

**RRSEC COMMITTEE MEETING
WEDNESDAY, NOVEMBER 20, 2013
9:00 AM
RRSEC CONFERENCE ROOM 140 BUCHANAN STREET NORTH, SUITE#144,
CAMBRIDGE**

**OUR VISION
NO BOUNDARIES TO LEARNING**

**OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC &
EXTRA-CURRICULAR PROGRAMS**

AGENDA

All agenda items in the attachment below

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AGENDA FOR REGULAR EXECUTIVE COUNCIL MEETING

Wednesday, November 20, 2013

9:00 a.m. – RRSEC Conference Room

I. CALL TO ORDER REGULAR EXECUTIVE COUNCIL MEETING

Chairperson _____ Time: _____

II. ROLL CALL

Kathy Belsheim, Mike Conner, Julia Espe, Jerry Hansen, Ray Queener,
Craig Schultz and Gregory Winter

Superintendents Present:

Superintendents Absent:

Others Present:

III. APPROVAL OF AGENDA

A motion to approve the November 20, 2013 Agenda was made by

_____, and seconded by _____.

The motion _____.

IV. APPROVAL OF MINUTES

Minutes of the Executive Council Meeting held on August 14, 2013 (Attachment #1)

A motion to approve the August 14, 2013 Minutes was made by

_____, and seconded by _____.

The motion _____.

V. CONSENT AGENDA

A. Approval of August - October 2013 Payment Distribution and P-Card Detail (Attachment #2)

B. Receive the RR East, RR North and RR South Educational Programs Student Enrollment (Attachment #3)

C. Personnel Action - Approval

CHILD CARE LEAVE

Katie Santjer, Teacher of the Deaf and Hard of Hearing, Effective Approx 10/28/13
(Attachment #4)

D. ~~Contracts~~

1. Agreement for Contracted DHH Services with Becky Walker-Blondell
(Attachment #5)

The Director of Special Education recommends that the consent items be approved as notated above.

A motion to approve the consent agenda was made by _____, and seconded by _____. The motion _____.

VI. ITEMS FOR DISCUSSION

A. ASD Licensure update (Attachment #6)

Discussion:

Attached is the most recent Q&A from the Board of Teaching regarding the ASD license requirements and transition process. As a reminder, beginning July 1, 2015, an IEP team must include a teacher licensed in ASD. Teachers have until March 1, 2015 to submit Eligibility Review materials. There are some districts who do not have enough staff willing to pursue this license.

B. Speech/Language Pathologist Shortage

Discussion:

Many of the RRSEC districts have been impacted by the shortage of SLPs. We will discuss options available to districts.

C. Policy Review – First Reading

Discussion:

The following policies are mandatory policies that the RRSEC has never adopted:

- *Policy #401 – Equal Employment Opportunity (Attachment #7)*
- *Policy #402 – Disability Nondiscrimination Policy (Attachment #8)*
- *Policy #410 – Family and Medical Leave Policy (Attachment #9)*
- *Policy #412 – Expense Reimbursement (Attachment #10)*
- *Policy #418 – Drug-Free Workplace/Drug-Free School (Attachment 11)*

The following policies have previously been adopted, but need to be reviewed because of statute changes:

- *Policy #406 – Public and Private Personnel Data (Attachment #12)*
- *Policy #419 – Tobacco-Free Environment (Attachment #13)*
- *Policy #514 – Bullying Prohibition Policy (Attachment #14)*
- *Policy #521 – Student Disability Nondiscrimination (Attachment #15)*
- *Policy #524 – Internet Acceptable Use and Safety Policies (Attachment #16)*

D. Early Learning Scholarships – Pathway II (Attachment #17)

Discussion:

There are scholarships available for five of our seven districts, if the district has Four Star Parent Aware rated programs. It has come to our attention that stand alone special education programs can access this money, but districts need to submit an application and receive a Four Star rating in order to be eligible for these dollars. Erin Dohrmann, ECSE coordinator, is holding a webinar to discuss the application and answer questions on November 22. I encourage program supervisors to participate in the webinar. Information regarding this webinar has been sent to identified program leaders. Your support is appreciated.

VII. ADJOURNMENT

A motion to adjourn the meeting was made by _____, and seconded by
_____. The motion _____. Time: _____

**MINUTES OF THE REGULAR EXECUTIVE COUNCIL MEETING
Rum River Special Education Cooperative
Wednesday, August 14, 2013**

The Regular Executive Council meeting of the Rum River Special Education Cooperative was called to order at 9:08 a.m., Princeton Board Room.

Executive Council members present were: Kathy Belsheim, Mike Conner, Julia Espe, Jerry Hansen, Ray Queener, Craig Schultz and Gregory Winter; and Pauline Bangma, Director of Special Education.

Election of Officers – A motion to nominate Mike Conner as Chairperson was made by Craig Schultz, seconded by Gregory Winter, motion carried. A motion to nominate Jerry Hansen as Vice Chairperson was made by Mike Conner, seconded by Julia Espe, motion carried.

The Board reviewed the revised agenda. Moved by Craig Schultz, seconded by Gregory Winter, to approve the revised agenda. Motion carried.

Approval of minutes. Moved by Craig Schultz, seconded by Ray Queener, to approve the minutes of the Executive Council Meeting held on June 12, 2013. Motion carried.

The Council reviewed the Consent Agenda. Moved by Gregory Winter, seconded by Jerry Hansen, to approve the consent agenda. Motion carried. The Consent Agenda consisted of the following:

- Approved the June and July 2013 Payment Distribution and P-Card Detail.
- Approved Personnel Action
Resignation:
Rod Schaefer, School Psychologist, Effective 6/30/13
Robin Burge, Social Worker, RR South, Effective 8/22/13
Cathy Lewis, Administrative Assistant, RR South, Effective 6/30/13
Hiring:
Rozalyn Hoff, Special Education Coordinator, Effective 7/1/13
Chandra Sue-Hughes, School Psychologist, Effective 8/22/13
Jenna Pulkrabek, Social Worker, Effective 8/21/13
Christine Bergstron-Beam, Teacher
Change in Assignment:
Lois Jacobson, Teacher of Deaf and Hard of Hearing, from 183 to 198 days, Effective 7/1/13
- Approved FY 14 Agreement for Fiscal Management Services for the Rum River Special Education Joint Powers Cooperative.
- Approved FY 14 School Nutrition Programs Joint Agreement for RR East.

The Council discussed and action was required on the following:

- RRSEC Lease Levy Costs – A motion to approve the Lease Levy Costs by Child Count for the first \$100,000 of the total of the leases and usage for the remainder of the cost of the leases was made by Gregory Winter, seconded by Craig Schultz. Motion carried.

The Council discussed the following:

- Maintenance of Effort – A letter from MDE was shared showing that the RRSEC has maintained effort for FY 2012.
- 2012-2013 /Restrictive Procedures Data – Data was sent to MDE for the 2012-2013 school year. As a whole, RRSEC districts and programs have significantly reduced their use of restrictive procedure.
- RR East Update – The Council received update on the progress of the RR East Building Project.
- Preliminary FY 14 Federal Allocations – Reviewed preliminary FY 14 Federal Allocations with a comparison to the FY 13 Allocations. There was discussion of the impact of sequestration on the allocations.
- Policy Review – The following policies were reviewed: First Reading of the following Policies: #102-Equal Educational Opportunity; #214-Out-of-State Travel by School Board Members; #501-School Weapons Policy; #502-Search of Student Lockers, Desks, Personal Possessions and Student's Person; #516-Student Medication Policy; #522-Student Sex Nondiscrimination; and #528-Student Parental, Family, and Marital Status Nondiscrimination. Review Required – no changes in language: Policy #531-The Pledge of Allegiance. Updated Policy/New Language: Policy #413-Harassment and Violence. New Policy: Policy #417-Chemical Use and Abuse.

There being no further business to discuss, moved by Julia Espe, seconded by Kathy Belsheim, to adjourn the meeting at 10:27 a.m.

The next Executive Council meeting is scheduled for Wednesday, September 18, 9:00 a.m., Ogilvie Board Room.

Minutes by Pauline Bangma

Rum River Special Ed Coop
August - October 2013 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fln	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000					F Other Accts Payable	6079	1028	A/P1	1	00678		REIMBURSEMENT	201402	6079	1325		0.00	200.00
										6079	1343	A/P1	1	4123		CENTERPOINT ENERG	201402	6079	1325		34.87	0.00
										6079	1344	A/P1	1	7035		MATRIX COMMUNICAT	201402	6079	1325		1,826.80	0.00
										6079	1345	A/P1	1	00678		REIMBURSEMENT	201402	6079	1325		196.62	0.00
										6079	1346	A/P1	1	00678		REIMBURSEMENT	201402	6079	1325		98.03	0.00
										6079	1347	A/P1	1	3981		US ENERGY SERVICE	201402	6079	1325		26.67	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		6,837.65	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		1,515.06	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		33,305.73	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		225.07	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		89.00	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		76.10	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		21.10	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		18.42	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		23.91	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		37.90	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		338.61	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		1,303.08	0.00
										6079	1348	MSDL	1	3738		MASTERCARD P-CARC	201402	6079	1325		31.12	0.00
										6079	1349	A/P1	1	00153		MINNESOTA SCHOOL I	201402	6079	1325		1,755.00	0.00
										6079	1350	A/P1	1	00763		CITY OF CAMBRIDGE	201402	6079	1325		139.46	0.00
										6079	1351	A/P1	1	3784		NATIONAL JOINT POW	201402	6079	1325		538.80	0.00
										6079	1352	A/P1	1	00045		CITY OF CAMBRIDGE	201402	6079	1325		4,774.92	0.00
										6079	1353	A/P1	1	00884		NORTHLAND FIRE PRC	201402	6079	1325		160.20	0.00
										6079	1354	A/P1	1	02804		REMI DEPARTMENT OF HUN	201402	6079	1325		210.00	0.00
										6079	1355	A/P1	1	03393		TIERNEY BROTHERS II	201402	6079	1325		1,003.00	0.00
										6079	1356	A/P1	1	03713		EAST CENTRAL SANIT,	201402	6079	1325		166.86	0.00
										6079	1357	A/P1	1	08999		TIES	201402	6079	1325		1,524.00	0.00
										6079	1358	A/P1	1	4244		NORTHSIDE COMMON	201402	6079	1325		20,812.50	0.00
										6079	1359	A/P1	1	5027		REMITAZZO, LLC	201402	6079	1325		5,224.76	0.00
										6079	1360	A/P1	1	5781		REMISIRIUS COMPUTER SO	201402	6079	1325		15,298.90	0.00
										6079	1361	A/P1	1	7018		MILLE LACS HEALTH S	201402	6079	1325		1,092.49	0.00
										6079	1362	A/P1	1	7032		SURPLUS SERVICES	201402	6079	1325		85.00	0.00
										6079	1362	A/P1	1	7032		SURPLUS SERVICES	201402	6079	1325		50.00	0.00
										6079	1363	A/P1	1	00043		CENTRAL MINNESOTA	201402	6079	1325		64.68	0.00
										6079	1364	A/P1	1	00678		REIMBURSEMENT	201402	6079	1328		600.00	0.00
										6079	1365	A/P1	1	3981		US ENERGY SERVICE	201402	6079	1328		24.62	0.00
										6079	1366	A/P1	1	7036		ENGELSMA CONSTRU	201402	6079	1328		4,916.97	0.00

Rum River Special Ed Coop
August - October 2013 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000					F Other Accts Payable	6079	1367	A/P1	1	7037		CITY OF PRINCETON	201402	6079	1328		200.00	0.00
										6079	1368	A/P1	1	4123		CENTERPOINT ENER	201402	6079	1332		29.58	0.00
										6079	1369	A/P1	1	00763		CITY OF CAMBRIDGE	201403	6079	1353		86.86	0.00
										6079	1370	A/P1	1	3784		NATIONAL JOINT POW	201403	6079	1353		100.00	0.00
										6079	1371	A/P1	1	5778		RICK'S LAWN CARE	201403	6079	1353		300.00	0.00
										6079	1372	A/P1	1	5778		RICK'S LAWN CARE	201403	6079	1353		180.00	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		222.00	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		29.94	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		14,971.86	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		1,617.05	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		287.44	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		364.70	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		4,327.31	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		342.14	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		334.14	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		130.16	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		1,696.83	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		435.96	0.00
										6079	1373	MSDL	1	3738		MASTERCARD P-CARC	201403	6079	1353		59.94	0.00
										6079	1374	A/P1	1	7035		MATRIX COMMUNICAT	201403	6079	1353		6,393.80	0.00
										6079	1375	A/P1	1	00038		STAR	201403	6079	1353		32.72	0.00
										6079	1376	A/P1	1	00043		CENTRAL MINNESOTA	201403	6079	1353		352.00	0.00
										6079	1376	A/P1	1	00043		CENTRAL MINNESOTA	201403	6079	1353		7,032.00	0.00
										6079	1376	A/P1	1	00043		CENTRAL MINNESOTA	201403	6079	1353		356.34	0.00
										6079	1377	A/P1	1	01195		MALLOY MONTAGUE &	201403	6079	1353		1,500.00	0.00
										6079	1378	A/P1	1	03393		TIERNEY BROTHERS II	201403	6079	1353		4,188.00	0.00
										6079	1379	A/P1	1	03433		SUNSHINE PRINTING	201403	6079	1353		306.15	0.00
										6079	1380	A/P1	1	03713		EAST CENTRAL SANIT	201403	6079	1353		166.86	0.00
										6079	1381	A/P1	1	09302		ST CROIX RIVER EDUC	201403	6079	1353		862.91	0.00
										6079	1382	A/P1	1	12958		MASE	201403	6079	1353		410.00	0.00
										6079	1383	A/P1	1	3773		KENNEDY & GRAVEN,	201403	6079	1353		400.00	0.00
										6079	1384	A/P1	1	3784		NATIONAL JOINT POW	201403	6079	1353		240.00	0.00
										6079	1385	A/P1	1	7024		ELECTRO WATCHMAN	201403	6079	1353		1,837.67	0.00
										6079	1385	A/P1	1	7024		ELECTRO WATCHMAN	201403	6079	1353		1,447.39	0.00
										6079	1386	A/P1	1	7031		TAI-TALENT ASSESSM	201403	6079	1353		24,190.92	0.00
										6079	1387	A/P1	1	00045		CITY OF CAMBRIDGE	201403	6079	1353		4,774.92	0.00
										6079	1388	A/P1	1	4244		NORTHSIDE COMMON	201403	6079	1353		20,812.50	0.00
										6079	1389	A/P1	1	5027		REMITAZ20, LLC	201403	6079	1353		5,224.76	0.00

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Rum River Special Ed Coop
August - October 2013 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000					F Other Accts Payable	6079	1390	A/P1	1	3084		MN/CEC/DEC	201403	6079	1353		70.00	0.00
										6079	1391	A/P1	1	09013		METRO ECSU	201403	6079	1353		40.00	0.00
										6079	1392	A/P1	1	12922		MDVI	201403	6079	1353		100.00	0.00
										6079	1393	A/P1	1	3981		US ENERGY SERVICES	201403	6079	1353		24.00	0.00
										6079	1394	A/P1	1	00763		CITY OF CAMBRIDGE	201404	6079	1415		91.40	0.00
										6079	1394	A/P1	1	00763		CITY OF CAMBRIDGE	201404	6079	1415		101.66	0.00
										6079	1395	A/P1	1	3784		NATIONAL JOINT POW	201404	6079	1415		35.00	0.00
										6079	1396	A/P1	1	4123		CENTERPOINT ENERG	201404	6079	1415		5.70	0.00
										6079	1396	A/P1	1	4123		CENTERPOINT ENERG	201404	6079	1415		32.80	0.00
										6079	1397	A/P1	1	7039		DEPT OF HUMAN SER	201404	6079	1415		908.00	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		26.25	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		2,303.38	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		7,914.99	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		15.48	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		7,496.21	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		131.69	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		577.97	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		1,595.00	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		2,011.53	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		6,837.38	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		71.96	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		329.88	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		43.33	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		1,899.00	0.00
										6079	1398	MSDL	1	3738		MASTERCARD P-CARC	201404	6079	1415		250.00	0.00
										6079	1399	A/P1	1	09013		METRO ECSU	201404	6079	1415		300.00	0.00
										6079	1400	A/P1	1	00151		MINN DEPT OF ECONC	201404	6079	1415		104.16	0.00
										6079	1401	A/P1	1	3784		NATIONAL JOINT POW	201404	6079	1415		35.00	0.00
										6079	1402	A/P1	1	7035		MATRIX COMMUNICAT	201404	6079	1415		19,994.00	0.00
										6079	1403	A/P1	1	00043		CENTRAL MINNESOTA	201404	6079	1415		328.82	0.00
										6079	1404	A/P1	1	00043	remit	CENTRAL MINNESOTA	201404	6079	1415		47.22	0.00
										6079	1404	A/P1	1	00043	remit	CENTRAL MINNESOTA	201404	6079	1415		57.60	0.00
										6079	1405	A/P1	1	00045		CITY OF CAMBRIDGE	201404	6079	1415		4,774.92	0.00
										6079	1406	A/P1	1	00322		KNUTSON, FLYNN & D	201404	6079	1415		3,517.50	0.00
										6079	1407	A/P1	1	00719		HERMANS BAKERY	201404	6079	1415		40.08	0.00
										6079	1407	A/P1	1	00719		HERMANS BAKERY	201404	6079	1415		41.88	0.00
										6079	1408	A/P1	1	02804	REMID	DEPARTMENT OF HUN	201404	6079	1415		280.00	0.00
										6079	1409	A/P1	1	03433		SUNSHINE PRINTING	201404	6079	1415		268.50	0.00

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**Rum River Special Ed Coop
August - October 2013 Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount																				
6079	B	01	206	000					F Other Accts Payable	6079	1409	A/P1	1	03433		SUNSHINE PRINTING	201404	6079	1415		90.85	0.00																				
										6079	1410	A/P1	1	03713		EAST CENTRAL SANIT,	201404	6079	1415		86.00	0.00																				
										6079	1410	A/P1	1	03713		EAST CENTRAL SANIT,	201404	6079	1415		166.86	0.00																				
										6079	1411	A/P1	1	09520		ROSS JANITORIAL SUF	201404	6079	1415		6,841.68	0.00																				
										6079	1412	A/P1	1	2360		REMIPHONAK INC.	201404	6079	1415		297.39	0.00																				
										6079	1413	A/P1	1	4244		NORTHSIDE COMMON	201404	6079	1415		20,812.50	0.00																				
										6079	1414	A/P1	1	5027		REMITAZZO, LLC	201404	6079	1415		5,224.76	0.00																				
										6079	1415	A/P1	1	5382		THERASIMPLICITY	201404	6079	1415		1,530.00	0.00																				
										6079	1416	A/P1	1	5778		RICK'S LAWN CARE	201404	6079	1415		120.00	0.00																				
										6079	1417	A/P1	1	7018		MILLE LACS HEALTH S	201404	6079	1415		4,062.87	0.00																				
										6079	1417	A/P1	1	7018		MILLE LACS HEALTH S	201404	6079	1415		1,080.93	0.00																				
										6079	1418	A/P1	1	7024		ELECTRO WATCHMAN	201404	6079	1415		13,995.09	0.00																				
										6079	1418	A/P1	1	7024		ELECTRO WATCHMAN	201404	6079	1415		2,018.61	0.00																				
										6079	1418	A/P1	1	7024		ELECTRO WATCHMAN	201404	6079	1415		1,077.74	0.00																				
										6079	1418	A/P1	1	7024		ELECTRO WATCHMAN	201404	6079	1415		3,385.57	0.00																				
										6079	1418	A/P1	1	7024		ELECTRO WATCHMAN	201404	6079	1415		1,922.12	0.00																				
										6079	1419	A/P1	1	7032		SURPLUS SERVICES	201404	6079	1415		455.00	0.00																				
										6079	1419	A/P1	1	7032		SURPLUS SERVICES	201404	6079	1415		125.00	0.00																				
										6079	1419	A/P1	1	7032		SURPLUS SERVICES	201404	6079	1415		140.00	0.00																				
										6079	1420	A/P1	1	7036		ENGELSMA CONSTRUI	201404	6079	1415		10,460.00	0.00																				
										6079	1421	A/P1	1	7038		KIEL'S APPLIANCE	201404	6079	1415		100.98	0.00																				
										6079	1422	A/P1	1	7040		REGENTS OF THE UNI'	201404	6079	1415		8,913.00	0.00																				
										6079	1423	A/P1	1	7043		SIGNS BY JILL	201404	6079	1415		1,070.00	0.00																				
										6079	1424	A/P1	1	3981		US ENERGY SERVICE	201404	6079	1415		25.18	0.00																				
										6079	1425	A/P1	1	7044		BACKYARD BUCKET TI	201404	6079	1415		480.00	0.00																				
										6079	1426	A/P1	1	7045		JOHN B HOFFMANN DI	201404	6079	1415		12,320.00	0.00																				
										6079	1426	A/P1	1	7045		JOHN B HOFFMANN DI	201404	6079	1415		12,320.00	0.00																				
										6079	1426	A/P1	1	7045		JOHN B HOFFMANN DI	201404	6079	1415		12,320.00	0.00																				
Account Total:																																								\$394,837.17	\$200.00	
Report Total:																																									\$394,837.17	\$200.00

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Rum River Special Ed Coop
August - Oct 2013 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1309059412														
0814pc	1577		EBERHARDT, DAVE															
		P	08515952352WSP, WAL-MART #2352, 08/02/2013		RRSE	E	01	001	420	000	419	401	201402	100.00%	1.0000	59.9400	0.00%	59.94
Voucher Total																		59.94
1	3738		MASTERCARD P-CARD	1309059438														
0814pc	1578		A THRU K, AP															
		P	422899470000218, WRIGHT-HENNEPIN COR, 08/02/2013		005	E	01	020	400	000	000	320	201402	100.00%	1.0000	24.9500	0.00%	24.95
			334017929889, EAST CENTRAL ENERGY, 08/08/2013		005	E	01	020	400	000	000	331	201402	100.00%	1.0000	1,250.1000	0.00%	1,250.10
			334017929889, EAST CENTRAL ENERGY, 08/08/2013		005	E	01	001	400	000	000	331	201402	100.00%	1.0000	391.5300	0.00%	391.53
			3529A20, CULLIGAN PINE CITY, 08/21/2013		005	E	01	001	420	000	419	401	201402	100.00%	1.0000	30.2500	0.00%	30.25
Voucher Total																		1,696.83
1	3738		MASTERCARD P-CARD	1309059479														
0814pc	1579		L THRU Z, AP															
		P	0051017233, FIRST SHRED, 08/12/2013		005	E	01	001	400	000	000	311	201402	100.00%	1.0000	310.0000	0.00%	310.00
			115524000111711, WSC*Windstream Pmt&Fee, 08/19/2013		005	E	01	020	400	000	000	320	201402	100.00%	1.0000	24.1400	0.00%	24.14
Voucher Total																		334.14
1	3738		MASTERCARD P-CARD	1309051411														
0814pc	1580		BANGMA, PAULINE															
		P	4445000078048, HOLIDAY INN EXPRESS, 08/21/2013		rrsbc	E	01	001	420	640	419	367	201402	100.00%	1.0000	342.1400	0.00%	342.14
Voucher Total																		342.14
1	3738		MASTERCARD P-CARD	1309050008														
0814pc	1581		ANDERSON, VIVA															
		P	222593000222143, MHE*MCGRRAW-HILL ECOMM, 07/31/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	641.5000	0.00%	641.50
			222593000222143, MHE*MCGRRAW-HILL ECOMM, 08/05/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	1,468.2600	0.00%	1,468.26
			222593000222143, MHE*MCGRRAW-HILL ECOMM, 08/07/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	37.4400	0.00%	37.44
			222593000222143, MHE*MCGRRAW-HILL ECOMM, 08/08/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	39.9900	0.00%	39.99
			222593000222143, MHE*MCGRRAW-HILL ECOMM, 08/12/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	368.1600	0.00%	368.16
			222593000222143, MHE*MCGRRAW-HILL ECOMM, 08/14/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	18.7200	0.00%	18.72
			048202352992, WAL-MART #2352, 08/14/2013		RRSO	E	01	020	408	000	740	401	201402	100.00%	1.0000	4.2800	0.00%	4.28
			011216000010032, TLPY.CO*CNET, 08/15/2013		RRSO	E	01	020	408	000	740	401	201402	100.00%	1.0000	4.9900	0.00%	4.99
			784959000762203, Amazon.com, 08/16/2013		RRSO	E	01	020	400	000	317	433	201402	100.00%	1.0000	25.4000	0.00%	25.40

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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1309050008														
0814pc	1581		ANDERSON, VIVA															
		P	222593000222143, MHE*MCGRW-HILL ECOMM, 08/16/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	18.7200	0.00%	18.72
			270595000762203, AMAZON MKTPLACE PMTS, 08/16/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	28.9900	0.00%	28.99
			095519000095363, MINDWARE *BRAINYTOY, 08/16/2013		RRSO	E	01	020	400	000	317	433	201402	100.00%	1.0000	23.4500	0.00%	23.45
			112442000108778, APL*APPLEONLINESTOREUS, 08/20/2013		RRSO	E	01	020	400	000	000	555	201402	100.00%	1.0000	1,118.0000	0.00%	1,118.00
			222593000222143, MHE*MCGRW-HILL ECOMM, 08/21/2013		RRSO	E	01	020	400	000	317	460	201402	100.00%	1.0000	18.7200	0.00%	18.72
			08515952352WSP, WAL-MART #2352, 08/23/2013		RRSO	E	01	020	408	000	740	401	201402	100.00%	1.0000	4.3400	0.00%	4.34
			4445000559948, OFFICE MAX, 08/23/2013		RRSO	E	01	020	408	000	740	401	201402	100.00%	1.0000	37.1500	0.00%	37.15
			324038467993, LAKESHORE LEARNING MAT, 08/23/2013		RRSO	E	01	020	400	000	317	433	201402	100.00%	1.0000	136.7600	0.00%	136.76
			434508552883, INNOVATIVE OFFICE SOLU, 08/23/2013		RRSO	E	01	020	408	000	740	401	201402	100.00%	1.0000	280.2800	0.00%	280.28
			168668000740654, SSI*CLASSROOM DIRECT, 08/27/2013		RRSO	E	01	020	400	000	317	433	201402	100.00%	1.0000	52.1600	0.00%	52.16
Voucher Total																	4,327.31	
1	3738		MASTERCARD P-CARD	1309052475														
0814pc	1582		JOHNSON, KERRI															
		P	0017405698, KOCH HARDWARE HANK, 08/02/2013		RRNO	E	01	010	400	000	317	433	201402	100.00%	1.0000	62.9500	0.00%	62.95
			650000004145192, PESI CMI, 08/15/2013		RRNO	E	01	010	408	000	740	367	201402	100.00%	1.0000	189.9900	0.00%	189.99
			048203102990, WAL-MART #3102, 08/16/2013		RRNO	E	01	010	400	000	317	433	201402	100.00%	1.0000	79.6300	0.00%	79.63
			091000145630000, TARGET 00014563, 08/19/2013		RRNO	E	01	010	408	000	740	401	201402	100.00%	1.0000	103.3900	0.00%	103.39
Voucher Total																	435.96	
1	3738		MASTERCARD P-CARD	1309052483														
0814pc	1583		MILLER, JEANNINE															
		P	295000001250000, BEST BUY 00000125, 08/08/2013		RRNO	E	01	010	400	000	000	555	201402	100.00%	1.0000	71.9300	0.00%	71.93
			08515951633WSP, WAL-MART #1633, 08/16/2013		RRNO	E	01	010	400	000	000	401	201402	100.00%	1.0000	31.2400	0.00%	31.24
			08515951633WSP, WAL-MART #1633, 08/16/2013		RRNO	E	01	020	400	000	000	401	201402	100.00%	1.0000	15.6300	0.00%	15.63
			270595000762203, AMAZON MKTPLACE PMTS, 08/26/2013		RRNO	E	01	020	400	000	317	555	201402	100.00%	1.0000	140.9300	0.00%	140.93
			270595000762203, AMAZON MKTPLACE PMTS, 08/26/2013		RRNO	E	01	020	400	000	000	555	201402	100.00%	1.0000	104.9700	0.00%	104.97
Voucher Total																	364.70	

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Table with columns: Batch, Vo, St Ty, Description, SKU Code, Loc, L, Fd, Org, Pro, Crs, Fin, O/S, Prd, Dist %, Units, Rate, Disc %, Amount. It contains three main sections of voucher details for different voucher numbers (1309051890, 1309053449, 1309057856).

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Rum River Special Ed Coop
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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1309057856														
0814pc	1586		ARMSTRONG, HOWARD															
		P	714154000711010, ULINE *SHIP SUPPLIES, 08/07/2013		RRE	E	01	030	400	000	000	530	201402	100.00%	1.0000	1,262.6800	0.00%	1,262.68
			276164471886, NASP ONLINE, 08/07/2013		RRE	E	01	030	400	000	000	401	201402	100.00%	1.0000	80.0000	0.00%	80.00
			130010400021221, CAMBIUM LEARNING, 08/07/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	1.0000	33.8000	0.00%	33.80
			714154000711010, ULINE *SHIP SUPPLIES, 08/08/2013		RRE	E	01	030	400	000	000	530	201402	100.00%	(1.0000)	81.2300	0.00%	(81.23)
			260210684882, SCHOLASTIC INC. KEY 6, 08/12/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	1.0000	20.9900	0.00%	20.99
			4445091168658, CDW GOVERNMENT, 08/13/2013		RRE	E	01	030	400	000	000	401	201402	100.00%	1.0000	92.8900	0.00%	92.89
			130010400021221, CAMBIUM LEARNING, 08/14/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	1.0000	49.9500	0.00%	49.95
			112442000108778, APL*APPLEONLINESTOREUS, 08/15/2013		RRE	E	01	030	400	000	317	555	201402	100.00%	1.0000	693.0000	0.00%	693.00
			396200067355, JIMMYS JOHNNYS INC, 08/16/2013		RRE	E	01	030	400	000	000	305	201402	100.00%	1.0000	125.0000	0.00%	125.00
			08515952352WSP, WAL-MART #2352, 08/21/2013		RRE	E	01	030	400	000	000	401	201402	100.00%	1.0000	189.7100	0.00%	189.71
			008630000131033, INFOSOURCE, INC., 08/21/2013		RRE	E	01	010	420	914	419	367	201402	100.00%	1.0000	147.0000	0.00%	147.00
			130010400021221, CAMBIUM LEARNING, 08/21/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	1.0000	10,265.0000	0.00%	10,265.00
			08515952352WSP, WAL-MART #2352, 08/23/2013		RRE	E	01	030	400	000	000	401	201402	100.00%	1.0000	104.4200	0.00%	104.42
			08515952352WSP, WAL-MART #2352, 08/23/2013		RRE	E	01	030	400	000	000	401	201402	100.00%	1.0000	53.4200	0.00%	53.42
			422369690003718, SUPREME GRAPHICS & SCH, 08/23/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	1.0000	151.3400	0.00%	151.34
			008630000131033, INFOSOURCE, INC., 08/21/2013		RRE	E	01	010	420	914	419	367	201402	100.00%	(1.0000)	147.0000	0.00%	(147.00)
			008630000131033, INFOSOURCE, INC., 08/21/2013		RRE	E	01	030	420	000	419	367	201402	100.00%	1.0000	147.0000	0.00%	147.00
			130010400021221, CAMBIUM LEARNING, 08/21/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	(1.0000)	10,265.0000	0.00%	(10,265.00)
			130010400021221, CAMBIUM LEARNING, 08/21/2013		RRE	E	01	030	420	000	419	433	201402	100.00%	1.0000	10,265.0000	0.00%	10,265.00
			422369690003718, SUPREME GRAPHICS & SCH, 08/23/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	(1.0000)	151.3400	0.00%	(151.34)
			422369690003718, SUPREME GRAPHICS & SCH, 08/23/2013		RRE	E	01	030	420	000	419	433	201402	100.00%	1.0000	151.3400	0.00%	151.34
			130010400021221, CAMBIUM LEARNING, 08/07/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	(1.0000)	33.8000	0.00%	(33.80)
			130010400021221, CAMBIUM LEARNING, 08/07/2013		RRE	E	01	030	420	000	419	433	201402	100.00%	1.0000	33.8000	0.00%	33.80
			260210684882, SCHOLASTIC INC. KEY 6, 08/12/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	(1.0000)	20.9900	0.00%	(20.99)

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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount		
1	3738		MASTERCARD P-CARD	1309057856																
0814pc	1586		ARMSTRONG, HOWARD																	
		P	260210684882, SCHOLASTIC INC. KEY 6, 08/12/2013		RRE	E	01	030	420	000	419	433	201402	100.00%	1.0000	20.9900	0.00%	20.99		
			130010400021221, CAMBIUM LEARNING, 08/14/2013		RRE	E	01	010	420	914	419	433	201402	100.00%	(1.0000)	49.9500	0.00%	(49.95)		
			130010400021221, CAMBIUM LEARNING, 08/14/2013		RRE	E	01	030	420	000	419	433	201402	100.00%	1.0000	49.9500	0.00%	49.95		
																		Voucher Total	14,971.86	
1	3738		MASTERCARD P-CARD	1309053695																
0814pc	1587		DUNLEAVY, SUSAN																	
		P	418334024880000, USPS 26145000433402488, 08/21/2013		RRE	E	01	030	408	000	740	329	201402	100.00%	1.0000	17.8200	0.00%	17.82		
			174030075991, MONOPRICE COM, 08/21/2013		RRE	E	01	030	400	000	000	555	201402	100.00%	1.0000	112.3400	0.00%	112.34		
																			Voucher Total	130.16
1	3738		MASTERCARD P-CARD	1309057880																
0814pc	1588		COFFIN, ALAN																	
		P	03-9500385266, MENARDS CAMBRIDGE, 08/01/2013		005	E	01	010	420	914	419	401	201402	100.00%	1.0000	29.9400	0.00%	29.94		
			03-9500385266, MENARDS CAMBRIDGE, 08/01/2013		005	E	01	010	420	914	419	401	201402	100.00%	(1.0000)	29.9400	0.00%	(29.94)		
			03-9500385266, MENARDS CAMBRIDGE, 08/01/2013		005	E	01	030	400	000	000	401	201402	100.00%	1.0000	29.9400	0.00%	29.94		
																			Voucher Total	29.94
1	3738		MASTERCARD P-CARD	1309059249																
0814pc	1589		MCDONALD, BILL																	
		P	000001679797234, CANDELA NETWORK, 08/23/2013		005	E	01	030	400	000	000	530	201402	100.00%	1.0000	222.0000	0.00%	222.00		
																			Voucher Total	222.00
1	3738		MASTERCARD P-CARD	INV00008401																
0914pc	1619		MILLER, JEANNINE																	
		P	PBIS Subscription Renewal	m1	RRNO	E	01	010	400	000	000	305	201403	100.00%	1.0000	250.0000	0.00%	250.00		
																			Voucher Total	250.00
1	3738		MASTERCARD P-CARD	1310049438																
0914pc	1620		A THRU K, AP																	
		P	422899470000218, WRIGHT-HENNEPIN COR, 09/03/2013		005	E	01	020	400	000	000	320	201403	100.00%	1.0000	24.9500	0.00%	24.95		
			334017929889, EAST CENTRAL ENERGY, 09/10/2013		005	E	01	020	400	000	000	331	201403	100.00%	1.0000	1,424.1900	0.00%	1,424.19		
			334017929889, EAST CENTRAL ENERGY, 09/10/2013		005	E	01	001	400	000	000	331	201403	100.00%	1.0000	419.6100	0.00%	419.61		

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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	3738		MASTERCARD P-CARD	1310049438															
0914pc	1620		A THRU K, AP																
		P	I 3529A20, CULLIGAN PINE CITY, 09/20/2013		005	E	01	001	420	000	419	401	201403	100.00%	1.0000	30.2500	0.00%	30.25	
																		Voucher Total	1,899.00
1	3738		MASTERCARD P-CARD	1310049479															
0914pc	1621		L THRU Z, AP																
		P	I 115524000111711, WSC*Windstream PmtFee, 09/12/2013		005	E	01	020	400	000	000	320	201403	100.00%	1.0000	21.6400	0.00%	21.64	
			115524000111711, WSC*Windstream Pmt&Fee, 09/18/2013		005	E	01	020	400	000	000	320	201403	100.00%	1.0000	21.6900	0.00%	21.69	
																		Voucher Total	43.33
1	3738		MASTERCARD P-CARD	1310041411															
0914pc	1622		BANGMA, PAULINE																
		P	I 013611000203554, ACT*MASA, 09/27/2013		RRSECE	01	001	420	640	419	367	201403	100.00%	1.0000	249.0000	0.00%	249.00		
			825240992883, CEC, 09/27/2013		RRSECE	01	001	420	000	419	401	201403	100.00%	1.0000	80.8800	0.00%	80.88		
																		Voucher Total	329.88
1	3738		MASTERCARD P-CARD	1310046428															
0914pc	1623		MIX, PAM																
		P	I 174030072998, PAYPAL *STATEFEDERA, 09/19/2013		005	E	01	001	420	000	419	401	201403	100.00%	1.0000	17.9900	0.00%	17.99	
			174030072998, PAYPAL *STATEFEDERA, 09/19/2013		005	E	01	020	400	000	000	401	201403	100.00%	1.0000	17.9900	0.00%	17.99	
			174030072998, PAYPAL *STATEFEDERA, 09/19/2013		005	E	01	030	400	000	000	401	201403	100.00%	1.0000	17.9900	0.00%	17.99	
			174030072998, PAYPAL *STATEFEDERA, 09/19/2013		005	E	01	010	400	000	000	401	201403	100.00%	1.0000	17.9900	0.00%	17.99	
																		Voucher Total	71.96
1	3738		MASTERCARD P-CARD	1310040008															
0914pc	1624		ANDERSON, VIVA																
		P	I 4445000559948, OFFICE MAX, 08/28/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	1.0000	155.5000	0.00%	155.50	
			4445000559948, OFFICE MAX, 08/28/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	95.7700	0.00%	95.77	
			03-9500385266, MENARDS CAMBRIDGE, 08/28/2013		RRSO	E	01	020	400	000	000	530	201403	100.00%	1.0000	181.5400	0.00%	181.54	
			03-9500385266, MENARDS 3154, 08/28/2013		RRSO	E	01	020	400	000	000	530	201403	100.00%	(1.0000)	79.9800	0.00%	(79.98)	
			03-9500385266, MENARDS CAMBRIDGE, 08/28/2013		RRSO	E	01	020	400	000	000	530	201403	100.00%	1.0000	133.3900	0.00%	133.39	
			03-9500385266, MENARDS CAMBRIDGE, 08/28/2013		RRSO	E	01	020	400	000	000	530	201403	100.00%	1.0000	124.3100	0.00%	124.31	
			421248561886, PRO ED INC, 08/28/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	58.2500	0.00%	58.25	
			784959000762203, Amazon.com, 08/29/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	56.5000	0.00%	56.50	
			324038467993, LAKESHORE LEARNING MAT, 08/29/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	179.9400	0.00%	179.94	
			130100027634007, LEARNING A-Z, 08/30/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	89.9500	0.00%	89.95	

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August - Oct 2013 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738	MASTERCARD P-CARD	1310040008														
0914pc	1624	ANDERSON, VIVA															
		P 03-9500385266, MENARDS 3154, 09/03/2013		RRSO	E	01	020	400	000	000	350	201403	100.00%	(1.0000)	2.4700	0.00%	(2.47)
		03-9500385266, MENARDS 3154, 09/03/2013		RRSO	E	01	020	400	000	000	350	201403	100.00%	(1.0000)	4.7900	0.00%	(4.79)
		4445091168658, CDW GOVERNMENT, 09/05/2013		RRSO	E	01	020	400	000	317	555	201403	100.00%	1.0000	684.2800	0.00%	684.28
		4445091168658, CDW GOVERNMENT, 09/05/2013		RRSO	E	01	020	400	000	000	555	201403	100.00%	1.0000	684.2800	0.00%	684.28
		08515952352WSP, WAL-MART #2352, 09/06/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	1.9700	0.00%	1.97
		08515952352WSP, WAL-MART #2352, 09/06/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	52.9700	0.00%	52.97
		4445000559948, OFFICE MAX, 09/06/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	(1.0000)	5.2900	0.00%	(5.29)
		174092201998, G&K SERVICES 043, 09/06/2013		RRSO	E	01	020	400	000	000	350	201403	100.00%	1.0000	47.3100	0.00%	47.31
		222593000222143, MHE*MCGRRAW-HILL ECOMM, 09/06/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	45.8000	0.00%	45.80
		222593000222143, MHE*MCGRRAW-HILL ECOMM, 09/06/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	19.9800	0.00%	19.98
		189224000762203, ABEBOOKS.COM, 09/06/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	76.6400	0.00%	76.64
		09-8021488336, STAR QUALITY GLASS INC, 09/06/2013		RRSO	E	01	020	400	000	000	350	201403	100.00%	1.0000	125.0000	0.00%	125.00
		222593000222143, MHE*MCGRRAW-HILL ECOMM, 09/09/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	9.9900	0.00%	9.99
		434508552883, INNOVATIVE OFFICE SOLU, 09/09/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	271.7900	0.00%	271.79
		434508552883, INNOVATIVE OFFICE SOLU, 09/09/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	1.0000	137.1400	0.00%	137.14
		932392000325290, NCS PEARSON, 09/10/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	181.0500	0.00%	181.05
		222593000222143, MHE*MCGRRAW-HILL ECOMM, 09/11/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	184.0800	0.00%	184.08
		222593000222143, MHE*MCGRRAW-HILL ECOMM, 09/11/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	18.7200	0.00%	18.72
		048202352992, WAL-MART #2352, 09/13/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	20.0000	0.00%	20.00
		048202352992, WAL-MART #2352, 09/13/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	1.0000	33.5600	0.00%	33.56
		434508552883, INNOVATIVE OFFICE SOLU, 09/13/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	1.0000	427.0300	0.00%	427.03
		222593000222143, MHE*MCGRRAW-HILL ECOMM, 09/16/2013		RRSO	E	01	020	400	000	317	460	201403	100.00%	1.0000	50.9400	0.00%	50.94
		421248561886, PRO ED INC, 09/17/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	822.8000	0.00%	822.80
		062200224996, CAMBRIDGE TRUE VALUE, 09/18/2013		RRSO	E	01	020	400	000	000	350	201403	100.00%	1.0000	25.9600	0.00%	25.96
		899000000343028, MARRCH 00 OF 00, 09/19/2013		RRSO	E	01	020	408	000	740	367	201403	100.00%	1.0000	325.0000	0.00%	325.00
		4445091168658, CDW GOVERNMENT, 09/20/2013		RRSO	E	01	020	400	000	000	555	201403	100.00%	1.0000	119.9700	0.00%	119.97

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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1310040008														
0914pc	1624		ANDERSON, VIVA															
		P	434508552883, INNOVATIVE OFFICE SOLU, 09/20/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	1.0000	435.4400	0.00%	435.44
			168668000740654, SSI*CLASSROOM DIRECT, 09/24/2013		RRSO	E	01	020	408	000	740	401	201403	100.00%	1.0000	24.8400	0.00%	24.84
			168668000740654, SSI*CLASSROOM DIRECT, 09/24/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	12.4500	0.00%	12.45
			174030075991, MN ASSN CHILD MH, 09/25/2013		RRSO	E	01	030	408	000	740	367	201403	100.00%	1.0000	159.0000	0.00%	159.00
			174030075991, MN ASSN CHILD MH, 09/25/2013		RRSO	E	01	020	408	000	740	367	201403	100.00%	1.0000	159.0000	0.00%	159.00
			270595000762203, AMAZON MKTPLACE PMTS, 09/26/2013		RRSO	E	01	020	400	000	317	555	201403	100.00%	1.0000	221.9400	0.00%	221.94
			270595000762203, AMAZON MKTPLACE PMTS, 09/26/2013		RRSO	E	01	020	400	000	000	555	201403	100.00%	1.0000	164.9400	0.00%	164.94
			270595000762203, AMAZON MKTPLACE PMTS, 09/26/2013		RRSO	E	01	020	400	000	317	555	201403	100.00%	1.0000	310.8900	0.00%	310.89
Voucher Total																	6,837.38	
1	3738		MASTERCARD P-CARD	1310042475														
0914pc	1625		JOHNSON, KERRI															
		P	201001000436592, TEACHER CREATED RESOUR, 08/28/2013		RRNO	E	01	010	400	000	317	460	201403	100.00%	1.0000	17.9800	0.00%	17.98
			422369690003718, SUPREME GRAPHICS & SCH, 08/28/2013		RRNO	E	01	010	400	000	317	433	201403	100.00%	1.0000	107.4100	0.00%	107.41
			941000084773, IXL, 08/30/2013		RRNO	E	01	010	400	000	317	460	201403	100.00%	1.0000	199.0000	0.00%	199.00
			260210683884, SCHOLASTIC MAGAZINES, 08/30/2013		RRNO	E	01	010	400	000	317	460	201403	100.00%	1.0000	164.1800	0.00%	164.18
			260210683884, SCHOLASTIC MAGAZINES, 08/30/2013		RRNO	E	01	010	400	000	317	460	201403	100.00%	1.0000	98.8900	0.00%	98.89
			260210683884, SCHOLASTIC MAGAZINES, 08/30/2013		RRNO	E	01	010	400	000	317	460	201403	100.00%	1.0000	137.7800	0.00%	137.78
			418334648430000, USPS 26630008433464843, 09/06/2013		RRNO	E	01	010	408	000	740	329	201403	100.00%	1.0000	19.9200	0.00%	19.92
			0017405698, KOCH HARDWARE HANK, 09/06/2013		RRNO	E	01	010	408	000	740	401	201403	100.00%	1.0000	104.8700	0.00%	104.87
			048206279993, SAMS INTERNET, 09/09/2013		RRNO	E	01	010	408	000	740	401	201403	100.00%	1.0000	45.0000	0.00%	45.00
			434508552883, INNOVATIVE OFFICE SOLU, 09/09/2013		RRNO	E	01	010	408	000	740	401	201403	100.00%	1.0000	391.3000	0.00%	391.30
			270595000762203, AMAZON MKTPLACE PMTS, 09/10/2013		RRNO	E	01	010	400	000	000	460	201403	100.00%	1.0000	8.7200	0.00%	8.72
			270595000762203, AMAZON MKTPLACE PMTS, 09/11/2013		RRNO	E	01	010	400	000	000	460	201403	100.00%	1.0000	9.9600	0.00%	9.96
			270595000762203, AMAZON MKTPLACE PMTS, 09/11/2013		RRNO	E	01	010	400	000	000	460	201403	100.00%	1.0000	9.1900	0.00%	9.19
			270595000762203, AMAZON MKTPLACE PMTS, 09/11/2013		RRNO	E	01	010	400	000	000	460	201403	100.00%	1.0000	8.7300	0.00%	8.73

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Table with columns: Batch, Vo, St Ty, Description, SKU Code, Loc, L, Fd, Org, Pro, Crs, Fin, O/S, Prd, Dist %, Units, Rate, Disc %, Amount. Contains three main sections for different voucher numbers (1310042475, 1310042483, 1310041890) and their respective line items.

Voucher Total 2,011.53

Voucher Total 1,595.00

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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1310041890														
0914pc	1627		DOBDA, ANNE															
		P	270595000762203, AMAZON MKTPLACE FMTS, 09/17/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	18.0000	0.00%	18.00
			08515952352WSP, WAL-MART #2352, 09/19/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	223.0100	0.00%	223.01
			07637972515MDZ, MCDONALD S M2515, 09/23/2013		RRSO	E	01	020	400	000	317	433	201403	100.00%	1.0000	5.1200	0.00%	5.12
Voucher Total																	577.97	
1	3738		MASTERCARD P-CARD	1310040791														
0914pc	1628		WELLS, TRACY															
		P	89900002312849, MASBO 00 OF 00, 09/11/2013		RRSE	E	01	001	420	640	419	367	201403	100.00%	1.0000	50.0000	0.00%	50.00
			0019490562, HERMANS BAKERY, 09/25/2013		RRSE	E	01	001	420	640	419	367	201403	100.00%	1.0000	81.6900	0.00%	81.69
Voucher Total																	131.69	
1	3738		MASTERCARD P-CARD	1310043449														
0914pc	1629		PYYKOLA, MARY LOU															
		P	434508552883, INNOVATIVE OFFICE SOLU, 08/30/2013		RRSE	E	01	030	400	000	000	530	201403	100.00%	1.0000	109.0500	0.00%	109.05
			434508552883, INNOVATIVE OFFICE SOLU, 08/30/2013		RRSE	E	01	030	400	000	000	401	201403	100.00%	1.0000	801.3700	0.00%	801.37
			18-8001649923, EMC INSURANCE COMPANIE, 09/05/2013		RRSE	E	01	001	400	000	000	340	201403	100.00%	1.0000	1,221.9900	0.00%	1,221.99
			174030075991, CRISIS PREVENTION, 09/06/2013		RRSE	E	01	001	420	640	419	367	201403	100.00%	1.0000	899.0000	0.00%	899.00
			174030075991, REPAIRUNIV, 09/06/2013		RRSE	E	01	001	420	000	419	401	201403	100.00%	1.0000	46.9700	0.00%	46.97
			846211628884, THINKING MOVES LLC, 09/06/2013		RRSE	E	01	001	404	000	419	433	201403	100.00%	1.0000	66.9000	0.00%	66.90
			434508552883, INNOVATIVE OFFICE SOLU, 09/06/2013		RRSE	E	01	001	400	000	000	401	201403	100.00%	1.0000	640.6000	0.00%	640.60
			434508552883, INNOVATIVE OFFICE SOLU, 09/06/2013		RRSE	E	01	030	408	000	740	401	201403	100.00%	1.0000	44.4800	0.00%	44.48
			434508552883, INNOVATIVE OFFICE SOLU, 09/06/2013		RRSE	E	01	010	408	000	740	401	201403	100.00%	1.0000	44.4800	0.00%	44.48
			434508552883, INNOVATIVE OFFICE SOLU, 09/06/2013		RRSE	E	01	020	408	000	740	401	201403	100.00%	1.0000	66.7200	0.00%	66.72
			434508552883, INNOVATIVE OFFICE SOLU, 09/06/2013		RRSE	E	01	001	420	000	419	401	201403	100.00%	1.0000	191.7200	0.00%	191.72
			498894177204005, WESTONE LABORATORIES I, 09/06/2013		RRSE	E	01	001	405	000	419	433	201403	100.00%	1.0000	215.5700	0.00%	215.57
			498894177204005, WESTONE LABORATORIES I, 09/06/2013		RRSE	E	01	001	400	000	000	433	201403	100.00%	1.0000	215.5800	0.00%	215.58
			174030075991, CRISIS PREVENTION, 09/12/2013		RRSE	E	01	001	420	640	419	367	201403	100.00%	1.0000	2,125.0000	0.00%	2,125.00
			712900429817, AMBUTECH.COM, 09/12/2013		RRSE	E	01	001	400	000	000	433	201403	100.00%	1.0000	72.0000	0.00%	72.00

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Table with columns: Batch, Vo, St Ty, Description, SKU Code, Loc, L, Fd, Org, Pro, Crs, Fin, O/S, Prd, Dist %, Units, Rate, Disc %, Amount. Contains three main sections of voucher details for MASTERCARD P-CARD transactions.

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Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1310047856														
0914pc	1631		ARMSTRONG, HOWARD															
		P	08515952352WSP, WAL-MART #2352, 09/03/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	181.3100	0.00%	181.31
			08515952352WSP, WAL-MART #2352, 09/03/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	37.5500	0.00%	37.55
			112507000108778, APL*APPLE ITUNES STORE, 09/03/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	5.3300	0.00%	5.33
			08515952352WSP, WAL-MART #2352, 09/04/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	25.9400	0.00%	25.94
			08515952352WSP, WAL-MART #2352, 09/06/2013		RRE	E	01	030	400	000	317	555	201403	100.00%	1.0000	1,490.0000	0.00%	1,490.00
			396200067355, JIMMYS JOHNNYS INC, 09/06/2013		RRE	E	01	030	400	000	000	305	201403	100.00%	(1.0000)	40.1800	0.00%	(40.18)
			178006212991, IKEA BLOOMINGTON, 09/09/2013		RRE	E	01	030	400	000	000	530	201403	100.00%	1.0000	1,272.9300	0.00%	1,272.93
			302250763992, STEELCASE INC, 09/09/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	128.2500	0.00%	128.25
			784959000762203, Amazon.com, 09/10/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	93.3800	0.00%	93.38
			23853720019, HP HOME STORE, 09/12/2013		RRE	E	01	030	400	000	317	555	201403	100.00%	1.0000	407.1600	0.00%	407.16
			4445090390047, OFFICE DEPOT #1090, 09/13/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	190.1900	0.00%	190.19
			270595000762203, AMAZON MKTPLACE PMTS, 09/16/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	251.9600	0.00%	251.96
			270595000762203, AMAZON MKTPLACE PMTS, 09/18/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	38.9900	0.00%	38.99
			112442000108778, APL*APPLEONLINESTOREUS, 09/18/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	100.0000	0.00%	100.00
			08515952352WSP, WAL-MART #2352, 09/19/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	24.9700	0.00%	24.97
			524771000249982, SCHOOL S IN, 09/19/2013		RRE	E	01	030	400	000	000	530	201403	100.00%	1.0000	885.9000	0.00%	885.90
			374164872888, RESEARCH PRESS CO., 09/20/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	473.6600	0.00%	473.66
			130010400021221, CAMBIUM LEARNING, 09/20/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	375.0000	0.00%	375.00
			270595000762203, AMAZON MKTPLACE PMTS, 09/24/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	34.4800	0.00%	34.48
			4445091168658, CDW GOVERNMENT, 09/26/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	64.8200	0.00%	64.82
			06362561645SV2, CUB FOODS #1645, 09/27/2013		RRE	E	01	030	408	000	740	401	201403	100.00%	1.0000	11.7300	0.00%	11.73
			091000130370000, TARGET 00013037, 09/27/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	104.4500	0.00%	104.45
			4445012807743, SCHOOLSIN.COM, 09/27/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	156.5300	0.00%	156.53
			302250763992, STEELCASE INC, 09/27/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	384.7500	0.00%	384.75
			130010400021221, CAMBIUM LEARNING, 09/27/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	127.0000	0.00%	127.00

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Rum River Special Ed Coop
August - Oct 2013 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1310047856														
0914pc	1631		ARMSTRONG, HOWARD															
		P	I 130010400021221, CAMBIUM LEARNING, 09/20/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	375.0000	0.00%	(375.00)
			130010400021221, CAMBIUM LEARNING, 09/20/2013		RRE	E	01	030	420	000	419	433	201403	100.00%	1.0000	375.0000	0.00%	375.00
			112507000108778, APL*APPLE ITUNES STORE, 09/03/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	5.3300	0.00%	(5.33)
			112507000108778, APL*APPLE ITUNES STORE, 09/03/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	5.3300	0.00%	5.33
			130010400021221, CAMBIUM LEARNING, 09/27/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	127.0000	0.00%	(127.00)
			130010400021221, CAMBIUM LEARNING, 09/27/2013		RRE	E	01	030	420	000	419	433	201403	100.00%	1.0000	127.0000	0.00%	127.00
			112442000108778, APL*APPLEONLINESTOREUS, 09/18/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	100.0000	0.00%	(100.00)
			112442000108778, APL*APPLEONLINESTOREUS, 09/18/2013		RRE	E	01	030	420	000	419	433	201403	100.00%	1.0000	100.0000	0.00%	100.00
			4445091168658, CDW GOVERNMENT, 09/26/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	64.8200	0.00%	(64.82)
			4445091168658, CDW GOVERNMENT, 09/26/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	64.8200	0.00%	64.82
			4445090390047, OFFICE DEPOT #1090, 09/13/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	190.1900	0.00%	(190.19)
			4445090390047, OFFICE DEPOT #1090, 09/13/2013		RRE	E	01	030	420	000	419	433	201403	100.00%	1.0000	190.1900	0.00%	190.19
			374164872888, RESEARCH PRESS CO., 09/20/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	473.6600	0.00%	(473.66)
			374164872888, RESEARCH PRESS CO., 09/20/2013		RRE	E	01	030	420	000	419	433	201403	100.00%	1.0000	473.6600	0.00%	473.66
			270595000762203, AMAZON MKTPLACE PMTS, 09/18/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	38.9900	0.00%	(38.99)
			270595000762203, AMAZON MKTPLACE PMTS, 09/18/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	38.9900	0.00%	38.99
			174030072998, PAYPAL *ROLLINGHILL, 08/28/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	272.0000	0.00%	(272.00)
			174030072998, PAYPAL *ROLLINGHILL, 08/28/2013		RRE	E	01	030	420	000	419	433	201403	100.00%	1.0000	272.0000	0.00%	272.00
Voucher Total																7,914.99		
1	3738		MASTERCARD P-CARD	1310043695														
0914pc	1632		DUNLEAVY, SUSAN															
		P	I 091000130370000, TARGET 00013037, 08/29/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	12.8100	0.00%	12.81
			218206381996, SCHOOL OUTFITTERS, 08/29/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	409.9800	0.00%	409.98
			091000130370000, TARGET 00013037, 08/30/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	55.3100	0.00%	55.31

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Rum River Special Ed Coop
August - Oct 2013 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	3738		MASTERCARD P-CARD	1310043695														
0914pc	1632		DUNLEAVY, SUSAN															
		P	08515952352WSP, WAL-MART #2352, 08/30/2013		RRE	E	01	030	408	000	740	433	201403	100.00%	1.0000	4.2500	0.00%	4.25
			03-9500385266, MENARDS CAMBRIDGE, 08/30/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	7.3400	0.00%	7.34
			4445000559948, OFFICE MAX, 09/03/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	33.3100	0.00%	33.31
			434508552883, INNOVATIVE OFFICE SOLU, 09/03/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	253.4400	0.00%	253.44
			434508552883, INNOVATIVE OFFICE SOLU, 09/03/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	17.9200	0.00%	17.92
			091000130370000, TARGET 00013037, 09/04/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	23.8400	0.00%	23.84
			091000130370000, TARGET 00013037, 09/05/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	4.2600	0.00%	4.26
			08515952352WSP, WAL-MART #2352, 09/05/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	14.2000	0.00%	14.20
			08515952352WSP, WAL-MART #2352, 09/06/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	186.3000	0.00%	186.30
			434508552883, INNOVATIVE OFFICE SOLU, 09/06/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	349.0500	0.00%	349.05
			048202352992, WAL-MART #2352, 09/11/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	44.4100	0.00%	44.41
			048202352992, WAL-MART #2352, 09/11/2013		RRE	E	01	030	408	000	740	433	201403	100.00%	1.0000	126.1300	0.00%	126.13
			218206381996, SCHOOL OUTFITTERS, 09/12/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	154.0000	0.00%	154.00
			091000130370000, TARGET 00013037, 09/13/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	19.2400	0.00%	19.24
			048202352992, WAL-MART #2352, 09/13/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	86.5200	0.00%	86.52
			434508552883, INNOVATIVE OFFICE SOLU, 09/13/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	169.1400	0.00%	169.14
			08515952352WSP, WAL-MART #2352, 09/18/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	122.0400	0.00%	122.04
			03-9500385266, MENARDS CAMBRIDGE, 09/18/2013		RRE	E	01	030	400	000	000	401	201403	100.00%	1.0000	1.6400	0.00%	1.64
			08515952352WSP, WAL-MART #2352, 09/20/2013		RRE	E	01	030	408	000	740	433	201403	100.00%	1.0000	115.6000	0.00%	115.60
			06362561645SV2, CUB FOODS #1645, 09/27/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	1.0000	92.6500	0.00%	92.65
			08515952352WSP, WAL-MART #2352, 09/18/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	122.0400	0.00%	(122.04)
			08515952352WSP, WAL-MART #2352, 09/18/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	122.0400	0.00%	122.04
			08515952352WSP, WAL-MART #2352, 09/06/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	186.3000	0.00%	(186.30)
			08515952352WSP, WAL-MART #2352, 09/06/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	186.3000	0.00%	186.30
			06362561645SV2, CUB FOODS #1645, 09/27/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	92.6500	0.00%	(92.65)

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Rum River Special Ed Coop
August - Oct 2013 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount		
1	3738		MASTERCARD P-CARD	1310043895																
0914pc	1632		DUNLEAVY, SUSAN																	
		P	06362561645SV2, CUB FOODS #1645, 09/27/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	92.6500	0.00%	92.65		
			048202352992, WAL-MART #2352, 09/13/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	86.5200	0.00%	(86.52)		
			048202352992, WAL-MART #2352, 09/13/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	86.5200	0.00%	86.52		
			03-9500385266, MENARDS CAMBRIDGE, 08/30/2013		RRE	E	01	010	420	914	419	433	201403	100.00%	(1.0000)	7.3400	0.00%	(7.34)		
			03-9500385266, MENARDS CAMBRIDGE, 08/30/2013		RRE	E	01	030	400	000	000	433	201403	100.00%	1.0000	7.3400	0.00%	7.34		
Voucher Total																				2,303.38
1	3738		MASTERCARD P-CARD	1310041925																
0914pc	1633		CHAIKA, AMBUR																	
		P	334304391884, DAIRY QUEEN #11009 QPS, 09/13/2013		RRNO	E	01	010	400	000	317	433	201403	100.00%	1.0000	3.7300	0.00%	3.73		
			335166510883, PIZZA HUT OF MILACA, 09/13/2013		RRNO	E	01	010	400	000	317	433	201403	100.00%	1.0000	11.0000	0.00%	11.00		
			334304391884, DAIRY QUEEN #11009 QPS, 09/16/2013		RRNO	E	01	010	400	000	317	433	201403	100.00%	1.0000	4.0500	0.00%	4.05		
			334304391884, DAIRY QUEEN #11009 QPS, 09/20/2013		RRNO	E	01	010	400	000	317	433	201403	100.00%	1.0000	7.4700	0.00%	7.47		
Voucher Total																				26.25
1	3738		MASTERCARD P-CARD	1311044070																
1014db	1680		NASSIF, BOB																	
		P	255001078470000, SUBWAY 00107847, 10/23/2013		rrso	E	01	020	400	000	317	433	201404	100.00%	1.0000	5.3400	0.00%	5.34		
Voucher Total																				5.34
Report Total																				56,328.86

Rum River East Program Enrollment
November 1, 2013

#	Name	Grade	Home School	Reinteg. # Classes	Entry Date	Exit Date	Reason for Exit
1	RL	12	332	3	10/24/2013		
2	IO	12	477	0	7/16/2013		
6	DA	12	314	0	9/3/2013		
7	JG	12	911	0	9/3/2013		
8	NA	12	477	0	9/3/2013		
16	AS	12	333	0	9/30/2013		
17	AM	12	332	0	9/25/2013		
19	AZ	12	911	0	10/3/2013		
24	NC	12	912	0	9/16/2013		
3	JJ	11	332	0	7/16/2013		
4	AB	11	314	0	7/16/2013		
5	JE	11	314	4	7/16/2013		
10	KT	11	333	0	9/3/2013		
15	DH	11	314	0	9/3/2013		
18	CC	11	332	0	9/25/2013		CD Treatment
21	SL	11	911	0	9/3/2013		CD Treatment
26	ZU	11	332	0	9/16/2013		
9	JA	10	477	0	9/3/2013		
11	GP	10	314	4	9/3/2013		
12	CC	10	911	0	9/3/2013		
13	AS	10	314	0	9/3/2013		
14	RR	10	473	1	9/3/2013		
20	JK	10	911	0	10/3/2013		
22	JM	10	332	0	9/3/2013		
23	AC	10	332	0	9/12/2013		
25	KJ	10	912	0	9/19/2013		
26	SM	12	332	0	10/23/2013		Placement at Clara's House
Average:		11:9		0:5			

Technical Assistance

Name	Home School	Grade
JJ	PHS	12
JP	CIHS	10

Rum River North Program Enrollment
November 2013

#	Name	DOB	Grade	Home School	Reinteg. # Classes	Entry Date	Exit Date	Reason for Exit
1	MA	02/26/02	6	Princeton	3	09/06/11		
2	CH	11/30/02	5	Milaca	2	10/10/11		
3	JH	11/08/01	6	Milaca	2	03/13/12		
4	KD	11/29/01	6	Milaca	2	03/26/12		
5	OM	7/20/05	3	Princeton	1	05/14/12		
6	MR	3/19/00	8	Ogilvie	0	05/16/12		
7	BM	10/20/00	7	Milaca	3	09/04/12		
8	EH	7/17/00	8	Milaca	1	10/16/12		
9	IF	7/25/05	2	Milaca	0	11/05/12		
10	CC	12/4/02	5	Princeton	1	02/25/13		
11	JW	4/13/99	9	Princeton	0	02/28/13		
12	DW	1/10/2006	2	Princeton	0	03/18/13		
13	DM	12/20/2004	3	Milaca	0	04/22/13		
14	MB	4/29/2006	2	Ogilvie	0	7/16/2013		
	JD	12/14/1999	8	Princeton	0	09/03/13	10/16/2013	Moved
15	KO	2/27/1999	9	Milaca	2	09/03/13		
16	MB	12/31/2001	6	Ogilvie	0	09/09/13		
17	NM	7/16/2000	8	Isle	2	09/09/13		
18	JH	11/09/04	2	Princeton	0	09/10/13		
19	CL	6/3/2002	6	Ogilvie	1	9/26/2013		
20	SM	8/23/2004	1	Princeton	3	9/30/2013		

Technical Assistance			Referral		
			#	Initials	School
IPS	MES	2	1	ML	MHS
IIS	MMS	0	2	JV	MES
SFAS	MHS	2	3	IA	MES
IMS	OES	1			
CPS	OHS	1			
CIS	PMS	0			
CMS	PSE	0			
CIHS	PNE	1			
BAES	PHS	0			
BAHS	PECSE	1			
ISLE	MECSE	0			

Rum River South Program Enrollment
November 2013

#	Name	Grade	Home School	Reinteg. # Classes	Entry Date	Exit Date	Reason for Exit
1	JV	9	CIHS	0	05/09/08		
	JS	9	CIHS	4	02/26/09	10/04/13	reintegrated
2	CK	6	PMS	N/A	06/22/10		
3	DK	4	BES	1	09/30/10		
	HM	6	CMS	6	01/13/11	10/16/13	reintegrated
4	RO	8	CMS	N/A	02/28/11		
5	ST	5	OES	N/A	02/28/11		
6	NP	6	BES	0	06/21/11		
7	KM	5	CIS	4	09/06/11		
8	AH	8	CMS	0	09/22/11		
9	HC	5	CIS	0	11/07/11		
	AA	7	CMS	5	12/05/11	10/16/13	reintegrated
10	TK	5	CIS	0	04/26/12		
11	BS	9	CIHS	1	09/04/12		
12	GB	1	IPS	5	09/04/12		
13	CM	7	BAHS	3	09/10/12		
14	LK	5	IIS	2	09/18/12		
15	IN	4	IIS	3	10/10/12		
16	JW	2	CPS	0	11/26/12		
17	JM	2	MES	0	02/13/13		
18	AS	2	IPS	0	4/12/2013		
19	AR	5	CIS	0	5/6/2013		
20	CVW	6	CMS	0	7/16/2013		
21	DN	5	BAHS	0	9/3/2013		
	AB	8	PHS	0	9/3/2013	10/8/2013	placement
22	RS	5	CIS	0	9/4/2013		
23	JD	7	CMS	0	9/5/2013		
24	CS	6	CMS	0	9/5/2013		
25	CZ	6	CMS	0	9/5/2013		
26	ICD	5	BAHS	0	10/9/2013		
27	TI	7	IMS	0	10/9/2013		

Technical Assistance		Referral			
			#	Initials	School
IPS		MES	3		
IIS	2	MMS	2	NA	IIS
SFAS	3	MHS	3	TI	IMS
IMS	3	OES	1	DB	BAHS
CPS	1	OHS		HD	BAES
CIS	3	PMS		BH	IMS
CMS		PSE		MA	BAES
CIHS	3	PNE			
BAES	3	PHS	1		
BAHS	1	PECSE			
ISLE		MECSE			

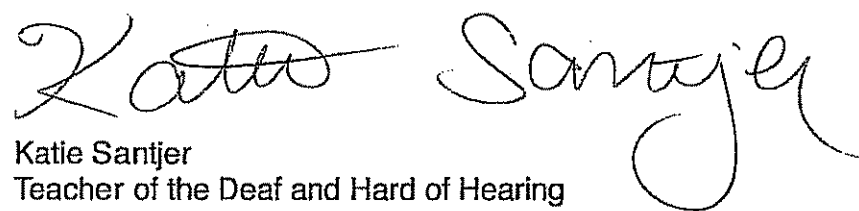
Dear Special Education Director Pauline Bangma,

I am writing to give you notice of my intention to take adoption leave. My husband and I were matched for adoption on September 27th, 2013 and I am expecting the baby to be born and placed with us on October 28th, 2013. I would like to start my leave as soon as the birth mother is admitted into the hospital for the birth which will be approximately October 28th, 2013.

I would like to keep working until the baby is born. I am requesting an eight week leave after the baby is born. My intention is to return January 2nd, 2014 - immediately following the winter break.

Thank you,

Sincerely,

A handwritten signature in cursive script that reads "Katie Santjer". The signature is written in black ink and is positioned to the right of the typed name.

Katie Santjer
Teacher of the Deaf and Hard of Hearing
Rum River Special Education Coop.



TO: Becky Walker-Blondell
FROM: Pauline Bangma
DATE: October 11, 2013
RE: Contracted DHH Services

This memo will serve to confirm your employment for DHH services. You will be employed by the Rum River Special Education Cooperative (RRSEC) and will be supervised by Pauline Bangma, Director of Special Education.

Your salary will be \$40 per hour. This rate is based on your education and experience at the time of retirement and the current Cambridge-Isanti salary schedule. You will be expected to use your personal vehicle and you will be reimbursed for mileage at a rate of .565 per mile. You will receive no additional benefits other than FICA, Medicare and TRA.

Responsibilities for your position include: 1) review of student records; 2) direct student contact; 3) data collection on student goals; 4) evaluation of students as needed; 5) participation on IEP teams as needed; and consult with current DHH teacher.

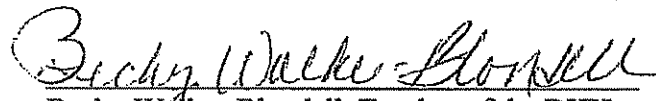
Your work schedule will be coordinated by Pauline Bangma, Director of Special Education.

The contract is from approximately October 28, 2013 to December 20, 2013. Any questions about this employment agreement should be directed to Pauline Bangma, Director of Special Education.

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Becky Walker-Blondell
October 11, 2013
Page Two

Signature Page:


Becky Walker-Blondell, Teacher of the DHH

10/11/13
Date

Pauline Bangma, Director of Special Education

Date

Mike Conner, RRSEC Advisory Board Chair

Date

Tim Hitchings, Cambridge-Isanti Board Chair

Date

Becky Walker-Blondell Schedule

October 28 - December 20, 2013

Tuesday	Wednesday	Thursday
PRINCETON	MILACA	PRINCETON
Sklyar Bright Child Daycare 9:45-11:00 (new move-in, service time not set yet)	Blake	Nathan North Elementary 10:30 - 11:15
	Milaca ECSE 10:20-11:35	
Samuel South Elementary 12:55 - 1:40		Samuel South Elementary 12:55 - 1:40
Emma South Elementary 1:25 - 2:10	Braille Milaca Elementary 1:15 - 2:10	Emma South Elementary 1:25 - 2:10



Minnesota Board of Teaching

Autism Spectrum Disorders (ASD) License Transition Process For Minnesota Teachers

~ Frequently Asked Questions~
REVISED MAY 2013

ELIGIBILITY for ASD LICENSE TRANSITION PROCESS

1. Who IS eligible for the ASD license transition process?

- o **NEW:** *Special Education teachers who were already invested in working with students with ASD, as evidenced by providing specially designed instruction to students with ASD and ASD-specific professional development prior to 2012 when the transition process became available in July 2012.*

To be eligible, a teacher must meet all of the following conditions:

- o *hold a current full-time (valid for 5 years) Minnesota teaching license in a special education field*
- o *verify at least one academic year of experience providing specially designed instruction to ASD students under an IEP (see question 6 for more information)*
- o *document coursework and/or professional development aligned to the ASD standards*

Note: Teachers holding a Developmental Adapted Physical Education (DAPE) license must also hold another Minnesota special education license to be eligible for this process.

2. **NEW:** Are all Special Education teachers eligible for the transition process?

- o *No. Special Education teachers who do not have evidence of ASD-specific professional development prior to July 1, 2012 are not eligible. We now have several licensure programs operational and available for individuals who are fully new to the field of ASD.*

3. **NEW:** What is the required threshold of ASD professional development prior to July 2012 to be eligible for the transition process?

- o *Our goal here is to ensure that the teachers who use this process are those who were already invested in working with ASD students; this process is not for special education teachers brand new to the ASD field. As such, the documentation must include evidence of professional investment in the field of ASD through ASD-specific professional development prior to July 1, 2012. The Board of Teaching has not established a specific threshold of professional development necessary to meet the new standards.*
- o *The professional development must demonstrate that the special education teacher was already invested in the ASD field prior to the transition process opening. This provides a clear, consistent, and legally defensible basis for the Board of Teaching to allow teachers an alternative process for issuing a license.*

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4. **NEW:** What can a teacher who is eligible do to meet any remaining ASD standards?
 - o *These teachers can continue using coursework or professional development opportunities to supplement what they had already begun. This process is for special education teachers who were already invested in the work as a way to honor their prior experience and professional training in ASD.*
 5. **NEW:** What if a teacher no longer has documentation of participation in ASD-specific professional development?
 - o *We understand that some teachers are having difficulty finding documentation of all of their ASD professional training opportunities. In these situations, we will accept verification by a Special Education Director or professional development provider of a teacher's participation in the training; the verification should be noted on the "Demonstration of Professional Development" (page 11 in the Eligibility Review packet)*
 6. What experience is required to be eligible for the ASD license transition process?
 - o *A teacher must verify at least one academic year of successful classroom teaching experience for which s/he held a valid license to practice in a special education field and provided specially designed instruction to students with ASD served under an IEP. This verification of experience must be provided in order to complete the Eligibility Review materials and to be considered for the ASD license.*
 7. Is there a minimum number of students required for the experience component of the transition process?
 - o *Staff assignments and caseloads are determined by the individual needs of students and based on local decisions on how best to meet student needs; therefore there is no minimum number of ASD students required to fulfill this eligibility requirement for the transition process.*
 8. Will successful completion of the ASD licensure eligibility process mean that the ASD license will be issued for Birth – Age 21?
 - o *An ASD license issued as a result of this process will be limited to the age/grade range (scope) of the base license(s) in special education.*
Note: The application process for the ASD license is a separate process from the eligibility process.
 9. Are teachers holding a DAPE endorsement eligible to complete the ASD transition process?
 - o *Teachers holding a DAPE license must also hold another Minnesota special education teaching license to be eligible for this process.*
 10. Will special education teaching license(s) issued prior to January 1, 2000, be eligible for the ASD license transition process?
 - o *Yes. The January 1, 2000, date applies only to coursework and professional development opportunities that may be used for the eligibility process.*
 11. Is a licensed related service provider (e.g., school psychologist, occupational therapist, speech/language practitioner, social worker, etc.) eligible to apply for the ASD license through this transition process?
 - o *No. One of the prerequisites for the ASD license transition process is that the person holds a valid Minnesota-issued teacher license in special education. Related service providers have not met the Standards of Effective Practice, MN Rule 8710.2000, and Core Skills for Special Education, MN Rule 8710.5000, required for special education teachers.*
 12. Can experience providing direct instruction in a state other than Minnesota be used to meet the

experience requirement?

- o Yes. The experience must be verified, but may come from another state.

13. If someone provides related services to students with an IEP and has earned an ASD Certificate, what would it take to become licensed as an ASD teacher?

- o To become a licensed special education teacher, an individual must complete a Board of Teaching approved teacher education program and be recommended for licensure to the Board of Teaching. The person should work with a college or university with an approved program to determine what coursework is needed to complete the teacher education program and be eligible for licensure.

TIMELINES and EXPECTATIONS

14. As a special education teacher, when am I required to have the new ASD license to be able to serve students with ASD under an IEP?

- o Through June 30, 2015, there is no change from current practice.
- o Beginning July 1, 2015, an IEP team must include a teacher with an ASD, ABS (Academic & Behavioral Strategist) license for mild-moderate ASD, or ECSE (Early Childhood Special Education) license for students birth through age 6.

See page 3 of the document entitled "New Special Education Licensure Fields Letter".
(<http://education.state.mn.us/MDE/EdExc/Licen/SpecEdLicen/index.html>)

15. Beginning July 1, 2015, is an ECSE licensed teacher appropriately licensed to serve as the teacher on the IEP for students with ASD who are preschool aged or must there be an ASD licensed teacher in this age scope?

- o A licensed ECSE teacher can fulfill the requirement as an IEP team member for a student with ASD (through age 6). There does not need to be another ASD licensed teacher in this age scope on the IEP team. In accordance with MN Rule 3525.1325, the team determining eligibility and educational programming must include at least one professional "with experience and expertise in the area of ASD"

ASD LICENSE TRANSITION PROCESS

16. When will the transition process for the ASD license be available for teachers to submit Eligibility Review materials and license applications for ASD and when will it end?
- o *The process began July 1, 2012.*
 - o *Designated submission windows for submitting Eligibility Review materials are listed on the last page of the Eligibility Review form.*
 - o *The ASD license transition process ends on June 30, 2015. Teachers must submit by March 1, 2015 in order to allow time for review and processing.*
 - o *Detailed instructions and Eligibility Review Forms will be posted on the [MDE/Licensing/Special Education website](http://education.state.mn.us/MDE/EdExc/Licen/SpecEdLicen/index.html). (<http://education.state.mn.us/MDE/EdExc/Licen/SpecEdLicen/index.html>)*
17. What if my license will expire before I receive notification?
- o *If you need your license, complete the process to renew your current license. Do not wait to renew your license!*
18. What is the process for demonstrating the competencies?
- o *For eligible teachers, there will be an opportunity to verify coursework and/or professional development aligned to the new ASD standards. There are 3 possibilities:*
 - o *Verify completion of an Autism Certificate Program.*
 - o *Identify professional development opportunities or coursework from the Catalog of ASD Professional Development Activities that you participated in.*
 - o *Provide evidence of professional development opportunities or coursework that align to the ASD standards that are not included in the Catalog of ASD Professional Development Activities.*
19. I lost some of my certificates (evidence of participation in trainings), how can I prove that I attended the trainings?
- o *Documentation is mandatory. If original certificate is not available, submit alternative documentation (i.e.: district record-keeping). Reviewers will determine if alternative documentation is sufficient.*
20. I would like to keep the original copies of my certificates, can I submit a photocopy?
- o *Yes. We strongly prefer that certificates be photocopied. Submitted materials will not be returned.*
21. I have an associate's degree, a bachelor's degree, a master's degree, an ASD certificate and a doctoral degree; do I need to submit academic transcripts from every higher education institution that I attended?
- o *No. We only require you to submit transcripts from the institution in which you obtained an ASD certificate. A point of clarification: if you have earned academic credit in special education (autism or otherwise) that was not required for your ASD certificate, we do not need a transcript evidencing those academic credits.*
22. What is the best way to submit my academic transcripts?
- o *Only official transcripts (in the sealed envelope) from your college or university sent in the same envelope accompanying your eligibility review materials will be accepted. Do not submit opened transcripts or copies – as they are considered unofficial. Submit transcripts only from the institution in which you obtained an ASD certificate. A point of clarification: if you have earned academic credit in special education (autism or otherwise) that was not required for your ASD certificate, we do not need a transcript evidencing those academic credits.*

23. May I submit evidence that I have met the new standards using professional development opportunities or coursework that are not found in the Catalog of ASD Professional Development Activities?
- o Yes. Any training opportunities completed since January 2000 not listed in the catalog may be submitted for consideration. Required documentation for such activities includes: title of the training, date attended, number of hours attended or credits earned, short description and rationale for how it addressed a particular standard, and verification of attendance.
24. How can a teacher fulfill the requirements for clinical and field experiences (including student teaching)?
- o An administrator must verify that a teacher has provided at least one academic year of specially designed instruction to student(s) with ASD served under an IEP while a licensed Minnesota special education teacher.
25. Who will review the submissions?
- o A team of reviewers, consisting of BOT and MDE representatives and special educators from both P-12 and higher education will review and make a determination on each submission.
26. How long will it take to hear back following submission of my Eligibility Review materials?
- o Notification is generally sent within 90 days after the close of each window. However, the timeline will depend on the volume of submissions within each window.
27. What happens if a teacher submits Eligibility Review materials but does not successfully demonstrate that all standards are met?
- o **NEW:** An Eligibility Review packet with a small number of ASD-specific opportunities will undergo additional scrutiny and the teacher may be asked for additional evidence of training or coursework. The team of reviewers expects to see multiple coursework and professional development opportunities aligned to the ASD standards.
 - o Until June 30, 2015, a teacher may work with his/her district, a college or university, the regional low-incidence projects, ASD network, the Autism Society of Minnesota (AuSM), or other professional development providers to achieve competency on standards not effectively documented. After documenting additional professional development, a candidate may submit a new packet of materials for a full Eligibility Review during a later submission window.
28. Is there a fee to submit (or resubmit) the Eligibility Review materials during the transition process?
- o No.
29. What are the next steps in the process if the Eligibility Review is approved?
1. Apply to MDE to add ASD to your existing license(s). A fee (\$62.70) will apply.
 2. The expiration date for a new ASD license will correlate to the expiration date for the existing licensure expiration dates.

ASD Catalog

30. I just completed "Step 4- Demonstration of Professional Training" and I notice that I have four or five catalog entries for some standards and just one for others. How many catalog entries are required to demonstrate that I have met a particular standard?
- o *Evidencing a single entry from the catalog is sufficient to demonstrate that the standard has been met.*
31. I have coursework and professional development that is not included the catalog, why is that?
- o *When the catalog was developed, the BOT and MDE asked regional coordinators and representatives from higher education institutions to undergo a self-study and submit relevant information that would allow for practicing teachers to be recognized for their professional development and academic coursework.*
32. I have documentation of a course or training that is identical to one listed in the catalog but it is before January 1, 2000. Will this documentation of professional development before 2000 count?
- o *No. We are only recognizing courses and trainings after January 1, 2000.*
33. What if I taught a course or training?
- o *You will be credited for the course or training. You will still need to provide evidence of participation submitted using the Eligibility Review materials posted on the website below.*
34. If I enter the catalog item number from the catalog into the eligibility packet, will the standards be auto-filled?
- o *No.*

Please submit additional questions to the following email: MDE.ASD-License@state.mn.us Your question will be answered by the appropriate person as soon as possible. Some questions may need input from multiple staff members and as such, may take longer to provide a reply. We appreciate your patience as we seek to provide clear and timely guidance.

*Note: The Board of Teaching and MDE will continue to refine our guidance and information regarding the ASD license transition process. Please check the [Special Education Licensure website](http://education.state.mn.us/MDE/EdExc/Licen/SpecEdLicen/index.html) for updates:
(<http://education.state.mn.us/MDE/EdExc/Licen/SpecEdLicen/index.html>)*

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #401

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitutes impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having a question regarding this policy should discuss it with the Director of Special Education.

Source: Independent School District No. 6079

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
29 U.S.C. 621 et. Seq. (Age Discrimination in Employment Act)
29 U.S.C. 2615 (Family and Medical Leave Act)
38 U.S.C. 4301 et. seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
38 U.S.C. 4211 et. seq. (Employment and Training of Veterans)
42 U.S.C. 2000e et. seq. (Title VII of the Civil Rights Act)

42 U.S.C. 12101 et. seq. (Equal Opportunity for Individuals with Disabilities)

Cross References: Disability Nondiscrimination - Policy #402
Veteran's Preference - Policy #405
Harassment and Violence - Policy #413

Reviewed: 11/20/13
Approved:

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #402

DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

- A. The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities of such individuals, in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other term, condition and privilege of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Tim Truebenbach, Director of Teaching and Learning at 763-689-6217. This individual is the school district's appointed ADA/Section 504 coordinator.

Source: Independent School District No. 6079

Legal References: 29 U.S.C. 794 et. seq. (§ 504 of Rehabilitation Act of 1973)
42 U.S.C., Ch. 126 § 12112 (American with Disabilities)

Cross References: ISD #911 Policy 521 (Student Disability Nondiscrimination)

Reviewed: 11/20/13

Approved:

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #410

FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or

more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- E. "Outpatient status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of

deployment;

7. to attend post-deployment activities related to a covered military member; and
8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

H. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning

on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute

accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is

taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at

least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Source: Independent School District No. 6079

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory

Provisions Which Grant Leaves to Licensed as well as Non-Licensed
School District Employees – Family and Medical Leave Act Summary)

Reviewed: 11/20/13
Approved:

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #412

EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips and other reasonable and necessary school district business-related expenses.

III. 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.
- 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. Travel within the district shall be reimbursed roundtrip from a designated home base. The administration shall designate the home base location. The home base concept will also apply to agencies which the district hosts.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90

days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Source: Independent School District No. 6079
Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: Out-of-State Travel by School Board Members, Policy #214

Reviewed: 11/20/13

Approved:

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #418

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport

students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the designated staff member in their school. The school nurse in either Milaca (RRN) or Cambridge-Isanti (RRS and RRE) will train a staff person to administer the prescribed medication in accordance with school district procedures.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board

procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Source: Independent School District 6079

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Reviewed: 11/20/13

Approved:

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #406

PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

board for a position.

- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. "Public official" means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

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

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

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

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

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

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

a. name;

b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

c. education and training;

d. employment history;

e. volunteer work;

f. awards and honors;

g. prior government service;

h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and

i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;

b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone

number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

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

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. a court, law enforcement agency, or prosecuting authority.

H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

N. The school district shall release to a requesting school district or charter school

private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated *Robyn Vosberg-Torgerson, Director of Finance at 763-689-6205*, as the authority responsible for personnel data. If you have any questions, contact her.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

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

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

Reviewed: 08/17/11, 09/14/11, 11/20/13
Approved: 10/13/11

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #419

TOBACCO-FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for ~~work~~ school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes,

or under another product name or descriptor.

- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTIONS

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

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Reviewed: 1/18/12, 2/15/12, 11/20/13
 Approved: 5/10/12

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #514

BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with 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~~ website 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.

~~B~~ C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

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C D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

D E. False accusations or reports of bullying against another student are prohibited.

E 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.

F 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.

III. DEFINITIONS

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~~ a student or a group of 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 or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;

2. damaging a student's or a group of students' property;
3. placing a student or a group of students in reasonable fear of harm to ~~his~~
~~or her~~ person or property; ~~or~~
4. creating a hostile educational environment for a student or a group of
students: or
5. intimidating a student or a group of students.

- 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.
- D. School District Official is the Program Coordinator.

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~~ person 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 Program Coordinator is the 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 Director of Special Education. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Director of Special Education or the school district human rights officer by the reporting party or complainant.
- 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 ~~Program Coordinator~~ building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

- 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, reprisal, 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)
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 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on
Buses)

Reviewed: 08/19/09, 09/16/09, 11/20/13
Approved: 10/08/09

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

Policy #521

STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. ~~It is the~~ The responsibility of the school district ~~is~~ to identify and evaluate learners who, within the intent of Section 504, need ~~special~~ services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 2. has a record of such an impairment; or
 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact Tim Truebenbach, Director of Teaching and Learning at 763-689-6217 regarding grievances or hearing requests regarding disability issues. This person is the school district's Americans with Disabilities Act/Section 504 Coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Reviewed: 10/09/08, 03/19/09, 08/17/11, 09/14/11, 11/20/13

Approved: 10/09/08, 10/13/11

RUM RIVER SPECIAL EDUCATION COOPERATIVE 6079-52

POLICY #524

INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or

other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another

person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. **Users will not install, modify or delete software from school district systems. Users must follow school district software procedures.**

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

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VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an

“as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district’s liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student’s parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: 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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School
District Property by Nonschool Persons)

Reviewed: 08/17/11, 09/14/11, 11/20/13
Approved: 10/13/11

Minnesota Department of
Education

**Summary of Early Learning Scholarships Pathway II Eligible Sites and
 Total Amount Available by School District Attendance Area**

Region/7E			
Chiisago			
	Rush City (139)	\$	25,001.23
Isanti			
	Braham (314)	\$	25,001.23
	Cambridge-Isanti (911)	\$	58,831.81
Kanabec			
	Mora (332)	\$	42,164.24
	Ogilvie (333)	\$	25,001.23
Mille Lacs			
	Isle (473)	\$	25,001.23
	Onamia (480)	\$	25,001.23