00307	CMERDC
2	317305	C	\$1.49	8/16/07	00494	CMERDC
2	317306	C	\$369.60	8/16/07	00503	COLLEGE BOARD PUBLICATIONS
2	317307	C	\$9,643.58	8/16/07	00527	COMSTOCK & SONS INC
2	317308	C	\$43,051.00	8/16/07	05893	CONTINENTAL WESTERN INSURANCE CO
2	317309	C	\$2,864.85	8/16/07	00553	CORPORATE EXPRESS
2	317310	C	\$90.20	8/16/07	00594	CYNMAR CORPORATION
2	317311	C	\$472.64	8/16/07	00599	DALCO
2	317312	C	\$140.00	8/16/07	05913	DAVID FRUEHAUF
2	317313	C	\$4,111.20	8/16/07	05909	DEKTEK INC
2	317314	C	\$8,703.30	8/16/07	03433	DELL COMPUTER CORP.
2	317315	C	\$50.00	8/16/07	05523	DENISE BRUGGEMAN
2	317316	C	\$4,182.00	8/16/07	03242	DON CUNNINGHAM
2	317317	C	\$1,690.00	8/16/07	04719	DOOR SERVICE CO OF THE TWIN CITIES INC
2	317318	C	\$550.00	8/16/07	00714	EAGLE SCREEN PRINTING
2	317319	C	\$377.00	8/16/07	00726	ECM PUBLISHERS INC
2	317320	C	\$79.94	8/16/07	00736	EDUCATION WEEK
2	317321	C	\$31.99	8/16/07	00746	EDUCATORS OUTLET INC
2	317322	C	\$333.66	8/16/07	03241	ELECTRONIC DESIGN CO
2	317323	C	\$1,990.60	8/16/07	00764	ELSMORE AQUATICS
2	317324	C	\$598.80	8/16/07	00803	EXPRESS PERSONNEL SERVICES INC
2	317325	C	\$6,734.25	8/16/07	00856	FOLLETT EDUCATIONAL SERVICES
2	317326	C	\$4,656.00	8/16/07	00856	FOLLETT EDUCATIONAL SERVICES
2	317327	C	\$164.94	8/16/07	05902	FOOD NETWORK

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2	317328	C	\$177.28	8/16/07	01010	GL SPORTS INC
2	317329	C	\$72.70	8/16/07	00987	GRAINGER
2	317330	C	\$120.00	8/16/07	03081	GRAY SEEVER
2	317331	C	\$91.14	8/16/07	03212	GREAT IDEAS FOR TEACHING
2	317332	C	\$13,492.00	8/16/07	04950	GUNDERSON CONSTRUCTION, INC
2	317333	C	\$200.00	8/16/07	03967	HARRISON ANDREW
2	317334	C	\$452.75	8/16/07	01116	HERITAGE PRINTING
2	317335	C	\$920.00	8/16/07	01173	HUMAN SERVICES INC
2	317336	C	\$1,157.06	8/16/07	04468	HYDROLOGIC WATER MANAGEMENT
2	317337		\$44,088.40	8/16/07	03248	I.S.D # 834 STILLWATER
2	317338	C	\$44.11	8/16/07	01202	IASCO
2	317339	C	\$5,460.00	8/16/07	05922	JEFF MUETZEL
2	317340		\$622.48	8/16/07	02616	JENNIFER STEIGER
2	317341	C	\$270.00	8/16/07	02894	JENNIFER WARD
2	317342	C	\$14.55	8/16/07	01263	JIM JENSEN
2	317343	C	\$2,768.40	8/16/07	04068	JOHN DEIR
2	317344	C	\$3,552.22	8/16/07	05863	JOHNSON & CONDON P.A.
2	317345	C	\$737.66	8/16/07	01950	KATHE NICKLEBY
2	317346	C	\$81.19	8/16/07	01351	KATHI KIRCHOFF
2	317347		\$50.00	8/16/07	05914	KATHRYN SAMUELSON
2	317348	C	\$270.00	8/16/07	02463	KELLY SHAFER
2	317349	C	\$216.00	8/16/07	01372	KNOWLAN'S SUPER MARKETS
2	317350	C	\$270.00	8/16/07	04205	KRISTIN HEAGLE
2	317351	C	\$161.52	8/16/07	03571	L & N HARDWARE HANK
2	317352	C	\$5,218.86	8/16/07	01411	LAFAYETTE LIFE INSURANCE CO
2	317353	C	\$12,721.36	8/16/07	01414	LIDLAW TRANSIT-EDUCATION SERVICES
2	317354	C	\$24.90	8/16/07	01419	LAKESHORE LEARNING MATERIALS
2	317355	C	\$128.00	8/16/07	03195	LASERPLUS, LLC
2	317356	C	\$48.50	8/16/07	00759	LAURA ELIASON
2	317357	C	\$270.00	8/16/07	05910	LAURA MOYER
2	317358		\$75.00	8/16/07	05912	LAURIE JERYLO
2	317359	C	\$36.85	8/16/07	01456	LEARNING RESOURCES
2	317360	C	\$8,593.91	8/16/07	05872	LEGO EDUCATION
2	317361	C	\$270.00	8/16/07	02880	LESLIE WAGNER- BEEK

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2	317362		\$270.00	8/16/07	03225	LORI BIEHN
2	317363	C	\$1,848.95	8/16/07	01539	MACKIN LIBRARY MEDIA
2	317364	C	\$3,732.25	8/16/07	03182	MADISON NATIONAL LIFE
2	317365	C	\$676.02	8/16/07	02996	MARY BELL WOLFF
2	317366	C	\$87.30	8/16/07	01101	MARY JO HEI
2	317367	C	\$45.00	8/16/07	05923	MARY KRUSE
2	317368		\$825.00	8/16/07	01609	MASA
2	317369	C	\$200.00	8/16/07	04561	MATT SYMANIETZ
2	317370	C	\$293.71	8/16/07	01684	MENARDS OAKDALE CASHWAY LUMBER
2	317371	C	\$832.00	8/16/07	01694	MESPA/NAESP
2	317372	C	\$45.00	8/16/07	01699	METRO ECSU
2	317373	C	\$34.40	8/16/07	01703	USA MOBILITY
2	317374	C	\$161.60	8/16/07	01725	MIDWEST SHOP SUPPLIES INC
2	317375	C	\$222.05	8/16/07	04099	MINNCOR INDUSTRIES
2	317376		\$150.00	8/16/07	01771	MN BOARD OF SCHOOL ADMINISTRAT
2	317377	C	\$3,943.00	8/16/07	01803	MN STATE H S LEAGUE
2	317378	C	\$270.00	8/16/07	05917	MOLLY HOLLIHAN
2	317379	C	\$175.00	8/16/07	01839	MPA
2	317380		\$680.00	8/16/07	03189	NAGC
2	317381	C	\$139.68	8/16/07	03981	NANCY BREENING
2	317382	C	\$168.00	8/16/07	01896	NATIONAL STAFF DEVELOPMENT
2	317383	C	\$4,547.50	8/16/07	01971	NORTHEAST METRO 916
2	317384	C	\$80.53	8/16/07	01977	NORTHERN TOOL & EQUIPMENT CO/HSBC BUSINESS
2	317385	C	\$1,626.30	8/16/07	04948	NORTHWEST TEXTBOOK DEPOSITORY
2	317386	C	\$495.60	8/16/07	02042	OMNITRON ELECTRONICS
2	317387	C	\$200.00	8/16/07	02043	ON SITE SANITATION INC
2	317388	C	\$410.00	8/16/07	04488	ORANGE TREE EMPLOYMENT SCREENING
2	317389	C	\$76.95	8/16/07	05675	PCI EDUCATIONAL PUBLISHING
2	317390	C	\$1,399.37	8/16/07	02096	PEARSON EDUCATION
2	317391		\$60.00	8/16/07	03945	PEYTON WIGHT
2	317392	C	\$1,881.05	8/16/07	05805	POWER SYSTEM SPORTS
2	317393	C	\$799.80	8/16/07	02180	PRESS PUBLICATIONS

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2	317394	C	\$3,250.00	8/16/07	02193	PROFESSIONAL TURF RENOVATION
2	317395	C	\$385.98	8/16/07	02218	QDS-QUALITY DOCUMENT SOLUTIONS
2	317396	C	\$3,266.70	8/16/07	02227	QWEST
2	317397	C	\$1,977.48	8/16/07	02233	RAND MCNALLY & COMPANY
2	317398	C	\$399.00	8/16/07	05916	REBECCA GERNES
2	317399	C	\$479.03	8/16/07	00371	REGINA BURESH
2	317400	C	\$151.26	8/16/07	00469	RITA CHILDS
2	317401		\$222.90	8/16/07	02160	ROBERT PONTIOUS
2	317402	C	\$250.00	8/16/07	03918	SAM GILSRUD
2	317403	C	\$92.02	8/16/07	02367	SAM'S CLUB/GECF
2	317404	C	\$111.18	8/16/07	02413	SCHOLASTIC INC
2	317405	C	\$61.86	8/16/07	02413	SCHOLASTIC MAGAZINES
2	317406	C	\$230.25	8/16/07	02579	SRA/McGRAW-HILL CO.
2	317407	V	\$270.00	8/16/07	05451	ST JOHNSBURY ACADEMY
2	317408	C	\$655.00	8/16/07	02603	STAR TRIBUNE
2	317409	C	\$43,995.63	8/16/07	02653	STRATEGIC
2	317410	C	\$516.16	8/16/07	02669	SUPREME SCHOOL SUPPLY CO
2	317411	C	\$281.88	8/16/07	02697	TCI-TEACHER'S CURRICULUM INSTITUTE
2	317412	C	\$687.53	8/16/07	02705	TEAM EUROSPOORT
2	317413	C	\$34.50	8/16/07	04122	TEXT ALTERNATIVES
2	317414	C	\$213.92	8/16/07	05865	THE APEIRON GROUP
2	317415	C	\$12,750.00	8/16/07	04012	THE HOPKINS CONSULTING GROUP
2	317416	C	\$2,216.02	8/16/07	02738	THOMSON LEARNING
2	317417	C	\$154,927.42	8/16/07	02747	TIERNEY BROTHERS INC
2	317418	C	\$2,098.00	8/16/07	05911	TJ'S CUSTOM CABINETS
2	317419	C	\$18.47	8/16/07	03217	TREND ENTERPRISES, INC
2	317420	C	\$99.00	8/16/07	02807	U S BANK -TREASURY MANAGEMENT SERV.
2	317421		\$2,730.00	8/16/07	04197	UNIVERSITY OF WISCONSIN-STOUT
2	317422		\$385.61	8/16/07	00332	VALERIE BRASS
2	317423	C	\$98.94	8/16/07	05029	VORT CORP.
2	317424	C	\$2,149.16	8/16/07	02873	VOSS LIGHTING
2	317425	C	\$816.46	8/16/07	02903	WASTE MANAGEMENT-BLAINE MN
2	317426	C	\$8.95	8/16/07	04788	WATER CARE

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2	317427	C	\$4,490.00	8/16/07	05572	WEATHERBUG EDUCATION
2	317428	C	\$192.50	8/16/07	02926	WESTERN PSYCHOLOGICAL SERVICE
2	317429	C	\$37,178.95	8/16/07	05820	WILCOX PAPER LLC
2	317430	C	\$209.20	8/16/07	02968	WILDWOOD BOWL/ PIZZA
2	317431	C	\$1,317.12	8/16/07	02352	WILLIAM H.SADLIER
2	317432	C	\$1,389.42	8/16/07	03017	XEROX CORPORATION
2	317433	C	\$5,356.78	8/16/07	03017	XEROX CORPORATION
2	317434	C	\$6,504.54	8/17/07	01807	MN TEACHERS RETIREMENT ASSN
2	317435	C	\$300.00	8/17/07	04342	WISCONSIN SCTF
2	317437	C	\$739.92	8/23/07	00259	BEST BUY
2	317438	C	\$120.00	8/23/07	03455	AARP
2	317439		\$325.40	8/23/07	00016	ABBOTT PAINT & CARPET CO
2	317440	C	\$79.02	8/23/07	00265	ADAM BEYER
2	317441	C	\$331.23	8/23/07	00047	ADT SECURITY SYSTEMS
2	317442	C	\$947.00	8/23/07	04896	AIR COMFORT SOLUTIONS,INC
2	317443	C	\$2,171.91	8/23/07	04827	ALLIANCE PUBLISHING & MARKETING
2	317444	C	\$65.89	8/23/07	00116	AMERICA'S CHILD - MAHTOMEDI
2	317445	C	\$680.00	8/23/07	05928	APACHE GROUP
2	317446	C	\$480.00	8/23/07	00153	APPLIED ENVIRONMENTAL SCIENCES INC
2	317447	C	\$882.03	8/23/07	00208	BARNES & NOBLE
2	317448	C	\$74.02	8/23/07	00220	BATTERIES PLUS
2	317449	C	\$295.00	8/23/07	05924	BELLE SERVICES CORP.
2	317450	C	\$15.00	8/23/07	04574	BILL WEIGEL SIGNS
2	317451		\$205.00	8/23/07	03927	CAROL SCHWIETZ
2	317452	C	\$243.85	8/23/07	03479	CHRIS CARLSON
2	317453	C	\$468.13	8/23/07	05926	CHRIS MOORE
2	317454	C	\$9,328.75	8/23/07	00478	CITIBUSINESS CARD
2	317455	C	\$1,168.90	8/23/07	00487	CLASSROOM DIRECT COM
2	317456	C	\$223.84	8/23/07	00307	CMERDC
2	317457	C	\$1,490.93	8/23/07	00553	CORPORATE EXPRESS
2	317458	C	\$120.79	8/23/07	00558	COURAGE CENTER
2	317459	C	\$7,717.09	8/23/07	05838	CUSTOM EDUCATION SOLUTIONS INC
2	317460	C	\$3,993.71	8/23/07	00599	DALCO
2	317461		\$15.23	8/23/07	02882	DAVID WALD

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317462	C	\$227.63	8/23/07	03514	DENISE SUNDSTROM
2	317463		\$146.47	8/23/07	03152	DENISE WAALEN
2	317464	C	\$272.87	8/23/07	03934	DIRECT SAFETY
2	317465	C	\$1,294.00	8/23/07	03241	ELECTRONIC DESIGN CO
2	317466	C	\$155.00	8/23/07	05929	ELIZABETH DESTACHE
2	317467	C	\$55.00	8/23/07	05939	ELIZABETH OR DON KNUDSEN
2	317468		\$8,296.05	8/23/07	03203	EMID
2	317469	C	\$460.35	8/23/07	00787	ERICKSON OIL PRODUCTS INC
2	317470		\$23.91	8/23/07	02602	FRANCES STANG
2	317471	C	\$104.54	8/23/07	00987	GRAINGER
2	317472	C	\$1,815.00	8/23/07	03180	HARCOURT ACHEIVE
2	317473	C	\$497.55	8/23/07	01002	HOUGHTON/GREAT SOURCE EDUCATION GROUP
2	317474	C	\$154.43	8/23/07	03331	I.S.D # 622 NO.ST PAUL-MAPLEWOOD- OAKDALE
2	317475	C	\$155.00	8/23/07	05934	IHOLYA AND ALFREDO CARDOZA
2	317476	C	\$712.80	8/23/07	03303	JAMES STANFIELD
2	317477	C	\$196.84	8/23/07	05904	JB PRINCE
2	317478	C	\$8,072.00	8/23/07	05938	KING FENCE INC
2	317479	C	\$948.18	8/23/07	01394	KROMER CO LLC
2	317480	C	\$3,159.51	8/23/07	01414	LIDLAW TRANSIT-EDUCATION SERVICES
2	317481	C	\$690.46	8/23/07	01464	LEEF SERVICES
2	317482	C	\$113.34	8/23/07	01557	MAHTOMEDI AUTOMOTIVE SERVICE
2	317483		\$310.00	8/23/07	05930	MARIANNE O GARA
2	317484	C	\$155.00	8/23/07	05933	MARK AND CHRISTINE MASSIE
2	317485	C	\$186.70	8/23/07	05925	MARK HAMRE
2	317486	C	\$170.00	8/23/07	02993	MARK WOLAK
2	317487	C	\$1,388.00	8/23/07	01618	MASSP
2	317488	C	\$67.47	8/23/07	01684	MENARDS OAKDALE CASHWAY LUMBER
2	317489		\$205.00	8/23/07	03283	MICHELLE DEMULLING
2	317490		\$65.00	8/23/07	04181	MIDWEST AUDIO VISUAL, INC.
2	317491		\$75.00	8/23/07	01771	MN BOARD OF SCHOOL ADMINISTRAT
2	317492		\$90.00	8/23/07	01780	MN DEPT OF HEALTH

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317493	C	\$35.00	8/23/07	01810	MN YOUTH INTERVENTION PROGRAMS
2	317494	C	\$155.00	8/23/07	05936	NANCY FLANERY
2	317495	C	\$590.00	8/23/07	04048	NEW HORIZONS
2	317496	C	\$41.47	8/23/07	02157	NICOLE POIRIER
2	317497	C	\$754.00	8/23/07	02043	ON SITE SANITATION INC
2	317498	C	\$581.00	8/23/07	04488	ORANGE TREE EMPLOYMENT SCREENING
2	317499	C	\$36.64	8/23/07	02051	ORIENTAL TRADING CO,INC
2	317500	C	\$205.00	8/23/07	05056	PAUL MCGIBBON
2	317501	C	\$18.06	8/23/07	00238	PHIL BELDEN
2	317502	C	\$1,873.98	8/23/07	03166	PINES SCHOOL
2	317503	C	\$2,017.66	8/23/07	02165	POSTMASTER
2	317504	C	\$310.20	8/23/07	02180	PRESS PUBLICATIONS
2	317505	C	\$161.67	8/23/07	02373	RACHEL SANDE
2	317506	C	\$863.50	8/23/07	03136	RATWIK ROSZAK & MALONEY P A
2	317507	C	\$510.00	8/23/07	03263	ROCHESTER 100 INC.
2	317508	C	\$518.75	8/23/07	04718	ROYAL MECHANICAL INC
2	317509	C	\$181.51	8/23/07	02367	SAM'S CLUB/GECF
2	317510	C	\$16.98	8/23/07	05075	SAMUEL FRENCH INC
2	317511	C	\$723.45	8/23/07	02473	SHERWIN-WILLIAMS CO
2	317512	C	\$314.91	8/23/07	02544	SOPRIS WEST
2	317513	C	\$150.21	8/23/07	00546	STEPHANIE COOK
2	317514		\$18.46	8/23/07	01085	STEVE HAUBLE
2	317515	C	\$155.00	8/23/07	05932	SUE AND MARK MOORES
2	317516	C	\$960.00	8/23/07	02681	T J T-SHIRTS
2	317517	C	\$35.00	8/23/07	02754	T-MOBILE
2	317518	C	\$1,200.00	8/23/07	02685	TALLY'S DOCKSIDE
2	317519	C	\$2,400.00	8/23/07	03859	TEAMWORKS INTERNATIONAL, INC.
2	317520	C	\$10.26	8/23/07	05865	THE APEIRON GROUP
2	317521	C	\$294.37	8/23/07	02748	TIES
2	317522	C	\$3,930.00	8/23/07	03284	TOM-WEYER-FOR-HIRE
2	317523	C	\$155.00	8/23/07	05931	TONY ZAJAC
2	317524	C	\$125.48	8/23/07	02858	VERIZON WIRELESS
2	317525	C	\$289.00	8/23/07	02946	WHITE BEAR LOCKSMITH

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317526	C	\$1,266.72	8/23/07	03255	WORLD BOOK, INC
2	317527	C	\$499.13	8/23/07	00723	XCEL ENERGY
2	317528	C	\$1,029.60	8/30/07	05840	ABRAMS AND CO
2	317529	C	\$39.75	8/30/07	00095	AMERICAN FLAGPOLE & FLAG CO
2	317530	C	\$719.95	8/30/07	04346	CAPSTONE PRESS
2	317531		\$103.35	8/30/07	04185	CAROLYNE ZIESKE
2	317532	C	\$633.00	8/30/07	05882	CARVENCO/CHANGING LIVES CHARACTER CURRICULUM
2	317533		\$80.75	8/30/07	03115	CHARLES LINDERKAMP
2	317534		\$225.23	8/30/07	01747	CHICAGO DIST.CTR /MN HISTORICAL SOCIETY
2	317535		\$116.94	8/30/07	05942	CHRISTA KURTZ-HUBER
2	317536		\$230.00	8/30/07	00542	CONTINENTAL MATHEMATICS LEAGUE INC
2	317537	C	\$1,005.29	8/30/07	00553	CORPORATE EXPRESS
2	317538	C	\$2,540.70	8/30/07	05838	CUSTOM EDUCATION SOLUTIONS INC
2	317539	C	\$68.97	8/30/07	00599	DALCO
2	317540	C	\$400.00	8/30/07	05944	DEB VERDOORN ANDERSON
2	317541	C	\$8,101.31	8/30/07	03433	DELL COMPUTER CORP.
2	317542	C	\$15.97	8/30/07	04850	DENISE LANOUX
2	317543		\$845.50	8/30/07	00669	DISNEY EDUCATIONAL PRODUCTIONS
2	317544	C	\$478.38	8/30/07	00783	EPA AUDIO VISUAL
2	317545	C	\$2,742.74	8/30/07	00856	FOLLETT EDUCATIONAL SERVICES
2	317546	C	\$480.00	8/30/07	00858	FOLLETT SOFTWARE COMPANY
2	317547		\$15.76	8/30/07	02602	FRANCES STANG
2	317548	C	\$152.03	8/30/07	00936	GENERAL BINDING CORPORATION
2	317549	C	\$86.37	8/30/07	01010	GL SPORTS INC
2	317550		\$24.42	8/30/07	00859	GLORIA FONG
2	317551		\$64.95	8/30/07	00979	GOPHER
2	317552	C	\$167.00	8/30/07	02979	H.W.WILSON CO
2	317553	C	\$272,861.13	8/30/07	01096	HEALTHPARTNERS
2	317554	C	\$8,401.44	8/30/07	01164	HOUGHTON MIFFLIN CO
2	317555		\$12,472.00	8/30/07	03475	I.S.D # 621 MOUNDS VIEW SCHOOL DISTRICT
2	317556	C	\$330.00	8/30/07	01218	INSTITUTE FOR ENVIRONMENTAL

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317557		\$48.95	8/30/07	05475	ISTE-INTERNATIONA SOC.OF TECH IN EDUCATION
2	317558		\$1,339.57	8/30/07	04152	JEAN OSWALD
2	317559		\$54.10	8/30/07	02898	JEANNA WARREN
2	317560		\$33.60	8/30/07	01480	JEFF LIEN
2	317561		\$201.83	8/30/07	01258	JEN MANUFACTURING INC
2	317562		\$76.81	8/30/07	00169	KATIE ARVESEN
2	317563	C	\$708.50	8/30/07	03195	LASERPLUS, LLC
2	317564		\$49.95	8/30/07	05947	LAW YOUTH & CITIZENSHIP PROGRAM
2	317565		\$250.00	8/30/07	05948	LEAH WYNVEEN
2	317566	C	\$14,740.00	8/30/07	05495	LIFELINE AMPLIFICATION SYSTEMS
2	317567		\$99.95	8/30/07	03706	LINDA'S LINKS TO LITERATURE
2	317568		\$25.00	8/30/07	01496	LINWORTH PUBLISHING, INC
2	317569		\$50.50	8/30/07	01557	MAHTOMEDI AUTOMOTIVE SERVICE
2	317570	C	\$50.99	8/30/07	01101	MARY JO HEI
2	317571		\$46.59	8/30/07	05943	MATTHEW BENDER & CO., INC
2	317572	C	\$217.55	8/30/07	01675	MEDICAL TECHNOLOGIES
2	317573	C	\$19.76	8/30/07	01684	MENARDS OAKDALE CASHWAY LUMBER
2	317574	C	\$200.00	8/30/07	03281	MID-AMERICAN ASSN OF SCHOOL SUPERINTENDENTS
2	317575	C	\$525.00	8/30/07	01739	MINITEX - CPP
2	317576	C	\$300.00	8/30/07	01779	MN DEPT OF EDUCATION
2	317577		\$250.00	8/30/07	02324	NAN ROHDE
2	317578	V	\$310.44	8/30/07	05833	NATIONAL INSTRUMENTS
2	317579	C	\$174.00	8/30/07	01973	NORTHEAST YMCA
2	317580	C	\$278.00	8/30/07	04948	NORTHWEST TEXTBOOK DEPOSITORY
2	317581	C	\$2,454.00	8/30/07	02052	ORIGINS
2	317582	C	\$18.84	8/30/07	01066	PAM HAREIN
2	317583	C	\$55.77	8/30/07	01363	PAM KLINKHAMMER
2	317584	C	\$28.93	8/30/07	05821	PATTI PRATT
2	317585	C	\$4,772.37	8/30/07	03215	PEARSON LEARNING GROUP/PEARSON EDUCATION
2	317586	C	\$463.02	8/30/07	00238	PHIL BELDEN
2	317587		\$217.80	8/30/07	02182	PRIMARY CONCEPTS

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	317588	C	\$2,606.18	8/30/07	02233	RAND MCNALLY & COMPANY
2	317589		\$253.26	8/30/07	03991	SARA DUSEK
2	317590		\$101.85	8/30/07	05265	SARAH ROSENGREN
2	317591	C	\$623.88	8/30/07	02420	SCHOOL SPECIALTY INC
2	317592	C	\$3.00	8/30/07	02473	SHERWIN-WILLIAMS CO
2	317593	C	\$40.50	8/30/07	02551	SOUTHEASTERN SECURITY CONSULT
2	317594	C	\$480.00	8/30/07	05940	SPECIAL ED RULES
2	317595	C	\$921.31	8/30/07	02610	STATE SUPPLY CO INC
2	317596	C	\$272.20	8/30/07	05804	STONE ARCH BOOKS
2	317597		\$554.92	8/30/07	02654	SUBSCRIPTION SERVICES OF AMERI
2	317598		\$17,616.00	8/30/07	02714	TEENS INC
2	317599	C	\$3,605.99	8/30/07	02747	TIERNEY BROTHERS INC
2	317600		\$2,033.90	8/30/07	02750	TIME FOR KIDS
2	317601		\$24,145.33	8/30/07	02902	WASHINGTON COUNTY SHERIFF'S OFFICE
2	317602	C	\$6,758.63	8/30/07	02916	WELSH COMPANIES LLC
2	317603	C	\$35.42	8/30/07	05949	WENDY GRANDLIENARD
2	317604		\$240.00	8/30/07	03009	WORDMASTERS
2	317605	C	\$11.41	8/30/07	00723	XCEL ENERGY
2	317606	C	\$1,604.24	8/30/07	03017	XEROX CORPORATION
<b>CK#</b>	<b>411</b>	<b>CK AMT</b>	<b>\$1,267,126.27</b>			

MAHTOMEDI CONSTRUCTION PAYMENTS - JULY 31, 2007 - AUGUST 31, 2007

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Code</u>
317436	8/23/07	Anderson Johnson Assoc. Inc.	Invoice # 021190707 Professional Services / Design Developement from 6/26/07 to 7/26/07	\$720.00	06-005-870-000-311-101
<b>TOTAL</b>				<b>\$720.00</b>	

MAHTOMEDI CONSTRUCTION PAYMENTS - AUGUST 31, 2007 TO SEPTEMBER 30, 2007

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	9/13/07	Anderson Johnson Assoc. Inc.	Invoice # 021190807 Professional Services / Design Development from 7/26/07 to 8/25/07	\$720.00
	9/14/07	Johnson & Condon P.A.	Statement #91853 Middle School Additions -Water Intrusion Issues	\$4,850.67
		<b>TOTAL</b>		<b>\$5,570.67</b>

**INDEPENDENT SCHOOL DISTRICT #832  
WIRE TRANSFER TRANSACTIONS  
MONTH OF AUGUST 2007**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
8/7/07	State of Minnesota	MN Trust	\$7,646.00	direct state payment
8/14/07	US Bank	First Niagara Bank	\$6,695.74	OMNI tsa's
8/14/07	US Bank	Region 1	\$992.30	flex benefits
8/15/07	MN Trust	MSDLAF	\$300,000.00	cover checks
8/15/07	US Bank	IRS	\$43,578.04	federal & fica taxes
8/15/07	US Bank	MN Dept of Revenue	\$6,904.89	state payroll taxes
8/15/07	US Bank	Wis. Dept. of Revenue	\$437.79	state payroll taxes
8/15/07	US Bank	Public Emp. Retirement Assoc.	\$10,534.47	pera retirement
8/15/07	MSDLAF	US Bank	\$107,490.35	cover checks
8/28/07	MN Trust	MSDLAF	\$1,000,000.00	cover checks
8/30/07	State of Minnesota	MN Trust	\$239,784.62	direct state payment
8/30/07	State of Minnesota	MN Trust	\$805,816.56	direct state payment
8/30/07	US Bank	First Niagara Bank	\$47,695.64	OMNI tsa's
8/30/07	US Bank	Region 1	\$7,055.79	flex benefits
8/31/07	US Bank	IRS	\$174,969.87	federal & fica taxes
8/31/07	US Bank	MN Dept of Revenue	\$27,220.45	state payroll taxes
8/31/07	US Bank	Wis. Dept. of Revenue	\$2,143.17	state payroll taxes
8/31/07	US Bank	Public Emp. Retirement Assoc.	\$12,262.90	pera retirement
8/31/07	MSDLAF	US Bank	\$432,967.08	cover checks

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2007-2008 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 832, County of Washington, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

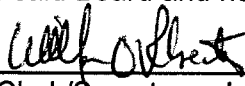
Mahtomedi High School \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

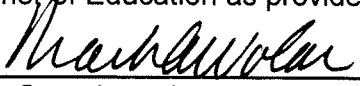
is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_  
OR;  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed:   
Clerk/Secretary - Local Governing Board

Signed:   
Superintendent or Head of School

Date: August 24, 2007

Date: August 24, 2007

District Office Address, City, Zip: 1520 Mahtomedi Avenue, Mahtomedi, MN 55115

School Superintendent's Phone: 651-407-2001

School Superintendent's Email: mwolak@mahtomedi.k12.mn.us

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2007**  
**Retain one copy for the school files.**