

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, December 11, 2008 - 7:00 PM
Mahtomedi District Education Center - Community Room

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

- AGENDA -

1. CALL TO ORDER
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items
5. PRESENTATIONS/RECOGNITION
 - A. Mahtomedi High School - National Board Certified Teacher Scot Hovan 5
 - B. Bill Roberts, School Board
 - C. Minnesota School Boards Association Directors' Award Recipients John Belisle and Kevin Donovan 6
6. PUBLIC COMMENT
Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.
7. REPORT FROM STUDENT REPRESENTATIVE
 - A. Marjorie Odegard, Student Representative
8. APPROVAL OF MINUTES
 - A. November 6, 2008 - Regular Meeting 8
 - B. December 2, 2008 - Truth-in-Taxation Hearing 12
9. DISCUSSION/INFORMATION ITEMS
 - A. Calendar of Events 13
 - B. Hear Report on Recreation Study with Cities and Athletic Associations 14
Presenter: Russ Fraenkel
 - C. Hear Report from Johnson Controls Solutions Team on Comprehensive Facility Improvement Plan

	Presenter: JCI Team	
D.	Policies	
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2.	First Reading of Policy 413-Harassment and Violence	41
3.	First Reading of Policy 414-Mandatory Reporting of Child Neglect or Abuse	49
4.	First Reading of Policy 509-Enrollment of Nonresident Students	57
5.	First Reading of Policy 514-Bullying Prohibition Policy	61
6.	First Reading of Policy 522-Student Sex Nondiscrimination	67
10.	ACTION ITEMS	
A.	Approval to Certify Levy for 2009 Presenter: Denise Sundstrom	72
B.	Approval of Notification to Withdraw from East Metro Integration District (EMID) 6067 by June 30, 2010 Presenter: Mark Wolak	
C.	Approval of 2009-2010 School Calendar Presenter: Mark Wolak	74
11.	SCHOOL BOARD COMMITTEE REPORTS	
A.	Association of Metropolitan School Districts (AMSD) Board Presenter: Steve Wolgamot	
B.	East Metro Integration District 6067 (EMID) Presenter: Kevin Donovan	
C.	Minnesota School Boards Association (MSBA) Legislative Liaison Presenter: Cathy Dalton	
D.	Northeast Metro 916 Board Presenter: John Belisle	75
12.	SUPERINTENDENT'S REPORT	
A.	Impact of State Budget Deficit on Public School Funding	
13.	ADJOURNMENT	
14.	CONSENT AGENDA ITEMS (Items Approved Under #4)	
A.	Approval to Pay Bills	77
B.	Approval of Wire Transfer Transactions	87
C.	Approval of Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties	88
D.	Approval of Student Travel Request - Mahtomedi Middle School Spanish Students to Concordia Language Camp - January 23-25, 2009	
E.	Gifts/Grants	

1. Approval of Donation from Bob Donohoe to Mahtomedi Area Community Education - \$6,650
 2. Approval of Donation from Bolder Options to Mahtomedi Area Community Education - \$4,000
 3. Approval of Donation from Kramer-Berg American Legion Post 507 to Mahtomedi Area Community Education - \$4,000
 4. Approval of Donation from Kramer-Berg American Legion Post 507 to Mahtomedi Area Community Education - \$1,800
 5. Approval of Donation from CollegeBoard to Mahtomedi High School - \$500
 6. Approval of Donation from Recellular Inc. to Wildwood Elementary School - \$421.65
 7. Approval of Donation from Corporate Express to Mahtomedi School District - Four Pallets of General Supplies (notebooks, paint, markers, rubber balls, etc.)
- F. Personnel
1. Approval of Contracts and Work Agreements
 - a. Cafeteria Employees (2008-2010)
 - b. Russell Fraenkel - Director of Community Education - Community Education (2008-2009)
 - c. Lee Gillespie - Physical Education Teacher - Mahtomedi High School (11/11/08 to 6/10/09)
 - d. Ben Savitt - Social Studies Teacher - Mahtomedi High School (11/10/08 to 1/23/09)
 2. Approval of Leaves of Absence Requests
 - a. Kristin Heagle - Science Teacher - Mahtomedi Middle School (3/17/09 to 6/10/09)
 - b. Rebecca Hurd - Chemistry Teacher - Mahtomedi High School (2/8/09 to 6/10/09)
 - c. Kristin Isaacson - Speech Pathologist - Wildwood Elementary School (12/1/08 to 1/11/09)
 - d. Jan Lonnquist - Paraprofessional - Mahtomedi Learning Center (11/21/08 to 1/5/09)
 - e. Gretchen Tentis - Third Grade Teacher - O. H. Anderson Elementary School (1/6/09 to 2/27/09)
 3. Approval of Resignations/Retirements/Terminations
 - a. Britta Lindh - Science Teacher - Mahtomedi Learning Center (12/19/08)

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING

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

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



NATIONAL BOARD CERTIFICATION *for Teachers*

What Is It?

National Board Certification is a voluntary assessment program designed to recognize and reward accomplished teachers. While state licensing systems set basic requirements to teach in each state, National Board Certified Teachers (NBCTs) have successfully demonstrated advanced teaching knowledge, skills and practices. Certification is achieved through a rigorous, performance-based assessment that typically takes one to three years to complete.

What Is Involved?

As part of the process, teachers build a portfolio that includes student work samples, assignments, video recordings and a thorough analysis of their classroom teaching. Additionally, teachers are assessed on their knowledge of the subjects they teach.

Why Do It?

In a Congressionally mandated report, the National Research Council of the National Academies found that students taught by National Board Certified Teachers make higher gains on achievement tests than those taught by teachers who have not applied or did not achieve certification. According to the report, the “evidence is clear that National Board Certification distinguishes more effective teachers from less effective teachers with respect to student achievement.”

In addition, National Board Certification:

- Meets most states’ definition of “highly qualified teacher” under NCLB
- Strengthens teaching practice
- Improves students’ learning according to a vast majority of research
- Advances teaching careers
- Increases financial opportunities in many states and districts
- Provides a portable teaching license in many states
- Contributes to CEU/re-certification requirements in many states

Research consistently shows that National Board Certified Teachers provide their students with quality learning. Like board certification in medicine or accounting, National Board Certification is teaching’s highest professional credential.

Who Earns It?

National Board Certified Teachers consistently receive top teaching honors while representing about two percent of the nation’s teaching population. For example:

- Four of the last eight National Teacher of the Year recipients are NBCTs.
- Nearly a quarter of the 2008 State Teachers of the Year are NBCTs.
- More than one-third of the recipients of the 2007 Presidential Awards for Excellence in Mathematics and Science Teaching are NBCTs.

Who Recognizes It?

All 50 states, the District of Columbia and more than 700 local school districts recognize National Board Certification as a mark of distinction.

For more information, visit the National Board for Professional Teaching Standards website at www.nbpts.org .

1900 W. Jefferson Ave.
St. Peter, Minnesota
56082-3015

Tel: 507.934.2450
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www.mnmsba.org

MINNESOTA SCHOOL BOARDS ASSOCIATION



November 24, 2008

John Belisle
12315 Heather Ave N
Hugo, MN 55038-8318

Dear John:

The Minnesota School Boards Association Awards Program includes a category of recognition for those persons completing 100 or more hours of attendance at MSBA- and NSBA-sponsored meetings and activities within a four-year period of time. I'm pleased to inform you that you have attained the Directors' Award for 2008-2009. Congratulations!

Your certificate and pin will be available for you at the 2009 MSBA Leadership Conference in the registration area. If you are unable to attend, the certificate and pin will be forwarded to your district. All of MSBA's award winners will be honored at the Leadership Conference Recognition Luncheon on Thursday, January 15, 2009. If you plan to attend the luncheon, please pre-register.

If you have any questions, please don't hesitate to contact me at the office (800-324-4459). MSBA is looking forward to the presentation and to seeing you at the Leadership Conference.

Sincerely,

Kelly A. Martell
MSBA Awards Program

cc: Mark Wolak, Supt.

OFFICERS AND DIRECTORS

PRESIDENT

Jackie Magnuson
Rosemount-Apple Valley-Eagan

DIRECTOR DISTRICT 1

Sue Nelson
Faribault

DIRECTOR DISTRICT 2

Kent Thiesse
Lake Crystal Wellcome Memorial

DIRECTOR DISTRICT 3

Mike McCarvel
Brewster

DIRECTOR DISTRICT 4

Carol Bomben
Eden Prairie

DIRECTOR DISTRICT 5

Marilynn Forsberg
Spring Lake Park

DIRECTOR DISTRICT 6

Rolf Parsons
White Bear Lake

DIRECTOR DISTRICT 7

Vicki Roy
Burnsville-Eagan-Savage

DIRECTOR DISTRICT 8

Elona Street-Stewart
St. Paul

DIRECTOR DISTRICT 9

Lisa Fobbe
Princeton

DIRECTOR DISTRICT 10

Nancy Dashner
Frazee-Vergas

DIRECTOR DISTRICT 11

Walter Hautala
Mesabi East

DIRECTOR DISTRICT 12

Gary Lee
Fertile-Beltrami

EXECUTIVE DIRECTOR

Bob Meeks
St. Peter

MSBA's Mission:
Support, promote, and
enhance the work of
public school boards.

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November 24, 2008

Kevin Donovan
9920 Heron Ave N
Saint Paul, MN 55110-1331

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Sincerely,

Kelly A. Martell
MSBA Awards Program

cc: Mark Wolak, Supt.

MSBA's Mission:
Support, promote, and
enhance the work of
public school boards.

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **November 6, 2008**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Acting Chair Kevin Donovan.

2. ROLL CALL OF ATTENDANCE

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

3. APPROVAL OF THE AGENDA

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

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

Roberts moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried. Donovan noted donations in the amount of \$3,140 and thanked the community for this generosity.

5. PRESENTATIONS/RECOGNITION

A. O. H. Anderson Elementary School - K-5 Spanish Review

World Language Teachers, Lynn Mucciacciaro and Erica Ryan presented curriculum strategies in Spanish instruction at Wildwood School. Instructional units in vocabulary and world cultures were highlighted. Teachers demonstrated how SmartBoard technology assists with instruction in the classroom.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

Student Representative Marjorie Odegard was unable to attend the meeting but submitted her report which was included in the board packet.

8. APPROVAL OF MINUTES

A. October 9, 2008 - Regular Meeting

Roberts moved, Schwartz seconded, approval of the minutes from the October 9, 2008, school board meeting. Carried.

B. October 23, 2008 - Study Session

Schwartz moved, Belisle seconded, approval of the minutes from the October 23, 2008, school board study session. Carried.

9. ACTION ITEMS

A. Approval of 2007-2008 Audit

Matt Mayer, of Kern, DeWenter and Viere, presented the audit report for 2007-2008. Mayer reviewed the audited financial statements and provided school leaders with an overview of the school district revenues and expenditures for the past school year. Revenues were \$29,650,667 and expenditures were reported at \$29,265,679 with an unreserved/undesignated general fund of \$1,599,834 as of June 30, 2008. The school district invested \$9,739 per pupil to provide an education for each student in Mahtomedi Schools, or an average of \$56 per day for each student enrolled in early childhood through grade 12. Roberts moved, Belisle seconded, approval of the 2007-2008 audit. Carried.

B. Approval of Resolution Canvassing Returns of Votes of School District General Election

Superintendent Mark Wolak reported canvassing returns of votes of school district general election. Mary Jo Deters will begin her term as a new school board member in January 2009. She will serve in the seat vacated by Bill Roberts. Roberts moved, Schwartz seconded, approval of the resolution Canvassing Returns of Votes of School District General Election. Carried.

10. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

The Calendar of Events was reviewed.

B. Follow-up Discussion from Annual Data Retreat

Denise Waalen, Assistant Superintendent, provided board members with a summary of participant feedback from the October 2008 Annual Data Retreat. Administrators are scheduled to meet again in February 2009 to conduct a mid-year review.

- C. Discuss Integration Partnership with North St. Paul-Maplewood-Oakdale School District

Denise Waalen, Assistant Superintendent, reported on the process under way to assess the potential costs and benefits of a partnership with North St. Paul-Maplewood-Oakdale School District. The partnership, as proposed, will replace a current partnership with East Metro Integration District (EMID) 6067. School board members asked questions and shared observations about the current EMID agreement and the potential benefits of the new proposed partnership for students and staff.

11. SCHOOL BOARD COMMITTEE REPORTS

- A. Association of Metropolitan School Districts (AMSD) Board

No report.

- B. East Metro Integration District 6067 (EMID)

School board member Kevin Donovan reported on recent conversations about the member district partnerships, magnet programs, and the upcoming legislative session.

- C. Minnesota School Boards Association (MSBA) Legislative Liaison

School board member Cathy Dalton reported on the upcoming delegate assembly sponsored by the Minnesota School Boards Association and the January leadership conference in Minnesota.

- D. Northeast Metro 916 Board

School board member John Belisle provided a written report in the packet.

12. SUPERINTENDENT'S REPORT

- A. Mahtomedi Engineering Leadership Program - Physics Force - November 3, 2008

Superintendent Mark Wolak highlighted the attendance of more than 400 participants at the Physics Force and special activities offered that evening for students. More than 200 students attended the event.

- B. *Globe Extra* - Report on District Performance

The most recent issue of the *Globe Extra* features a variety of reports on school performance and district accountability. The students in Mahtomedi who participated in the 2008 state science tests received the highest scores in the state. Congratulations to all staff and students who achieved this recognition and personal accomplishment.

13. CLOSE MEETING

- A. Discussion of Personnel Matter Pursuant to Minnesota Statute 13D.05, subd. 2(b) for Preliminary Consideration of Allegations against an Employee

Schwartz moved, Roberts seconded, approval to close meeting to discuss a personnel matter pursuant to Minnesota Statute 13D.05, subd. 2(b). Carried.

14. OPEN MEETING

Schwartz moved, Roberts seconded, approval to reopen the school board meeting. Carried.

15. Approval of Resolution Proposing to Immediately Discharge an Employee

Roberts moved, Schwartz seconded approval of Resolution Proposing to Immediately Discharge an Employee. Carried.

16. ADJOURNMENT

Roberts moved, Belisle seconded, adjournment. Meeting adjourned at 9:30 p.m. Carried.

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

- A. Approval to Pay Bills
- B. Approval of Wire Transfer Transactions
- C. Approval of Membership in 916 Education Foundation for 2008-2009
- D. Approval of Resolution with the University of St. Thomas to Participate in Student Teaching Program
- E. Gifts/Grants
 - 1. Approval of Donation from Mahtomedi Basketball Association to Mahtomedi Middle School and Community Education - \$3,140 (200 folding chairs and 4 chair carts)
- F. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Karen Goff - .282 FTE Kindergarten Teacher - Wildwood Elementary School (11/3/08 to 6/10/09)
 - 2. Approval of Resignations/Retirements/Terminations
 - a. Thomas Song - Physical Education Teacher - Mahtomedi High School (10/27/08)

CATHERINE G. DALTON, ACTING CLERK

Truth-in-Taxation Hearing

Board of Education Mahtomedi Public Schools

A Truth-in-Taxation Hearing was held by the Board of Education of the Mahtomedi Public Schools on **December 2, 2008**, beginning at 7:00 PM in the Mahtomedi District Education Center - Board Room.

1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chair Steve Wolgamot.

2. ROLL CALL OF ATTENDANCE

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

3. REVIEW OF PROPOSED LEVY FOR PAY 2009 (2009-2010 SCHOOL YEAR)

Denise Sundstrom, Director of Business Services, presented information regarding the proposed levy payable in 2009 and the tax impact for residents. The School Board adopts a proposed levy in September and adopts a final levy in December. The 2009 levy increased by \$877,562 due to the alternative teacher compensation plan approved by Minnesota Department of Education.

District expenditures for 2008-2009 are less than the prior year as a result of cost containment measures made by administration and the school board. Five citizens attended the meeting and asked questions of the school board and administration.

4. ADJOURNMENT

Meeting adjourned at 8:20 p.m. Carried.

CALENDAR OF EVENTS

DECEMBER		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Wednesday, December 10</u> 9:30 a.m.	MMS Parent Association Meeting <i>(Kevin Donovan is scheduled to attend)</i>	MMS – Main Office Conference Room
<u>Thursday, December 11</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Friday, December 12</u> 6:30 p.m.	Tree of Light Ceremony	Triangle Park
<u>Wednesday, December 17</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School
<u>Friday, December 19</u> 8:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, December 22- Friday, January 2</u>	No School - Winter Break	
JANUARY		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, January 6</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<u>Thursday, January 8</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Monday, January 12</u> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Tuesday, January 13</u> 7:00 p.m.	Middle School Jazz Band Concert	Chautauqua Center
<u>Monday, January 19</u>	No School - Martin Luther King, Jr. Day	
<u>Wednesday, January 21</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School
<u>Thursday, January 22</u> 7:00 p.m.	School Board Study Session	District Education Center - Community Room
<u>Friday, January 23</u> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, January 26</u> 12:30-3:30 p.m.	No School - Staff Development Four Color Leadership Workshop	Chautauqua Center
<u>Thursday, January 29</u> 7:00 p.m.	4 th & 5 th Grade Choir/World Music Ensemble	Chautauqua Center

**Mahtomedi ISD 832 & Area Cities
Community-Based
Recreation/Athletic Services &
Facilities Study**

December 11, 2008

Project Overview

- To understand what is needed in terms of recreation facilities and dollars to provide for youth recreation
- To understand the costs incurred and contributions made by the School District, Community Education and each of the communities within ISD 832
- To determine how to make up the annual deficit currently assumed by the School District and Community Education
- To provide a framework for making decisions regarding how to achieve parity among each of the communities

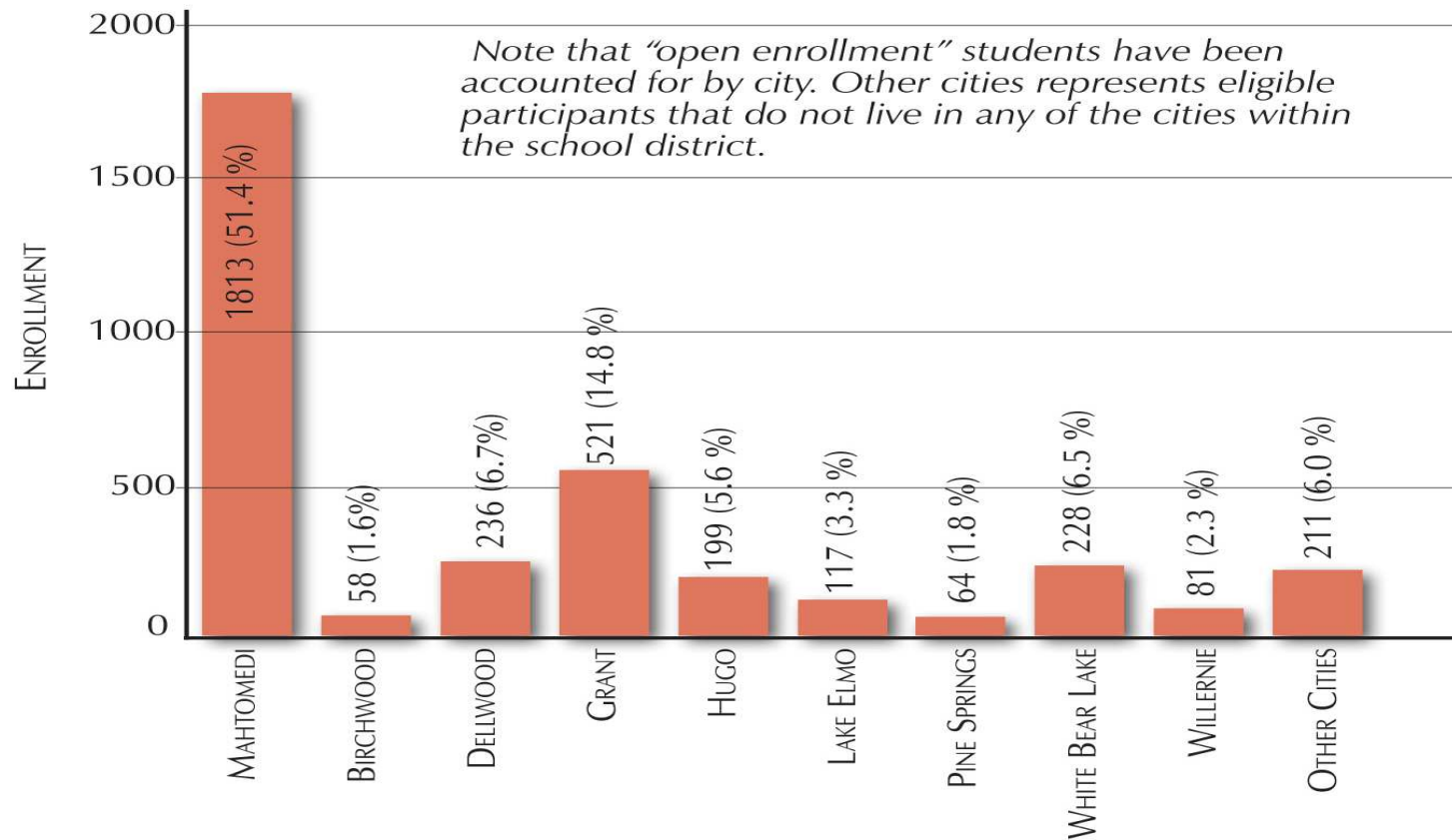
Steps in the Process

- Created a recreation facility rating matrix with input from athletic associations
- Determined costs and contributions incurred by School District, Community Education and ISD 832 communities
- Determined value per eligible participant to determine options available to achieve parity
- Presented information and options to community leaders and athletic council

Eligible Participants

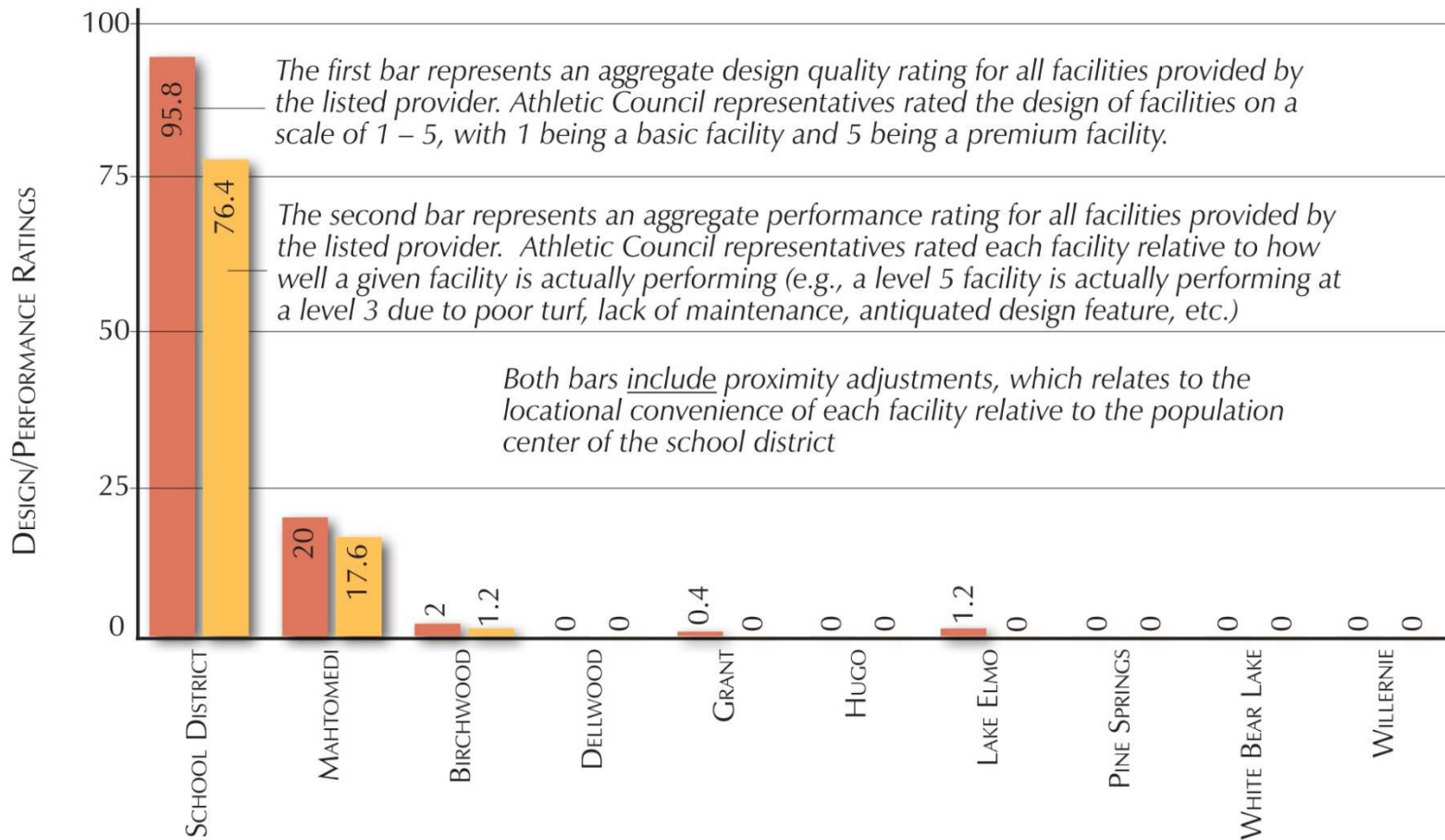
FIGURE 2 – TOTAL K-12 ELIGIBLE PARTICIPANTS* BY COMMUNITY

(* Eligible participants = students from School District 832 and home schooled students, private education students, open enrollment students, and in-district students enrolled elsewhere.)



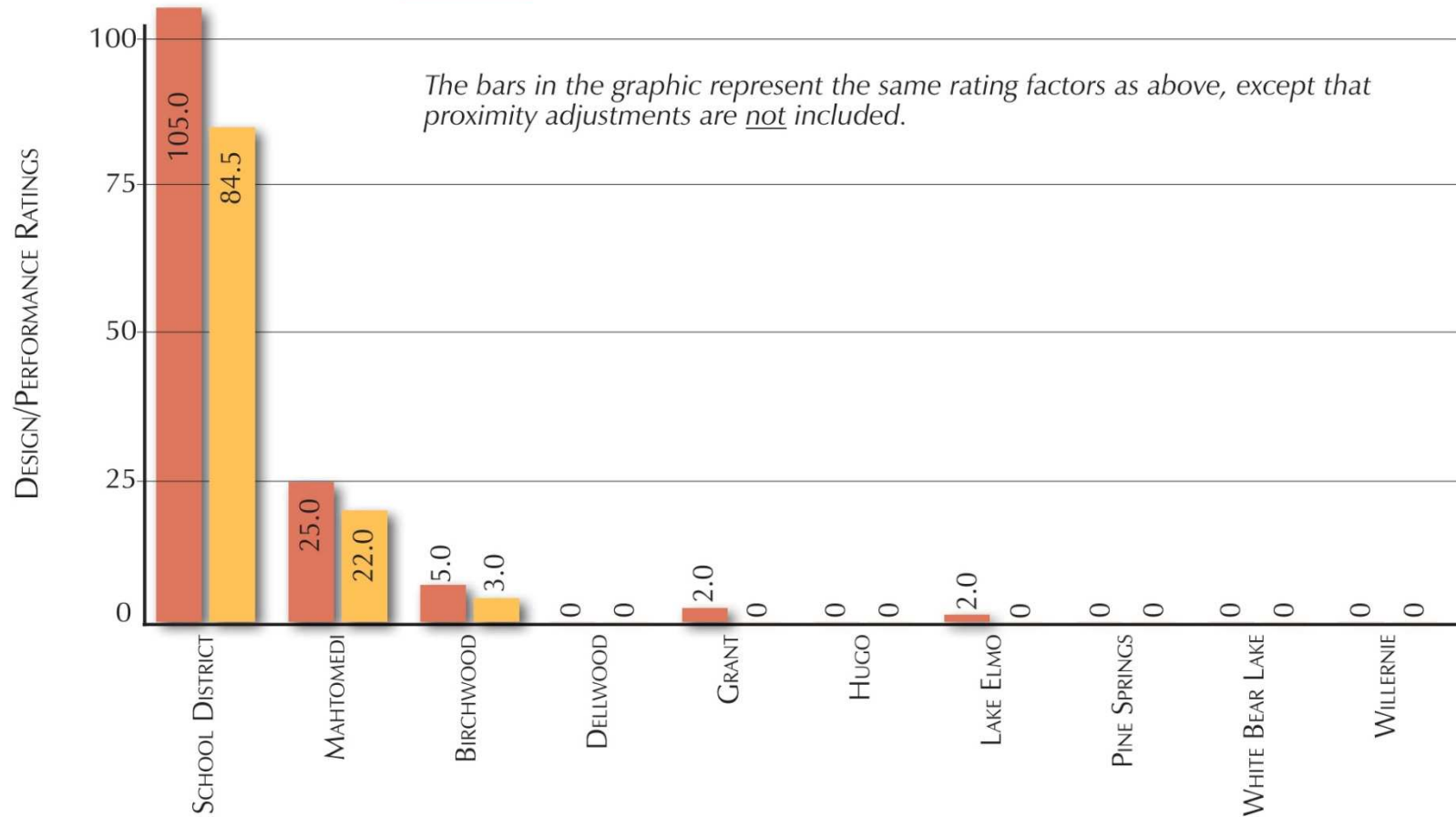
Facility Ratings with Proximity

FIGURE 3 – FACILITY RATINGS WITH PROXIMITY FACTORED IN



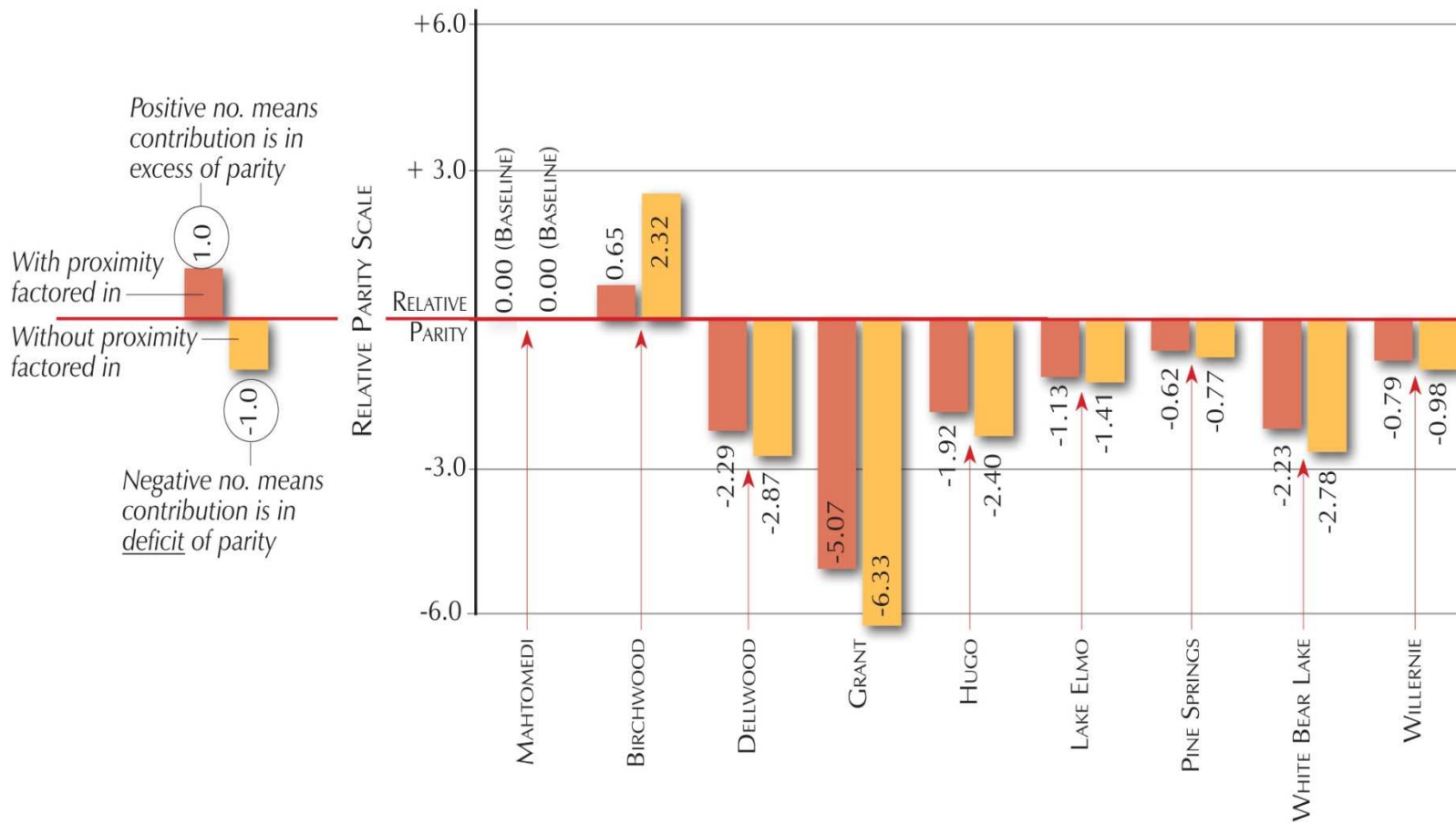
Facility Ratings w/o Proximity

FIGURE 4 – FACILITY RATINGS WITHOUT PROXIMITY FACTORED IN



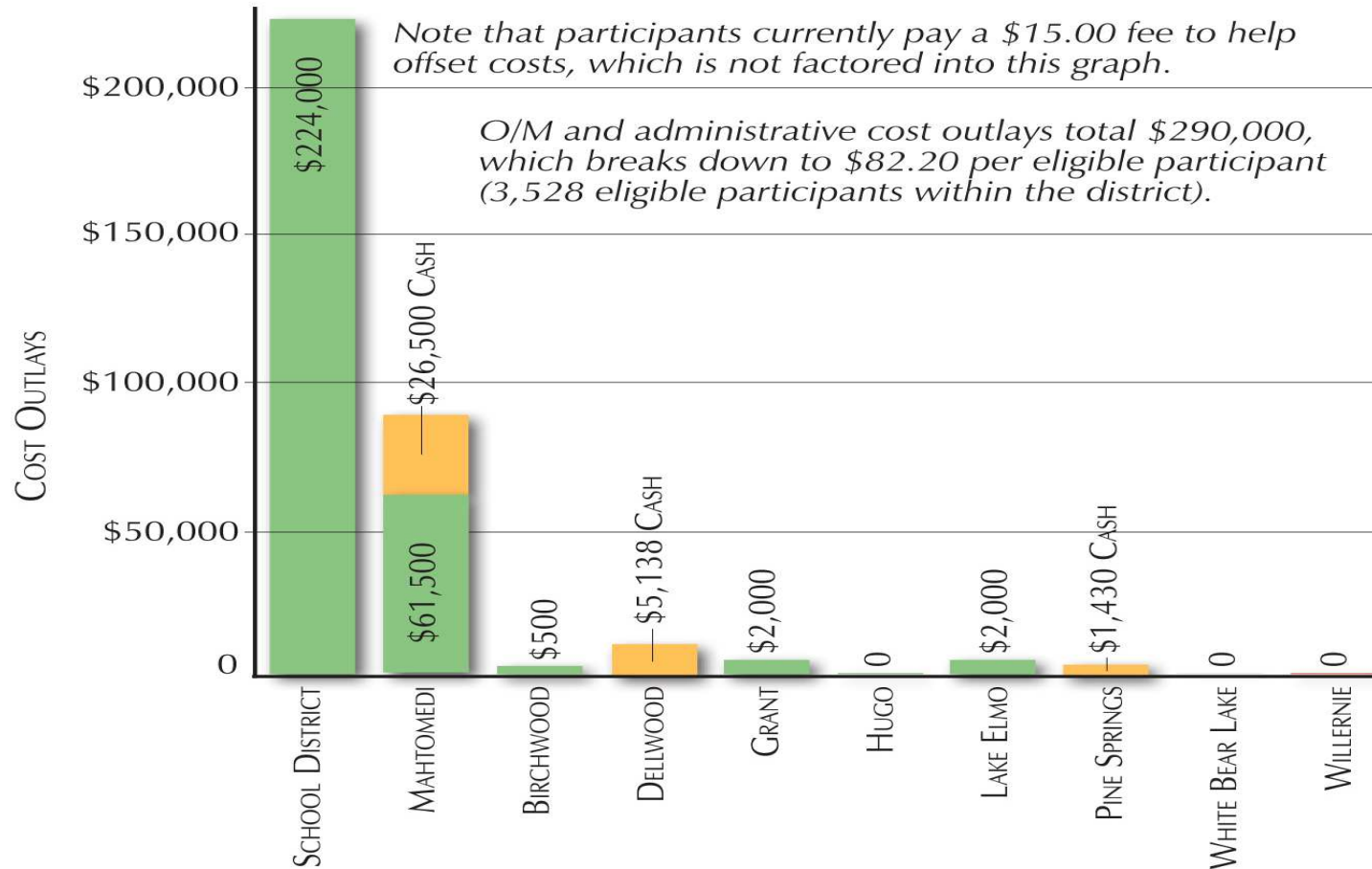
Facility Parity and Gap

FIGURE 5 – FACILITY PARITY LEVEL AND GAP IN PARITY WITH AND WITHOUT PROXIMITY FACTORED IN



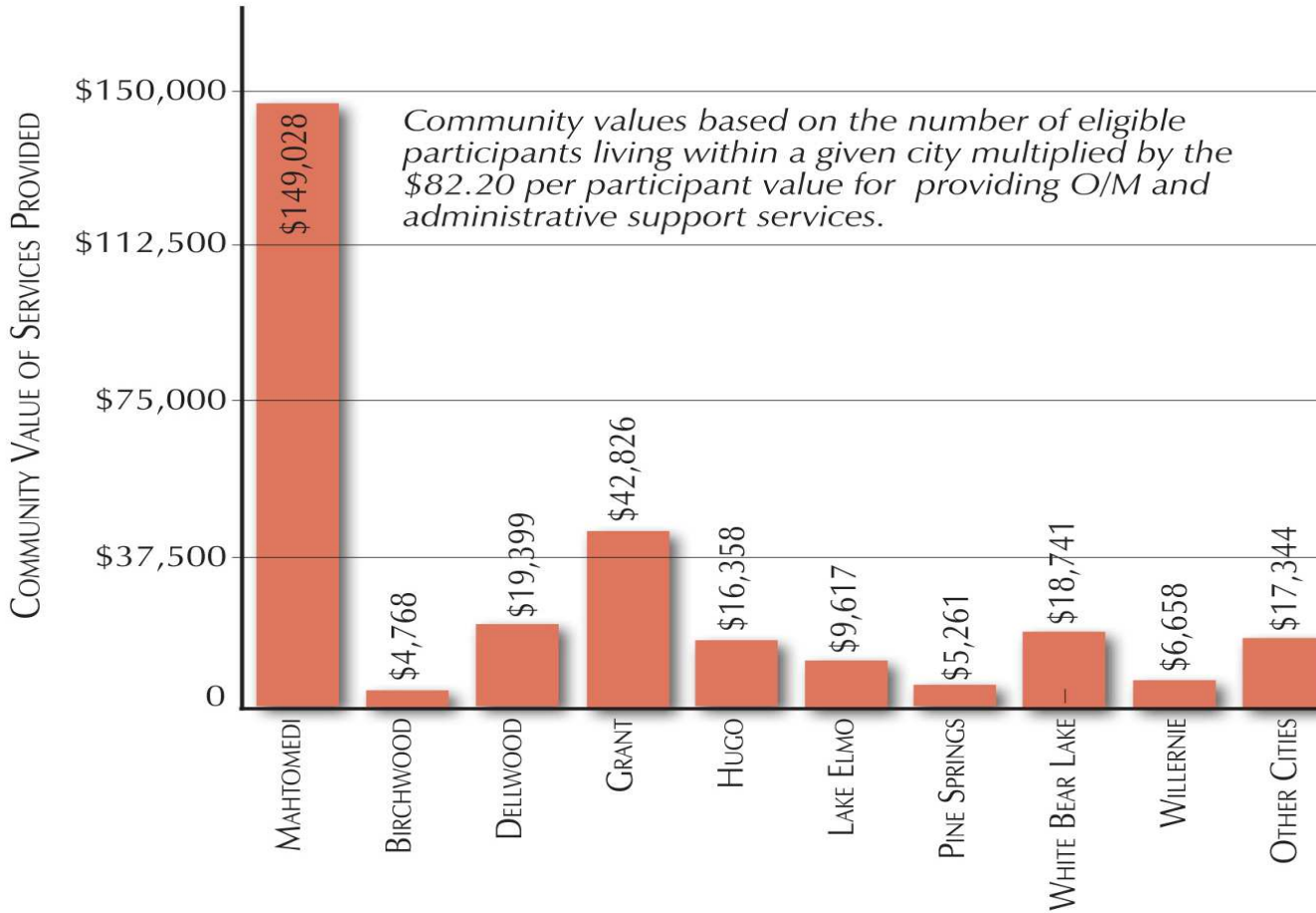
O&M and Admin Costs

FIGURE 6 – O/M AND ADMINISTRATIVE COST OUTLAYS BY THE SCHOOL DISTRICT AND LOCAL CITIES



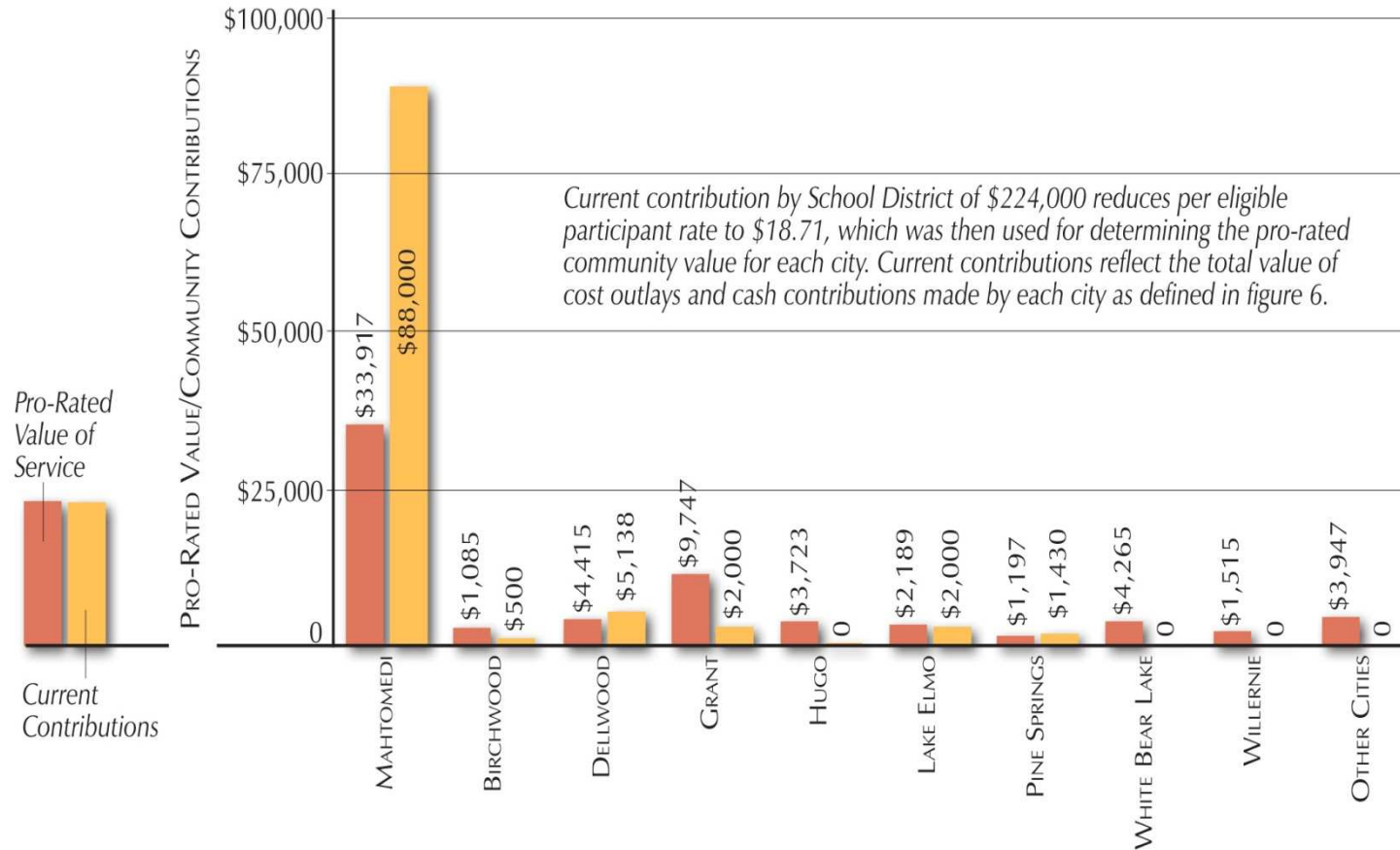
Total Community Value

FIGURE 7 – TOTAL COMMUNITY VALUE BASED ON ELIGIBLE PARTICIPANTS LIVING WITHIN A GIVEN COMMUNITY



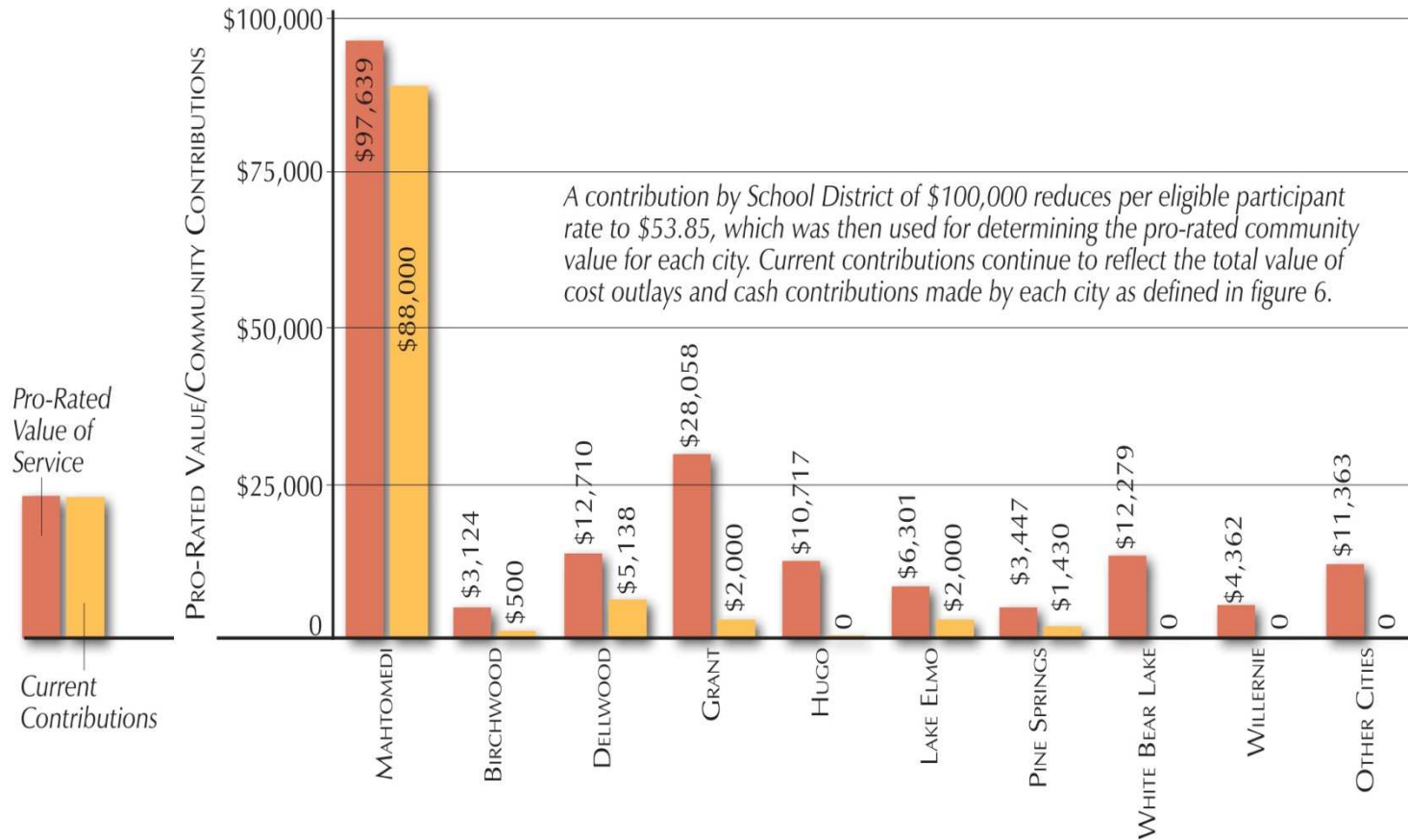
Current Scenario

FIGURE 8 – SCENARIO 1: PRO-RATED COMMUNITY VALUE BASED ON SCHOOL DISTRICT PROVIDING CURRENT CONTRIBUTION OF \$224,000 TO UNDERWRITE COSTS FOR O/M AND ADMINISTRATIVE SERVICES



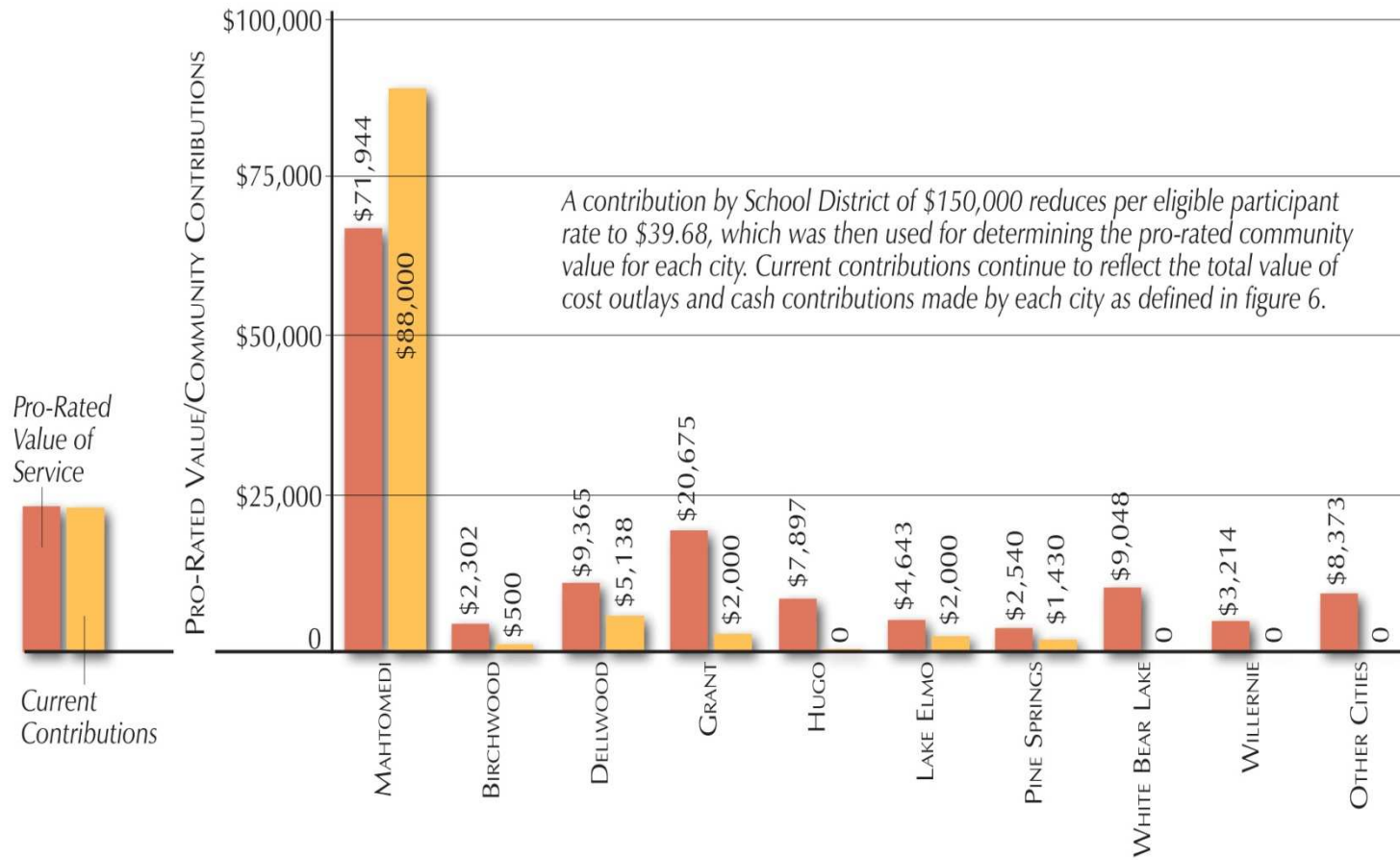
Scenario 2

FIGURE 9 – SCENARIO 2: PRO-RATED COMMUNITY VALUE BASED ON SCHOOL DISTRICT PROVIDING CONTRIBUTION OF \$100,000 TO UNDERWRITE COSTS FOR O/M AND ADMINISTRATIVE SERVICES



Scenario 3

FIGURE 10 – SCENARIO 3: PRO-RATED COMMUNITY VALUE BASED ON SCHOOL DISTRICT PROVIDING CONTRIBUTION OF \$150,000 TO UNDERWRITE COSTS FOR O/M AND ADMINISTRATIVE SERVICES



School District/Community Ed Contribution Decision Point

- School District/Community Education determine sustainable level of contribution for facilities and services
- Since the school district is not growing, the assumption is the district will not add new facilities in the foreseeable future
- With O&M and Admin services, options include charging higher fees or seeking higher contributions from local communities
- Scenario to achieve parity at the local level determined thereafter

Options to Achieve Parity – Facilities

- Those with a gap build more facilities to “catch up”
- Those with a gap contribute dollars to development of new facilities built by others
- Re-prioritize services levels (e.g., reduce use levels; reduce or eliminate access to athletic facilities) to achieve parity by those contributing more

Options to Achieve Parity – Local Level Contributions

- Contribute more dollars to cover annual recreation expenses
- Have participants coming from a given community pay higher program fee
- Reduce service levels

Thank You.

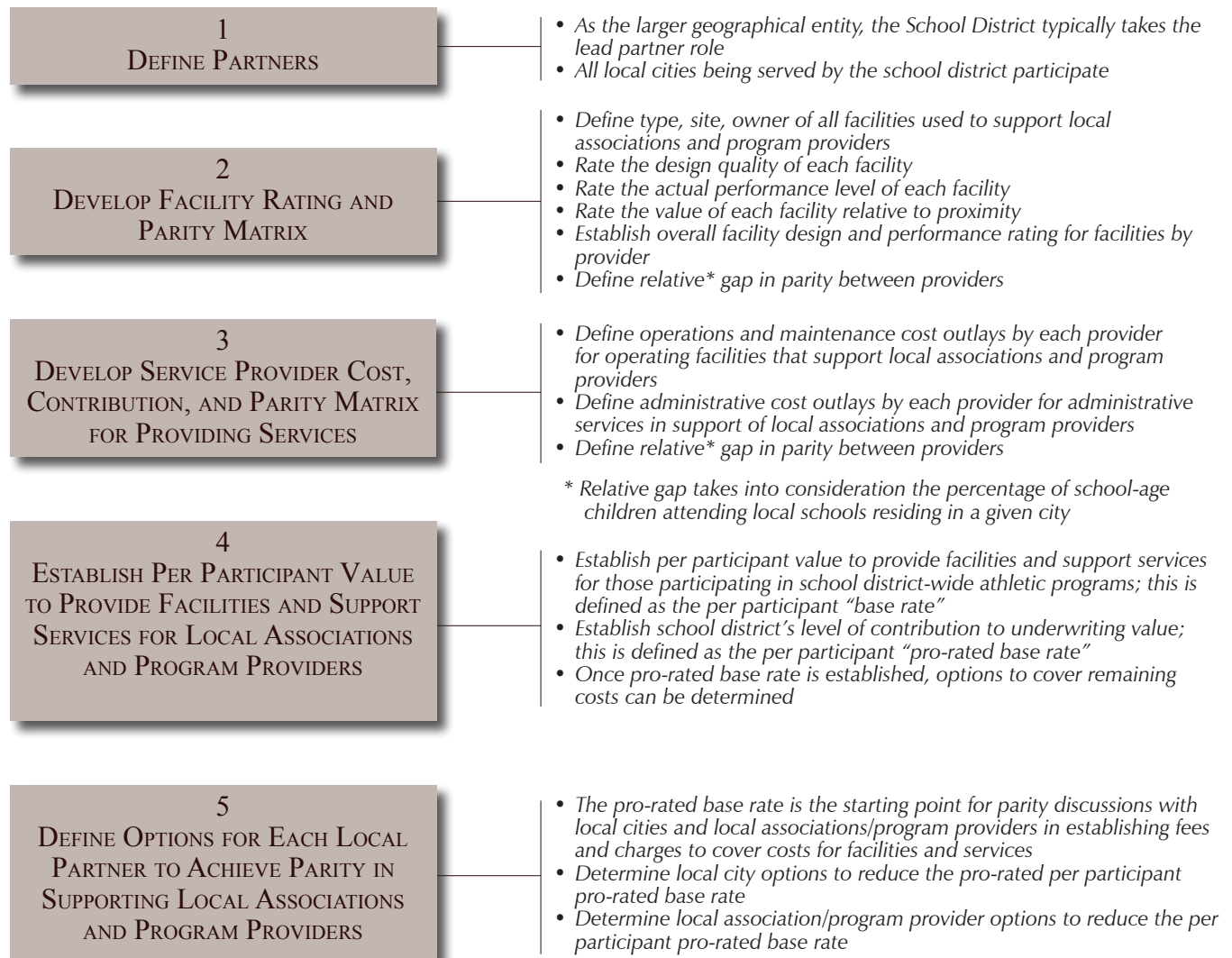
FMI: Kathy Schoenbauer
KESchoenbauer@comcast.net

Jeff Schoenbauer
JASchoenbauer@gmail.com

RECREATIONAL FACILITIES PARITY PROCESS AN OVERVIEW

In the challenging financial environment facing local communities and school districts, there is ever increasing pressure on all parties to justify funding expenditures and ensure equity among public partners in serving the public good. The **RFP Process** provides a structured and efficient approach to establishing a basis for determining parity among local-level public providers of recreational facilities and services that support local associations and program providers.

KEY STEPS IN THE RFP PROCESS



KEY OUTCOMES FROM THE RFP PROCESS INCLUDE:

- **Clarifying relationship between school district and local cities** in meeting the facility and service needs of local associations and program providers
- **Confirmation of the facilities actually being used to support local associations and program providers**, along with rating their value in meeting local needs
- **Understanding the parity gap between school district and local cities in providing facilities** to meet local needs at the school district level
- **Understanding of the per participant value of facilities and services** for those participating in school district-wide athletic programs
- **Understanding of options available for local partners to achieve parity** in supporting local associations and program providers

Service Provider Contributions and Value per Participant - cont'd.

	A	B	C	D	E	F	G	H	I	J	K	L
1										SCENARIO #1: SD/CE CONTRIBUTES \$224,000		
2												
3												
4	Service Provider	Current Expense	Total K-12 Eligible	% K-12 Eligible	Base Value/	Total Community	Current Community Contributions		Current	Pro-rated Value	Total Community	Pro-rated Gap
5		Contribution	Participants*	Participants	Eligible	Value for Eligible			Gap - w/o	per eligible part.	Value with	with current level
6			by Community	by Community	Participant	Participants			SD/CE	with SD/CE	Current Level	of SD/CE
7	School District/Com	\$224,000				w/o SD/CE Contrib.	Facility Expense	Cash	Contrib.	Contribution	of SD/CE Contrib.	contribution
8	Mahtomedi	\$61,500	1813	51.4%	\$82.20	\$149,028	\$61,500	\$26,500	\$61,028	\$18.71	\$33,917	-\$54,083
9	Birchwood	\$500	58	1.6%	\$82.20	\$4,768	\$500	\$0	\$4,268	\$18.71	\$1,085	\$585
10	Dellwood		236	6.7%	\$82.20	\$19,399	\$0	\$5,138	\$14,261	\$18.71	\$4,415	-\$723
11	Grant	\$2,000	521	14.8%	\$82.20	\$42,826	\$2,000	\$0	\$40,826	\$18.71	\$9,747	\$7,747
12	Hugo		199	5.6%	\$82.20	\$16,358	\$0	\$0	\$16,358	\$18.71	\$3,723	\$3,723
13	Lake Elmo	\$2,000	117	3.3%	\$82.20	\$9,617	\$2,000	\$0	\$7,617	\$18.71	\$2,189	\$189
14	Pine Springs		64	1.8%	\$82.20	\$5,261	\$0	\$1,430	\$3,831	\$18.71	\$1,197	-\$233
15	White Bear Lake		228	6.5%	\$82.20	\$18,741	\$0	\$0	\$18,741	\$18.71	\$4,265	\$4,265
16	Willernie		81	2.3%	\$82.20	\$6,658	\$0	\$0	\$6,658	\$18.71	\$1,515	\$1,515
17	Other Cities**		211	6.0%	\$82.20	\$17,344	\$0	\$0	\$17,344	\$18.71	\$3,947	\$3,947
18												
19	Total	\$290,000	3528	100.0%		\$290,000	\$66,000	\$33,068	\$190,932		\$66,000	
20												
21												
22			SCENARIO #2: SD/CE CONTRIBUTES \$100,000				SCENARIO #3: SD/CE CONTRIBUTES \$150,000					
23												
24			Pro-rated Value	Total Community	Pro-rated Gap		Pro-rated Value	Total Community	Pro-rated Gap			
25			per eligible part.	Value at	at \$100k level		per eligible part.	Value at	at \$150k level			
26			with SD/CE	\$100k level	SD/CE		with SD/CE	\$150k level	SD/CE			
27			Contribution	SD/CE Contrib.	contribution		Contribution	SD/CE Contrib.	contribution			
28	Mahtomedi		\$53.85	\$97,639	\$9,639		\$39.68	\$71,944	-\$16,056			
29	Birchwood		\$53.85	\$3,124	\$2,624		\$39.68	\$2,302	\$1,802			
30	Dellwood		\$53.85	\$12,710	\$7,572		\$39.68	\$9,365	\$4,227			
31	Grant		\$53.85	\$28,058	\$26,058		\$39.68	\$20,675	\$18,675			
32	Hugo		\$53.85	\$10,717	\$10,717		\$39.68	\$7,897	\$7,897			
33	Lake Elmo		\$53.85	\$6,301	\$4,301		\$39.68	\$4,643	\$2,643			
34	Pine Springs		\$53.85	\$3,447	\$2,017		\$39.68	\$2,540	\$1,110			
35	White Bear Lake		\$53.85	\$12,279	\$12,279		\$39.68	\$9,048	\$9,048			
36	Willernie		\$53.85	\$4,362	\$4,362		\$39.68	\$3,214	\$3,214			
37	Other Cities**		\$53.85	\$11,363	\$11,363		\$39.68	\$8,373	\$8,373			
38												
39	Total			\$190,000				\$140,000				
40												
41	*Eligible participants = Students from District 832, home schooled students, private education students, open enrollment students, in-district students open enrolled elsewhere.											
42												
43	**other cities breakdown: Lindstrom- 1; Lino Lakes- 1; Little Canada- 2; Maplewood- 19; Marine on St. Croix- 6; North Oaks- 2; North St. Paul- 20; Oak Park Heights- 1;											
44	Oakdale- 39;Roseville- 1; Stillwater- 63; Vadnais Heights- 13; West Lakeland- 5; White Bear Township- 33; Woodbury- 1											

**AREA CITY/DISTRICT 832
RECREATION/ATHLETIC STUDY
ELIGIBLE ATHLETIC PARTICIPATION DATA
November, 2008**

**SCHOOL DISTRICT 832
RESIDENT AND NON-RESIDENT STUDENTS K – 12
(ATTENDING HERE, ELSEWHERE AND NON PUBLIC, ALSO INCLUDES OPEN
ENROLLMENT STUDENTS)**

2008-2009

<u>MUNICIPALITY</u>	<u>IN-DISTRICT STUDENTS</u>	<u>%</u>	<u>OPEN ENROLLMENT</u>	<u>TOTAL ELIGIBLE PARTICIPATION</u>	<u>%</u>
DELLWOOD	236	7.9%	0	236	6.7%
GRANT	505	16.9%	16	521	14.8%
HUGO	156	5.3%	43	199	5.6%
LAKE ELMO	66	2.2%	51	117	3.3%
MAHTOMEDI	1813	60.8%	0	1813	51.4%
PINE SPRINGS	64	2.1%	0	64	1.8%
WHITE BEAR LAKE	61	2.1%	167	228	6.5%
WILLERNIE	81	2.7%	0	81	2.3%
BIRCHWOOD	0	0%	58	58	1.6%
*OTHER CITIES	0	0%	211	211	6.0%
<u>TOTAL</u>	<u>2,981</u>	<u>100%</u>	<u>546</u>	<u>3,528</u>	<u>100%</u>

*other cities breakdown: Lindstrom- 1; Lino Lakes- 1; Little Canada- 2; Maplewood- 19; Marine on St. Croix- 6; North Oaks- 2; North St. Paul- 20; Oak Park Heights- 1; Oakdale- 39; Roseville- 1; Stillwater- 63; Vadnais Heights- 13; West Lakeland- 5; White Bear Township- 33; Woodbury- 6

Facility Rating Matrix with Proximity Rating

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Rating Scale - Outdoor Facilities												
2	1 = Basic facility; meets minimum size requirements												
3	3 = Enhanced facility; e.g.: irrigation, player benches, simple amenities												
4	5 = Premium facility; e.g.: irrigation; lighting; player amenities (benches, backstop, safety fence); spectator amenities (bleachers, concessions, bathrooms, PA system, parking)												
5													
6	Rating Scale - Indoor Facilities												
7	1 = Small gym; few amenities				Rating Scale - Proximity								
8	3 = Middle size gym; some amenities				Proximity ratings can be 1, .8, .6, .4 or .2 based upon the distance of the facility from the MS/HS complex.								
9	5 = Large gym; ample amenities				So, a rating of "1" applies to the M.S./H.S. complex facilities.								
10													
11													
12	Facility Owner	Site	Facility Type	Facility Design	Facility Performance	Proximity Rating	Composite	Composite	Overall Facility	Overall Facility	% K-12 Age	Parity*	Gap in
13				Rating (scale 1-5)	Rating (scale 1-5)	(scale .2 - 1)	Design Rating	Performance	Design Rating	Performance	Students	by Community	Parity
14								Rating	for Owner	Rating for Owner			
15	School District	M.S. & H.S.	Athletic Green- Stadium	4	1.5	1	4	1.5	95.8	76.4			
16			HS Stadium- Track (8 lane)	4	2	1	4	2					
17		varsity soccer	Athletic Green- HS field 1	3	3	1	3	3					
18			Athletic Green- HS field 2	3	2	1	3	2					
19			Athletic Green- HS field 3	3	2	1	3	2					
20			Athletic Green- HS field 4	3	2	1	3	2					
21			Athletic Green- HS field 5	3	2	1	3	2					
22			Athletic Green- HS field 6	3	2	1	3	2					
23		new complex	Athletic Green- HS field 7	1	0	1	1	0					
24		new complex	Athletic Green- HS field 8	1	0	1	1	0					
25		new complex	Athletic Green- HS field 9	1	0	1	1	0					
26		MS outdoor PE site	Athletic Green- MS field 10	3	2	1	3	2					
27		Near Quad Fields 2-5	Batting Cages	2	2	1	2	2					
28		Varsity Field	Full-Size BB Field 1 w/mound	3	3	1	3	3					
29		JV Field	Full-Size BB Field 2 w/mound	3	3	1	3	3					
30		Varsity Field	HS Softball Field 3	3	3	1	3	3					
31		JV Field	HS Softball Field 4	3	3	1	3	3					
32			HS multipurpose BB/SB 5	3	3	1	3	3					
33			HS Tennis Courts 1-6	1	0	1	1	0					
34		Overall Site Rating - Outdoor M.S & H.S.					50	35.5					
35													
36			HS Main Gym cts 1 & 2	4	3.5	1	4	3.5					
37			HS Gymnas-Aux. gym ct 3	1	1	1	1	1					
38			HS back gym- ct 4	3	3	1	3	3					
39			MS lower gym, ct 1	1	1	1	1	1					
40			MS lower gym, ct 2	1	1	1	1	1					
41			MS lower gym, ct 3	1	1	1	1	1					
42			MS upper gym, ct 4	4	4	1	4	4					
43			MS upper gym, ct 5	4	4	1	4	4					
44		Overall Site Rating - Indoor M.S & H.S.					19	18.5					
45													
46		District Ed Ctr	Athletic Green- overlay- FB	3	3	0.8	2.4	2.4					
47			Full-size BB field 1	3	3	0.8	2.4	2.4					
48			Multipurpose SB/BB 2	2	2	0.8	1.6	1.6					

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Facility Rating Matrix with Proximity Rating

	A	B	C	D	E	F	G	H	I	J	K	L	M
12	Facility Owner	Site	Facility Type	Facility Design	Facility Performance	Proximity Rating	Composite	Composite	Overall Facility	Overall Facility	% K-12 Age	Parity*	Gap in
13				Rating (scale 1-5)	Rating (scale 1-5)	(scale .2 - 1)	Design Rating	Performance	Design Rating	Performance	Students		Parity
14								Rating	for Owner	Rating for Owner	by Community		
49			Multipurpose SB/BB 3	2	2	0.8	1.6	1.6					
50			Outdoor ice rink (center)	4	4	0.8	3.2	3.2					
51			Outdoor ice rink (north)	4	4	0.8	3.2	3.2					
52			Outdoor ice rink (south)	2	1	0.8	1.6	0.8					
53			Overall Site Rating - Outdoor District Education Center				16	15.2					
54													
55			Small Sized Gym ct	1	1	0.8	0.8	0.8					
56			Overall Site Rating - Indoor District Education Center				0.8	0.8					
57													
58													
59		O.H. Anderson	Outdoor basketball cts	1	1	0.8	0.8	0.8					
60			Multipurpose BB/SB 1 - south	1	0.5	0.8	0.8	0.4					
61			Multipurpose BB/SB 2 - center	1	0.5	0.8	0.8	0.4					
62			Multipurpose BB/SB 3 - north	1	1	0.8	0.8	0.8					
63			Overall Site Rating - Outdoor O.H. Anderson				3.2	2.4					
64													
65			Gym - Large	2	1.5	0.8	1.6	1.2					
66			Gym - Small	1	0.5	0.8	0.8	0.4					
67			Overall Site Rating - Indoor O.H. Anderson				2.4	1.6					
68													
69		Wildwood Elem.	Athletic Green (overlay BB)	1	0	0.8	0.8	0					
70			Little League Sized BB Field	1	0	0.8	0.8	0					
71			Overall Site Rating - Outdoor Wildwood Elementary School				1.6	0					
72													
73			Gym - Large	1	0.5	0.8	0.8	0.4					
74			Overall Site Rating - Indoor Wildwood Elementary School				0.8	0.4					
75													
76													
77		Century College W.	Athletic Green (overlay BB)	1	1	0.4	0.4	0.4					
78			BB/SB Field 1	2	2	0.4	0.8	0.8					
79			BB/SB Field 2	2	2	0.4	0.8	0.8					
80			Overall Site Rating - Century College West				2	2					
81													
82													
83	City of	Southwest Park	Batting Cages	2	1	0.8	1.6	0.8	20	17.6	51.4%		
84	Mahtomedi		Athletic Green 1 (upper)	3	3	0.8	2.4	2.4					
85			Athletic Green 1 (lower)	3	3	0.8	2.4	2.4					
86			BB/SB Field 1 (upper)	4	4	0.8	3.2	3.2					
87			BB/SB Field 2 (lower)	4	4	0.8	3.2	3.2					
88			Overall Site Rating - Southwest Park				12.8	12					
89													
90		Wedgewood Park	Athletic Green (overlay BB)	3	2.5	0.8	2.4	2					
91			SB/BB Field	2	1	0.8	1.6	0.8					
92			Overall Site Rating - Wedgewood Park				4	2.8					
93													

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Facility Rating Matrix with Proximity Rating

	A	B	C	D	E	F	G	H	I	J	K	L	M
12	Facility Owner	Site	Facility Type	Facility Design	Facility Performance	Proximity Rating	Composite	Composite	Overall Facility	Overall Facility	% K-12 Age	Parity*	Gap in
13				Rating (scale 1-5)	Rating (scale 1-5)	(scale .2 - 1)	Design Rating	Performance	Design Rating	Performance	Students		Parity
14								Rating	for Owner	Rating for Owner	by Community		
94		Wildwood Park	Athletic Green (overlay BB)	1	0.5	0.8	0.8	0.4					
95			BB/SB Field	3	3	0.8	2.4	2.4					
96		Overall Site Rating - Wildwood Park					3.2	2.8					
97													
98													
99	City of	Park near WB Lake	Athletic Green (overlay BB)	1	0	0.4	0.4	0	2	1.2	1.6%	0.55	0.65
100	Birchwood	Tigue Park	Informal BB Field	1	1	0.4	0.4	0.4					
101			Outdoor Hockey Rink	3	2	0.4	1.2	0.8					
102		Overall Site Rating - Birchwood Park Site					2	1.2					
103													
104													
105	City of	Town Hall Site	Athletic Green (overlay BB)	1	0	0.2	0.2	0	0.4	0	14.8%	5.07	-5.07
106	Grant		Little League-Sized BB Field	1	0	0.2	0.2	0					
107		Overall Site Rating - City of Grant Site					0.4	0					
108													
109													
110	City of	Demontreville Park	Athletic Green (overlay BB)	1	0	0.6	0.6	0	1.2	0	3.3%	1.13	-1.13
111	Lake Elmo		Little League-Sized BB Field	1	0	0.6	0.6	0					
112		Overall Site Rating - Demontreville Park					1.2	0					
113													
114													
115	City of								0	0	2.3%	0.79	-0.79
116	Willernie												
117													
118	City of Dellwood								0	0	6.7%	2.29	-2.29
119													
120	City of Hugo								0	0	5.6%	1.92	-1.92
121													
122	City of Pine Springs								0	0	1.8%	0.62	-0.62
123													
124	City of White Bear Lake								0	0	6.5%	2.23	-2.23
125													
126													
127	* Parity determined by 51.4% (largest % participation) divided by a community's % part.												
128	Example: Grant participation = 14.8%. So, 51.4/14.8 = 3.47.												
129	FOR EX: Mahtomedi's overall facility PERFORMANCE rating is 17.6; then 17.6/3.47 = 5.07. Which means there is a gap of 5.07 points (5.07 - 0 = 5.07) between what the City of Grant provides and what its youth residents use.												
130	(In this ex. Grant's overall PERFORMANCE points = 0.)												
131													

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Facility Rating Matrix without Proximity Rating

	A	B	C	D	E	F	G	H	I	J
1	Rating Scale - Outdoor Facilities									
2	1 = Basic facility; meets minimum size requirements									
3	3 = Enhanced facility; e.g.: irrigation, player benches, simple amenities									
4	5 = Premium facility, e.g.: irrigation; lighting; player amenities (benches, backstop, safety fence); spectator amenities (bleachers, concessions, bathrooms, PA system, parking)									
5										
6	Rating Scale - Indoor Facilities			Rating Scale - Proximity						
7	1 = Small gym; few amenities			Proximity ratings can be 1, .8, .6, .4 or .2 based upon the distance of the facility from the MS/HS complex.						
8	3 = Middle size gym; some amenities			So, a rating of "1" applies to the M.S./H.S. complex facilities.						
9	5 = Large gym; ample amenities									
10										
11										
12	Facility Owner	Site	Facility Type	Facility Design Rating (scale 1-5)	Facility Performance Rating (scale 1-5)	Overall Facility Design Rating for Owner	Overall Facility Performance Rating for Owner	% K-12 Age Students by Community	Parity*	Gap in Parity
13										
14										
15	School District	M.S. & H.S.	Athletic Green- Stadium	4	1.5	105	84.5			
16			HS Stadium- Track (8 lane)	4	2					
17		varsity soccer	Athletic Green- HS field 1	3	3					
18			Athletic Green- HS field 2	3	2					
19			Athletic Green- HS field 3	3	2					
20			Athletic Green- HS field 4	3	2					
21			Athletic Green- HS field 5	3	2					
22			Athletic Green- HS field 6	3	2					
23		new complex	Athletic Green- HS field 7	1	0					
24		new complex	Athletic Green- HS field 8	1	0					
25		new complex	Athletic Green- HS field 9	1	0					
26		MS outdoor PE site	Athletic Green- MS field 10	3	2					
27		Near Quad Fields 2-5	Batting Cages	2	2					
28		Varsity Field	Full-Size BB Field 1 w/mound	3	3					
29		JV Field	Full-Size BB Field 2 w/mound	3	3					
30		Varsity Field	HS Softball Field 3	3	3					
31		JV Field	HS Softball Field 4	3	3					
32			HS multipurpose BB/SB 5	3	3					
33			HS Tennis Courts 1-6	1	0					
34		Overall Site Rating - Outdoor M.S & H.S.		50	35.5					
35										
36			HS Main Gym cts 1 & 2	4	3.5					
37			HS Gymnas-Aux. gym ct 3	1	1					
38			HS back gym- ct 4	3	3					
39			MS lower gym, ct 1	1	1					
40			MS lower gym, ct 2	1	1					
41			MS lower gym, ct 3	1	1					
42			MS upper gym, ct 4	4	4					
43			MS upper gym, ct 5	4	4					
44		Overall Site Rating - Indoor M.S & H.S.		19	18.5					
45										
46		District Ed Ctr	Athletic Green- overlay- FB	3	3					
47			Full-size BB field 1	3	3					
48			Multipurpose SB/BB 2	2	2					

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Facility Rating Matrix without Proximity Rating

	A	B	C	D	E	F	G	H	I	J
12	Facility Owner	Site	Facility Type	Facility Design	Facility Performance	Overall Facility	Overall Facility	% K-12 Age	Parity*	Gap in
13				Rating (scale 1-5)	Rating (scale 1-5)	Design Rating	Performance	Students		Parity
14						for Owner	Rating for Owner	by Community		
49			Multipurpose SB/BB 3	2	2					
50			Outdoor ice rink (center)	4	4					
51			Outdoor ice rink (north)	4	4					
52			Outdoor ice rink (south)	2	1					
53			Overall Site Rating - Outdoor District Education Center	20	19					
54										
55			Small Sized Gym ct	1	1					
56			Overall Site Rating - Indoor District Education Center	1	1					
57										
58										
59		O.H. Anderson	Outdoor basketball cts	1	1					
60			Multipurpose BB/SB 1 - south	1	0.5					
61			Multipurpose BB/SB 2 - center	1	0.5					
62			Multipurpose BB/SB 3 - north	1	1					
63			Overall Site Rating - Outdoor O.H. Anderson	4	3					
64										
65			Gym - Large	2	1.5					
66			Gym - Small	1	0.5					
67			Overall Site Rating - Indoor O.H. Anderson	3	2					
68										
69		Wildwood Elem.	Athletic Green (overlay BB)	1	0					
70			Little League Sized BB Field	1	0					
71			Overall Site Rating - Outdoor Wildwood Elementary School	2	0					
72										
73			Gym - Large	1	0.5					
74			Overall Site Rating - Indoor Wildwood Elementary School	1	0.5					
75										
76										
77		Century College W.	Athletic Green (overlay BB)	1	1					
78			BB/SB Field 1	2	2					
79			BB/SB Field 2	2	2					
80			Overall Site Rating - Century College West	5	5					
81										
82										
83	City of	Southwest Park	Batting Cages	2	1	25	22	51.4%		
84	Mahtomedi		Athletic Green 1 (upper)	3	3					
85			Athletic Green 1 (lower)	3	3					
86			BB/SB Field 1 (upper)	4	4					
87			BB/SB Field 2 (lower)	4	4					
88			Overall Site Rating - Southwest Park	16	15					
89										
90		Wedgewood Park	Athletic Green (overlay BB)	3	2.5					
91			SB/BB Field	2	1					
92			Overall Site Rating - Wedgewood Park	5	3.5					
93										

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Facility Rating Matrix without Proximity Rating

	A	B	C	D	E	F	G	H	I	J
12	Facility Owner	Site	Facility Type	Facility Design	Facility Performance	Overall Facility	Overall Facility	% K-12 Age	Parity*	Gap in
13				Rating (scale 1-5)	Rating (scale 1-5)	Design Rating	Performance	Students		Parity
14						for Owner	Rating for Owner	by Community		
94		Wildwood Park	Athletic Green (overlay BB)	1	0.5					
95			BB/SB Field	3	3					
96		Overall Site Rating - Wildwood Park		4	3.5					
97										
98										
99	City of Birchwood	Park near WB Lake	Athletic Green (overlay BB)	1	0	5	3	1.6%	0.68	2.32
100		Tigue Park	Informal BB Field	1	1					
101			Outdoor Hockey Rink	3	2					
102		Overall Site Rating - Birchwood Park Site		5	3					
103										
104										
105	City of Grant	Town Hall Site	Athletic Green (overlay BB)	1	0	2	0	14.8%	6.33	-6.33
106			Little League-Sized BB Field	1	0					
107		Overall Site Rating - City of Grant Site		2	0					
108										
109										
110	City of Lake Elmo	Demontreville Park	Athletic Green (overlay BB)	1	0	2	0	3.3%	1.41	-1.41
111			Little League-Sized BB Field	1	0					
112		Overall Site Rating - Demontreville Park		2	0					
113										
114										
115	City of Willernie					0	0	2.3%	0.98	-0.98
116										
117										
118	City of Dellwood					0	0	6.7%	2.87	-2.87
119										
120	City of Hugo					0	0	5.6%	2.40	-2.40
121										
122	City of Pine Springs					0	0	1.8%	0.77	-0.77
123										
124	City of White Bear Lake					0	0	6.5%	2.78	-2.78
125										
126										
127	* Parity determined by 51.4% (largest % participation) divided by a community's % part.									
128	Example: Grant participation = 14.8%. So, 51.4/14.8 = 3.47.									
129	FOR EX: Mahtomedi's overall facility PERFORMANCE rating is 22; then 22/3.47 = 6.33. Which means there is a gap of 6.33 points (6.33 - 0 = 6.33) between what the City of Grant provides and what its youth re									
130	(In this ex. Grant's overall PERFORMANCE points = 0.)									
131										

38

Adopted: _____

MSBA/MASA Model Policy 214
Orig. 2005

Revised: _____

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL

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

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

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

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

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

VII. ANNUAL REVIEW

This policy must be annually reviewed by the school board.

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

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

Draft of Proposed Policy to Replace Current Policy #413

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2005

413 HARASSMENT AND VIOLENCE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

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

Draft of Proposed Policy to Replace Current Policy #413

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

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

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

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

B. Racial Harassment; Definition

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

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

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an individual's work or academic performance; or

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

C. Religious Harassment; Definition

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

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

D. Sexual Violence; Definition

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

E. Racial Violence; Definition

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

F. Religious Violence; Definition

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

G. Assault; Definition

Assault is:

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

IV. REPORTING PROCEDURES

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

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

V. INVESTIGATION

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

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

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

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

Draft of Proposed Policy to Replace Current Policy #413

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

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

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

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

Date of Alleged Incident(s) _____

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

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

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

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

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

List any witnesses that were present _____

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

(Complainant Signature) (Date)

Received by _____
(Date)

FIRST READING – December 11, 2008

Draft of Proposed New Policy

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

Revised: _____

Rev. 2007

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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E. “Neglect” means:

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

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

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

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

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

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

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

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

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

IV. REPORTING PROCEDURES

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

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

V. INVESTIGATION

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

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

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

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

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

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

CONFIDENTIAL DATA

Maltreatment of Minors by School Personnel Reporting Form

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

REPORTER

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

ALLEGED VICTIM

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

ALLEGED OFFENDER

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

Type of Maltreatment

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

Summary of Incident:

[Large empty rectangular box for incident summary]

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

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

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

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Mahtomedi School Board Policy 509

509 - ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

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

E. Exclusion

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

F. Termination of Enrollment

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

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

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

G. Administrative Procedures

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

G. Administration of Open Enrollment Program

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

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

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

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

ADOPTED – March 9, 2006

FIRST READING – December 11, 2008

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2006

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS

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

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

IV. REPORTING PROCEDURE

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

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

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

V. SCHOOL DISTRICT ACTION

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

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

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

VIII. NOTICE

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REPORTING GRIEVANCE PROCEDURES

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

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

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

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

- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

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

IV. INVESTIGATION

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

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements,

Minnesota and federal law and school district policies.

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

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

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

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

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

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INDEPENDENT SCHOOL DISTRICT NO. _____

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

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

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

Date of Alleged Incident(s): _____

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

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

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

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

List any witnesses that were present: _____

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

(Complainant Signature) (Date)

Received by: _____

FIRST READING – December 11, 2008

Mahtomedi Public Schools

Comparison of Proposed Tax Levy Payable in 2009 to Actual Levy Payable in 2008

Fund	Actual Levy - FY 09	Proposed Levy - FY 10	FY 10	FY 10
	Payable in 2008	Payable in 2009	\$ Change	% Change
General Fund				
Voter Approved Referendum	\$3,472,465	\$3,442,804	-\$29,661	
Equity and Transition	363,782	376,771	12,989	
Alternative Teacher Compensation	-	507,177	507,177	
Health & Safety	101,638	186,162	84,524	
Capital Projects - Technology Levy	619,462	645,446	25,984	
Operating Capital Levy	478,433	475,497	(2,937)	
Other Capital Related Levies	500,551	500,206	(345)	
Judgment	60,000	0	(60,000)	
Other	296,895	289,530	(7,364)	
Adjustments for Prior Years	(113,144)	79,649	192,793	
Total, General Fund	\$5,780,082	\$6,503,242	\$723,160	12.5%
Community Service Fund				
Early Childhood Family Education	53,525	85,378	31,853	
School-Age Child Care	73,000	73,000	0	
Basic levy and Other Levies	116,532	116,532	0	
Adjustments for Prior Years	(6,202)	26,458	32,660	
Total, Community Service Fund	\$236,854	\$301,368	\$64,513	27.2%
Debt Service Fund				
Voter Approved Debt Service	\$3,259,175	\$3,347,008	\$87,833	
Other Debt Service	71,017	56,309	(14,708)	
Adjustments for Prior Years	120	3,612	3,492	
Reduction for Excess Fund Balance	(241,146)	(227,874)	13,273	
Total, Debt Service Fund	\$3,089,166	\$3,179,055	\$89,889	2.9%
Total Levy, All Funds	\$9,106,103	\$9,983,665	\$877,562	9.6%

12/11/2008

RESOLUTION ADOPTING PROPOSED 2008 PAYABLE 2009 LEVY

(Applied to 2009-10 Budget)

Member _____ introduced the following resolution and moved its adoption:

BE IT RESOLVED by the Board of Education of Independent School District No. 832, Mahtomedi, Minnesota, that the proposed 2008 payable 2009 levy be adopted as follows:

General Fund - Voter Approved	\$4,142,157.39
General Fund - Other	\$2,361,084.49
Community Services Levy - Other	\$301,367.98
Debt Service - Voter Approved	\$3,126,516.44
Debt Service - Other	\$52,538.76
TOTAL CERTIFIED LEVY	<u>\$9,983,665.06</u>

The motion for adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof: _____

And the following voted against the same: _____,
Whereupon the resolution was declared duly passed and adopted.

			Student Days	Teacher Days			Student Days	Teacher Days
	<u>JULY</u>				<u>JANUARY</u>			
5	1 2 3 4 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 - Winter Break 18 - Martin Luther King, Jr. Day Holiday 22 - <i>End of 2nd Quarter (43)</i> 25 - Staff Development	18	K-2=19 3-5=19 6-8=19 9-12=19
	<u>AUGUST</u>				<u>FEBRUARY</u>			
2	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 26-28 - New Employee Orientation 31 - Staff Development	0	K-2=1 3-5=1 6-8=1 9-12=1	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	15 - President's Day Holiday 18 - Evening Conferences K-8 25 - Evening Conferences K-12 26 - Conferences K-12	18	K-2=20 3-5=20 6-8=20 9-12=19.5
	<u>SEPTEMBER</u>				<u>MARCH</u>			
6	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1-3 - Staff Development 4 - Non-Duty Day 7 - Labor Day Holiday 8 - School Starts, Grades 1-12 8-9 - Kindergarten Assessment 10 - School Starts, Kindergarten	17	K-2=20 3-5=20 6-8=20 9-12=20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	15-19 - Spring Break	18	K-2=18 3-5=18 6-8=18 9-12=18
	<u>OCTOBER</u>				<u>APRIL</u>			
4	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	8 - Evening Conferences 6-12 9 - Conf. a.m. / Staff Dev. p.m. 6-12 9 - Staff Development K-5 13 - Evening Conferences 6-8 15-16 - MEA Convention	19	K-2=20 3-5=20 6-8=21 9-12=20.5	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	2 - School Closed 8 - <i>End of 3rd Quarter (45)</i> 9 - Staff Development	20	K-2=21 3-5=21 6-8=21 9-12=21
	<u>NOVEMBER</u>				<u>MAY</u>			
1	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	6 - <i>End of 1st Quarter (41)</i> 9 - Staff Development 19 & 24 - Evening Conferences K-5 25 - Conf. K-5 / Staff Develop. 6-12 26-27 - Thanksgiving Break	17	K-2=20 3-5=20 6-8=19 9-12=19	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	13 - Evening Conferences 9-12 31 - Memorial Day Holiday	20	K-2=20 3-5=20 6-8=20 9-12=20.5
	<u>DECEMBER</u>				<u>JUNE</u>			
6	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	10 - Evening Conferences 9-12 24-31 - Winter Break	17	K-2=17 3-5=17 6-8=17 9-12=17.5	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	___ - MLC Graduation 5 - Graduation - <i>Aldrich Arena</i> 10 - <i>End of 4th Quarter (43)</i> 11 - Staff Development	172	K-2=9 3-5=9 6-8=9 9-12=9 185

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○ = New Employee Orientation ● = Teacher Duty Day - No School ◻ = No School = = Evening Conferences

*If the legislature acts to allow student days prior to Labor Day, as they have done previously, a before Labor Day start calendar will be considered by the School Board.



NORTHEAST METRO 916
Intermediate School District

TO: Northeast Metro 916 Board of Education
FROM: Connie Hayes
DATE: December 8, 2008
RE: December 3 Board of Education Meeting Talking Points

Members present: Belisle-832, Forsberg-16, Livingston-622,
Lodico-12, Parsons-624, Roberts-13, Sager-621, and Thole-834

Members absent: Brunnette-833 and Majerus-623

Among a number of topics discussed at the December 3, 2008, meeting of the Northeast Metro 916 Board of Education, the following agenda items were addressed:

1. **Dr. Angie Eilers from Growth and Justice presented to the Board.** This policy think tank has developed a set of smart investments for education that are built upon the answers to the following questions: Why invest now? How best to invest? Where to invest? Where would we get the money? The recommendations from Growth and Justice are comprehensive, research-based, cost-effective and paid for fairly. The recommendations run across Pre-K through 16 and highlight programs that are replicable and have a very good cost benefit ratio. Several examples are:
 - The Nurse Home Visiting program for prenatal – Age 2 with a benefit of \$6 for every dollar invested.
 - Parent Child Centers – Pre-K – Grade 3 with a benefit of \$10 for every \$1 invested.
 - Counselors assigned to Latino students and their families – Grades 5-8 with a benefit of \$2.90 for every dollar invested.
 - Talent Development High School – Grades 9-12 with a benefit of \$6.56 for every dollar invested.
 - Admission Possible which assists low-income juniors and seniors with college readiness – Post Secondary Transition with a cost benefit of \$5 for every dollar invested.

This group believes it would take a \$1 billion dollar investment. They believe the dollars could come from restoring tax rates from the 1998 levels, a new top tax rate, and broadening the sales tax, with a rebate for the lower income categories.

This way of investing in education will be presented to the Minnesota State Legislature this session.

2. **The Board reviewed and approved budget revisions.** The Board is given three opportunities to review the annual operating budget. Action taken at the meeting reflect the changes in revenue (grants, revised tuition) and expenditures (salary contract projections and settlements, grants) since the board approved the preliminary budget in June.
3. **The Board approved the 2009 board meeting schedule.** The District tries to schedule meetings to have minimal conflict with member district board meetings. Meeting dates for 2009 are: January 6, February 3, March 3, April 1, May 5, June 2, June 16 (work session), July 7, August 5, September 1, October 6, November 4, and December 1. All meetings start at 6:00 p.m. with the exception of the June 16 work session which begins at 4:00 p.m.

Bank 02-Payables Check Register

Nov-08

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	351909	AAA AWARDS	11/6/2008	\$ 323.40
No	351910	ABBOTT PAINT & CARPET CO	11/6/2008	\$ 348.39
No	351911	AIR COMFORT SOLUTIONS,INC	11/6/2008	\$ 386.00
No	351912	AMERICAN FAMILY ASSURANCE	11/6/2008	\$ 432.94
No	351913	ANNE ERICKSON	11/6/2008	\$ 53.39
No	351914	ANNE MILLER	11/6/2008	\$ 58.50
No	351915	APRIL STEELE	11/6/2008	\$ 13.01
No	351916	BETH HOMMES	11/6/2008	\$ 75.00
No	351917	BETHANY SNEDEN	11/6/2008	\$ 69.61
No	351918	BILL WEIGEL SIGNS	11/6/2008	\$ 70.00
No	351919	BONNIE FICK	11/6/2008	\$ 62.84
No	351920	BRAD BERGIE	11/6/2008	\$ 1,424.00
No	351921	BRENDA WYNVEEN	11/6/2008	\$ 157.00
No	351922	BRYAN ROCK PRODUCTS INC	11/6/2008	\$ 294.14
No	351923	BUREAU OF EDUCATION & RESEARCH	11/6/2008	\$ 567.00
No	351924	CASSANDRA HUBERTY	11/6/2008	\$ 60.71
No	351925	CDW GOVERNMENT INC	11/6/2008	\$ 380.29
No	351926	CHARLES LINDERKAMP	11/6/2008	\$ 833.10
No	351927	CHEMSEARCH	11/6/2008	\$ 1,306.27
No	351928	CHRISTIAN SMITH	11/6/2008	\$ 140.00
No	351929	CHRISTOPHER MOORE	11/6/2008	\$ 196.84
No	351930	CITY OF MAHTOMEDI	11/6/2008	\$ 7,321.00
No	351931	COMMUNITY EDUCATION	11/6/2008	\$ 116.25
No	351932	CORPORATE EXPRESS	11/6/2008	\$ 471.96
No	351933	COURAGE CENTER	11/6/2008	\$ 1,212.72
No	351934	DALCO	11/6/2008	\$ 2,519.30
No	351935	DAN DESTACHE	11/6/2008	\$ 2,500.00
No	351936	DEB CARLSON	11/6/2008	\$ 16.38
No	351937	DECKER EQUIPMENT	11/6/2008	\$ 91.04
No	351938	DENNESON AUTO PARTS & MACHINE	11/6/2008	\$ 10.42
No	351939	DICK BLICK	11/6/2008	\$ 108.85
No	351940	DIVERSIFIED SNACK DIVISION	11/6/2008	\$ 7,145.18
No	351941	DOMINO'S PIZZA	11/6/2008	\$ 1,689.00
No	351942	EAGLE SCREEN PRINTING	11/6/2008	\$ 666.50
No	351943	EARL F ANDERSEN, INC	11/6/2008	\$ 727.00
No	351944	EARTHGRAINS BAKING CO.INC	11/6/2008	\$ 1,812.90
No	351945	EDIE SCHMIDT	11/6/2008	\$ 272.19
No	351946	ELECTRONIC DESIGN CO	11/6/2008	\$ 481.00
No	351947	ENERGYWISE CONSULTING LLC	11/6/2008	\$ 875.00
No	351948	ERIKA HAMMERSCHMIDT	11/6/2008	\$ 606.60
No	351949	FEDEX	11/6/2008	\$ 27.98

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	351950	FOLLETT SOFTWARE COMPANY	11/6/2008	\$ 43.58
No	351951	FRATTALLONE'S ACE HARDWARE STORES	11/6/2008	\$ 158.76
No	351952	GOPHER SPORT	11/6/2008	\$ 1,060.82
No	351953	GRAINGER	11/6/2008	\$ 756.83
No	351954	GROTH MUSIC	11/6/2008	\$ 2,525.45
No	351955	HAAN CRAFTS	11/6/2008	\$ 58.10
No	351956	HEINEMANN	11/6/2008	\$ 1,839.76
No	351958	HOLIDAY INN & SUITES	11/6/2008	\$ 258.54
No	351959	HUGH O BRIAN YOUTH LEADERSHIP	11/6/2008	\$ 150.00
No	351960	INDIAN HILLS GOLF CLUB	11/6/2008	\$ 1,311.43
No	351961	JAMES DRISCOLL	11/6/2008	\$ 722.91
No	351962	JANELLE BORGEN	11/6/2008	\$ 200.00
No	351963	JANELLE PUBLICATIONS	11/6/2008	\$ 528.00
No	351964	JEANNA WARREN	11/6/2008	\$ 84.70
No	351965	JENNIFER WARD	11/6/2008	\$ 148.62
No	351966	JIM JENSEN	11/6/2008	\$ 33.93
No	351967	JIM MCGIBBON	11/6/2008	\$ 30.00
No	351968	JOHN KRAUSE	11/6/2008	\$ 1,666.52
No	351969	KATHE NICKLEBY	11/6/2008	\$ 185.77
No	351970	KATHERINE L ULVIN	11/6/2008	\$ 15.99
No	351971	KATHLEEN WESTAFER	11/6/2008	\$ 89.10
No	351972	KATHY FRANK	11/6/2008	\$ 112.54
No	351973	KELLY SERVICES, INC	11/6/2008	\$ 5,291.77
No	351974	KRIS THIES	11/6/2008	\$ 77.00
No	351975	KULLY SUPPLY COMPANY	11/6/2008	\$ 63.64
No	351976	LAFAYETTE LIFE INSURANCE CO	11/6/2008	\$ 5,946.03
No	351977	LASERPLUS, LLC	11/6/2008	\$ 197.84
No	351978	LEROY R METZ JR	11/6/2008	\$ 35.39
No	351979	LINDA PADUANO	11/6/2008	\$ 28.85
No	351980	M.A.P.S- MEDIATION ARBITRATION &PARALEGAL SER	11/6/2008	\$ 828.00
No	351981	MAAP STARS	11/6/2008	\$ 400.00
No	351982	MACKIN LIBRARY MEDIA	11/6/2008	\$ 286.64
No	351983	MAEF-MAHTOMEDI AREA EDUCATION FOUNDATION	11/6/2008	\$ 318.06
No	351984	MAHTOMEDI AREA EDUC.FOUNDATION	11/6/2008	\$ 13.15
No	351985	MAHTOMEDI AUTOMOTIVE SERVICE	11/6/2008	\$ 387.53
No	351986	MARY JO HEI	11/6/2008	\$ 120.96
No	351987	MARY SCHNELL	11/6/2008	\$ 33.93
No	351988	MASA REGION 9	11/6/2008	\$ 75.00
No	351989	MATT HUSS	11/6/2008	\$ 141.76
No	351990	MCGRAW-HILL CO.	11/6/2008	\$ 1,459.75
No	351991	MENARDS	11/6/2008	\$ 26.13
No	351992	MENARDS	11/6/2008	\$ 311.71
No	351993	MENARDS- OAKDALE	11/6/2008	\$ 223.92
No	351994	MIKE NAROW	11/6/2008	\$ 140.00
No	351995	MINN NCPERS GROUP LIFE INS	11/6/2008	\$ 236.66

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	351996	MINNCOR INDUSTRIES	11/6/2008	\$ 194.28
No	351997	MINNESOTA LIFE INS.CO	11/6/2008	\$ 1,217.30
No	351998	MN TEACHERS RETIREMENT ASSN	11/6/2008	\$ 139,448.28
No	351999	MSHSL -MN STATE H S LEAGUE	11/6/2008	\$ 5,258.00
No	352000	MULTICULTURAL DEVELOPMENT CENTER	11/6/2008	\$ 80.00
No	352001	MUSIC IN MOTION	11/6/2008	\$ 66.85
No	352002	NANCY MELQUIST	11/6/2008	\$ 79.37
No	352003	NATIONAL GEOGRAPHIC SCHOOL PUBLISHING	11/6/2008	\$ 607.50
No	352004	NATIONAL INSURANCE SERVICES	11/6/2008	\$ 14.90
No	352005	NORTH HIGH BAND BOOSTERS	11/6/2008	\$ 195.00
No	352006	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	11/6/2008	\$ 16,741.68
No	352007	OFFICE & PROFESSIONAL	11/6/2008	\$ 685.00
No	352008	ON SITE SANITATION INC	11/6/2008	\$ 45.00
No	352009	OPERATING ENGINEERS LOCAL #70	11/6/2008	\$ 733.58
No	352010	PARTNERS BOOK DIST.CO	11/6/2008	\$ 133.11
No	352011	PATRICK CROTHERS	11/6/2008	\$ 64.04
No	352012	PATRICK TOWNLEY	11/6/2008	\$ 357.00
No	352013	PHYSICS WORKS LLC	11/6/2008	\$ 490.00
No	352014	POPP TELECOM	11/6/2008	\$ 54.26
No	352015	POSTMASTER	11/6/2008	\$ 420.00
No	352016	ROBERT PONTIOUS	11/6/2008	\$ 1,086.65
No	352017	ROTO-ROOTER PLUMBERS	11/6/2008	\$ 348.00
No	352018	ROY ANDERSON	11/6/2008	\$ 17.25
No	352019	RUSSELL FRAENKEL	11/6/2008	\$ 68.00
No	352020	RYCO SUPPLY COMPANY	11/6/2008	\$ 51.42
No	352021	SAM'S CLUB DISCOVER	11/6/2008	\$ 6,360.14
No	352022	SANDY KRAUSE	11/6/2008	\$ 143.73
No	352023	SARAH HILL	11/6/2008	\$ 100.00
No	352024	SAVOIE SUPPLY CO , INC	11/6/2008	\$ 1,110.00
No	352025	SCHOOL MANAGEMENT SERVICES LLC	11/6/2008	\$ 14,645.00
No	352026	SHEILA MERZER M A	11/6/2008	\$ 350.00
No	352027	SIEMENS BUILDING TECHNOLOGIES	11/6/2008	\$ 2,950.00
No	352028	SOPRIS WEST	11/6/2008	\$ 139.14
No	352029	ST CROIX VALLEY RECREATION CE	11/6/2008	\$ 815.00
No	352030	STEICHEN'S/GENE'S SPORTING GOODS	11/6/2008	\$ 426.86
No	352031	STEVE BROWN	11/6/2008	\$ 10.53
No	352032	STEVE HAMMERSCHMIDT	11/6/2008	\$ 1,414.80
No	352033	SUPPORT SOURCE	11/6/2008	\$ 1,011.00
No	352034	TERRY J TRAUTMAN	11/6/2008	\$ 113.93
No	352035	THE COLLEGE BOARD	11/6/2008	\$ 350.00
No	352036	THE HOPKINS CONSULTING GROUP	11/6/2008	\$ 9,000.00
No	352037	TIERNEY BROTHERS INC	11/6/2008	\$ 528.00
No	352038	TONYA KOSTUCH	11/6/2008	\$ 74.39
No	352039	ULTRA ACRYLICS INC	11/6/2008	\$ 25.00
No	352040	UNITE HERE	11/6/2008	\$ 67.08

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	352041	VERIZON WIRELESS	11/6/2008	\$ 60.33
No	352042	WASHINGTON COUNTY	11/6/2008	\$ 2,295.00
No	352043	WASHINGTON COUNTY CTIC/HSI	11/6/2008	\$ 500.00
No	352044	WASTE MANAGEMENT-BLAINE MN	11/6/2008	\$ 2,222.90
No	352045	WATER CARE	11/6/2008	\$ 68.95
No	352046	WEST MUSIC	11/6/2008	\$ 176.85
No	352047	XCEL ENERGY	11/6/2008	\$ 20,469.77
No	352048	XEROX CORPORATION	11/6/2008	\$ 470.29
No	352049	XEROX CORPORATION	11/6/2008	\$ 9,000.12
No	352050	916 FOUNDATION	11/13/2008	\$ 200.00
No	352051	AMERICAN BOOK COMPANY	11/13/2008	\$ 201.38
No	352052	ANN GALE	11/13/2008	\$ 49.88
No	352053	BARBARA CONNELLY	11/13/2008	\$ 33.20
No	352054	BONNY KAY STREGE	11/13/2008	\$ 65.34
No	352055	BRAD BERGIE	11/13/2008	\$ 1,616.00
No	352056	CASSANDRA HUBERTY	11/13/2008	\$ 176.61
No	352057	CENCAGE LEARNING ORDER FULFILL	11/13/2008	\$ 3,546.62
No	352058	CHASE CARD SERVICE/BANK ONE	11/13/2008	\$ 10,597.48
No	352059	CHRISTOPHER MOORE	11/13/2008	\$ 87.24
No	352060	CORPORATE EXPRESS	11/13/2008	\$ 398.48
No	352061	DAVE MUETZEL	11/13/2008	\$ 80.17
No	352062	DEBORAH DRISCOLL	11/13/2008	\$ 100.64
No	352063	DELL COMPUTER CORP.	11/13/2008	\$ 58.31
No	352064	DONATELLI'S	11/13/2008	\$ 198.55
No	352065	EAGAN DEBATE TEAM	11/13/2008	\$ 160.00
No	352066	EAGLE SCREEN PRINTING	11/13/2008	\$ 780.00
No	352067	EVERBIND/MARCO BOOK BINDERY	11/13/2008	\$ 294.30
No	352068	GRAND BANQUET HALL	11/13/2008	\$ 1,827.00
No	352069	GRAY SEEVER	11/13/2008	\$ 130.00
No	352070	HASTINGS CO-OP CREAMERY CO.	11/13/2008	\$ 7,133.53
No	352071	HAYLEY WENDER	11/13/2008	\$ 54.00
No	352072	HEALTHPARTNERS	11/13/2008	\$ 321,307.96
No	352073	HENRY SIBLEY DEBATE TEAM	11/13/2008	\$ 40.00
No	352074	HERITAGE EMBROIDERY & DESIGN	11/13/2008	\$ 123.00
No	352075	HOUGHTON MIFFLIN CO	11/13/2008	\$ 57.74
No	352076	HUMAN SERVICES INC	11/13/2008	\$ 782.00
No	352077	J.W. PEPPER & SON,INC	11/13/2008	\$ 71.24
No	352079	JIM HERING	11/13/2008	\$ 25.00
No	352080	JOE KOSCIANSKI	11/13/2008	\$ 200.00
No	352081	JOE LANASA	11/13/2008	\$ 97.02
No	352082	JOHN DEIR	11/13/2008	\$ 103.82
No	352083	JUDY BURSHTEN	11/13/2008	\$ 45.30
No	352084	JULIE CONZEMIUS	11/13/2008	\$ 47.18
No	352085	KARENA RYDLAND	11/13/2008	\$ 206.77
No	352086	KATHE NICKLEBY	11/13/2008	\$ 109.64

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	352087	KATIE ARVESEN	11/13/2008	\$ 140.40
No	352088	KIRSTEN BOUWENS	11/13/2008	\$ 50.00
No	352089	KITSUSA.NET	11/13/2008	\$ 1,600.35
No	352090	KNOWLAN'S SUPER MARKETS	11/13/2008	\$ 63.52
No	352091	LASERPLUS, LLC	11/13/2008	\$ 478.67
No	352092	LOFFLER	11/13/2008	\$ 1,087.96
No	352093	MAD SCIENCE OF MN	11/13/2008	\$ 3,984.00
No	352094	MAKEMUSIC	11/13/2008	\$ 323.80
No	352095	MEDS-PDN	11/13/2008	\$ 378.00
No	352096	MENARDS	11/13/2008	\$ 32.62
No	352097	METRO ATHLETIC SUPPLY	11/13/2008	\$ 24,664.60
No	352098	MIDWEST SUBRUBAN SUPERINTENDENTS	11/13/2008	\$ 575.00
No	352099	MINNESOTA CHILDREN'S MUSEUM	11/13/2008	\$ 728.00
No	352100	MNSTA	11/13/2008	\$ 122.00
No	352101	MSHSL -MN STATE H S LEAGUE	11/13/2008	\$ 1,348.00
No	352102	MUSIC THEATRE INTERNATIONAL	11/13/2008	\$ 757.00
No	352103	NEWTOWN DJ ENTERTAINMENT	11/13/2008	\$ 395.00
No	352105	NORTHEAST METRO 916	11/13/2008	\$ 227.38
No	352106	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	11/13/2008	\$ 256.40
No	352107	PAMS LUNCHROOM LLC	11/13/2008	\$ 1,988.79
No	352108	PARTSTOCK COMPUTER	11/13/2008	\$ 1,528.00
No	352109	PATTI PRATT	11/13/2008	\$ 14.90
No	352110	PEARSON EDUCATION	11/13/2008	\$ 2,733.70
No	352111	PITSCO	11/13/2008	\$ 815.93
No	352112	PREMIUM WATERS INC	11/13/2008	\$ 90.72
No	352113	QWEST	11/13/2008	\$ 3,172.90
No	352114	SAMUEL FRENCH INC	11/13/2008	\$ 40.61
No	352115	SARAH ROSENGREN	11/13/2008	\$ 335.79
No	352116	SAX ARTS & CRAFTS	11/13/2008	\$ 238.73
No	352117	SCHMITT MUSIC CENTERS	11/13/2008	\$ 5.65
No	352118	SCHOLASTIC BOOK CLUBS INC	11/13/2008	\$ 193.00
No	352119	SCHOOL HEALTH CORPORATION	11/13/2008	\$ 583.55
No	352120	SCHOOL HEALTH CORPORATION	11/13/2008	\$ 17.23
No	352121	SHEPARD EXPOSITION SERVICES	11/13/2008	\$ 364.00
No	352122	SPEECH GURUS	11/13/2008	\$ 67.90
No	352123	ST PAUL ACADEMY	11/13/2008	\$ 165.00
No	352124	STRATEGIC EQUIPMENT	11/13/2008	\$ 1,230.86
No	352125	SUNBURST CHEMICALS, INC.	11/13/2008	\$ 219.29
No	352126	TEAMWORKS INTERNATIONAL, INC.	11/13/2008	\$ 1,800.00
No	352127	TIES	11/13/2008	\$ 2,127.53
No	352128	TOTAL TABLE TENNIS	11/13/2008	\$ 769.00
No	352129	US FOODSERVICE INC	11/13/2008	\$ 53,150.02
No	352130	WEEKLY READER CORPORATION	11/13/2008	\$ 219.18
No	352131	WORLD BOOK, INC	11/13/2008	\$ 384.00
No	352132	1-800-GOT-JUNK	11/20/2008	\$ 800.00

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	352133	38TH STREET FLOWERS	11/20/2008	\$ 62.29
No	352134	AAA AWARDS	11/20/2008	\$ 333.85
No	352135	ACCESS COMMUNICATIONS INC	11/20/2008	\$ 103.50
No	352136	ADT SECURITY SERVICES INC	11/20/2008	\$ 349.56
No	352137	AES-APPLIED ENVIRONMENTAL SCIENCES INC	11/20/2008	\$ 2,400.32
No	352138	AIM ELECTRONICS INC	11/20/2008	\$ 397.78
No	352139	AIR COMFORT SOLUTIONS,INC	11/20/2008	\$ 257.00
No	352140	AMERICAN SCHOOL BOARD JOURNAL	11/20/2008	\$ 389.00
No	352141	ANGELA BUCKINGHAM	11/20/2008	\$ 263.62
No	352142	ATHLETIC VALUES	11/20/2008	\$ 6,650.00
No	352143	BEGGIN SPORTS	11/20/2008	\$ 180.30
No	352144	BILL WEIGEL SIGNS	11/20/2008	\$ 15.00
No	352145	BLOOMINGTON COMPENSATION INS CO	11/20/2008	\$ 22,866.00
No	352146	BLUE SKY GUIDE	11/20/2008	\$ 1,023.00
No	352147	BONNY KAY STREGE	11/20/2008	\$ 52.37
No	352148	BOYS TRACK ACTIVITY ACCT-WBL HS	11/20/2008	\$ 75.00
No	352149	BRITTA LINDH	11/20/2008	\$ 212.54
No	352150	BROOKE CARLSON	11/20/2008	\$ 208.69
No	352151	BROWN'S ICE CREAM	11/20/2008	\$ 246.40
No	352152	BRYAN ROCK PRODUCTS INC	11/20/2008	\$ 290.10
No	352153	CARRIE ARDITO	11/20/2008	\$ 12,675.00
No	352154	CHARLES LINDERKAMP	11/20/2008	\$ 772.70
No	352155	CITIBUSINESS CARD	11/20/2008	\$ 1,138.21
No	352156	COMO PLANETARIUM	11/20/2008	\$ 232.00
No	352157	COMSTOCK & SONS INC	11/20/2008	\$ 6,864.29
No	352158	CONTINENTAL CLAY COMPANY	11/20/2008	\$ 181.50
No	352159	CORPORATE EXPRESS	11/20/2008	\$ 135.44
No	352160	CUSTOM WATER WORKS	11/20/2008	\$ 130.50
No	352161	DAIRY QUEEN	11/20/2008	\$ 579.20
No	352162	DALCO	11/20/2008	\$ 84.73
No	352163	DELL COMPUTER CORP.	11/20/2008	\$ 331.16
No	352164	DENISE TENNEN	11/20/2008	\$ 2,750.00
No	352165	DIVERSIFIED SNACK DIVISION	11/20/2008	\$ 3,878.86
No	352166	DOMINO'S PIZZA	11/20/2008	\$ 1,581.00
No	352167	EAGLE SCREEN PRINTING	11/20/2008	\$ 752.00
No	352168	ECKROTH MUSIC COMPANY	11/20/2008	\$ 1,695.00
No	352169	ELLEN ISAACSON	11/20/2008	\$ 72.36
No	352170	ENERGYWISE CONSULTING LLC	11/20/2008	\$ 630.00
No	352171	ERIKA ANDERSON	11/20/2008	\$ 167.36
No	352172	FACILITY OFFICE FURNITURE, INC	11/20/2008	\$ 1,875.07
No	352173	FASTENAL COMPANY	11/20/2008	\$ 6.87
No	352174	FOLLETT EDUCATIONAL SERVICES	11/20/2008	\$ 2,755.02
No	352175	FRANCES STANG	11/20/2008	\$ 21.66
No	352176	G&K SERVICES	11/20/2008	\$ 536.32
No	352177	GLENCOE/McGRAW HILL COMPANIES	11/20/2008	\$ 226.63

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	352178	GOPHER	11/20/2008	\$ 415.01
No	352179	GOPHER STAGE LIGHTING	11/20/2008	\$ 2,355.37
No	352180	GRAINGER	11/20/2008	\$ 238.26
No	352181	HANOVER INSURANCE GROUP	11/20/2008	\$ 23,507.00
No	352182	HERITAGE EMBROIDERY & DESIGN	11/20/2008	\$ 321.45
No	352183	HERITAGE PRINTING	11/20/2008	\$ 190.35
No	352184	J W PEPPER & SONS,INC.	11/20/2008	\$ 645.85
No	352185	JAKE HELMER	11/20/2008	\$ 10.00
No	352186	JERRY OLSON EXTERIORS	11/20/2008	\$ 837.50
No	352187	JET PRINT	11/20/2008	\$ 91.00
No	352188	JOSTENS	11/20/2008	\$ 1,620.32
No	352189	JULIE CONZEMIUS	11/20/2008	\$ 616.28
No	352190	JULIE POOLER	11/20/2008	\$ 163.80
No	352191	KATHY MACKIN	11/20/2008	\$ 194.74
No	352192	KEITH W MILEY	11/20/2008	\$ 71.36
No	352193	KELLY SERVICES, INC	11/20/2008	\$ 23,312.24
No	352194	KIRK NELSON	11/20/2008	\$ 23.51
No	352195	KNOWLAN'S SUPER MARKETS	11/20/2008	\$ 372.19
No	352196	KRISTEN HEAGLE	11/20/2008	\$ 49.43
No	352197	KRISTINA VAUGHAN	11/20/2008	\$ 85.39
No	352198	LAERDAL MEDICAL CORP	11/20/2008	\$ 1,602.18
No	352199	LAKESIDE FLORAL INC	11/20/2008	\$ 32.50
No	352200	LASERPLUS, LLC	11/20/2008	\$ 69.00
No	352201	LYNDA COUNIHAN	11/20/2008	\$ 149.99
No	352202	MACKIN LIBRARY MEDIA	11/20/2008	\$ 160.00
No	352203	MADISON NATIONAL LIFE	11/20/2008	\$ 3,957.55
No	352204	MARIANNE RANA	11/20/2008	\$ 189.98
No	352205	MARK HAMRE	11/20/2008	\$ 100.00
No	352206	MARK PAULSON	11/20/2008	\$ 749.97
No	352207	MAX STEININGER INC	11/20/2008	\$ 7,083.38
No	352208	MEGAN LORENZ	11/20/2008	\$ 380.00
No	352209	MENARDS	11/20/2008	\$ 79.60
No	352210	MENARDS- OAKDALE	11/20/2008	\$ 28.97
No	352211	MINNESOTA LIFE INS.CO	11/20/2008	\$ 1,217.30
No	352212	MN TEACHERS RETIREMENT ASSN	11/20/2008	\$ 72,156.60
No	352213	NICK FALDE	11/20/2008	\$ 165.48
No	352214	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	11/20/2008	\$ 1,995.79
No	352215	ORANGE TREE EMPLOYMENT SCREENING	11/20/2008	\$ 80.00
No	352216	ORBIT SYSTEMS	11/20/2008	\$ 150.00
No	352217	ORIENTAL TRADING CO,INC	11/20/2008	\$ 46.88
No	352218	PAM KLINKHAMMER	11/20/2008	\$ 47.97
No	352219	PARTSTOCK COMPUTER	11/20/2008	\$ 598.00
No	352220	PATRICK CROTHERS	11/20/2008	\$ 70.05
No	352221	PRESS PUBLICATIONS	11/20/2008	\$ 203.64
No	352222	PSYCHOLOGICAL CORP/PEARSON	11/20/2008	\$ 12.48

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	352223	RAEANNE JOHNSON	11/20/2008	\$ 763.46
No	352224	REGINA BURESH	11/20/2008	\$ 124.84
No	352225	RESCO	11/20/2008	\$ 1,876.52
No	352226	RESPONSE FIRE PROTECTION CO I	11/20/2008	\$ 2,650.00
No	352227	RIVERSIDE PUBLISHING CO THE	11/20/2008	\$ 125.44
No	352228	ROBERT PONTIOUS	11/20/2008	\$ 544.06
No	352229	RUSSELL FRAENKEL	11/20/2008	\$ 51.75
No	352230	RYCO SUPPLY COMPANY	11/20/2008	\$ 110.00
No	352231	SAM'S CLUB-MS	11/20/2008	\$ 451.60
No	352232	SCHOOL SPECIALTY INC	11/20/2008	\$ 53.03
No	352233	SEVEN CORNERS ACE HARDWARE INC	11/20/2008	\$ 852.36
No	352234	ST FRANCIS HIGH SCHOOL	11/20/2008	\$ 200.00
No	352235	STAR TRIBUNE	11/20/2008	\$ 136.85
No	352236	STEVE HAMMERSCHMIDT	11/20/2008	\$ 1,449.10
No	352237	STEVE KIMBALL	11/20/2008	\$ 738.85
No	352238	STONERIDGE GOLF CLUB	11/20/2008	\$ 2,215.72
No	352239	STUDY ISLAND	11/20/2008	\$ 643.60
No	352240	SUNBURST CHEMICALS, INC.	11/20/2008	\$ 302.41
No	352241	T-MOBILE	11/20/2008	\$ 86.94
No	352242	TAMS-WITMARK MUSIC LIBRARY INC	11/20/2008	\$ 357.75
No	352243	TEXAS ASSOCIATION OF SCHOOL BOARDS	11/20/2008	\$ 1,666.67
No	352244	THE METAL DOCTOR	11/20/2008	\$ 185.56
No	352245	THERMEX CORP.	11/20/2008	\$ 187.50
No	352246	TIERNEY BROTHERS INC	11/20/2008	\$ 1,626.00
No	352247	TIES	11/20/2008	\$ 28,582.32
No	352248	TIM LACKAS	11/20/2008	\$ 350.00
No	352249	TONYA KOSTUCH	11/20/2008	\$ 118.60
No	352250	TRI STATE BOBCAT INC	11/20/2008	\$ 685.51
No	352251	TRUCK UTILITIES MFG CO	11/20/2008	\$ 28.14
No	352252	TYLER TECHNOLOGIES LB678715	11/20/2008	\$ 3,600.00
No	352253	UNIVERSITY OF MINNESOTA	11/20/2008	\$ 5,291.00
No	352254	VACATION SPORTS	11/20/2008	\$ 225.50
No	352255	VEOLIA ENVIROMENTAL SERVICES	11/20/2008	\$ 1,474.74
No	352256	VERNIER SOFTWARE & TECHNOLOGY	11/20/2008	\$ 55.00
No	352257	WELSH COMPANIES LLC	11/20/2008	\$ 6,925.00
No	352258	WINKING LIZARDS	11/20/2008	\$ 45.00
No	352259	WISCONSIN SCTF	11/20/2008	\$ 600.00
No	352260	XCEL ENERGY	11/20/2008	\$ 373.81
No	352261	XEROX CORPORATION	11/20/2008	\$ 271.00
No	352262	AMERICAN FAMILY ASSURANCE	11/26/2008	\$ 432.94
No	352263	AMY FELTON	11/26/2008	\$ 192.02
No	352264	MAHTOMEDI AREA EDUC.FOUNDATION	11/26/2008	\$ 21.90
No	352265	MINN NCPERS GROUP LIFE INS	11/26/2008	\$ 229.89
No	352266	MINNESOTA LIFE INS.CO	11/26/2008	\$ 1,217.30
No	352267	MN TEACHERS RETIREMENT ASSN	11/26/2008	\$ 69,153.66

Voided	Document		Document	Document
	Number	Vendor Name	Date	Amount
No	352268	NATIONAL INSURANCE SERVICES	11/26/2008	\$ 14.90
No	352269	OFFICE & PROFESSIONAL	11/26/2008	\$ 685.00
No	352270	OPERATING ENGINEERS LOCAL #70	11/26/2008	\$ 774.84
No	352271	UNITE HERE	11/26/2008	\$ 67.08
TOTAL CKS 363			TOTAL	\$ 1,130,891.15

MAHTOMEDI CONSTRUCTION PAYMENTS - OCTOBER 31, 2008 - NOVEMBER 30, 2008

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
352207	11/20/208	Anderson Johnson Associates Inc.	Mahtomedi School/Community Field Expansion AJA Project No.02119 Application No. 8	\$7,083.38
	TOTAL			\$7,083.38

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF NOVEMBER 2008**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
11/3/08	Washington County	Smith Barney	\$1,939,993.00	direct payment
11/13/08	MN Trust	MSDLAF	\$500,000.00	cover checks
11/14/08	MN Trust	MSDLAF	\$200,000.00	cover checks
11/14/08	MSDLAF	US Bank	\$522,173.16	cover checks
11/14/08	US Bank	IRS	\$203,840.96	federal & fica taxes
11/14/08	US Bank	MN Dept of Revenue	\$31,521.80	state payroll taxes
11/14/08	US Bank	Wis. Dept. of Revenue	\$2,559.15	state payroll taxes
11/14/08	US Bank	Public Emp. Retirement Assoc.	\$19,705.40	pera retirement
11/14/08	US Bank	First Niagara Bank	\$53,558.44	OMNI tsa's
11/14/08	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,744.94	flex benefits
11/14/08	US Bank	Central Bank	\$850.66	para union dues
11/14/08	US Bank	Mid State Corp Federal CU	\$10,363.31	MEA teachers union dues
11/15/08	State of Minnesota	MN Trust	\$253,851.43	direct payment
11/24/08	MN Trust	MSDLAF	\$1,000,000.00	cover checks
11/25/08	US Bank	First Niagara Bank	\$53,769.54	OMNI tsa's
11/25/08	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,818.07	flex benefits
11/25/08	US Bank	Central Bank	\$832.21	para union dues
11/25/08	US Bank	Mid State Corp Federal CU	\$10,390.21	MEA teachers union dues
11/26/08	MSDLAF	US Bank	\$500,114.60	cover checks
11/26/08	US Bank	IRS	\$192,060.51	federal & fica taxes
11/26/08	US Bank	MN Dept of Revenue	\$29,666.27	state payroll taxes
11/26/08	US Bank	Wis. Dept. of Revenue	\$2,680.97	state payroll taxes
11/26/08	US Bank	Public Emp. Retirement Assoc.	\$18,861.53	pera retirement
11/26/08	State of Minnesota	MN Trust	\$2,645.80	direct payment
11/30/08	State of Minnesota	MN Trust	\$39,151.20	direct state payment



Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK TO
PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 4, 2008.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 832 to the following candidates:

- a. Mary Jo Deters
- b. Judith Schwartz
- c. Steven Wolgamot

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

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

CERTIFICATE OF ELECTION
Full 4-Year Term

This is to certify as follows:

1. The School Board of Independent School District No. 832 on November 6, 2008, canvassed the general election of school board members held on November 4, 2008.

2. Mary Jo Deters received the largest number of votes cast for the office of school board member of Independent School District No. 832 for a full four-year term.

3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore Mary Jo Deters is elected to the office of school board member of Independent School District No. 832 for a full four-year term beginning the first Monday in January, 2009 and expiring the first Monday in January, 2013.

By authority of the School Board of Independent School District No. 832, pursuant to resolution dated December 11, 2008.

Dated: December 11, 2008 _____

Chair

Dated: December 11, 2008 _____

Clerk

CERTIFICATE OF ELECTION
Full 4-Year Term

This is to certify as follows:

1. The School Board of Independent School District No. 832 on November 6, 2008, canvassed the general election of school board members held on November 4, 2008.

2. Judith Schwartz received the second largest number of votes cast for the office of school board member of Independent School District No. 832 for a full four-year term.

3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore Judith Schwartz is elected to the office of school board member of Independent School District No. 832 for a full four-year term beginning the first Monday in January, 2009 and expiring the first Monday in January, 2013.

By authority of the School Board of Independent School District No. 832, pursuant to resolution dated December 11, 2008.

Dated: December 11, 2008

Chair

Dated: December 11, 2008

Clerk

CERTIFICATE OF ELECTION
Full 4-Year Term

This is to certify as follows:

1. The School Board of Independent School District No. 832 on November 6, 2008, canvassed the general election of school board members held on November 4, 2008.

2. Steven Wolgamot received the third largest number of votes cast for the office of school board member of Independent School District No. 832 for a full four-year term.

3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore Steven Wolgamot is elected to the office of school board member of Independent School District No. 832 for a full four-year term beginning the first Monday in January, 2009 and expiring the first Monday in January, 2013.

By authority of the School Board of Independent School District No. 832, pursuant to resolution dated December 11, 2008.

Dated: December 11, 2008

Chair

Dated: December 11, 2008

Clerk

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: Judith Schwartz

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 832 for a term beginning the first Monday in January, 2009 and expiring the first Monday in January, 2013.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by Judith Schwartz.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 832 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by Judith Schwartz.

Notary Public

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: Steven Wolgamot

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 832 for a term beginning the first Monday in January, 2009 and expiring the first Monday in January, 2013.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by Steven Wolgamot.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 832 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by Steven Wolgamot.

Notary Public