

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, January 8, 2009 - 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 BY TEMPORARY CHAIRPERSON 5
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE CONSENT AGENDA - See #15 for Consent Agenda Items
5. ORGANIZATIONAL MATTERS
 - A. Election of Chairperson
 - B. Election of Clerk
 - C. Election of Treasurer
 - D. Salaries of Board Members and Officers (Review of Policy 202.1-School Board Compensation) 7
 - E. Consideration of Board Member Appointments for 2009 9
6. PRESENTATIONS/RECOGNITION
 - A. Mahtomedi Learning Center - Shakespeare
Presenter: John Sedey and Hayley Wender
7. 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.
8. REPORT FROM STUDENT REPRESENTATIVE
 - A. Marjorie Odegard, Student Representative
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C.	Minnesota School Boards Association (MSBA) Legislative Liaison Presenter: Cathy Dalton	
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- I. Authorization to Approve and Pay Vendors before School Board Meetings and Use Wire Transfers
- J. Gifts/Grants
 - 1. Approval of Donation from Mahtomedi Area Educational Foundation to Curriculum and Teacher Enrichment Grants - \$20,502
 - 2. Approval of Donation from Cassack Foundation to O. H. Anderson Elementary School Music Department - \$15,000
 - 3. Approval of Donation from Bolder Options to Mahtomedi High School - \$2,000
 - 4. Approval of Donation from American Foundry Society to Mahtomedi High School - \$350
- K. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Patrick Hartman - Science Teacher - Mahtomedi Learning Center (1/5/09)
 - b. Lisa Helmer - Long-Term Substitute Third Grade - O. H. Anderson Elementary School (1/8/09 to 2/27/09)
 - 2. Approval of Resignations/Retirements/Terminations
 - a. Beth Boegel - Receptionist - Mahtomedi High School (1/15/09)

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 mark.wolak@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.



ADDENDUM TO AGENDA
BOARD OF EDUCATION
January 8, 2009

Oath of Office – Mark Wolak will swear in Mary Jo Deters, Judy Schwartz and Steve Wolgamot and have them sign their acceptance of office and oath of office form.

5. ORGANIZATIONAL MATTERS – This meeting is the annual organizational meeting for the school board.

Current School Board Chair Steve Wolgamot will call the meeting to order and lead through Items 5. A. Election of Chairperson. The elected Chairperson will conduct the remainder of the school board meeting. A draft document of proposed officers and committee appointments, as per this past year, is included in the packet. Steve will send an email to you requesting any change in committee assignments.

D. Salaries of Board Members and Officers – Enclosed is regional salary information for school board members compiled by Intermediate School District 916 and a copy of current Policy 202.1-School Board Compensation. Policy 202.1 requires annual determination of compensation as school board members. You may adjust salary as you deem necessary.

E. Consideration of Board Member Appointments for 2009 – By policy, the person elected Chairperson identifies the committees and appointments of the school board.

10. ACTION ITEMS

- A. Approval of Resolution Directing Administration to Prepare Recommendations for Spending Reductions in Programs and Positions and Reasons Therefor – Denise Sundstrom and Mark Wolak are developing a budget spending reduction target for the 2009-2010 school year. We estimate the necessary reduction will be \$750,000. I will work with administration to identify the areas and line items for spending reductions and bring a recommendation to you. I expect to share some initial ideas with you at the study sessions in January and February. We will need final approval no later than April 15 in order to meet the statute deadlines for notifying tenured teachers.

At the study session on January 22, we will hear a report from our financial consultants at Ehlers and Associates regarding the financial benefit of moving our current and future severance reserve funds to an OPEB bond. If we move ahead with this strategy, we will gain approximately \$250,000 annually in the general fund. We will seek your approval to proceed with this at the school board meeting in February based on our conversation later this month.

CONSENT AGENDA

I recommend we continue the following selections as in the past.

- C. Selection of Official School Publication – It is recommended that the Board of Education select the *White Bear Press* as its official school publication.
- D. Selection of Official School District Depositories – The following are recommended as depositories for 2009: Dain Rauscher, Federal Reserve Bank of Minneapolis, First Bank of White Bear Lake, First National Bank of St. Paul, First National Bank of Minneapolis, Piper Jaffray, PMA Financial Network Inc., PMA Securities Inc., Smith Barney, Twin City Federal, and designated depositories of the Minnesota School District Liquid Asset Fund.
- E. Designation of Legal Counsel – The following are recommended for legal counsel for 2009: Karen Kepple at Northeast Metro 916; Knutson, Flynn & Deans; Ratwik, Roszak, and Maloney; Kennedy & Graven; and others as needed.
- F. Designation of Financial Advisor – It is recommended that Ehlers and Associates, Incorporated, be designated as financial advisors to the school district.
- G. Approval of Resolution Providing Limited Authorization for Superintendent and Business Manager to Sign Contracts – Minnesota state law permits school boards to provide authorization for superintendents and business managers to sign contracts. It is recommended that the resolution provided in the board packet be approved for 2009.
- H. Approval of Resolution Relating to Authorization and Use of Facsimile Signatures by School District Officers – The appropriate resolution is enclosed and is recommended to you for approval.
- I. Authorization to Approve and Pay Vendors before School Board Meetings and Use Wire Transfers – It is recommended that the Board of Education authorize payment of bills, investment of excess cash in approved depositories, and to use wire transfers.

MW/dm

202.1 - SCHOOL BOARD COMPENSATION

- I.** The School Board and its officers shall be compensated at the same rate as the average of Intermediate School District 916 school boards.
- Compensation shall be chair \$5,623; clerk \$5,143; treasurer \$5,081, and other members \$4,990.
 - The School Board members shall be paid in March, June, September, and December and shall have the deductions withheld required by law.
- II.** School Board members are eligible for reimbursement of expenses directly related to fulfilling a Board member's official responsibilities. Reimbursed expenses normally include:
- Mileage to and from School Board members homes to school district seminars and meetings. Board members will not be reimbursed for mileage to and from regularly scheduled school board meetings or to and from school district events. Parking and other required transportation will also be reimbursed at rates established by the Board.
 - Meals required in conjunction with official school board activities and duties will be up to the per diem established by the School Board.
- III.** Requests for reimbursement are submitted to the Superintendent for review. Reimbursement will occur through normal payment processing procedures after approval by the School Board.

ADOPTED – September 8, 1994

REVISED – January 12, 1995; January 11, 1996; January 13, 2000; January 11, 2001; January 10, 2002; January 12, 2006; January 11, 2007; January 10, 2008

2008/2008-09 SCHOOL BOARD COMPENSATION							
DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Members	Prescheduled Meetings Per Year	Additional Meetings
Centennial	\$5,186	\$4,634	\$4,965	\$4,634	\$4,414	21	10
Columbia Hts	\$6,000	\$4,800	\$4,800	\$4,800	\$4,800	22	12
Spring Lk Pk	\$5,400	\$5,000	\$5,400	\$5,400	\$5,000	24	10
Mounds View	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	33	22
NSP-M-Oakd	\$6,200	\$5,700	\$5,700	\$5,700	\$5,700	20	12
Roseville	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	23	10
White Bear Lk	\$4,900	\$4,700	\$4,900	\$4,700	\$4,500	22	As needed
Mahtomedi	\$5,623	-	\$5,143	\$5,081	\$4,990	21	As needed
So Wash Cty	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	24	15
Stillwater	\$5,000	\$4,400	\$4,400	\$4,400	\$4,400	20	As needed
NE Metro 916	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	13	As needed
Average	\$5,641	\$5,089	\$5,161	\$5,098	\$5,006	22	8
Average without highest and lowest	\$5,583	\$4,962	\$5,096	\$5,019	\$4,907		
NOTES:							
1. Averages do not include expense reimbursements							
12/16/2008							



SCHOOL BOARD ORGANIZATIONAL MEETING

ELECTION OF OFFICERS

<u>OFFICE</u>	<u>PURPOSE</u>	<u>2008</u>	<u>2009</u>
Chairperson	The Chairperson presides at all meetings of the Board of Education, countersigns all orders upon the Treasurer for claims allowed by the Board, represents the school district in all actions, and performs all of the duties usually incumbent on such officer.	Steven Wolgamot	_____
Clerk	The Clerk keeps records of all meetings of the Board of Education, oversees all elections conducted by the Board, and files a report on or before August 15 of each year of the revenues, expenditures, and balances in each fund for the proceeding year.	Kevin Donovan	_____
Treasurer	The Treasurer shall oversee the deposit funds official school district depositories, review or make all reports that may be called for by the Board of Education, and performs all of the duties usually incumbent on such officer.	Cathy Dalton	_____

COMMITTEE APPOINTMENTS

<u>COMMITTEE</u>	<u>PURPOSE</u>	<u>2008</u>	<u>2009</u>
Facilities Committee	The purpose of the Facilities Committee is to assist the Board of Education and administration to achieve safe, clean, well-maintained, and attractive buildings and grounds. The committee will review and comment on proposed budgets for buildings and grounds, significant system or staffing changes, and proposed capital projects prior to final review or action by the Board.	John Belisle Cathy Dalton Steven Wolgamot	_____ _____ _____

<u>COMMITTEE</u>	<u>PURPOSE</u>	<u>2008</u>	<u>2009</u>
Personnel Committee	The purpose of the Personnel Committee is to assist the Board of Education and administration to maintain a quality work force, resolve employee grievances, and negotiate individual and group employment contracts. This will be accomplished by providing parameters and guidance on contract negotiations, employee grievances, and reviewing significant changes in staffing or personnel policies prior to final review or action by the Board.	Kevin Donovan William Roberts Judith Schwartz	_____ _____ _____

ADVISORY BOARD APPOINTMENTS

<u>ADVISORY BOARD</u>	<u>PURPOSE</u>	<u>2008</u>	<u>2009</u>
Association of Metropolitan School Districts (AMSD) Governing Board	The Association of Metropolitan School Districts exists to represent member school districts in the legislative process and to initiate and support legislation in the best interests of public education, member school districts, students and works to achieve funding equity.	Steven Wolgamot Judith Schwartz (A)	_____ _____(A)
Minnesota School Boards Association (MSBA) Legislative Committee Liaison	During the legislative session, the Minnesota School Boards Association Legislative Liaisons will serve as the contact person for MSBA’s legislative effort. Legislative Liaisons should stay current on key education issues and provide reports to his/her board at each meeting during the legislative session.	Cathy Dalton Kevin Donovan (A)	_____ _____(A)
Minnesota State High School League (MSHSL)	This individual serves as the district representative for Minnesota State High School League matters in combination with the Superintendent and serves as a voting member on specific policy issues.	William Roberts	_____

The following five committees will be attended by school board members on a rotating basis: Wildwood School Advisory Council, O. H. Anderson School Advisory Council, Mahtomedi Middle School Parent Association, Mahtomedi High School Parent Information, and Community Education Advisory Council.

GOVERNING BOARD APPOINTMENTS

<u>GOVERNING BOARD</u>	<u>PURPOSE</u>	<u>2008</u>	<u>2009</u>
East Metro Integration District 6067 (EMID)	East Metro Integration District 6067, a collaborative involving St. Paul and nine suburban school districts, was formed to foster voluntary integration among East Metro urban and suburban schools.	Kevin Donovan Cathy Dalton (A)	_____ _____(A)

GOVERNING BOARD

PURPOSE

2008

2009

Mahtomedi Area Educational Foundation (MAEF)

The mission of the Mahtomedi Area Educational Foundation is to recognize and develop the full potential of all people living and working within District 832 through teaching and learning.

Kevin Donovan
Mark Wolak, ex officio

Mark Wolak, ex officio

Metropolitan Educational Cooperative Service Unit (ECSU)

The Metropolitan Educational Cooperative Services Unit provides regional planning, liaison services with other agencies, and cooperative educational services to member school districts.

Cathy Dalton
Mark Wolak

Northeast Metro 916 Governing Board

Northeast Metropolitan Intermediate School District-916, in cooperation with member school districts, provides programs and services to students including secondary vocational, special education, telecommunications, and other low-incidence specialties.

John Belisle
Steven Wolgamot (A)

_____(A)

TIES Joint Board Rep

Steven Wolgamot
Cathy Dalton (A)

_____(A)

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **December 11, 2008**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:04 p.m. by Chair Steve Wolgamot.

2. ROLL CALL OF ATTENDANCE

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

3. APPROVAL OF THE AGENDA

Donovan moved, Schwartz seconded, approval of the agenda. Carried.

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

School Board Clerk Kevin Donovan noted more than \$13,000 in donations and gifts to the school district from the community and expressed appreciation to donors on behalf of the school board. Roberts moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried.

5. PRESENTATIONS/RECOGNITION

A. Mahtomedi High School - National Board Certified Teacher Scot Hovan

John Deir, high school principal, introduced Scot Hovan, recipient of the National Presidential Award in Math and Science and recent recipient of National Board Certification. Hovan shared information regarding the certification program with the school board.

B. Bill Roberts, School Board

School Board Chair Steve Wolgamot presented Dr. Bill Roberts with a school bell signifying appreciation for his twelve years of service to the community as a member of the school board. Dr. Roberts thanked the community for the ability to

serve in this capacity, thanked all board members for their support and commitment, and thanked Superintendent Wolak and staff for their shared commitment to excellence. Roberts noted that it has been an honor to serve the community in this way.

- C. Minnesota School Boards Association Directors' Award Recipients John Belisle and Kevin Donovan

School Board Chair Steve Wolgamot noted the recent awards received by John Belisle and Kevin Donovan and thanked them for their commitment to learning new information and gaining additional skills as school board members. They will receive recognition at the annual Minnesota School Boards Association Leadership Conference in January.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

Student Representative Marjorie Odegard reported that a recent Parents Night Out provided babysitting services for more than 150 children. Winter sports are now under way. Senior class leaders are planning the graduation ceremony with John Deir and high school staff.

8. APPROVAL OF MINUTES

- A. November 6, 2008 - Regular Meeting

Donovan moved, Schwartz seconded, approval of the minutes from the November 6, 2008, school board meeting. Carried.

- B. December 2, 2008 - Truth-in-Taxation Hearing

Roberts moved, Belisle seconded, approval of the minutes from the December 2, 2008, truth-in-taxation hearing. Carried.

9. DISCUSSION/INFORMATION ITEMS

- A. Calendar of Events

Chair Steve Wolgamot reviewed the calendar of events.

- B. Hear Report on Recreation Study with Cities and Athletic Associations

Russ Fraenkel, Director of Community Education, introduced Jeff and Kathy Shoenbauer, consultants who are assisting school district administration with a recreation study. The study analyzed information about the informal and formal

partnerships with area cities and athletic associations in the provision of youth sports and recreation activities. The study was initiated by the school district in order to quantify the contributions of cities, associations, and the school district. Findings from this study will help all leaders determine the best decisions for the future when considering athletic needs and financial limitations.

School Board Chair Steve Wolgamot noted the overall intentions of the study was to quantify current contributions, both financial and otherwise, of all parties to determine how to proceed in an equitable and fair manner with future leadership decisions. In particular, the school district will continue dialogue with city and association leaders to determine how to provide for youth recreation and sports within a limited revenue budget. Current youth participation fees do not cover the total operating costs for field maintenance and associated administrative expenses carried by the school district. District administration will continue to discuss solutions to address the funding gap with city leaders and recreation association leaders. Findings will be reported to community leaders in a consistent manner. A final report will be available for public review by February 1.

C. Hear Report from Johnson Controls Solutions Team on Comprehensive Facility Improvement Plan

Mike David and Brent Jones, consultants from Johnson Controls, presented three primary solutions to address the comprehensive long-range facility needs of the school district. District administration, the school board, and a community citizen group are developing a comprehensive facility plan that includes replacement of Wildwood School. Over the past year, JCI assisted the district in the completion of several studies regarding future enrollment, facility needs, educational adequacy of current facilities, and cost accounting approach for open enrollment students. These studies provide the foundation for the long-range solutions proposed for community consideration.

Mike David and Brent Jones reviewed all activities, findings, and reports that occurred in the past year that led to the solutions presented for community consideration. A copy of the school board presentation will be made available for viewing at the District Office.

The target goal for 2009 is to engage the community in review of the proposed options and seek financial support through a future bond election. In particular, Wildwood Elementary School needs to be replaced and the school board will seek community support to accomplish this although no date for an election has been set. The school board will provide additional guidance through study sessions in January and February. School Board Director John Belisle noted the board is in general agreement that Wildwood School needs to be replaced and that the board is close to a final decisions on the scope of the overall improvement plan.

D. Policies

1. First Reading of Policy 214-Out of State Travel by School Board Members
No changes recommended.
2. First Reading of Policy 413-Harassment and Violence
Some changes were suggested and will be considered for the second reading.
3. First Reading of Policy 414-Mandatory Reporting of Child Neglect or Abuse
Some changes were suggested and will be considered for the second reading.
4. First Reading of Policy 509-Enrollment of Nonresident Students
No changes recommended.
5. First Reading of Policy 514-Bullying Prohibition Policy
No changes recommended.
6. First Reading of Policy 522-Student Sex Nondiscrimination
No changes recommended.

10. ACTION ITEMS

A. Approval to Certify Levy for 2009

Denise Sundstrom, Director of Business Services, recommended approval to certify the levy for 2009. Roberts moved, Schwartz seconded, approval to certify the levy for 2009. Carried.

B. Approval of Notification to Withdraw from East Metro Integration District (EMID) 6067 by June 30, 2010

Superintendent Mark Wolak recommended approval to notify the East Metro Integration District (EMID) 6067 of our district's intent to withdraw by June 2010 as per requirements of the cooperative agreement. Wolak noted the primary reasons for this recommendation is that the current arrangement with EMID has limitations for participation by students, staff, and families. The notification allows Mahtomedi to consider a future partnership with the North St. Paul-Maplewood-Oakdale and Mounds View School Districts. This future partnership provides significant potential for students and teachers to share instructional strategies and learning experiences.

School Board Clerk Kevin Donovan shared his perspectives and noted that we must make this decision on what is best for our students. The needs of our students has changed and the decision to withdraw has been carefully considered by a school district committee and administration.

Roberts moved, Belisle seconded, approval to withdraw from East Metro Integration District (EMID) 6067 by June 30, 2010. Upon vote being taken thereon, the following voted in favor thereof: Belisle, Dalton, Roberts, Schwartz, Wolgamot; the following voted against: none, and the following abstained: Donovan. Carried.

C. Approval of 2009-2010 School Calendar

Wolak recommended adoption of the calendar as proposed.

Roberts moved, Schwartz seconded, approval of the 2009-2010 school calendar. If the legislature acts to allow student days prior to Labor Day, as they have done previously, a before Labor Day start calendar will be considered by the School Board. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School board member Steve Wolgamot noted the upcoming legislative meeting and the legislative platform proposed.

B. East Metro Integration District 6067 (EMID)

School board member Kevin Donovan noted some discussions about the future challenges faced by EMID given potential changes in legislation and membership.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School board member Cathy Dalton reported on the MSBA delegate assembly. School board member John Belisle noted the Minnesota Department of Education report on measurement of individual student learning and a statewide growth model.

D. Northeast Metro 916 Board

School board member John Belisle provided a report in the board materials.

12. SUPERINTENDENT'S REPORT

A. Impact of State Budget Deficit on Public School Funding

Superintendent Mark Wolak shared preliminary information about the impact of the state deficit on the school district's revenue budget. Administration is preparing a spending plan for 2009-2010 that includes no increase in state revenue.

13. ADJOURNMENT

Roberts moved, Belisle seconded, adjournment. Meeting adjourned at 9:16 p.m. Carried.

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

- A. Approval to Pay Bills – Check No. 351909 to 352271
- B. Approval of Wire Transfer Transactions
- C. Approval of Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties
- D. Approval of Student Travel Request - Mahtomedi Middle School Spanish Students to Concordia Language Camp - January 23-25, 2009
- E. Gifts/Grants
 - 1. Approval of Donation from Bob Donohoe to Mahtomedi Area Community Education - \$6,650
 - 2. Approval of Donation from Kramer-Berg American Legion Post 507 to Mahtomedi Area Community Education - \$4,000
 - 3. Approval of Donation from Kramer-Berg American Legion Post 507 to Mahtomedi Area Community Education - \$1,800
 - 4. Approval of Donation from CollegeBoard to Mahtomedi High School - \$500
 - 5. Approval of Donation from Recellular Inc. to Wildwood Elementary School - \$421.65
 - 6. Approval of Donation from Corporate Express to Mahtomedi School District - Four Pallets of General Supplies (notebooks, paint, markers, rubber balls, etc.)
- F. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Cafeteria Employees (2008-2010)
 - b. Russell Fraenkel - Director of Community Education - Community Education (2008-2009)
 - c. Lee Gillespie - Physical Education Teacher - Mahtomedi High School (11/11/08 to 6/10/09)
 - d. Ben Savitt - Social Studies Teacher - Mahtomedi High School (11/10/08 to 1/23/09)

2. Approval of Leaves of Absence Requests
 - a. Kristin Heagle - Science Teacher - Mahtomedi Middle School (3/17/09 to 6/10/09)
 - b. Rebecca Hurd - Chemistry Teacher - Mahtomedi High School (2/8/09 to 6/10/09)
 - c. Kristin Isaacson - Speech Pathologist - Wildwood Elementary School (12/1/08 to 1/11/09)
 - d. Jan Lonnquist - Paraprofessional - Mahtomedi Learning Center (11/21/08 to 1/5/09)
 - e. Gretchen Tentis - Third Grade Teacher - O. H. Anderson Elementary School (1/6/09 to 2/27/09)
3. Approval of Resignations/Retirements/Terminations
 - a. Britta Lindh - Science Teacher - Mahtomedi Learning Center (12/19/08)

KEVIN P. DONOVAN, CLERK



Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION TO PREPARE
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND
REASONS THEREFOR.**

WHEREAS, the financial condition of the school district because of declining enrollment and corresponding state reductions in revenue dictate that the School Board may need to reduce expenditures for the 2009-2010 school year, and

WHEREAS, this reduction in expenditures may include discontinuance of positions and/or discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts may need be to terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 832, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to prepare recommendations for potential discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and prepare recommendations for the School Board for the potential discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____ whereupon said resolution was declared duly passed and adopted.

CALENDAR OF EVENTS

JANUARY		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Monday, January 5</u> 6:30 p.m.	Wildwood Lions Meeting	Lakeside Restaurant
<u>Tuesday, January 6</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<u>Thursday, January 8</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Monday, January 12</u> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Tuesday, January 13</u> 6:30 p.m. 7:00 p.m.	Community Education Advisory Council Meeting (<i>John Belisle is scheduled to attend</i>) Middle School Jazz Band Concert	District Education Center - Board Room Chautauqua Center
<u>Wednesday, January 14</u> 9:30 a.m.	Mahtomedi Middle School Parent Association Meeting (<i>Cathy Dalton is scheduled to attend</i>)	Mahtomedi Middle School - Room 266
<u>Thursday, January 15 - Friday, January 16</u>	MSBA Leadership Conference	Minneapolis Convention Center
<u>Monday, January 19</u>	No School - Martin Luther King, Jr. Day	
<u>Wednesday, January 21</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School
<u>Thursday, January 22</u> 5:45 p.m. 7:00 p.m.	School Board Dinner Session – <i>Facility Planning with Ehlers</i> School Board Study Session	District Education Center - Board Room District Education Center - Community Room
<u>Friday, January 23</u> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, January 26</u> 9:00 a.m. - Noon 12:30-3:30 p.m.	No School - Staff Development AMSD Winter Conference Four Color Leadership Workshop	Grand Hall - TIES Building, St. Paul Chautauqua Center
<u>Thursday, January 29</u> 7:00 p.m.	4 th & 5 th Grade Choir/World Music Ensemble	Chautauqua Center

CALENDAR OF EVENTS

FEBRUARY		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, February 3</u> 8:00 a.m. 6:00 p.m.	Mahtomedi High School Parent Information Meeting (<i>Cathy Dalton is scheduled to attend</i>) Northeast Metro 916 School Board Meeting	Black Box Theater Bellaire School, White Bear Lake
<u>Thursday, February 5</u> 9:30 a.m.	Elementary PTO Meeting (<i>John Belisle is scheduled to attend</i>)	O. H. Anderson School - Multipurpose Room
<u>Friday, February 6</u> 7:30-9:00 a.m.	City Leaders Meeting	District Education Center - Board Room
<u>Sunday, February 8</u> 4:00 p.m.	Wildwood Artist Series – <i>Pat Donohue and Friends</i>	Chautauqua Center
<u>Monday, February 9</u> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Tuesday, February 10</u> 6:30 p.m.	Community Education Parent Advisory Council Meeting (<i>Kevin Donovan is scheduled to attend</i>)	District Education Center - Board Room
<u>Wednesday, February 11</u> 9:30 a.m.	Mahtomedi Middle School Parent Association Meeting (<i>Mary Jo Deters is scheduled to attend</i>)	Mahtomedi Middle School – Room 266
<u>Thursday, February 12</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Friday, February 13</u> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, February 16</u>	No School - Presidents' Day Holiday	
<u>Thursday, February 26</u> 5:45 p.m. 7:00 p.m.	School Board Dinner Session School Board Study Session	District Education Center - Board Room District Education Center - Community Room
<u>Friday, February 27</u>	No School - Conferences	

Adopted: _____

MSBA/MASA Model Policy 214
Orig. 2005

Revised: _____

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to have adopted a policy addressing this issue by January 1, 2006.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

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- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

VII. ANNUAL REVIEW

This policy must be annually reviewed by the school board.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Draft of Proposed Policy to Replace Current Policy #413

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2005

413 HARASSMENT AND VIOLENCE

[Note: This policy is required by statute. This form of policy has been reviewed and approved by the Minnesota Department of Education in compliance with the mandatory legislation.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

- 1. Sexual harassment consists of unwelcome sexual advances, requests for

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sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with

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an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

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

D. Sexual Violence; Definition

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

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

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Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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- D. In the District. The school board hereby designates Assistant Superintendent Denise Waalen and Superintendent Mark Wolak as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

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harassment or violence.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

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X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Draft of Proposed Policy to Replace Current Policy #413

INDEPENDENT SCHOOL DISTRICT NO.
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Independent School District No. 832 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Circle as appropriate **sexual \ racial \ religious.**

Name of person you believe harassed or was violent toward you or another person. _____

If the alleged harassment or violence was toward another person, identify that person. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by _____
(Date)

SECOND READING – January 8, 2009

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

Revised: _____

Rev. 2007

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means:

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

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

F. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental

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means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

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

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

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

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

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

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- D. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- E. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter’s employment, or the child’s access to school.
- F. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney’s fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

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

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

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)

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Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

CONFIDENTIAL DATA

Maltreatment of Minors by School Personnel Reporting Form

Date Submitted _____ School District Name & Number _____
School Name _____
Address _____
Principal _____
School Phone Number (____) _____

REPORTER

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

ALLEGED VICTIM

Name _____ DOB _____ Grade _____ Gender _____
Special Education: Y/N Disability Category _____
Address _____ City _____ State _____ Zip _____
Phone Number (____) _____ Parent/Guardian _____

ALLEGED OFFENDER

Name _____ Title _____
Address _____ City _____ State _____ Zip _____
Home Phone Number (____) _____ Work Phone (____) _____

Type of Maltreatment

Date of Incident _____ Time of Incident _____
Location _____ County _____ City _____
Witness _____ Phone Number(____)
Witness _____ Phone Number(____)

Summary of Incident:

[Large empty rectangular box for incident summary]

School Investigation Information Included: Yes _____ Date to be sent _____

Were Police Notified: Y/N Date _____ Police Department _____
Contact Person _____ Phone Number (____) _____

Please Fax Report To: Attention Maltreatment of Minors Program – 651.634.2277
*Maltreatment information is confidential data. Use this form **only** to report to MDE.*

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Mahtomedi School Board Policy 509

509 - ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive, including but not limited to, capacity of a school program, class, building; having reached targeted teacher and student ratios; grade level capacity, subject to the limitations on grade level capacity stated in paragraph 2 below; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statute § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

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

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not

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use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E. of this policy.

D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education.

E. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statute § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in

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middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minnesota Statute § 120A.22, Subdivision 8.

2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statute § 120A.22, Subdivision 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

G. Administrative Procedures

- ~~1. The school board shall take action on or before February 1 if a program, grade level, class, building, or the district will be closed to open enrollment for the following school year.~~
- ~~2. Transfer applications to the Mahtomedi Public Schools will be processed by the superintendent of schools consistent with school board action and based on the following criteria:~~
 - ~~▪ Capacity of a school program, class, grade level, or building.~~
 - ~~▪ Targeted teacher and student ratios.~~

G. Administration of Open Enrollment Program

1. Credits earned toward graduation that were awarded by another school district will be accepted. Nonresident students shall be awarded a diploma from the Mahtomedi Public Schools if the student meets the graduation requirements as established by the school board or the requirements of their individual educational program.

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2. Excess costs for special education for nonresident students will be billed back to the resident school district per Minnesota Statutes §127A.47, subdivision 7.
3. Employee's dependent children and siblings of children already enrolled through the School District Open Enrollment Program will be afforded preferential consideration for transfer into the school district on a case-by-case basis and dependent upon capacity of classes, grades, programs and buildings.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

ADOPTED – March 9, 2006

SECOND READING – January 8, 2009

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2006

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

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- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

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

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student’s property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor is the

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person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

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

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

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MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Assistant Superintendent Denise Waalen, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115, 651-407-2013 and Superintendent Mark Wolak, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115, 651-407-2001 as its Title IX coordinators. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a

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grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Assistant Superintendent Denise Waalen, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115, 651-407-2013 and Superintendent Mark Wolak, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115, 651-407-2001 as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

[Note: In some school districts, the Title IX coordinator and human rights officer may be the same. If so, a school district need only insert “its Title IX coordinator” in the blank without designating a name, office address, and telephone number which are provided elsewhere in the policy. If they are different, or if more than one human rights officer is designated, this information should be inserted and kept up to date. Also, in some school districts, the superintendent may be the designated human rights officer. If so, an alternative individual should be designated by the school board for complaints involving the superintendent.]

- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex

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discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

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

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to,

warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

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

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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INDEPENDENT SCHOOL DISTRICT NO. 832

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 832 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

If the alleged unlawful sex discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary): _____

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____

SECOND READING – January 8, 2009

RECEIVED JAN 05 2009

DATE: January 3, 2009

TO: Superintendents Building Principals
Special Education Directors Title 1 Directors
Paraprofessionals

FROM: Alice Seagren Barbara L. Troolin, Ph.D.
Commissioner Director, Special Education Policy
Alice Seagren *B. Troolin*
Jessie Montano Joan Breslin Larson
Director, NCLB Programs Supervisor, Special Education Policy
Jessie Montano *J. Breslin Larson*

RE: Paraprofessional Recognition Week, January 19-23, 2009

Governor Tim Pawlenty has proclaimed the week of January 19-23, 2009, as Paraprofessional Recognition Week. As part of the celebration of this event, the Minnesota Department of Education is sharing the Governor's Proclamation and strategies that schools may use to honor and recognize paraprofessionals.

Paraprofessionals are individuals who work in a variety of positions in a school district. Their roles include, but are not limited to those who work as instructional assistants, Title 1 Paraprofessionals, pupil support assistants, special education paraprofessionals, job coaches, lunch room and playground assistants, hall monitors, media center assistants, and more!

During Paraprofessional Recognition Week, it is appropriate to recognize and celebrate the contributions of paraprofessionals working in schools. Here are some suggestions:

- Encourage school staff to visit with paraprofessionals and acknowledge their contributions
- Send information home to parents and students acknowledging the role of paraprofessionals
- Recognize your school's paraprofessionals with appropriate tokens of appreciation such as a certificate, a handwritten note acknowledging contributions, ect.
- Award priority parking in the parking lot to a paraprofessional for a day or a week
- Construct a bulletin board at school highlighting the contributions of paraprofessionals
- Serve refreshments in the school for parents, faculty and administration to gather and recognize the paraprofessionals working in the school
- Highlight Paraprofessionals Recognition Week in the school or district newsletter
- Acknowledge paraprofessionals' contributions through school newsletter articles highlighting the work of one or more paraprofessionals
- Invite local radio stations to broadcast the names of paraprofessionals, the school in which they work, and the scope of their work
- Recognize one or two paraprofessionals each day of the week, announcing their name and role in the school during daily announcements
- Organize an appreciation lunch for paraprofessionals served by school administrators and teachers to be held during Paraprofessional Recognition Week and/or
- Introduce and thank paraprofessionals in front of the school community.

Please share this certificate and the information with your staff. For additional information on paraprofessionals and staff development opportunities for paraprofessionals, please visit <http://ici2.umn.edu/para/>.

CERTIFICATE OF



COMMENDATION

PARAPROFESSIONAL RECOGNITION WEEK JANUARY 19 – 23, 2009

This certificate is presented as recognition to the more than 25,000 paraprofessionals working in Minnesota schools and educational programs. Therefore, with the appreciation and respect of the people of Minnesota, we recognize:



I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, January 16, 2009.


TIM PAWLENTY
GOVERNOR

STATE OF MINNESOTA

OFFICE OF THE GOVERNOR

CHECK REGISTER

Dec-08

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
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322847	Clear	\$321.54	12/04/08	06010	ANN GALBUS
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322852	Clear	\$8,297.37	12/04/08	00260	BEST BUY CO GOV/ED LLC
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322854	Clear	\$22,610.00	12/04/08	03196	BF LAUZON ENTERPRISES INC
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322857	Clear	\$15.69	12/04/08	00659	BLICK ART MATERIALS
322858	Clear	\$65.39	12/04/08	02642	BONNY KAY STREGE
322859	Clear	\$1,760.00	12/04/08	03057	BRAD BERGIE
322860	Clear	\$199.85	12/04/08	00353	BROWN'S ICE CREAM
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322862	Clear	\$1,695.00	12/04/08	00437	CDW GOVERNMENT INC
322863	Clear	\$2,701.79	12/04/08	02738	CENGAGE LEARNING
322864	Clear	\$229.75	12/04/08	03115	CHARLES LINDERKAMP
322865	Clear	\$530.00	12/04/08	05140	CHISAGO LAKES SCHOOLS
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322874	Clear	\$450.00	12/04/08	06789	DAN GREGOR CUSTOM CABINETS
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322898	Clear	\$108.00	12/04/08	07100	FRANK WATSON-CONSULTING METEOROLOGIST
322899	Clear	\$214.00	12/04/08	00991	GRAPHIC SOURCE INC
322900	Clear	\$49.05	12/04/08	01015	GRIZZLY
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322902	Clear	\$330,401.92	12/04/08	01096	HEALTHPARTNERS
322903	Clear	\$48.00	12/04/08	01115	HERITAGE EMBROIDERY & DESIGN
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322906	Clear	\$40.00	12/04/08	07093	JASON PERKINS
322907	Clear	\$33.43	12/04/08	02898	JEANNA WARREN
322908	Clear	\$80.01	12/04/08	03464	JIM HERING
322909	Clear	\$38.61	12/04/08	01263	JIM JENSEN
322910	Clear	\$50.00	12/04/08	05143	JOE MICHALITSCH
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322912	Clear	\$67.00	12/04/08	07102	JOHN BLIN
322913	Clear	\$112.01	12/04/08	04068	JOHN DEIR
322914	Clear	\$40.00	12/04/08	06966	JOHN FAISON
322915	Clear	\$76.77	12/04/08	07095	JOSH LUNDEEN
322916	Clear	\$130.03	12/04/08	00544	JULIE CONZEMIUS
322917	Clear	\$114.66	12/04/08	05158	JULIE POOLER
322918	Clear	\$78.08	12/04/08	01950	KATHE NICKLEBY
322919	Clear	\$59.54	12/04/08	00877	KATHY FRANK
322920	Clear	\$263.01	12/04/08	05815	KATHY SCWISTER
322921	Clear	\$99.80	12/04/08	00169	KATIE ARVESEN
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322923	Clear	\$18,005.88	12/04/08	03378	KELLY SERVICES, INC
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322925	Clear	\$6,500.00	12/04/08	01344	KERN DEWENTER VIERE LTD
322926	Clear	\$101.00	12/04/08	05977	KEVIN WHALEN
322927		\$36.91	12/04/08	06916	KIM FICCADENTI
322928	Clear	\$953.60	12/04/08	01372	KNOWLAN'S SUPER MARKETS
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322934	Clear	\$866.85	12/04/08	03195	LASERPLUS, LLC
322935	Clear	\$62.77	12/04/08	00949	LAURIE GERVER
322936	Clear	\$53.43	12/04/08	07096	LEO JOHNSON
322937	Clear	\$19.31	12/04/08	01705	LEROY R METZ JR
322938	Clear	\$372.82	12/04/08	01557	MAHTOMEDI AUTOMOTIVE SERVICE
322939	Clear	\$1,105.00	12/04/08	06101	MARGRET SWANSON
322940	Clear	\$50.00	12/04/08	06191	MARK HERMES
322941	Clear	\$70.40	12/04/08	03161	MARK LEFEBER
322942	Clear	\$1,396.30	12/04/08	02993	MARK WOLAK
322943	Clear	\$184.27	12/04/08	01101	MARY JO HEI
322944	Clear	\$47.44	12/04/08	02410	MARY SCHNELL
322945		\$775.00	12/04/08	01609	MASA/JOBSITE
322946	Clear	\$1,586.88	12/04/08	06034	MATTHEW YOUNG
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322953	Clear	\$2,465.00	12/04/08	01862	MUSIC CONNECTION INC
322954	Clear	\$48.71	12/04/08	01580	NANCY MALMSTROM
322955	Clear	\$124.58	12/04/08	01681	NANCY MELQUIST
322956	Clear	\$63.81	12/04/08	05488	NANETTE CHOW
322957	Clear	\$486.00	12/04/08	04462	NATIONAL GEOGRAPHIC SCHOOL PUBLISHING
322958	Clear	\$920.70	12/04/08	06547	NICKELODEON UNIVERSE/ MALL OF AMERICA
322959	Clear	\$75.00	12/04/08	04350	NSFA-NATIONAL SCHOOL FOUNDATION ASSN
322960	Clear	\$82.06	12/04/08	02020	OFFICE MAX INC.
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322962	Clear	\$224.00	12/04/08	04488	ORANGE TREE EMPLOYMENT SCREENING
322963	Clear	\$1,600.00	12/04/08	02078	PARK BUS CO / COLUMBIA TRANSIT
322964	Clear	\$126.79	12/04/08	00580	PATRICK CROTHERS
322965		\$565.96	12/04/08	03135	PAUL PELTIER
322966	Clear	\$128.46	12/04/08	04141	PAUL YDSTIE
322967	Clear	\$321.95	12/04/08	06818	PENN STATE INDUSTRIES-SCHOOL PROD DIV
322968	Clear	\$569.43	12/04/08	02142	PIONEER PRESS
322969	Clear	\$50.44	12/04/08	02142	PIONEER PRESS- NIE
322970	Clear	\$70.41	12/04/08	02161	POPP TELECOM
322971	Clear	\$2,233.97	12/04/08	02165	POSTMASTER
322972	Clear	\$851.32	12/04/08	02180	PRESS PUBLICATIONS
322973	Clear	\$4,085.40	12/04/08	03894	PROM MANAGEMENT /CATERING
322974		\$300.00	12/04/08	02231	RAMSEY COUNTY PARKS & RECREATI
322975	Clear	\$50.00	12/04/08	07105	RAY BROWN
322976		\$11.95	12/04/08	04172	REBECCA HURD
322977	Clear	\$624.16	12/04/08	06512	RESCO
322978	Clear	\$221.17	12/04/08	06756	ROB GARRY
322979	Clear	\$60.00	12/04/08	06075	ROBBINSDALE COOPER DEBATE TEAM
322980	Clear	\$29.90	12/04/08	00555	SAGE PUBLICATION /CORWIN PRESS INC
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322982	Clear	\$28.67	12/04/08	07057	SANDY EIDE
322983	Clear	\$792.00	12/04/08	06784	SANDY SCHOENECKER
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322991		\$175.00	12/04/08	04977	ST PAUL HUMBOLDT HIGH SCHOOL
322992		\$143.07	12/04/08	03849	STACY WENDORFF
322993	Clear	\$32.03	12/04/08	00546	STEPHANIE COOK
322994	Clear	\$40.00	12/04/08	06190	STEVE BRINSON
322995	Clear	\$673.10	12/04/08	03088	STEVE HAMMERSCHMIDT
322996	Clear	\$1,530.00	12/04/08	02658	SUCCESS BEYOND THE CLASSROOM
322997	Clear	\$43.73	12/04/08	02680	T A SCHIFSKY & SONS INC
322998	Clear	\$42.35	12/04/08	02777	TERRY J TRAUTMAN
322999	Clear	\$505.00	12/04/08	02135	THE PIANO WORKS
323000	Clear	\$1,884.31	12/04/08	05392	THE RED BALLOON BOOKSHOP
323001	Clear	\$505.62	12/04/08	02745	THYSSENKRUPP ELEVATOR
323002	Clear	\$762.00	12/04/08	02747	TIERNEY BROTHERS INC
323003	Clear	\$109.77	12/04/08	07094	TODD BENJAMIN
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323005	Clear	\$2,276.04	12/04/08	03345	TRIO SUPPLY CO

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323009	Clear	\$30.16	12/04/08	02858	VERIZON WIRELESS
323010	Clear	\$79.10	12/04/08	02858	VERIZON WIRELESS
323011	Clear	\$29.63	12/04/08	01582	VIRGINIA MANCINI
323012	Clear	\$672.39	12/04/08	02889	WALMART COMMUNITY
323013	Clear	\$56.95	12/04/08	04788	WATER CARE
323014	Clear	\$700.00	12/04/08	02912	WELCH VILLAGE SKI AREA INC
323015	Clear	\$698.70	12/04/08	03017	XEROX CORPORATION
323016		\$181.39	12/04/08	03017	XEROX CORPORATION
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323018	Clear	\$660.00	12/05/08	07052	MEGAN LORENZ
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323021	Clear	\$110.00	12/11/08	03455	AARP
323022	Clear	\$430.00	12/11/08	03959	ADVANCED ROOFING SOLUTIONS,LLC
323023		\$182.00	12/11/08	07109	AMY WESTERLUND
323024	Clear	\$77.49	12/11/08	06929	ANGELA WENDELBOE
323025	Clear	\$21.54	12/11/08	00909	ANN GALE
323026		\$10.65	12/11/08	07120	ANNA WALSH
323027	Clear	\$6,350.00	12/11/08	00179	ATHLETIC VALUES
323028	Clear	\$299.00	12/11/08	04130	BIGGER FASTER STRONGER
323029	Clear	\$124.55	12/11/08	06496	BRYAN FARMER
323030		\$199.00	12/11/08	00370	BUREAU OF EDUCATION & RESEARCH
323031	Clear	\$453.37	12/11/08	00437	CDW GOVERNMENT INC
323032	Clear	\$138.75	12/11/08	07111	COMBUSTION HEAT \$ POWER INC
323033	Clear	\$715.00	12/11/08	07110	COMPLETE MOTOR AND CONTROLS INC
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323039	Clear	\$621.60	12/11/08	00634	DEMCO
323040	Clear	\$1,133.66	12/11/08	00678	DOMINO'S PIZZA
323041	Clear	\$42.00	12/11/08	07116	ECFE # 834
323042	Clear	\$1,100.00	12/11/08	00751	EHLERS & ASSOCIATES INC
323043	Clear	\$88.60	12/11/08	07112	ELECTRICAL MECHANICAL SERV.INC
323044	Clear	\$1,071.00	12/11/08	03241	ELECTRONIC DESIGN CO
323045	Clear	\$36.85	12/11/08	00767	EMC/PARADIGM PUBLISHING
323046	Clear	\$289.58	12/11/08	00787	ERICKSON OIL PRODUCTS INC
323047	Clear	\$134.09	12/11/08	06697	FRATTALLONE'S ACE HARDWARE STORES
323048	Clear	\$100.00	12/11/08	04873	GENE WARNER
323049		\$101.00	12/11/08	05315	GEORGE HEMMINGSEN
323050	Clear	\$5,500.00	12/11/08	04314	GIBSON INDUSTRIES
323051	Clear	\$236.67	12/11/08	00987	GRAINGER
323052	Clear	\$6,289.75	12/11/08	06935	HASTINGS CO-OP CREAMERY CO.
323053	Clear	\$488.00	12/11/08	06921	HAYLEY WENDER
323054	Clear	\$200.00	12/11/08	07122	HERMAN P.GUTTTERMAN JR
323055	Clear	\$79.66	12/11/08	07108	HOCKENBERGS
323056	Clear	\$1,403.00	12/11/08	01173	HUMAN SERVICES INC
323057	Clear	\$30,859.54	12/11/08	01173	HUMAN SERVICES INC
323058		\$140.00	12/11/08	03409	I.S.D # 624 WHITE BEAR LAKE
323059	Clear	\$58.00	12/11/08	01201	IAAP
323060	Clear	\$591.30	12/11/08	03450	IMAGE MARKET
323061		\$1,279.72	12/11/08	02152	JEFF POESCHL

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323064	Clear	\$12,675.44	12/11/08	03378	KELLY SERVICES, INC
323065	Clear	\$46.00	12/11/08	02463	KELLY SHAFER
323066	Clear	\$139.18	12/11/08	01372	KNOWLAN'S SUPER MARKETS
323067	Clear	\$88,352.95	12/11/08	06819	LAIDLAW TRANSIT INC
323068	Clear	\$815.89	12/11/08	03195	LASERPLUS, LLC
323069	Clear	\$1,102.10	12/11/08	05872	LEGO EDUCATION
323070	Clear	\$64.64	12/11/08	07119	LESA BRANDT
323071	Clear	\$38.16	12/11/08	02880	LESLIE WAGNER- BEEK
323072		\$56.89	12/11/08	00797	LINDA EVANS
323073		\$30.61	12/11/08	07121	LINDA SHAIN
323074	Clear	\$7.98	12/11/08	00557	LYNDA COUNIHAN
323075	Clear	\$247.15	12/11/08	02862	LYNNE VIKER
323076	Clear	\$474.90	12/11/08	01539	MACKIN LIBRARY MEDIA
323077	Clear	\$7,756.60	12/11/08	03182	MADISON NATIONAL LIFE
323078		\$30.00	12/11/08	01548	MAEOP
323079	Clear	\$346.21	12/11/08	02469	MARIANNE SHEMA
323080	Clear	\$100.00	12/11/08	06191	MARK HERMES
323081		\$2.53	12/11/08	03161	MARK LEFEBER
323082	Clear	\$535.00	12/11/08	01651	MCEA EXEXUTIVE OFFICE
323083	Clear	\$109.74	12/11/08	01684	MENARDS OAKDALE CASHWAY LUMBER
323084		\$80.00	12/11/08	04174	NORTH HIGH SCHOOL
323085	Clear	\$3,413.76	12/11/08	01971	NORTHEAST METRO 916
323086	Clear	\$1,000.45	12/11/08	01971	NORTHEAST METRO 916
323087	Clear	\$2,927.65	12/11/08	01974	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS
323088	Clear	\$55.02	12/11/08	02020	OFFICE MAX INC.
323089	Clear	\$278.00	12/11/08	04488	ORANGE TREE EMPLOYMENT SCREENING
323090	Clear	\$1,913.36	12/11/08	05985	PAMS LUNCHROOM LLC
323091	Clear	\$477.00	12/11/08	07106	PARTNERSEAST
323092	Clear	\$508.00	12/11/08	00580	PATRICK CROTHERS
323093		\$47.27	12/11/08	05821	PATTI PRATT
323094	Clear	\$274.98	12/11/08	02151	PLUNKETTS INC
323095		\$464.12	12/11/08	02165	POSTMASTER
323096	Clear	\$167.40	12/11/08	06012	PREMIUM WATERS INC
323097	Clear	\$35.77	12/11/08	02180	PRESS PUBLICATIONS
323098	Clear	\$15,000.00	12/11/08	03531	PROFESSIONAL TRAVEL
323099	Clear	\$1,503.59	12/11/08	02227	QWEST
323100	Clear	\$11.70	12/11/08	05057	ROY ANDERSON
323101	Clear	\$877.40	12/11/08	00509	RYAN COLLINS
323102	Clear	\$38.38	12/11/08	07113	SAM'S CLUB
323103	Clear	\$4,109.90	12/11/08	02363	SAM'S CLUB DISCOVER
323104	Clear	\$78.02	12/11/08	02406	SCHMITT MUSIC CENTERS
323105	Clear	\$300.00	12/11/08	03123	SHEILA MERZER M A
323106	Clear	\$613.80	12/11/08	02603	STAR TRIBUNE
323107	Clear	\$124.00	12/11/08	05162	STEVEN LASHOMB
323108	Clear	\$1,119.66	12/11/08	03336	STRATEGIC EQUIPMENT
323109	Clear	\$675.00	12/11/08	02658	SUCCESS BEYOND THE CLASSROOM
323110	Clear	\$460.72	12/11/08	04176	SUNBURST CHEMICALS, INC.
323111	Clear	\$36.00	12/11/08	02476	SUZANNE SHONBOM
323112	Clear	\$42.00	12/11/08	04179	TERRY HEJNY
323113	Clear	\$180.00	12/11/08	02135	THE PIANO WORKS
323114	Clear	\$34.00	12/11/08	02747	TIERNEY BROTHERS INC
323115	Clear	\$67.00	12/11/08	04943	TIM KIEMEL JR
323116	Clear	\$124.00	12/11/08	05324	TIM LINDER
323117	Clear	\$101.00	12/11/08	07124	TOM WOLLAN

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
323118	Clear	\$67.71	12/11/08	05393	TONYA KOSTUCH
323119	Clear	\$846.31	12/11/08	02784	TRI STATE BOBCAT INC
323120	Void	\$70.94	12/11/08	02791	TRUCK UTILITIES MFG CO
323121	Clear	\$235.26	12/11/08	02800	TWIN CITY FILTER SERVICE INC
323122	Clear	\$25.90	12/11/08	02829	UPSTART
323123	Clear	\$1,000.00	12/11/08	07118	US BANK
323124	Clear	\$36,652.56	12/11/08	06934	US FOODSERVICE INC
323125	Clear	\$310.00	12/11/08	02836	VADNAIS HEIGHTS ROTARY CLUB
323126	Clear	\$50.33	12/11/08	02873	VOSS LIGHTING
323127	Clear	\$2,104.88	12/11/08	02903	WASTE MANAGEMENT-BLAINE MN
323128	Clear	\$54.95	12/11/08	07107	WHITE BEAR LAKE HISTORICAL SOCIETY
323129	Clear	\$26,228.96	12/11/08	00723	XCEL ENERGY
323130	Clear	\$470.29	12/11/08	03017	XEROX CORPORATION
323131	Clear	\$9,065.66	12/11/08	03017	XEROX CORPORATION
323132	Unissued	\$0.00	12/11/08	03017	XEROX CORPORATION
323133	Clear	\$2,434.60	12/15/08	06011	MINNESOTA LIFE INS.CO
323134	Clear	\$69,584.44	12/15/08	01807	MN TEACHERS RETIREMENT ASSN
323135	Clear	\$600.00	12/15/08	04342	WISCONSIN SCTF
323136	Clear	\$836.80	12/18/08	00265	ADAM BEYER
323137	Clear	\$349.56	12/18/08	00047	ADT SECURITY SYSTEMS
323138	Clear	\$1,500.00	12/18/08	06577	AFTER-SCHOOL GOLF ACADEMY INC
323139		\$130.00	12/18/08	02133	ALISA PHELPS
323140	Clear	\$519.71	12/18/08	06066	ANN CAPEDE
323141	Clear	\$300.25	12/18/08	06010	ANN GALBUS
323142	Clear	\$21,397.00	12/18/08	00210	BARNETT CHRYSLER JEEP
323143	Clear	\$25.37	12/18/08	02530	BETHANY SNEDEN
323144	Clear	\$50.00	12/18/08	07103	BILL IVORY
323145		\$47.13	12/18/08	04678	BONNIE FICK
323146	Clear	\$1,520.00	12/18/08	03057	BRAD BERGIE
323147	Clear	\$50.00	12/18/08	07144	BRIAN PETERS
323148	Clear	\$362.10	12/18/08	07132	BRIDGET KNICKERBOCKER
323149	Clear	\$304.88	12/18/08	04167	CAROL STABENOW
323150	Clear	\$233.38	12/18/08	07066	CASSANDRA HUBERTY
323151	Clear	\$1,035.80	12/18/08	03115	CHARLES LINDERKAMP
323152	Clear	\$8,232.25	12/18/08	00406	CHASE CARD SERVICE/BANK ONE
323153	Clear	\$101.00	12/18/08	07143	CHRIS LONG
323154	Clear	\$130.00	12/18/08	00411	CHRISTINE CARLSON
323155	Clear	\$189.49	12/18/08	05926	CHRISTOPHER MOORE
323156	Clear	\$150.00	12/18/08	06563	CHRYSA OTTO
323157	Clear	\$355.34	12/18/08	00478	CITIBUSINESS CARD
323158	Clear	\$227.62	12/18/08	00553	CORPORATE EXPRESS
323159	Clear	\$1,132.56	12/18/08	00558	COURAGE CENTER
323160	Clear	\$632.00	12/18/08	00565	CRAGUN'S CONFERENCE & GOLF RES
323161	Clear	\$71.00	12/18/08	05165	CRAIG VAN GUILDER
323162	Clear	\$86.60	12/18/08	02359	CYNTHIA SAMELS
323163	Clear	\$1,767.01	12/18/08	00599	DALCO
323164	Clear	\$101.00	12/18/08	05334	DAVE ROSGA
323165	Clear	\$16.50	12/18/08	03650	DEB HOGAN
323166	Clear	\$205.58	12/18/08	03514	DENISE SUNDSTROM
323167	Clear	\$461.00	12/18/08	03152	DENISE WAALLEN
323168	Clear	\$634.00	12/18/08	00714	EAGLE SCREEN PRINTING
323169	Clear	\$58,245.28	12/18/08	03203	EMID
323170	Clear	\$420.00	12/18/08	03969	ENERGYWISE CONSULTING,LLC
323171		\$500.00	12/18/08	00779	ENTERTAINMENT PUBLICATIONSINC
323172	Clear	\$143.41	12/18/08	04887	ERICA RYAN
323173	Clear	\$477.60	12/18/08	03087	ERIKA HAMMERSCHMIDT

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
323174	Clear	\$239.52	12/18/08	00803	EXPRESS PERSONNEL SERVICES INC
323175	Clear	\$10.00	12/18/08	02602	FRANCES STANG
323176	Clear	\$806.55	12/18/08	01464	G&K SERVICES -LEEF SERVICES
323177	Clear	\$50.00	12/18/08	04873	GENE WARNER
323178		\$50.00	12/18/08	07139	GERALD MILLER
323179	Clear	\$80.55	12/18/08	01010	GL SPORTS INC
323180	Clear	\$50.58	12/18/08	00979	GOPHER BEARING COMPANY
323181	Clear	\$1,677.30	12/18/08	00981	GOPHER STAGE LIGHTING
323182	Clear	\$218.70	12/18/08	00987	GRAINGER
323183	Clear	\$130.00	12/18/08	03081	GRAY SEEVER
323184	Clear	\$1,287.55	12/18/08	04015	HAAN CRAFTS
323185		\$45,091.09	12/18/08	03248	I.S.D # 834 STILLWATER
323186	Clear	\$1,230.00	12/18/08	01916	JANINE NELSON
323187	Clear	\$67.00	12/18/08	07142	JASON WETZEL
323188		\$50.00	12/18/08	05302	JESSICA DOOLEY
323189	Clear	\$124.00	12/18/08	07146	JIM POWERS
323190	Clear	\$265.72	12/18/08	00544	JULIE CONZEMIUS
323191	Clear	\$31.02	12/18/08	06640	KATE FETROW
323192	Clear	\$270.00	12/18/08	01950	KATHE NICKLEBY
323193		\$94.44	12/18/08	02983	KATHRYN WINKELMAN
323194	Clear	\$86.95	12/18/08	05815	KATHY SCWISTER
323195	Clear	\$50.00	12/18/08	05258	KATIE BOWMAN
323196	Clear	\$5,806.84	12/18/08	03378	KELLY SERVICES, INC
323197	Clear	\$50.00	12/18/08	06282	KERRY HERMES
323198	Clear	\$207.36	12/18/08	01354	KING TECHNOLOGIES (APC DIV)
323199	Clear	\$50.00	12/18/08	06871	KIRSTEN BOUWENS
323200	Clear	\$518.79	12/18/08	01372	KNOWLAN'S SUPER MARKETS
323201	Clear	\$139.54	12/18/08	02727	KRISTA FEUSTEL
323202		\$25.51	12/18/08	04205	KRISTIN HEAGLE
323203	Clear	\$525.36	12/18/08	06819	LAIDLAW TRANSIT INC
323204	Clear	\$69.00	12/18/08	03195	LASERPLUS, LLC
323205	Clear	\$74.88	12/18/08	00759	LAURA ELIASON
323206	Clear	\$16.38	12/18/08	01512	LAURA LORENZ
323207	Clear	\$77.91	12/18/08	00949	LAURIE GERVER
323208	Clear	\$23.88	12/18/08	02880	LESLIE WAGNER- BEEK
323209		\$20.00	12/18/08	01537	MACAC
323210	Clear	\$3,866.05	12/18/08	03182	MADISON NATIONAL LIFE
323211	Clear	\$1,801.98	12/18/08	07061	MAEF-MAHTOMEDI AREA EDUCATION FOUNDATION
323212	Clear	\$388.30	12/18/08	07131	MALMBORG'S INC
323213	Clear	\$200.00	12/18/08	04036	MARILYN WALSH
323214	Clear	\$304.00	12/18/08	05925	MARK HAMRE
323215	Clear	\$575.97	12/18/08	07082	MARK PAULSON
323216	Clear	\$100.97	12/18/08	05847	MARLENE MCKEOWN
323217	Clear	\$227.00	12/18/08	05354	MATT SCHWARTZ
323218	Clear	\$172.37	12/18/08	01683	MENARDS
323219	Clear	\$46.36	12/18/08	01684	MENARDS OAKDALE CASHWAY LUMBER
323220	Clear	\$124.00	12/18/08	07145	MICHAEL PAULSON
323221	Clear	\$65.00	12/18/08	04181	MIDWEST AUDIO VISUAL, INC.
323222	Clear	\$87.84	12/18/08	03130	MIKE NIZIOLEK
323223	Clear	\$300.00	12/18/08	01862	MUSIC CONNECTION INC
323224	Clear	\$141.53	12/18/08	05028	NICK FALDE
323225	Clear	\$344.62	12/18/08	01974	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS
323226	Clear	\$14.29	12/18/08	02043	ON SITE SANITATION INC
323227	Clear	\$608.00	12/18/08	07114	PAS - PHYSICS ACADEMIC SOFTWARE
323228		\$38.76	12/18/08	00238	PHIL BELDEN

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
323229		\$420.00	12/18/08	02165	POSTMASTER-U.S POST OFFICE
323230	Clear	\$28.00	12/18/08	02180	PRESS PUBLICATIONS
323231	Clear	\$5,397.50	12/18/08	06512	RESCO
323232	Clear	\$390.00	12/18/08	06238	RICK RASSIER
323233	Clear	\$169.89	12/18/08	02301	RIVERSIDE PUBLISHING CO THE/HOUGHTON MIFFLIN
323234	Clear	\$776.79	12/18/08	02160	ROBERT PONTIOUS
323235	Clear	\$1,066.00	12/18/08	01518	ROLAND LOZIER
323236	Clear	\$66.00	12/18/08	04507	ROMAN MARKET INC
323237	Clear	\$853.63	12/18/08	04718	ROYAL MECHANICAL INC
323238	Clear	\$409.96	12/18/08	07113	SAM'S CLUB
323239	Clear	\$973.14	12/18/08	01390	SANDY KRAUSE
323240	Clear	\$144.00	12/18/08	06784	SANDY SCHOENECKER
323241	Clear	\$101.84	12/18/08	01720	SARAH LORNTSON
323242		\$62.47	12/18/08	02413	SCHOLASTIC BOOK CLUBS INC
323243	Clear	\$553.22	12/18/08	02413	SCHOLASTIC INC
323244	Clear	\$49.45	12/18/08	02420	SCHOOL SPECIALTY INC
323245	Clear	\$4,681.63	12/18/08	02441	SCIENCE KIT INC
323246	Clear	\$74.10	12/18/08	02459	SEVEN CORNERS ACE HARDWARE INC
323247		\$35.10	12/18/08	04529	SHANNON BESKAR
323248	Clear	\$328.00	12/18/08	03482	SHAVLIK
323249	Clear	\$750.00	12/18/08	03123	SHEILA MERZER M A
323250		\$75.00	12/18/08	07133	SILVER HARMONY SINGERS
323251		\$130.00	12/18/08	03849	STACY WENDORFF
323252	Clear	\$175.44	12/18/08	02610	STATE SUPPLY CO INC
323253	Clear	\$1,657.70	12/18/08	03088	STEVE HAMMERSCHMIDT
323254	Clear	\$1,718.80	12/18/08	03105	STEVE KIMBALL
323255		\$67.00	12/18/08	05335	STEVE ROSGA
323256	Clear	\$301.90	12/18/08	02698	TEACHER'S DISCOVERY
323257		\$130.00	12/18/08	02128	TERESA PETERSON
323258		\$295.00	12/18/08	07129	THE GOOD GUYS
323259	Clear	\$2,265.00	12/18/08	07130	THE MAYTAG STORE
323260	Clear	\$129.75	12/18/08	02729	THERAPY SHOPPE
323261	Clear	\$1,774.00	12/18/08	02747	TIERNEY BROTHERS INC
323262	Clear	\$3,612.40	12/18/08	02748	TIES
323263	Clear	\$101.00	12/18/08	05979	TIM FRIESE
323264		\$67.00	12/18/08	07137	TONI MAUER
323265		\$18.40	12/18/08	02776	TRANS-MISSISSIPPI BIOLOGICAL
323266	Clear	\$42.80	12/18/08	02791	TRUCK UTILITIES MFG CO
323267	Clear	\$50.00	12/18/08	07140	TYLER LIVINGSTON
323268	Clear	\$56.50	12/18/08	02873	VOSS LIGHTING
323269	Clear	\$6,925.00	12/18/08	02916	WELSH COMPANIES LLC
323270	Clear	\$271.00	12/18/08	02941	WHITE BEAR GLASS INC
323271	Clear	\$424.85	12/18/08	03021	YOCUM OIL CO INC
323272	Clear	\$70,571.35	12/22/08	01807	MN TEACHERS RETIREMENT ASSN
	CK AMT	\$1,247,121.53			

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

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
12/3/07	Washington County	Smith Barney	\$229,932.89	direct county payment
12/4/07	MSDLAF	Smith Barney	\$15,191.10	investment
12/5/07	State of Minnesota	MN Trust	\$313.72	direct state payment
12/11/08	State of Minnesota	MN Trust	\$753.46	direct state payment
12/13/07	US Bank	First Niagara Bank	\$50,777.81	OMNI tsa's
12/13/07	US Bank	Wells Fargo-EBC Flex	\$8,106.24	flex benefits
12/13/07	US Bank	Central Bank	\$923.62	para union dues
12/13/07	US Bank	Mid State Corp Federal CU	\$9,608.37	MEA teachers union dues
12/13/07	Smith Barney	MSDLAF	\$1,217,000.00	cover checks
12/14/07	MSDLAF	US Bank	\$447,309.79	cover checks
12/14/07	US Bank	IRS	\$169,219.52	federal & fica taxes
12/14/07	US Bank	MN Dept of Revenue	\$26,221.46	state payroll taxes
12/14/07	US Bank	Wis. Dept. of Revenue	\$2,052.71	state payroll taxes
12/14/07	US Bank	Public Emp. Retirement Assoc.	\$17,730.48	pera retirement
12/14/07	State of Minnesota	MN Trust	\$932,261.60	direct state payment
12/17/08	State of Minnesota	MN Trust	\$7,694.71	direct state payment
12/19/07	US Bank	Mid State Corp Federal CU	\$9,608.39	MEA teachers union dues
12/19/07	US Bank	First Niagara Bank	\$50,927.71	OMNI tsa's
12/19/07	US Bank	Wells Fargo-EBC Flex	\$8,106.24	flex benefits
12/19/07	US Bank	Central Bank	\$865.64	para union dues
12/20/07	MN Trust	MSDLAF	\$600,000.00	cover checks
12/21/07	MSDLAF	US Bank	\$457,338.17	cover checks
12/21/07	US Bank	IRS	\$172,386.58	federal & fica taxes
12/21/07	US Bank	MN Dept of Revenue	\$26,753.87	state payroll taxes
12/21/07	US Bank	Wis. Dept. of Revenue	\$2,039.71	state payroll taxes
12/21/07	US Bank	Public Emp. Retirement Assoc.	\$18,004.74	pera retirement
12/27/07	MN Trust	MSDLAF	\$300,000.00	cover checks
12/30/07	State of Minnesota	MN Trust	\$756,944.91	direct state payment
12/30/07	State of Minnesota	MN Trust	\$73,507.97	direct state payment

RECEIVED JAN 05 2009

DATE: January 3, 2009

TO: Superintendents Building Principals
Special Education Directors Title 1 Directors
Paraprofessionals

FROM: Alice Seagren Barbara L. Troolin, Ph.D.
Commissioner Director, Special Education Policy
Alice Seagren *B. Troolin*
Jessie Montano Joan Breslin Larson
Director, NCLB Programs Supervisor, Special Education Policy
Jessie Montano *J. Larson*

RE: Paraprofessional Recognition Week, January 19-23, 2009

Governor Tim Pawlenty has proclaimed the week of January 19-23, 2009, as Paraprofessional Recognition Week. As part of the celebration of this event, the Minnesota Department of Education is sharing the Governor's Proclamation and strategies that schools may use to honor and recognize paraprofessionals.

Paraprofessionals are individuals who work in a variety of positions in a school district. Their roles include, but are not limited to those who work as instructional assistants, Title 1 Paraprofessionals, pupil support assistants, special education paraprofessionals, job coaches, lunch room and playground assistants, hall monitors, media center assistants, and more!

During Paraprofessional Recognition Week, it is appropriate to recognize and celebrate the contributions of paraprofessionals working in schools. Here are some suggestions:

- Encourage school staff to visit with paraprofessionals and acknowledge their contributions
- Send information home to parents and students acknowledging the role of paraprofessionals
- Recognize your school's paraprofessionals with appropriate tokens of appreciation such as a certificate, a handwritten note acknowledging contributions, ect.
- Award priority parking in the parking lot to a paraprofessional for a day or a week
- Construct a bulletin board at school highlighting the contributions of paraprofessionals
- Serve refreshments in the school for parents, faculty and administration to gather and recognize the paraprofessionals working in the school
- Highlight Paraprofessionals Recognition Week in the school or district newsletter
- Acknowledge paraprofessionals' contributions through school newsletter articles highlighting the work of one or more paraprofessionals
- Invite local radio stations to broadcast the names of paraprofessionals, the school in which they work, and the scope of their work
- Recognize one or two paraprofessionals each day of the week, announcing their name and role in the school during daily announcements
- Organize an appreciation lunch for paraprofessionals served by school administrators and teachers to be held during Paraprofessional Recognition Week and/or
- Introduce and thank paraprofessionals in front of the school community.

Please share this certificate and the information with your staff. For additional information on paraprofessionals and staff development opportunities for paraprofessionals, please visit <http://ici2.umn.edu/para/>.



Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING LIMITED AUTHORIZATION FOR THE SUPERINTENDENT AND BUSINESS MANAGER TO SIGN CONTRACTS

WHEREAS, Minnesota Statutes § 123.37, Subdivision 1. a. provides school boards with the authority to authorize superintendents and business managers to sign contracts within adopted budgets, and

WHEREAS, numerous contracts of a routine nature need to be executed on a regular basis, and

WHEREAS, Minnesota Statutes §123.37 stipulates that contracts made without compliance to this section can be found to be void,

BE IT THEREFORE RESOLVED that the school board authorizes the superintendent and business manager to execute contracts within the adopted budget as approved by the school board provided that any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the school board and must fulfill all other applicable requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon voted being taken thereon, the following voted in favor thereof: _____ and the following voted against: _____ whereupon said resolution was declared duly passed and adopted.



Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO AUTHORIZATION AND USE OF FACSIMILE SIGNATURES BY SCHOOL DISTRICT OFFICERS AND PROVIDING FOR SURETY BOND PROTECTION

THEREFORE, BE IT RESOLVED by Independent School District No. 832 as follows:

1.) Pursuant to Minnesota Statutes § 47.41, the School Board of the District and the Chairperson, Clerk, and Treasurer thereof who are authorized to sign checks, drafts, warrants, vouchers, or other orders on public funds, hereby authorize the School District depository bank to honor any such instrument bearing a facsimile signature of said officers and to charge the same to the account upon which drawn as fully as though the same bore the manually written signature of such officers.

2.) Pursuant to Minnesota Statutes § 47.42, the School Board of said District approves the use of such facsimile signatures and hereby determines to insure the School District with an insurance company authorized to do business within the state in the amount of \$100,000 in the form of a surety bond or otherwise against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures unless said loss occurs by reason of any officer's wrongful act.

3.) The clerk is hereby authorized and directed to furnish the School District depository with a copy of this resolution, and the School District officers and said depository are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____ whereupon said resolution was declared duly passed and adopted.