

INDEPENDENT SCHOOL DISTRICT #832  
REGULAR MEETING – BOARD OF EDUCATION  
Thursday, March 12, 2015 - 7:00 PM  
Mahtomedi District Education Center - Community Room

**Mission Statement** - Mahtomedi Public Schools will ensure a rigorous and relevant education where: all learners are valued and supported, positive relationships are developed, and students are empowered to reach their full potential in a global society.

**- 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. Student/Staff/Community Recognition
  - B. Elementary Phy. Ed. Curriculum  
Presenter: Betsy Sommers
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  
Presenter: Carter Hill, Student Representative
8. APPROVAL OF MINUTES
  - A. February 12, 2015 - Regular Meeting 5
  - B. February 26, 2015 - Study Session 11
9. DISCUSSION/INFORMATION ITEMS
  - A. Calendar of Events 13
  - B. Special Education Parent Advisory Committee 15  
Presenter: Beth Sneden
  - C. Developmentally Cognitively Delayed (DCD) Program 16  
Presenter: Beth Sneden, Lisa Channon, Barb Connelly, and Suzanne Ericson
  - D. Speech Model Update 17  
Presenter: Beth Sneden and Lisa Channon
  - E. First Reading of Policy
    1. Policy 515 - Protection and Privacy of Pupil Records 18  
Presenter: Mark Larson
  - F. Revised 2014-2015 Budget 50  
Presenter: Rochel Manders

10. ACTION ITEMS

- A. Approval of Revised 2014-2015 Budget  
Presenter: Rochel Manders
- B. Approval of 2015-2016 Integration Budget 56  
Presenter: Lindsey Scanlon
- C. Approval of Policy  
1. Policy 509 - Enrollment of Nonresident Students 59  
Presenter: Mark Larson

11. SCHOOL BOARD COMMITTEE REPORTS

- A. Association of Metropolitan School Districts (AMSD) Board  
Presenter: Mike Chevalier
- B. Integration District: Educational Equity Alliance (EEA)  
Presenter: Mary Jo Deters
- C. Minnesota School Boards Association (MSBA) Legislative Liaison  
Presenter: Kevin Donovan
- D. Northeast Metro 916 Board 65  
Presenter: Judy Schwartz
- E. Other Items/Reports

12. SUPERINTENDENT'S REPORT

13. ADJOURNMENT

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

- A. Approval of Treasurer's Report 70
- B. Approval to Pay Bills
  - 1. Check Register 02 - Check No. 386910 to 387221 and 80005788 to 80005901 71
  - 2. Check Register 05 - Check No. 50000283 to 50000286 80
- C. Wire Transfer Transactions 81
- D. Approval of Donations/Grants Totaling \$4,750  
All donations and grants are greatly appreciated. The use of these funds will be to further the mission of the school district and are used toward the wishes of the donor.
  - 1. From Wildwood Lions to Mahtomedi High School Girls' Hockey Program - \$4,000
  - 2. From Gary and Sandra Haider to Mahtomedi High School Girls' Softball Program - \$500
  - 3. From W.W. Liquor, Inc. to Mahtomedi High School Celebration of Excellence - \$250
- E. Approval to Call for Bids - Mahtomedi High School Roof Replacement 82

**F. Approval of Student Travel Requests**

- |   |    |
|---|----|
| 1. Varsity Baseball - Fort Pierce, Florida - March 28-April 4, 2015 | 83 |
| 2. 8th Grade - Washington D.C. - April 16-19, 2015                  | 85 |
| 3. Yearbook Committee - Dallas, Texas - April 23 - 25 or 26, 2015   | 89 |

**G. Personnel**

1. Approval of Contracts and Work Agreements
  - a. Nancy Brown - Principal's Secretary - Mahtomedi High School (2/23/15)
  - b. Mahtomedi Principals' Association (7/1/14 to 6/30/16)
  - c. Joyce Rohrig - Receptionist - Mahtomedi High School (2/23/15)
  - d. Jacqueline Welshons - Special Education Teacher - Wildwood Elementary School (2/25/15)
2. Approval of Resignations/Retirements/Terminations
  - a. Judy Burshten - Receptionist - Wildwood Elementary School (4/17/15)

## **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.larson@mahtomedi.k12.mn.us](mailto:mark.larson@mahtomedi.k12.mn.us) or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during the Public Comment portion of the meeting. 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.

# Minutes of Regular Meeting

## Board of Education Mahtomedi Public Schools

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A **Regular** meeting of the Board of Education of the Mahtomedi Public Schools was held **Thursday, February 12, 2015**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

### 1. CALL TO ORDER

Meeting called to order at 7:03 p.m. by Chair Judy Schwartz.

### 2. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Superintendent Mark Larson, ex officio; and Carter Hill, Student Representative. Absent: Mary Jo Deters.

### 3. APPROVAL OF THE AGENDA

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

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

School Board Chair Judy Schwartz noted the \$156,000 in donations and expressed the school board/district's formal thank you. Donovan moved, Payne seconded, approval of the actions recommended on the consent agenda. Carried.

### 5. PRESENTATIONS/RECOGNITION

#### A. Student/Staff/Community Recognition

The following employees and students were recognized by the school board and administration:

- State Debate Competition: Sophie Krohn
- OHA Rotary Academic Achiever Award: Daniel Gabrio
- MMS Geography Bee Champion: Kyle Larson
- Autism Spectrum Disorders Certificate: Stacy Triplat
- School Board Education Week: School Board

B. O. H. Anderson Elementary School - Student Wellness Survey and Positive Peers

O. H. Anderson Elementary School Principal Kirsten Bouwens and third grade teachers Dawn Dworak and Gina Loosbrock presented on student wellness and Positive Peers which included: OHA's mission statement, 2014-2015 student wellness survey results, Positive Peers - what they learn, Leadership Academy with Richardson Elementary School, how Positive Peers will help you in school and help you learn, activities, summer camp mural, and the fleece blanket service learning project.

C. Third Grade Social Studies Curriculum

O. H. Anderson Elementary third grade teachers Dawn Dworak and Gina Loosbrock presented on the social studies curriculum which included: the Minnesota state standards, TCI Social Studies Alive!, our community and beyond approach and components, favorite lessons - history and ancient civilizations.

D. High School Business Education Curriculum

Lynne Viker, Directory of Teaching and Learning and Support Services and Mahtomedi High School business education teacher David Hultgren presented on the MHS business education curriculum which included: course offerings and review information, survey questions to students, survey findings, new classes – retail management & operations and school store, computer applications for college and beyond, and future career and financial success.

6. PUBLIC COMMENT

The following members of the audience spoke to the school board about:

Open Enrollment: Kevin and Alison Schroeder

7. REPORT FROM STUDENT REPRESENTATIVE

A. Carter Hill, Student Representative

School Board Student Representative Carter Hill reported on the following events at Mahtomedi High School: winter sports ending and spring sports starting, Silverbelle dance, and other upcoming activities.

8. APPROVAL OF MINUTES

A. January 8, 2015 - Regular Meeting

McGraw moved, Donovan seconded, approval of the minutes from the January 8, 2015, regular school board meeting. Carried.

B. January 22, 2015 - Study Session

McGraw moved, Donovan seconded, approval of the minutes from the January 22, 2015, school board study session. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Judy Schwartz reviewed the calendar of events.

B. Summary of January 22, 2015 Closed Meeting

The school board met on January 22 in closed session to conduct the mid-year evaluation of Dr. Mark Larson. Eight areas of strength and one area for growth were discussed. Superintendent and board goals were reviewed.

C. Demographic Study

Hazel Reinhardt presented her enrollment projections report to school board members which included: summary of the past 10 years, free all-day kindergarten, projected enrollment, housing, total enrollment history, resident enrollment history, what enrollment changes result from, components of total enrollment change, education choices, public options, total enrollment, average class size, resident births, macro trends, projection methodology, kindergarten/birth ratios, kindergarten projections, total net migration, resident net migration, total net migration by grade, total projected survival rates, total enrollment projections, resident enrollment projections, and nonresident enrollment.

D. Open Enrollment Task Force Report

Based on community feedback, the Board directed administration to form an Open Enrollment Task Force that would be charged with examining current policy and practices and make suggestions to the Board. Superintendent Mark Larson discussed the task force recommendations with the school board that include changes to Policy 509-Enrollment of Nonresident Students, determination of residency, adding language to census and enrollment forms, and a reporting mechanisms for families who are claiming false residency.

E. First Reading of Policy

1. Policy 509 - Enrollment of Nonresident Students

Superintendent Mark Larson discussed the changes to Policy 509-Enrollment of Nonresident Students. The changes include giving siblings of students currently attending first preference. This is based on a change in state statute. Children of

employees will be given second preference. For grades that more applications are received for than there is room, approval will be determined by lottery and no longer by date received order. Also included in policy is language for currently attending resident students who move out of the district. Those students will no longer be guaranteed approval under open enrollment.

10. ACTION ITEMS

A. Approval of Resolution Relating to 2015-2016 Open Enrollment

With the 2014-2015 graduating senior class and the incoming 2015-2016 kindergarten class, the district will lose approximately 139 students which means receiving approximately \$834,000 less in general fund revenue. Of the 282 open enrollment applications that were received by January 15, Superintendent Mark Larson recommended the following:

Grades K-5 – Wait List 47 Sibling/Employee Preference. Deny 141.  
Grades 6-12 – Approve 9 Sibling/Employee Preference. Wait List 85.

Enrollment will be reviewed again in April, June, and August. Payne moved, McGraw seconded, approval of Resolution Relating to 2015-2016 Open Enrollment. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Superintendent Mark Larson gave an update on the last AMSD meeting which consisted of legislative updates.

B. Integration District: Educational Equity Alliance (EEA)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Treasurer Kevin Donovan reported on his trip to Washington DC with MSBA and MSBA's upcoming Day at the Capitol.

D. Northeast Metro 916 Board

School Board Chair Judy Schwartz reported that the Talking Points are included in the packet.

E. Other Items/Reports

School Board Director Julie McGraw gave an update on MAEF board and Engineering board meetings.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the following: Wildwood Elementary School is the month of January in the Xcel Energy 2015 calendar, instructional and internalized norms, and project-based learning.

13. ADJOURNMENT

McGraw moved, Donovan seconded, adjournment. Meeting adjourned at 9:25 p.m.

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

A. Approval of Treasurer's Report

B. Approval to Pay Bills

1. Check Register 02 - Check No. 386583 to 386909 and 80005696 to 80005787
2. Check Register 05 - Check No. 50000280 to 50000282

C. Approval of Wire Transfer Transactions

D. Approval of Donations/Grants Totaling \$156,000

All donations and grants are greatly appreciated. The use of these funds will be to further the mission of the school district and are used towards the wishes of the donor.

1. From Cossack Foundation to Mahtomedi High School Macintosh Computer Lab Project - \$75,000
2. From Cossack Foundation to Mahtomedi High School Macintosh Computer Lab Project - \$50,000
3. From Cossack Foundation to Mahtomedi High School Macintosh Computer Lab Project - \$25,000
4. From Mahtomedi Wrestling Booster Club to Mahtomedi High School Wrestling Program - \$2,000
5. From Wildwood Lions to Mahtomedi Area Community Education Softball Program - \$1,500
6. From Kramer-Berg American Legion Post 507 to Mahtomedi High School Baseball Program - \$1,000
7. From Rogosheske, Rogosheske & Atkins, PLLC to Mahtomedi High School Boys' Hockey Program - \$1,000
8. From Kowalski's Market to Mahtomedi High School Alpine Ski Program - \$250
9. From Vannelli's By The Lake to Mahtomedi High School Boys' Hockey Program - \$250

E. Personnel

1. Approval of Contracts and Work Agreements
  - a. Marie Andrews - Paraprofessional - O. H. Anderson Elementary School (2/2/15)
  - b. Jana Carlson - Community Education Secretary - Community Education (1/5/15)
  - c. International Union of Operating Engineers, Local 70 (7/1/14 to 6/30/16)
  - d. Office and Professional Employees International Union, Local 12 (7/1/14 to 6/30/16)
  - e. Laura Kaschmitter - Paraprofessional - O. H. Anderson Elementary School (2/2/15)
2. Approval of Leaves of Absence
  - a. Beth Horihan - First Grade Teacher - Wildwood Elementary School (5/4/15 to 6/1/15)
  - b. David Jackson - Night Lead Custodian - Mahtomedi Middle School (1/19/15)
  - c. Kim Loos - Special Education Teacher - Wildwood Elementary School (2/2/15 to 6/5/15, .8 FTE)
3. Approval of Resignations/Retirements/Terminations
  - a. Kim Harrigan - Paraprofessional - Mahtomedi Middle School (2/13/15)
  - b. Joan McCormick - Principal's Secretary - Mahtomedi High School (3/2/15)

LUCY PAYNE, CLERK

Public notice for solicitation of bids, requests for quotes, and requests for proposals are located on the ISD 832 website, [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us).

# Minutes of Study Session

## Board of Education Mahtomedi Public Schools

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A **Study Session** of the Board of Education of Mahtomedi Public Schools was held **Thursday, February 26, 2015**, 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 Chair Judy Schwartz.

### 2. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Mary Jo Deters; Julie McGraw; Lucy Payne; Judy Schwartz; and Superintendent Mark Larson, ex officio. Absent: Kevin Donovan.

Also present: Rochel Manders, Director of Business Services.

### 3. APPROVAL OF THE AGENDA

Payne moved, McGraw seconded, approval of the agenda. Carried.

### 4. DISCUSSION/INFORMATION ITEMS

#### A. Second Reading of Policy

##### 1. Policy 509 - Enrollment of Nonresident Students

Superintendent Mark Larson discussed Policy 509-Enrollment of Nonresident Students with the school board. There were no changes from the first reading that was done at the February 9 school board meeting.

#### B. Demographic Study and Elementary Staffing/Class Size

Superintendent Mark Larson and Director of Business Services Rochel Manders reviewed the Demographic Study that was presented at the February 9 school board meeting by Hazel Reinhardt. Larson and Manders discussed the following charts: Estimated Resident School-Age Population, Resident Live Births, Total Enrollment Projections, Resident Enrollment Projections, and Nonresident Enrollment. Will use the study to see if the assumptions being made by administration will bear out. Also looking at doing a facilities/building capacity study.

C. Preliminary MMS/MHS Registration

Superintendent Mark Larson reviewed with school board members the preliminary numbers of classes registered for and FTE for Mahtomedi High School and Middle School for 2015-2016.

D. School Board Planning Retreat Recap

Superintendent Mark Larson reviewed with school board members the follow-up report from the School Board Planning Retreat with Katie Klanderud, MSBA Facilitator. Larson discussed stages of board development, mentoring, board governance model, communication, committees, and board self-evaluation.

E. School Board Goals

1. SEED Class/Session

Superintendent Mark Larson discussed with school board members having Lindsey Scanlon conduct a SEED class at the May 28 study session on white privilege or emotional intelligence.

2. Community Engagement Strategies

Superintendent Mark Larson and school board members discussed community engagement and what that should be. Also discussed how to involve the community in working on the district's vision statement and strategic goals. Larson and school board member Lucy Payne will work on a process and timeline and report back at the March 26 study session.

3. Customer Service Tasks and Timelines

Superintendent Mark Larson and school board members discussed the definition of customer service and who our customers are. Customer service along with community engagement will be worked on within the vision and strategic goals.

4. Legislative Plan

Superintendent Mark Larson discussed attending MSBA's Day at the Capitol on March 5, meeting with legislators, and AMSD's legislative platform.

5. ADJOURNMENT

Chevalier moved, Deters seconded, adjournment. Carried. Meeting adjourned at 8:51 p.m.

LUCY PAYNE, CLERK

Public notice for solicitation of bids, requests for quotes, and requests for proposals are located on the ISD 832 website, [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us).

## CALENDAR OF EVENTS

<b>MARCH</b>		
<b>DATE/TIME</b>	<b>MEETING/EVENT</b>	<b>LOCATION</b>
<b><u>Tuesday, March 10</u></b> 5:30 & 6:45 p.m.	First Grade Program	Chautauqua Fine Arts Center
<b><u>Wednesday, March 11</u></b> 9:30 a.m.	Elementary PTO Meeting-( <i>Payne</i> )	District Education Center - Community Room
<b><u>Thursday, March 12</u></b> 5:30 & 6:45 p.m. 5:30 p.m. 7:00 p.m.	Second Grade Program School Board Policy Committee Meeting School Board Meeting	Chautauqua Fine Arts Center District Education Center - Room 102/104 District Education Center - Community Room
<b><u>Monday March 16</u></b> 7:00 p.m. 7:00 p.m.	MAEF Board of Trustees Meeting-( <i>McGraw</i> ) Wildwood Artist Series – <i>The United States Army Field Band and Solders’ Chorus</i>	District Education Center - Room 102/104 St. Andrew’s Lutheran Church
<b><u>Friday, March 20</u></b> 6:00-8:00 p.m. 7:30 p.m.	MMS & MHS Jazz Bands ( <i>Pizzazz</i> ) Concert Wildwood Artist Series – <i>Kevin King</i>	Mahtomedi High School - Commons Chautauqua Fine Arts Center
<b><u>Monday March 23</u></b> 6:00-8:00 p.m. 8:00 p.m.	Community Education Advisory Council Mtg.-( <i>Donovan</i> ) MHS Band and Chorale Concert	District Education Center - Room 102/104 Chautauqua Fine Arts Center
<b><u>Tuesday, March 24</u></b> 8:00 p.m.	MHS Varsity Choir & Symphonic Band Concert	Chautauqua Fine Arts Center
<b><u>Thursday, March 26</u></b> 5:30 p.m. 7:00 p.m.	School Board Facilities Committee Meeting School Board Study Session	District Education Center - Board Room District Education Center - Room 102/104
<b><u>Friday, March 27</u></b>	No School - Staff Development/Conferences	
<b><u>Monday, March 30 - Friday, April 3</u></b>	No School - Spring Break	

## CALENDAR OF EVENTS Cont.

<b>APRIL</b>		
DATE/TIME	MEETING/EVENT	LOCATION
<b><u>Wednesday, April 1</u></b> 12:00-1:00 p.m.	Adult Senior Community Lunch	District Education Center - Community Room
<b><u>Tuesday, April 7</u></b> 6:00 p.m.	Northeast Metro 916 School Board Mtg.-(Schwartz)	Bellaire School, White Bear Lake
<b><u>Monday, April 8</u></b> 9:30 a.m.	Elementary PTO Meeting-(Payne)	District Education Center - Room 102/104
<b><u>Thursday, April 9</u></b> 5:30 p.m. 7:00 p.m.	School Board Policy Committee Meeting School Board Meeting	District Education Center - Board Room District Education Center - Community Room
<b><u>Friday, April 10</u></b> 7:00 a.m. 7:30 p.m.	AMSD Board of Directors Meeting-(Chevalier) Wildwood Artist Series – <i>Alexander Yakovlev Piano Master Class Winner's Recital</i>	TIES Building-Grand Hall, St. Paul Mahtomedi High School - Black Box Theatre
<b><u>Tuesday, April 14</u></b> 6:30-8:00 p.m.	Elementary PTO Presentation - WW & OHA <i>Principals-(Payne)</i>	O. H. Anderson School - Flex Lab
<b><u>Saturday, April 18</u></b> 8:00-11:00 p.m.	Wildwood Artist Series – <i>Swing Dance with "The Saints of Swing" Big Band</i>	Withrow Ballroom
<b><u>Monday, April 20</u></b> 7:00 p.m.	MAEF Board of Trustees Meeting-(Donovan)	District Education Center - Room 102/104
<b><u>Thursday, April 23</u></b> 5:30 p.m. 7:00 p.m.	School Board Finance Committee Meeting School Board Study Session	District Education Center - Board Room District Education Center - Room 102/104
<b><u>Monday, April 27</u></b> 6:30-8:00 p.m.	Community Education Advisory Council Meeting.-(Donovan)	District Education Center - Room 102/104
<b><u>Tuesday, April 28</u></b> 1:30 p.m.	Third Grade Music Concert	O. H. Anderson School - Large Gym
<b><u>Wednesday, April 29</u></b> 5:30 p.m.	MHS Celebration of Excellence	Dellwood Golf Club
<b><u>Thursday, April 30</u></b> 7:00 p.m.	MHS Play – <i>Bye Bye Birdie</i>	Chautauqua Fine Arts Center

**Mahtomedi Public Schools**  
Independent School District #832  
1520 Mahtomedi Avenue  
Mahtomedi, MN 55115

**Regular Meeting - Board of Education**

**Date:** March 12, 2015

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**Agenda Item #9. B.**

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**TOPIC:** Special Education Parent Advisory Committee

**BACKGROUND:** The Special Education Parent Advisory Council reorganized the format for their meetings.

**PURPOSE OF PRESENTATION:** The purpose of this presentation is to provide the Board and community with an overview of what the Special Education Parent Advisory Council does, what the current focus is for meetings, and an overview of up and coming meetings and initiatives.

**ACTION RECOMMENDED:** Discussion Only.

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**Submitted By:**

*Bethany R. Sneden*  
Name

**Concurrence By:**

*Mark Larson*  
Dr. Mark Larson

**Mahtomedi Public Schools**  
Independent School District #832  
1520 Mahtomedi Avenue  
Mahtomedi, MN 55115

**Regular Meeting - Board of Education**

**Date:** March 12, 2015

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**Agenda Item #9. C.**

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**TOPIC:** Developmentally Cognitively Delayed (DCD) Program

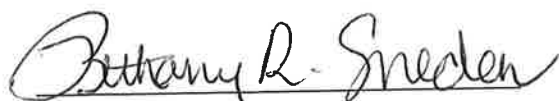
**BACKGROUND:** Two years ago the District started a Federal Setting III program for students who qualify for service in the area of Developmentally Cognitively Delayed (DCD).

**PURPOSE OF PRESENTATION:** The purpose of this presentation is to provide the Board and community with an overview of staffing and components of the Developmentally Cognitively Delayed program.

**ACTION RECOMMENDED:** Discussion Only.

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**Submitted By:**



Name

**Concurrence By:**



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**Dr. Mark Larson**  
Superintendent of Schools

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date: March 12, 2015**

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**Agenda Item #9. D.**

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**TOPIC:** Speech Model Update

**BACKGROUND:** Lisa Channon, speech pathologist, from O. H. Anderson researched and started a new delivery model for speech and language students.

**PURPOSE OF PRESENTATION:** The purpose of this presentation is to provide the Board and community with an overview of the new delivery model for speech and language services being provided at O. H. Anderson. The Model is the 3:1 model. Lisa Channon, speech pathologist will describe the process and share the results that have occurred due to this delivery model.

**ACTION RECOMMENDED:** Discussion Only.

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**Submitted By:**

  
Name

**Concurrence By:**

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**Dr. Mark Larson**

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** March 12, 2015

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**Agenda Item #9. D.**

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**TOPIC:** First Reading of Policy 515 – Protection and Privacy of Pupil Records

**BACKGROUND:** Pupil records is a policy that requires review fairly often as laws and statutes change. MSBA has provided a sample policy which follows all applicable state and federal laws. The area of discretion for School Boards is with a determination of what constitutes “Directory Information.” This information is public, but will be released “only for use in matters pertaining to school district related business, functions or purposes, as determined by the Superintendent or designee.” From August of 2013 through March 6, 2015 there have been a total of 23 directory information requests. The breakdown of requests is roughly:

- Five PTO requests for students at Wildwood and OH Anderson
- Four driving school for students in grades 8 and 9
- Four single requests by citizens committees, teacher union, school board candidate for residents
- Three congratulatory letters by local elected officials for graduating seniors
- Two requests for ACT Prep classes for 10<sup>th</sup> and 11<sup>th</sup> grade students
- Two requests for school pictures 9-11<sup>th</sup> grade students
- One request for college options 12<sup>th</sup> grade students
- One request for fast pitch softball girls K-12
- One request for new parents MAEF

In addition, for the 2014-15 school year, there are 21 students whose families indicated a “non-release” of directory information.

**RELEVANT INFORMATION:**

The issue of “Directory Information” and the information that is included has generated the most discussion. The first reading information is below:

Section I.

**DEFINITIONS**

A. Directory Information

- The student’s name
- Date of birth
- Participation in officially organized teams
- Dates of enrollment
- Grade levels completed
- Degrees and awards received
- Pictures of students for school-approved publications/newspapers/yearbooks, district-managed websites and district-managed social media (e.g. Facebook and Twitter) or for cable cast, bulletins, programs, or similar school-produced information pieces
- Name(s), street and e-mail address(es) and telephone number(s) of the student’s parent(s)/guardian(s)

**ACTION RECOMMENDED:** Discussion Only.

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**Submitted By:**



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**Name**

Superintendent of Schools

**Title**

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**Concurrence By:**



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**Dr. Mark Larson**

**Superintendent of Schools**



*First Reading:* March 12, 2015

*Revised:* 1/8/04; 9/12/02; 9/14/00

*Adopted:* 6/9/86

## **515 PROTECTION AND PRIVACY OF PUPIL RECORDS**

### **I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### **II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Mahtomedi Public Schools, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)), 34 C.F.R. Part 99, and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

### **III. DEFINITIONS**

#### **A. Authorized Representative**

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### **B. Biometric Record**

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

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

Directory information includes the following information relating to a student and is subject to release as directory information only for use in matters pertaining to school district related business, functions or purposes, as determined by the superintendent or designee:

- the student’s name,
- date and place of birth,
- sex,
- major field of study,
- participation in officially organized teams recognized activities and sports,
- dates of attendance enrollment and dates of graduation or withdrawal,
- grade levels completed,
- degrees and awards received,
- ~~the most recent previous educational agency or institution attended by the student,~~
- pictures of students for school-approved publications/newspapers/yearbooks, school or classroom district-managed websites and district-managed social media (e.g. Facebook and Twitter), or for cablecasts, bulletins, programs, or similar school-produced information pieces.
- name(s), street and e-mail address(es) and telephone number(s) of the student’s parent(s) or guardian.

~~Directory information also includes the name, address, and telephone number of the student’s parent(s) for use in matters pertaining to school district business, functions, or purposes.~~

Except as specifically provided above, directory information does not include identifying data that references religion, race, color, social position or nationality.

Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. "Education records" means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. The term, "education records," does not include:
  - a. Records of instructional personnel which:
    - (1) are in the sole possession of the maker of the record; and
    - (2) are not accessible or revealed to any other individual except a substitute teacher; and
    - (3) are destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means the Superintendent of Schools, Mark Larson, or his designee.

M. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration

at the school district and individuals who receive shared time educational services from the school district.

N. School Official

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

O. Summary Data

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

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. **GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. **STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such

consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

## VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
  
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
  
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
  
6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department

of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c)

requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or

- other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
  13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
  14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
  15. To the parent of a student who is not an eligible student or to the student himself or herself;
  16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
  17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
  18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
    - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
    - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified

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

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

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

must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:

- a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing each year within 30 days after the official notice is published. The written request must include the following information:

1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
- 4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
- 6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for a hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Superintendent Mark Larson.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in

writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

## **XVIII. WAIVER**

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

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or

transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

## **XX. DESTRUCTION AND RETENTION OF RECORDS**

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

## **XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
309 (2002)

***Cross References:*** Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 417 (Chemical Use and Abuse)  
Policy 506 (Student Discipline)  
Policy 519 (Interviews of Students by Outside Agencies)  
Policy 520 (Student Surveys)  
Policy 711 (Video Recording on School Buses)  
Policy 906 (Community Notification of Predatory Offenders)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** March 12, 2015

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**Agenda Item #9. F. & 10. A.**

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**TOPIC:** Revised 2014-2015 Budget

**BACKGROUND:** This is a revision of the preliminary budget approved in June 2014.

**PURPOSE OF PRESENTATION:** The purpose of this presentation is to provide the Board and community with an overview of the revised 2014-15 budget.

**LEARNING OBJECTIVE:** As a result of this presentation, the Board will have an understanding of the changes in the 2014-15 budget since the preliminary was adopted in June 2014.

**ACTION RECOMMENDED:** Discussion and then approval.

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**Submitted By:**

Rochel Manders

**Name**

Director of Business Services

**Title**

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**Concurrence By:**

Mark Larson

**Dr. Mark Larson**

**Superintendent of Schools**

## REVISED BUDGET 2014-2015

### PROJECTED REVENUES, EXPENDITURES AND FUND BALANCE BY FUND 2014-15

	ACTUAL Fund Balance 06/30/14	REVISED Revenue Budget 2014-2015	REVISED Expenditure Budget 2014-2015	Change in Fund Balance 2014-2015	PROJECTED Fund Balance 06/30/15	
<b>General Fund</b>						
Unassigned	\$3,679,120	\$30,140,950	\$32,025,920	(\$1,884,970)	\$1,794,150	
Restricted				\$1,210,048	\$3,004,198	8.39%
Restricted - Capital Projects Levy	(\$8,300)	\$537,868	\$529,568	\$8,300	\$0	
Restricted - Health & Safety	(\$225,351)	\$378,951	\$111,538	\$267,413	\$42,062	
Restricted - Deferred Maintenance	\$58,875	\$222,169	\$281,044	(\$58,875)	\$0	
Restricted - Operating Capital	\$1,328,357	\$900,922	\$1,333,114	(\$432,192)	\$896,165	
	<u>\$1,153,581</u>	<u>\$2,039,910</u>	<u>\$2,255,264</u>	<u>(\$215,354)</u>	<u>\$938,227</u>	
Assigned						
Assigned - Subsequent Year Budget	\$710,048	\$0	\$0	(\$710,048)	\$0	
Assigned - Building Donations	\$442,268	\$825,000	\$1,065,000	(\$240,000)	\$202,268	
Assigned - Student Activity Accounts	\$164,343	\$450,000	\$450,000	\$0	\$164,343	
Assigned - Severance	\$411,850	\$0	\$0	\$0	\$411,850	
Assigned - New School Operations	\$500,000	\$0	\$0	(\$500,000)	\$0	
	<u>\$2,228,509</u>	<u>\$1,275,000</u>	<u>\$1,515,000</u>	<u>(\$1,450,048)</u>	<u>\$778,461</u>	
<b>General Fund</b>	<u><u>\$7,061,210</u></u>	<u><u>\$33,455,860</u></u>	<u><u>\$35,796,184</u></u>	<u><u>(\$2,340,324)</u></u>	<u><u>\$4,720,886</u></u>	
<b>Food Service Fund</b>	\$307,171	\$1,446,959	\$1,419,482	\$27,477	\$334,648	
<b>Community Service Fund</b>	\$257,295	\$1,736,785	\$1,625,857	\$110,928	\$368,223	
<b>Total Operating Funds</b>	<u><u>\$7,625,676</u></u>	<u><u>\$36,639,604</u></u>	<u><u>\$38,841,523</u></u>	<u><u>(\$2,201,919)</u></u>	<u><u>\$5,423,757</u></u>	
<b>Non Operating Funds</b>						
Debt Service Fund	\$648,838	\$5,086,752	\$5,646,903	(\$560,151)	\$88,687	
OPEB Debt Service Fund	\$61,455	\$314,259	\$333,458	(\$19,199)	\$42,256	
<b>Total Non Operating Funds</b>	<u><u>\$710,293</u></u>	<u><u>\$5,401,011</u></u>	<u><u>\$5,980,361</u></u>	<u><u>(\$579,350)</u></u>	<u><u>\$130,943</u></u>	
<b>Total All Funds</b>	<u><u>\$8,335,969</u></u>	<u><u>\$42,040,615</u></u>	<u><u>\$44,821,884</u></u>	<u><u>(\$2,781,269)</u></u>	<u><u>\$5,554,700</u></u>	

# Mahtomedi Public Schools

## Revised Budget 2014-2015

Rochel Manders  
March 12, 2015 Board Meeting

## Driving Forces of District Budgets

- ▶ Enrollment
  - ▶ Drives majority of funding formula's
  - ▶ State Aid - 77%
  - ▶ Local Levy - 16%
- ▶ Salaries and Benefits
  - ▶ 80% of budget with contracted services included

## Areas of Change –Revenue

- ▶ Added 25 ADM's
  - ▶ from 3,265 to 3,290
- ▶ Special Education net tuition cost increased
  - ▶ from \$275K to \$1.1M
  - ▶ A lot more high needs resident students are receiving services outside the district

## Areas of Change –Expense

- ▶ Additional instructional staff added
  - ▶ Kindergarten - 3 full time positions
  - ▶ All day K program moved from CE to General Fd
  - ▶ Elem class size reduction - 2 full time positions
- ▶ Medical insurance
  - ▶ Additional positions
  - ▶ Increase in participation

## General Fund Budget Summary

	Beg Unassig FB 6/30/14	Revenue	Expenditures	Unassigned SYB & WW	End Unassig FB 6/30/15	%
Prelim	\$3,580,000	\$30,645,000	\$31,430,000	\$250,000	\$3,045,000	8.88
Revised	\$3,680,000	\$30,140,000	\$32,025,000	\$1,210,000	\$3,005,000	8.39
Diff	\$ 100,000	(\$ 505,000)	\$ 595,000	\$ 960,000	(\$ 40,000)	(.49)
% Diff		1.7%	1.9%			

## General Fund Revenue Changes

▪ 25 additional ADM	\$185,000
▪ State Spec Ed Aid	(\$535,000)
▪ Federal Spec Ed Aid	(\$ 90,000)
▪ Other State Aid	(\$ 60,000)
▪ Misc	<u>(\$ 5,000)</u>
<b>Total</b>	<b>(\$505,000)</b>

## General Fund Expenditure Changes

▪ Salaries	
▪ K teachers	\$225,000
▪ Class size reduction	\$135,000
▪ Medical insurance	\$110,000
▪ Other Benefits	\$ 60,000
▪ Purchased Services/Supplies/Other	<u>\$ 65,000</u>
<b>Total</b>	<b>\$ 595,000</b>

## Food Service Fund Budget

	2014-2015 Preliminary	2014-2015 Revised	Change
Beg Fund Balance	\$263,583	\$307,171	\$43,588
Revenue	1,429,900	1,446,959	17,059
Expenditures	1,427,937	1,419,482	(8,455)
Revenue over Expenditures	1,963	27,477	<b>25,514</b>
End Fund Balance	\$265,546	\$334,648	\$69,102

## Community Education Fund Budget

	2014-2015 Preliminary	2014-2015 Revised	Change
Beg Fund Balance	\$211,131	\$257,295	\$46,164
Revenue	1,731,741	1,736,785	5,044
Expenditures	1,710,963	1,625,857	(85,106)
Revenue over Expenditures	20,778	110,928	<b>90,150</b>
End Fund Balance	\$231,909	\$368,223	\$136,314

## Community Education Fund Changes

Additional Revenue	\$ 5,000
Director decrease	(\$ 48,000)
Custodial decrease	(\$ 30,000)
Supplies and other	<u>(\$ 7,000)</u>
<b>Total</b>	<b>\$ 90,000</b>

REVISED BUDGET 2014-2015						
PROJECTED REVENUES, EXPENDITURES AND FUND BALANCE BY FUND 2014-15						
	ACTUAL Fund Balance 06/30/14	REVISED Revenue Budget 2014-2015	REVISED Expenditure Budget 2014-2015	Change in Fund Balance 2014-2015	PROJECTED Fund Balance 06/30/15	
<b>General Fund</b>						
Unassigned	\$3,679,120	\$30,140,950	\$32,025,920	(\$1,884,970)	\$1,794,150	8.39%
Restricted				\$1,210,048	\$3,004,198	
Restricted - Capital Projects Levy	(\$8,300)	\$537,868	\$529,568	\$8,300	\$0	
Restricted - Health & Safety	(\$225,351)	\$378,951	\$111,538	\$267,413	\$42,062	
Restricted - Deferred Maintenance	\$58,875	\$222,169	\$281,044	(\$58,875)	\$0	
Restricted - Operating Capital	\$1,328,357	\$900,922	\$1,333,114	(\$432,192)	\$896,165	
Assigned	\$1,153,581	\$2,039,910	\$2,255,264	(\$215,354)	\$938,227	
Assigned - Subsequent Year Budget	\$710,048	\$0	\$0	(\$710,048)	\$0	
Assigned - Building Donations	\$442,268	\$825,000	\$1,065,000	(\$240,000)	\$202,268	
Assigned - Student Activity Accounts	\$164,343	\$450,000	\$450,000	\$0	\$164,343	
Assigned - Severance	\$411,850	\$0	\$0	\$0	\$411,850	
Assigned - New School Operations	\$500,000	\$0	\$0	(\$500,000)	\$0	
	\$2,228,509	\$1,275,000	\$1,515,000	(\$1,450,048)	\$778,461	
<b>General Fund</b>	<b>\$7,061,210</b>	<b>\$33,455,860</b>	<b>\$35,796,184</b>	<b>(\$2,340,324)</b>	<b>\$4,720,886</b>	
<b>Food Service Fund</b>	<b>\$307,171</b>	<b>\$1,446,959</b>	<b>\$1,419,482</b>	<b>\$27,477</b>	<b>\$334,648</b>	
<b>Community Service Fund</b>	<b>\$257,295</b>	<b>\$1,736,785</b>	<b>\$1,625,857</b>	<b>\$110,928</b>	<b>\$368,223</b>	
<b>Total Operating Funds</b>	<b>\$7,625,676</b>	<b>\$36,639,604</b>	<b>\$38,841,523</b>	<b>(\$2,201,919)</b>	<b>\$5,423,757</b>	
<b>Non-Operating Funds</b>						
Debt Service-Fund	\$648,838	\$5,086,752	\$5,646,903	(\$560,151)	\$88,687	
OP&B Debt-Service-Fund	\$61,455	\$314,259	\$333,458	(\$19,199)	\$42,256	
<b>Total Non-Operating Funds</b>	<b>\$710,293</b>	<b>\$5,401,011</b>	<b>\$5,980,361</b>	<b>(\$579,350)</b>	<b>\$130,943</b>	
<b>Total All-Funds</b>	<b>\$8,335,969</b>	<b>\$42,040,615</b>	<b>\$44,821,884</b>	<b>(\$2,781,269)</b>	<b>\$5,554,700</b>	

## COMMENTS AND QUESTIONS

For questions and/or comments please contact:

Rochel Manders  
District Education Center

[rochel.manders@Mahtomedi.k12.mn.us](mailto:rochel.manders@Mahtomedi.k12.mn.us)

or  
651-407-2003

SPECIAL ED AID HISTORY							Estimated	Estimated
	Actual	Actual	Actual	Actual	Actual	Actual	Prelim	Revised
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	Budget	Budget
							2014-15	2014-15
Sp Ed Regular Aid	2,208,047.78	2,454,795.02	2,642,007.63	2,799,971.35	2,705,409.50	2,962,967.72	2,719,665.00	3,129,470.00
Cross Sub Red Aid	0	0	0	0	0	34,895.23	78,000.00	86,334.16
<b>Tuition Billing Adj</b>	<b>(307,103.07)</b>	<b>(444,607.07)</b>	<b>(446,708.28)</b>	<b>(118,188.96)</b>	<b>(278,727.26)</b>	<b>(785,756.46)</b>	<b>(275,000.00)</b>	<b>(1,053,510.00)</b>
Total Sp Ed Reg	1,900,944.71	2,010,187.95	2,195,299.35	2,681,782.39	2,426,682.24	2,212,106.49	2,522,665.00	2,162,294.16
Sp Ed Excess Cost	238,708.86	313,628.68	347,963.12	351,229.08	272,899.36	343,450.36	340,000.00	314,992.00
Total Aid & Tuition	2,139,653.57	2,323,816.63	2,543,262.47	3,033,011.47	2,699,581.60	2,555,556.85	2,862,665.00	2,477,286.16
Total Expenditures	4,103,353.07	4,376,442.21	4,579,480.76	4,974,921.65	4,692,176.31	4,689,733.85	4,857,009.00	4,940,518.89
% Aid	0.60	0.63	0.65	0.63	0.63	0.71	0.65	0.71
% Total Paid	52.14%	53.10%	55.54%	60.97%	57.53%	54.49%	58.94%	50.14%

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** March 12, 2015

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**Agenda Item #11. B.**

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**TOPIC:** Approval of 2015-2016 Integration Budget

**BACKGROUND:** Mahtomedi District works collaboratively with North St Paul District on the Achievement and Integration Plan and Budget. This budget is what the Mahtomedi District will be using to support the Achievement and Integration Plan.

**PURPOSE OF PRESENTATION:** The purpose of this presentation is share the 2016 Fiscal Year Achievement and Integration Budget, answer questions and provide additional information requested by School Board members and community.

**LEARNING OBJECTIVE:** As a result of this presentation, the Board will have an understanding of the Integration Plan and Budget

**ACTION RECOMMENDED:** Approval.

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**Submitted By:**

**Concurrence By:**

Lindsey Scanlon

**Name**

Achievement and Integration Coordinator

**Title**



Dr. Mark Larson

**Superintendent of Schools**

## FY 2016 Achievement and Integration Budget Worksheet

District Number:

District Name:

### 20% Professional Development

On this worksheet please list all proposed expenditures for professional development. No more than 20% of the budget may be spent on PD costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY16 expenditures by 12/1/16.	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
SEED Coordinator .1	005	790	313	143	\$5,325.42		The SEED Coordinator works to recruit members, develop curriculum, order materials, monitor SEED attendance and credit registration. They also submit monthly SEED updates to the school board and facilitate a SEED session to the school board yearly to increase cultural competency.
SEED Coordinator .1 Benefits	005	790	313	200	\$2,700.00		School District's portion of incurred expenditures for the contribution of employee benefits
SEED Stipends for 4 SEED Leaders	005	790	313	185	\$4,000.00		SEED leaders work to increase intercultural competency for staff and by providing instruction and reflection opportunities in classes exploring multicultural instruction and equity issues in the classroom.
SEED Leaders Benefits	005	790	313	200	\$606.00		SEED leaders work to increase intercultural competency for staff and by providing instruction and reflection opportunities in classes exploring multicultural instruction and equity issues in the classroom.
Mileage	005	790	313	366	\$250.00		Mileage is paid to cover the cost of employees providing their own transportation to Responsive Classroom, PBIS or Formative Assessment conferences to learn new strategies to close the achievement gap
Fees for Subs for Responsive Classroom, PBIS or Formative Assessment Related Conferences	005	790	313	305	\$7,000.00		Staff that attend conferences for professional development around Responsive Classroom, PBIS or Formative Assessment practices to close the achievement gap will have their subs paid for.
Mileage	005	790	313	366	\$200.00		Mileage is paid to cover the cost of employees providing their own transportation to Responsive Classroom, PBIS or Formative Assessment conferences to learn new strategies to close the achievement gap
SEED Instructional Materials	005	790	313	430	\$700.00		SEED instructional materials include books and videos provided to SEED participants to explore issues around multicultural education and equity issues in the classroom.
Materials for Responsive Classroom, PBIS or Formative Assessment Related Training	005	790	313	430	\$2,000.00		Staff that attend conferences for professional development around Responsive Classroom, PBIS or Formative Assessment practices to close the achievement gap will have their materials paid for. Additionally, Professional Learning Communities (PLCs) who desire to increase their knowledge of these programs and explore culturally responsive strategies in them may request materials to be used as group study materials
<b>SUBTOTAL</b>					<b>\$22,781.42</b>		
<b>Contributions to Integration Collaborative</b>							
Responsive Classroom - Stipends	01	005	313	185	\$15,000.00		Offer Responsive Classroom Training for teachers and coaches that provides researched based strategies to work more effectively with low income students and students of color.
Responsive Classroom - Stipends/Benefits	01	005	313	200	\$2,500.00		Stipends and benefits for teachers who participate in Responsive Classroom training during their non-contract time.
Responsive Classroom - Contracted Teacher Subs	01	005	313	305	\$5,000.00		Substitute teachers for teachers who participate in Responsive Classroom training during the school year.
Responsive Classroom - Consulting	01	005	313	305	\$2,500.00		Consulting fees for leaders in Responsive Classroom training events.
Responsive Classroom - Supplies	01	005	313	401	\$4,000.00		Supplies needed for Responsive Classroom training events.
Responsive Classroom - Food	01	005	313	401	\$1,000.00		Food needed for Responsive Classroom training events.
<b>SUBTOTAL</b>					<b>\$30,000.00</b>		
<b>TOTAL</b>					<b>\$52,781.42</b>		

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY16 expenditures by 12/1/16.	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.

*Notes or Comments:*

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** March 12, 2015

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**Agenda Item #10. C. 1.**

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**TOPIC:** Approval of Policy 509 – Enrollment of Nonresident Students

**BACKGROUND:** Based on community feedback, the Board directed administration to form an Open Enrollment Task Force that would be charged with examining current policy and practices and make suggestions to the Board. A first reading was done on February 12, 2015, and the changes were presented and discussed at the February 26, 2015 study session.

**RELEVANT INFORMATION:** Policy 509 follows the state statute. The state statute is clear that the first priority to open enrollment applicants goes to those children who already have a sibling attending. The Mahtomedi policy adds a second priority and that is for children of employees. This addition has been referred to legal counsel and they have indicated that making a second priority is within the Board’s authority.

In addition, according to legal counsel, there is no lumping together of priorities, nor does it matter how many siblings an applicant has enrolled.

**ACTION RECOMMENDED:** Approval.

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**Submitted By:**

*Mark Larson*

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**Name**

Superintendent of Schools

**Title**

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**Concurrence By:**

*Mark Larson*

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**Dr. Mark Larson**

**Superintendent of Schools**



*Revised: 3/12/15; 6/10/10; 2/12/09*

*Adopted: 3/9/06*

## **509 - ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. 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; excluding special education services; 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, 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 Minn. Stat. § 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 Minn. Stat. § 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 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 except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education.
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- F. 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.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 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 Minn. Ch. 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 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 Minn. Stat. § 120A.22, Subd. 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 Minn. Stat. § 120A.22, Subd. 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.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

## I. 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.
2. Excess costs for special education for nonresident students will be billed back to the resident school district per Minn. Stat. § 127A.47, Subd. 7.
3. As set out in Section E of this policy, if more applications are received than available seats at a specific grade level, an impartial lottery will be held. Siblings of currently enrolled students will be afforded first preference for transfer into the school district dependent upon capacity of classes, grades, and buildings. (Multiple birth siblings (i.e. twins, triplets) within the same family will be given consideration to that fact to the maximum extent possible.) Mahtomedi does not have a specific school choice program in its achievement and integration plan with North St. Paul-Maplewood-Oakdale so district of residence preference does not apply.

Employees' dependent children will be afforded second preference for transfer into the school district dependent on the same criteria above. Employees are defined as those who have a permanent employment contract or probationary teacher contract.

4. Effective with the 2015-2016 school year, if a currently attending **resident** student's parent or legal guardian moves out of the school district during the school year, grades K-10 students will be allowed to complete the school year under an Agreement Between School Boards Minn. Stat. § 124D.08, Subd. 1-2 and grades 11 and 12 students will be allowed to complete high school under Continued Enrollment of 11<sup>th</sup> and 12<sup>th</sup> Grade Students Minn. Stat. § 124D.08, Subd. 3. For subsequent years, student in grades K-10 would go through the regular open enrollment process. No preference is given to currently attending students when applying for open enrollment.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
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. Ch. 260A (Truancy)

Minn. Stat. §260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. No. 169-f (August 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005  
WL 3111963 (Minn. Ct. App. 2005) (unpublished)

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



**TO:** Northeast Metro 916 Board of Education  
**FROM:** Connie Hayes  
**DATE:** March 4, 2015  
**RE:** March 3 Board of Education Meeting Talking Points

Members present: Auge'-622, Forsberg-16, Traynor (alternate)-623, Lindblad-14, Lodico-12, Newberg-624, Palmer-13, Sager-621, and Schwartz-832. Members absent: Edstrom-623, Theisen-831, Brunnette-833, and Ptacek-834.

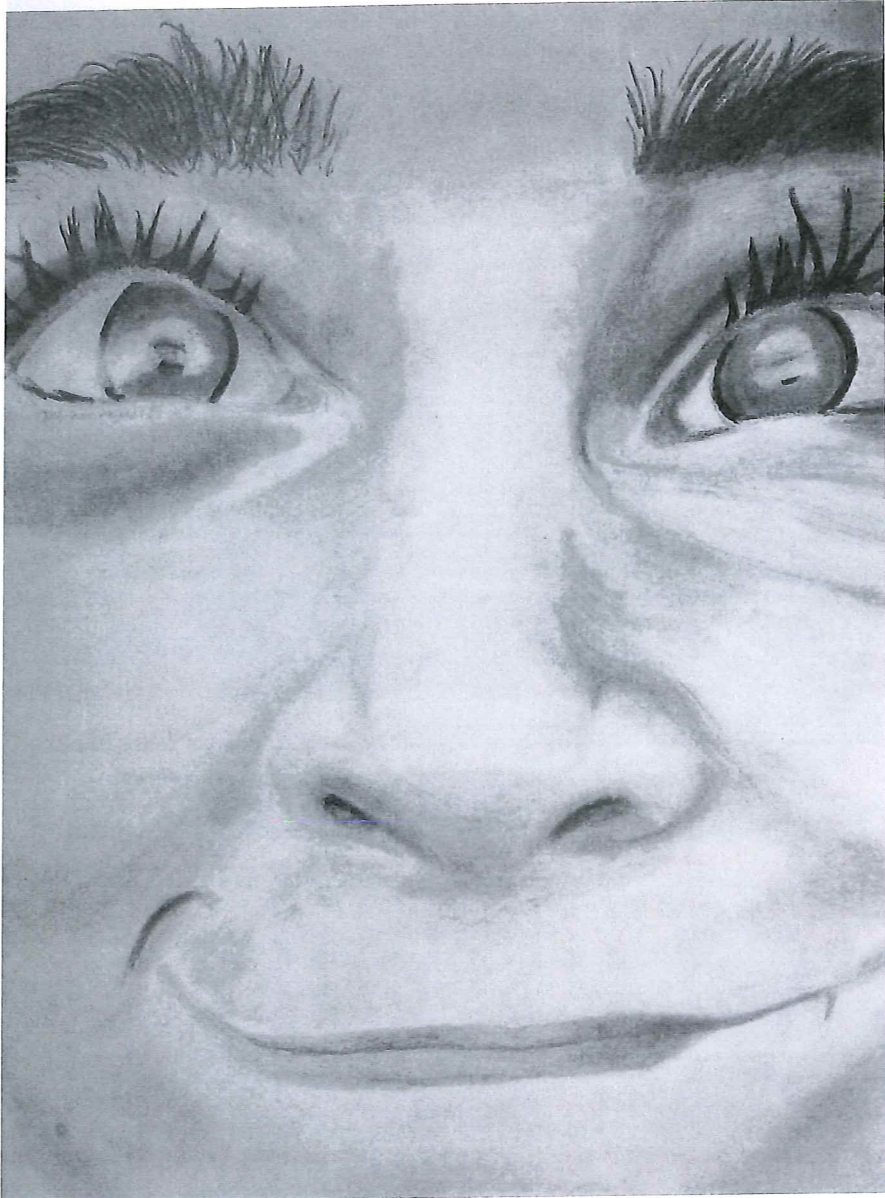
Among a number of topics discussed at the March 3, 2015, meeting of the Northeast Metro 916 School Board, the following agenda items were addressed:

- 1. Questions and Comments from Citizens Present:** Several parents from Valley Crossing Community School were present and addressed the school board regarding concerns about the budget reductions and changes in staffing.
- 2. Lake Elmo K-8 Special Education School Estimate:** Kristine Carr, director of administrative services, along with representatives from Kraus-Anderson Construction presented a pre-schematic budget for the building of the district's new special education K-8 school located in Lake Elmo. The total project estimate is \$21.7 million and will be completed by BWBR Architects and Kraus-Anderson Construction in fall 2017.
- 3. Capitol View Center Update from LSE Architects:** LSE Architects presented a comparison of the top two design options for the reconfiguration of Capitol View Center in Little Canada. The top two options were narrowed down from eight initial options and are also the two least expensive options. It was noted that the Minnesota Department of Education recommends that if the cost for improvements exceeds 60% of the replacement cost, the facility should be replaced. The board reviewed the major differences between the two plans and the tax impact difference. If the school board moves ahead with one of these options, it would be projected to be finished and ready to occupy in fall 2019. The board reviewed tax impact net of all changes resulting from the facility planning (new space, consolidation of programs, leasing back owned space to members) and will take action later this year.
- 4. Presentation of Student Learning Grant:** Gary Benson, representing Kraus-Anderson Construction, presented Board Member Karen Lodico (Centennial) with a grant awarded to Northeast Metro 916. The grant was a result of her name being drawn at the MSBA Conference.
- 5. Special Education Nature-Based Instruction:** Erin Metoxen, Bellaire Education Center and WELS-North principal/manager and Steven Scott, Karner Blue Education Center teacher, presented a past, present and future view of our nature-based programs. Bellaire and Karner Blue currently have a strong nature-based curriculum and partnership with the University of Minnesota, which they look to enhance and possibly expand to further special education programs.

6. **Valley Crossing Changes and Budget Planning:** Superintendent Hayes provided the school board with background information on the changes to the Joint Powers Agreement and budget reductions (see #7 and 8 below).
7. **Resolution Discontinuing and Reducing Educational Programs and Positions:** Based on the amendment to the Valley Crossing Joint Powers Agreement and a reduction in expected 2015-16 enrollment for Valley Crossing, the district recommended positions including probationary and tenured teachers be discontinued: 9.0 FTE teachers, .75 FTE music teacher, and 1.0 FTE educational coordinator. Reductions in other program areas include: Area Learning Centers .25 FTE art teacher and Special Education 1.0 FTE assistant manager.
8. **Amendment to Valley Crossing Joint Powers Agreement:** The three participating districts, South Washington County, North St. Paul-Maplewood-Oakdale, and Stillwater, have made the decision to end the partnership for Valley Crossing Community School which has been in place for about 20 years. South Washington County will be purchasing the equity in the building from North St. Paul-Maplewood-Oakdale and Stillwater. The participating districts desire changes to the joint powers agreement for operation/management by Northeast Metro 916.
9. **Retirements:** The district will see nine long time teachers and non-certified employees retire this year. Congratulations!

You can find the full March 3 board packet at: <http://www.nemetro.k12.mn.us/Page/2501>

# STUDENT SUCCESS BY DESIGN:



**Karner Blue Education Center creates a nurturing learning environment for special education students**

*Tori Vouk*

*Connie Hayes*

Facilities are a topic on the minds of many superintendents across Minnesota, especially as the Minnesota Legislature considers recommendations from the statewide facilities task force report. For our district, serving level IV special education students has many challenges. Inadequate facilities and school design that does not match the needs of this special population not only hinders learning, but also can trigger adverse behaviors. After six years in the making, Northeast Metro 916 opened Karner Blue Education Center this fall as the first step in a three-step facilities plan that aims to foster student success through innovative design.

The new K–8 Karner Blue Education Center located in Blaine is groundbreaking in many ways. For many years, special education classrooms have been retrofitted from conventional classrooms. Now, Karner Blue is the first school of its kind to create an educational environment designed specifically to support the unique learning styles and behavioral and mental health needs of the



students being served – students with Autism Spectrum Disorder (ASD), Emotional/Behavioral Disorder (E/BD), Developmental Cognitive Disabilities (DCD) and other health disabilities. Many of these design elements can also be considered for other smaller level III and IV programs which do not consume an entire building.

With the goal of creating an environment that supports and encourages learning for students with disabilities, Karner Blue draws inspiration from the surrounding natural environment, as well as employs design strategies from hospitals and mental health facilities to create what is called a healing learning environment.

The 70,000-square-foot education center has a capacity of 130 students with 6–8 students per classroom. The floor plan departs from a typical school with long hallways and – classrooms on either side to create four unique learning communities that accommodate different learning styles and encourage exploration. The communities are named after the Minnesota ecosystems (Prairie, River, Lake and Forest), and each caters to a specific student disability population, with distinctive floor plans and furniture designed to best cultivate the needs of the students being served.

### Details that Matter

To say that every inch of Karner Blue has special design considerations is no understatement. As part of designing the new school, the district called upon a team of experts including BWBR Architects, Hallberg Engineering, Intereum furnishings, Kraus-Anderson Construction, and – most importantly – the staff. Teachers played a pivotal role in identifying the environmental triggers that prevent students from learning, and generating creative solutions that help students become more successful. For many special ed students, it’s the little things like background noises and fluorescent lighting that can cause them to go from having a good day to a very bad day, which in turn can impact the learning for other students.

These types of discussions were all integrated into designing a building that isn’t just a place where students learn, but a place that encourages and inspires students to learn. Some of the special design innovations include:

- **Lighting** – LED, natural lighting and solar tubes, instead of traditional fluorescents, creates a calming effect, keeping students on task and regulated. Some spaces are equipped with special painted lights called “VK lights,” which are being studied by the University of Minnesota as a tool to reduce stress. Other small spaces, which serve as respite rooms that students can self-select as a strategy to calm themselves, give students the capability to choose from a rainbow of colored lights to control the mood of the entire room.
- **Windows** – Window elevations in most classrooms are raised to begin at just above the eye level of the students and go all the way up to the ceiling, maximizing natural light and minimizing distractions. Other large and small windows and skylights are used strategically to allow students to find an escape by looking out at the natural surroundings.
- **Acoustics** – Extra provisions were made in the engineering of the building to create an exceptionally quiet and peaceful learning environment.
- **Temperature regulation** – In-floor heating and advanced overhead air systems minimizes temperature differences experienced throughout the day.
- **Furniture** – Modular furniture is used throughout the space to empower students to feel in control of their surroundings. Students can move furniture as they wish to create their own sense of space.
- **Hardware** – Special doorknobs and hardware makes it easier and safer for students to open doors. Hinges on specific doors allow staff to open doors from both directions, which is helpful when students barricade themselves in a room.



**STUDENT SUCCESS BY DESIGN:**  
Karner Blue Education Center creates  
a nurturing learning environment for  
special education students

With all of these special design considerations in place, we also had to focus special attention on the safety and security of the building, as standard code requirements presented some anticipated challenges. Because many of our students often display extremely challenging and often physical behaviors, locking doors throughout our sites is critical to student and staff safety. All the doors at Karner Blue are kept locked, but are easily opened by staff through key card access. By working closely with the State Fire Marshal's office, we were able to have our building coded as a mental health facility rather than as a school, which allowed us to implement a quieter and less stimulating alarm system to better accommodate students who are sensitive to piercing noises and flashing lights.

### Redefining Sight Lines

Thinking about the challenging moments of the school day when students are making transitions and consequently feeling undue stress and anxiety, the hallways and entrance points were also an important design feature. Traditional school hallways that are long and narrow tend to create an invitation for students to run down them while they are feeling dysregulated. Narrow hallways can also make it difficult for students to stay in their own space and not be impacted by other students who may be experiencing a moment of difficulty while they are out in the shared space.

To meet these challenges, Karner Blue is designed with extra-wide curved hallways, allowing students to maintain a sense of calm with a large personal bubble and rounded sightlines that no longer provoke the desire to run. Now, a behavior event happening at one end of the hallway does not impact other students. The wide hallways also help alleviate the most uneasy time of the day – arrival and dismissal. By utilizing multiple entry points, crowding is reduced and conflict is lessened. This reduction in behavior events is translating to improved staff safety and fewer injuries to staff that have to help students re-regulate their behaviors.

### Connections to Nature

Reflected in the name inspired by an endangered butterfly, Karner Blue brings in connections to nature throughout every element of the space that are also reflected in the teaching philosophy. Situated on an adjacent Department of Natural Resources protected wetland site, the natural environment is a consistent theme that evokes positive feelings, reduces stress and improves mental activity and creativity. Students have

access to both an indoor and outdoor playground and a school forest which plays a pivotal role in the curriculum, providing hands-on sensory experiences. These natural elements reinforce the healing learning environment philosophy, which is centered on students feeling supported and comforted as they learn, play, discover and grow.

### Measurements of Success

Special education students come to Northeast Metro 916 because they have been unsuccessful in their home district, and the goal is to help them be successful, have positive school experiences and ultimately return to their home district if feasible. Unlike the small and segregated program model used for many years, Karner Blue elicits the feeling of a "regular" school, complete with a school mascot, colors and song, giving students a sense of belonging and community pride. Since September, families are consistently telling staff what a joy it is to have their kids be excited to go to school and not have school be a daily struggle.

In fact, this newfound sense of place presents a new problem in that students don't want to leave at the end of the day. One student tells it best: "Karner Blue is perfect, except it doesn't have a waterpark."

There are certainly not plans in place for a waterpark anytime soon, and we recognize that not everything is perfect. Staff is constantly monitoring the effectiveness of the design strategies and how they can be improved upon. The building's architect, BWBR, is also conducting a post-occupancy research project to capture how the core design principles have supported teaching and learning models, improved staff satisfaction and produced a unique student experience.

We have had the privilege of building this new school, which we believe is a national model for special education school design. Parents of adult twins with autism who toured the building during our open house this past August reflected that so many of the design elements in Karner Blue addressed most of the challenges their children struggled with when in school. We feel fortunate to have created this entire building around the specific needs of these students. However, we also believe that elements of our design can be integrated into existing facilities that serve special education students, including those schools that utilize a wing of a regular school building for a population similar to those served at Karner Blue.

*Connie Hayes is the superintendent for Northeast Metro 916. You can contact her at [connie.hayes@nemetro.k12.mn.us](mailto:connie.hayes@nemetro.k12.mn.us) or 651-415-5656 to share and discuss the article.*

**INDEPENDENT SCHOOL DISTRICT #832**

**MAHTOMEDI, MINNESOTA**

**TREASURER'S REPORT**

**MONTH ENDING 1/31/15**

	<b>CLOSING BALANCE</b>		<b>A/P</b>	<b>PAYROLL</b>	<b>JOURNAL ENTRY</b>	<b>BALANCE AS OF</b>
	<b>12/31/14</b>	<b>RECEIPTS</b>	<b>DISBURSEMENT</b>	<b>DISBURSEMENTS</b>	<b>TRANSFERS</b>	<b>01/31/15</b>
GENERAL FUND (01)	4,482,811.79	2,751,596.08	(1,579,124.73)	(1,088,044.24)	(336,386.15)	4,230,852.75
FOOD SERVICE FUND (02)	557,469.45	142,761.53	(166,963.30)	0.00	0.00	533,267.68
COMMUNITY EDUCATION FUND (04)	575,492.47	171,983.85	(45,032.48)	(43,923.53)	(15,638.96)	642,881.35
DEBT SERVICE FUND (07)	5,073,568.61	26,180.99	(3,961,845.91)	0.00	0.00	1,137,903.69
INTERNAL FUND (20)	706,420.23	8,013.00	(292,212.50)	0.00	349,935.04	772,155.77
DONATIONS (25)	798,223.43	174,303.43	(107,346.08)	0.00	920.98	866,101.76
ACTIVITIES (50)	218,729.05	35,641.95	(34,899.73)	0.00	(988.84)	218,482.43
OPEB TRUST FUND (45)	2,255,970.53	0.00	0.00	0.00	3,577.06	2,259,547.59
OPEB DEBT SERV (47)	311,936.08	1,600.78	(271,728.75)	0.00	0.00	41,808.11
	<b>14,980,621.64</b>	<b>3,312,081.61</b>	<b>(6,459,153.48)</b>	<b>(1,131,967.77)</b>	<b>1,419.13</b>	<b>10,703,001.13</b>
<b>BANK</b>	<b>BANK</b>	<b>OUTSTANDING (-)</b>	<b>OUTSTANDING (+)</b>	<b>OUTSTANDING</b>	<b>BANK BALANCE</b>	
	<b>STATEMENT</b>	<b>CHECKS</b>	<b>DEPOSITS</b>	<b>WIRES</b>	<b>01/31/15</b>	
MSDLAF Acct# 1289	1,051,526.49		32,419.27	(278,686.40)	805,259.36	
MSDLAF Acct# 1521 checking	374,332.45	(320,452.91)			53,879.54	
MN TRUST-OPERATING (30822-101)	7,584,314.64				7,584,314.64	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
MN TRUST-OPEB TRUST (30822-301) 45-101-00	2,336,947.59			(77,400.00)	2,259,547.59	
<b>TOTAL</b>	<b>11,347,121.17</b>	<b>(320,452.91)</b>	<b>32,419.27</b>	<b>(356,086.40)</b>	<b>10,703,001.13</b>	

**FY15 FEB 2015 CHECK REGISTER - BANK 02**

<b>Bank</b>	<b>Date</b>	<b>Check #</b>	<b>Ck Amt</b>	<b>Vendor #</b>	<b>Address</b>	<b>Description</b>	<b>Status</b>
2	02/04/2015	386910	68.16	00094	0	AMERICAN FAMILY ASSURANCE	Cleared
2	02/04/2015	386911	980.00	01556	0	MAHTOMEDI AREA EDUC.FOUNDATION	Cleared
2	02/04/2015	386912	9.90	01888	0	NATIONAL INSURANCE SERVICES OF WI INC	Cleared
2	02/04/2015	386913	320.00	01740	0	NCPERS MINNESOTA-179220	Cleared
2	02/04/2015	386914	734.00	02017	0	OFFICE & PROFESSIONAL	Cleared
2	02/04/2015	386915	951.96	02048	0	OPERATING ENGINEERS LOCAL #70	Cleared
2	02/05/2015	386916	2,788.69	00109	0	AMERICAN SECURITY LLC	Cleared
2	02/05/2015	386917	1,793.75	09809	0	AMIOT SCHOLASTIC RECOGNITION INC	Cleared
2	02/05/2015	386918	107.40	09832	0	ANDREA MYERS	Cleared
2	02/05/2015	386919	21.25	00220	3	BATTERIES PLUS BULBS	Cleared
2	02/05/2015	386920	3,097.01	03196	0	BF LAUZON ENTERPRISES INC	Cleared
2	02/05/2015	386921	5,816.25	03340	0	BIX PRODUCE CO LLC	Cleared
2	02/05/2015	386922	1,189.70	00415	1	CAROLINA SCIENCE AND MATH	Cleared
2	02/05/2015	386923	2,279.00	07031	0	CARRIE ARDITO	Cleared
2	02/05/2015	386924	520.73	07299	0	COBORNSDELIVERS LLC	Cleared
2	02/05/2015	386925	710.78	00541	0	CONTINENTAL CLAY COMPANY	Cleared
2	02/05/2015	386926	110.00	09009	0	D & J QUALITY SOURCING LLC	Cleared
2	02/05/2015	386927	730.00	10423	0	D&S MANUFACTURING CO INC	Cleared
2	02/05/2015	386928	85.87	00599	0	DALCO	Cleared
2	02/05/2015	386929	5,882.50	10416	0	DIGISTREAM INC	Cleared
2	02/05/2015	386930	450.00	00678	0	DOMINO'S PIZZA	Cleared
2	02/05/2015	386931	1,118.30	06030	1	EARTHGRAINS CO.INC	Cleared
2	02/05/2015	386932	130.91	00725	0	ECKROTH MUSIC COMPANY	Cleared
2	02/05/2015	386933	518.65	05986	0	EDUCATORS BENEFITS CONSULTANTS,LLC	Cleared
2	02/05/2015	386934	392.00	09122	0	EL-JAY PLUMBING & HEATING INC	Cleared
2	02/05/2015	386935	119.76	00803	0	EXPRESS SERVICES INC	Cleared
2	02/05/2015	386936	44.00	10263	0	FIREFLY COMPUTERS	Cleared
2	02/05/2015	386937	119,592.71	06819	0	FIRST STUDENT	Cleared
2	02/05/2015	386938	23,981.00	03585	0	FIRST TECHNOLOGIES INC	Cleared
2	02/05/2015	386939	125.00	09129	0	FOREST LAKE HIGH SCHOOL	Cleared
2	02/05/2015	386940	500.00	01018	0	GROTH MUSIC	Cleared
2	02/05/2015	386941	1,540.00	01776	0	HASTINGS BUS CO.	Cleared
2	02/05/2015	386942	34,709.59	01096	1	HEALTHPARTNERS	Cleared
2	02/05/2015	386943	415.00	03729	1	HILL MURRAY HIGH SCHOOL	Cleared
2	02/05/2015	386944	143.60	01276	1	JHF -JOHN HENRY FOSTER	Cleared
2	02/05/2015	386945	312.93	03141	0	JOAN STAHLMANN	Cleared
2	02/05/2015	386946	2,495.09	08458	0	K12 TRANSPORTATION MANAGEMENT SERVICES INC	Cleared
2	02/05/2015	386947	145.01	10392	0	KC BEVCO	Cleared
2	02/05/2015	386948	100.00	10425	0	KYLE FULTON/FULTON PRODUCTIONS	Cleared
2	02/05/2015	386949	700.95	08806	0	LANDS BEST FOODS	Cleared
2	02/05/2015	386950	437.76	03195	0	LASERPLUS, LLC	Cleared
2	02/05/2015	386951	164.50	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER F	Cleared
2	02/05/2015	386952	74.00	10426	0	LOUIS WHITE	Cleared
2	02/05/2015	386953	5,962.28	03182	1	MADISON NATIONAL LIFE INS CO INC	Cleared
2	02/05/2015	386954	50.00	10421	0	MARK EDWARDS	
2	02/05/2015	386955	222.52	01672	1	MEDCO SUPPLY INC	Cleared
2	02/05/2015	386956	310.82	01684	0	MENARDS OAKDALE CASHWAY LUMBER	Cleared
2	02/05/2015	386957	420.00	06144	0	MICHAEL SCHUMACHER	Cleared
2	02/05/2015	386958	377.25	03384	0	MID CITY SERVICES-INDUSTRIAL LAUNDRY	Cleared

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2	02/05/2015	386959	200.00	04976	0	MIMI'S MOTIFS/ MARILYN BOYD	Cleared
2	02/05/2015	386960	823.00	03723	0	MINNESOTA COACHES	Cleared
2	02/05/2015	386961	1,984.42	08739	0	NAC MECHANICAL & ELECTRICAL SERVICE	Cleared
2	02/05/2015	386962	3,951.84	01888	0	NATIONAL INSURANCE SERVICES OF WI INC	Cleared
2	02/05/2015	386963	95.82	02205	4	NCS PEARSON INC	Cleared
2	02/05/2015	386964	722.25	01907	0	NEFF CO	Cleared
2	02/05/2015	386965	348.75	01974	0	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	Cleared
2	02/05/2015	386966	773.11	02043	0	ON SITE SANITATION INC	Cleared
2	02/05/2015	386967	676.00	10401	0	PCNET INC	Cleared
2	02/05/2015	386968	76.07	02108	0	PEOPLES ELECTRICAL CONTRACTORS	Cleared
2	02/05/2015	386969	2,546.10	08740	0	PHASOR ELECTRIC CO	Cleared
2	02/05/2015	386970	131.49	02151	0	PLUNKETTS PEST CONTROL INC	Cleared
2	02/05/2015	386971	43.28	02161	0	POPP.COM INC	Cleared
2	02/05/2015	386972	263,642.67	08212	0	PREFERRED ONE	Cleared
2	02/05/2015	386973	1,860.00	02231	0	RAMSEY COUNTY ARENAS PARKS & RECREATI	Cleared
2	02/05/2015	386974	287.50	03123	0	SHEILA MERZER M A	Cleared
2	02/05/2015	386975	200.00	05557	0	SOUTH ST PAUL HIGH SCHOOL	Cleared
2	02/05/2015	386976	1,341.76	08401	0	SPRIGGS PLUMBING /HEATING	Cleared
2	02/05/2015	386977	858.80	00553	3	STAPLES ADVANTAGE	Cleared
2	02/05/2015	386978	249.84	03336	1	STRATEGIC EQUIPMENT AND SUPPLY	Cleared
2	02/05/2015	386979	1,036.83	04176	0	SUNBURST CHEMICALS, INC.	Cleared
2	02/05/2015	386980	431.00	02680	0	T A SCHIFSKY & SONS INC	Cleared
2	02/05/2015	386981	294.00	02697	0	TCI -TEACHER'S CURRICULUM INSTITUTE	Cleared
2	02/05/2015	386982	441.00	02697	1	TCI-TEACHER'S CURRICULUM INSTITUTE	Cleared
2	02/05/2015	386983	3,220.00	10030	0	THE VAIL CORP	Cleared
2	02/05/2015	386984	294.90	04255	1	TOMARK SPORTS	Cleared
2	02/05/2015	386985	370.51	02785	1	TRIARCO	Cleared
2	02/05/2015	386986	311.65	03345	0	TRIO SUPPLY CO	Cleared
2	02/05/2015	386987	2,314.00	02789	0	TROLLHAUGEN	Cleared
2	02/05/2015	386988	35,644.64	06934	0	US FOODSERVICE INC	Cleared
2	02/05/2015	386989	107.20	02873	0	VOSS LIGHTING	Cleared
2	02/05/2015	386990	1,472.00	02912	0	WELCH VILLAGE SKI AREA INC	Cleared
2	02/05/2015	386991	30.00	02941	0	WHITE BEAR GLASS INC	Cleared
2	02/05/2015	386992	92.65	02946	0	WHITE BEAR LOCKSMITH	Cleared
2	02/05/2015	386993	8,000.00	09008	0	YARDWORKS LAWN CARE + MAINTENACE LLC	Cleared
2	02/05/2015	386994	2,500.00	10424	0	ZACH SIKICH/PROHYBRID TRAINING	Cleared
2	02/12/2015	386995	168.00	09119	0	ADVANCEPIERRE FOODS	Cleared
2	02/12/2015	386996	592.60	09140	0	AFFINETY SOLUTIONS INC	Cleared
2	02/12/2015	386997	5,978.96	09416	0	AGROPUR	Cleared
2	02/12/2015	386998	96.00	10008	0	ALLEN LUKE	Cleared
2	02/12/2015	386999	75.00	07809	0	AMBER TURCOTTE	Cleared
2	02/12/2015	387000	103.00	08464	0	AMY SCHMIDT	Cleared
2	02/12/2015	387001	178.00	05247	0	ANGELA HENSLEY	Cleared
2	02/12/2015	387002	135.00	07799	0	ANTHONY CZECH	Cleared
2	02/12/2015	387003	2,956.00	08859	1	AWS SERVICE CENTER	Cleared
2	02/12/2015	387004	77.00	09086	0	BEN YANEZ	Cleared
2	02/12/2015	387005	109.00	10429	0	BRUCE KENT	
2	02/12/2015	387006	135.00	07270	0	BRUCE TILTON	Cleared
2	02/12/2015	387007	2,000.00	10343	1	CAMBIUM LEARNING GROUP	Cleared

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2	02/12/2015	387008	57.00	10438	0	CHARLES D.CORBETT	
2	02/12/2015	387009	57.00	10439	0	CHRIS FIALA	Cleared
2	02/12/2015	387010	74.00	09049	0	CHRIS HAUGEN	Cleared
2	02/12/2015	387011	77.00	06208	0	CHRIS PEARSON	Cleared
2	02/12/2015	387012	5,875.16	10436	0	CLIMATE MAKERS	Cleared
2	02/12/2015	387013	123.14	07299	0	COBORNSDELIVERS LLC	Cleared
2	02/12/2015	387014	135.00	05165	0	CRAIG VAN GUILDER	Cleared
2	02/12/2015	387015	4,487.44	00599	0	DALCO	Cleared
2	02/12/2015	387016	189.00	07795	0	DALE GOULSON	Cleared
2	02/12/2015	387017	109.00	06405	0	DAMON LALIBERTE	Cleared
2	02/12/2015	387018	77.00	08480	0	DAN ODEGARD	Cleared
2	02/12/2015	387019	57.00	10024	0	DAVID ODEGARD	
2	02/12/2015	387020	80.00	10409	0	DAYNA RETHLAKE	Cleared
2	02/12/2015	387021	103.00	10437	0	DENISE KLIPSIC OCHANDORF	Cleared
2	02/12/2015	387022	80.00	10428	0	DEVON WOLD	Cleared
2	02/12/2015	387023	1,230.00	00678	0	DOMINO'S PIZZA	Cleared
2	02/12/2015	387024	74.00	05103	0	DON BOWMAN	Cleared
2	02/12/2015	387025	143.00	00679	0	DONATELLI'S	
2	02/12/2015	387026	74.00	06374	0	DOUG VEITH	Cleared
2	02/12/2015	387027	77.00	07194	0	DUSTIN MARTIN	
2	02/12/2015	387028	1,221.00	00714	0	EAGLE SCREEN PRINTING/JEFFREY POESCHL	Cleared
2	02/12/2015	387029	387.76	00787	0	ERICKSON OIL PRODUCTS INC	Cleared
2	02/12/2015	387030	331.25	03087	0	ERIKA HAMMERSCHMIDT	Cleared
2	02/12/2015	387031	683.00	10263	0	FIREFLY COMPUTERS	Cleared
2	02/12/2015	387032	562.50	10433	0	FIRENET SYSTEMS INC	Cleared
2	02/12/2015	387033	18,134.95	06819	0	FIRST STUDENT	Cleared
2	02/12/2015	387034	268.18	06697	0	FRATTALLONE'S ACE HARDWARE STORES	Cleared
2	02/12/2015	387035	57.00	04873	0	GENE WARNER	Cleared
2	02/12/2015	387036	600.82	00938	1	GENERAL PARTS LLC	Cleared
2	02/12/2015	387037	550.80	00987	0	GRAINGER	Cleared
2	02/12/2015	387038	109.00	06357	0	GUY ANDREWS	Cleared
2	02/12/2015	387039	1,041.75	01038	0	HAAS MUSICAL INSTRUMENT REPAIR	
2	02/12/2015	387040	1,540.00	01776	0	HASTINGS BUS CO.	Cleared
2	02/12/2015	387041	50,757.64	03248	0	I.S.D # 834 STILLWATER	Cleared
2	02/12/2015	387042	77.00	10440	0	JASON STURM	
2	02/12/2015	387043	135.00	06287	0	JEFF SHIE	Cleared
2	02/12/2015	387044	115.00	07212	0	JESSE LANGER	Cleared
2	02/12/2015	387045	114.00	05302	0	JESSICA DOOLEY	Cleared
2	02/12/2015	387046	109.00	06247	0	JOE LANGEVIN	Cleared
2	02/12/2015	387047	57.00	10430	0	JONATHAN FORTNER	
2	02/12/2015	387048	135.00	08448	0	JOSEPH CAPOCASA	Cleared
2	02/12/2015	387049	135.00	07195	0	JOSH KOCH	Cleared
2	02/12/2015	387050	57.00	05258	0	KATIE ALVAREZ	Cleared
2	02/12/2015	387051	6,991.82	03378	0	KELLY SERVICES, INC	Cleared
2	02/12/2015	387052	845.16	04005	0	KERNEL CONCESSION SUPPLY /R.D.HANSON	Cleared
2	02/12/2015	387053	109.00	05210	0	KERRY GUERIN	Cleared
2	02/12/2015	387054	82.23	01372	0	KNOWLAN'S SUPER MARKETS	Cleared
2	02/12/2015	387055	814.50	08806	0	LANDS BEST FOODS	Cleared
2	02/12/2015	387056	74.00	05427	0	LAWRENCE A.FREEDMAN	

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Bank	Date	Check #	Ck Amt	Vendor #	Address	Description	Status
2	02/12/2015	387057	173.94	03195	0	LASERPLUS, LLC	Cleared
2	02/12/2015	387058	774.00	10420	0	LIGHTSAIL, INC	Cleared
2	02/12/2015	387059	3,247.66	07606	2	LOFFLER COMPANY INC	Cleared
2	02/12/2015	387060	225.00	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER F	Cleared
2	02/12/2015	387061	1,799.00	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER F	Cleared
2	02/12/2015	387062	2,099.02	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER F	Cleared
2	02/12/2015	387063	362.21	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER F	Cleared
2	02/12/2015	387064	195.00	01557	0	MAHTOMEDI AUTO SERVICE	Cleared
2	02/12/2015	387065	8,163.00	10311	0	MAKERGEAR LLC	Cleared
2	02/12/2015	387066	395.00	08289	0	MATRIX COMMUNICATIONS	Cleared
2	02/12/2015	387067	450.11	01684	0	MENARDS OAKDALE CASHWAY LUMBER	Cleared
2	02/12/2015	387068	2,186.00	10004	0	METRO EAST CONFERENCE	
2	02/12/2015	387069	40.00	01699	0	METRO ECSU	Cleared
2	02/12/2015	387070	192.00	07259	0	MIKE DIEBOLD	Void
2	02/12/2015	387071	1,309.00	03723	0	MINNESOTA COACHES	Cleared
2	02/12/2015	387072	77.00	08991	0	NEIL TESSIER	
2	02/12/2015	387073	34,471.16	01971	1	NORTHEAST METRO 916	Cleared
2	02/12/2015	387074	466.25	02043	0	ON SITE SANITATION INC	Cleared
2	02/12/2015	387075	455.00	02108	0	PEOPLES ELECTRICAL CONTRACTORS	Cleared
2	02/12/2015	387076	266.00	10431	0	PINZ OAKDALE INC	Cleared
2	02/12/2015	387077	127.74	06012	1	PREMIUM WATERS INC	Cleared
2	02/12/2015	387078	91.80	02180	0	PRESS PUBLICATIONS	Cleared
2	02/12/2015	387079	74.00	07914	0	RICHARD BENISH	Cleared
2	02/12/2015	387080	1,360.00	02285	0	RICHFIELD BUS CO	Cleared
2	02/12/2015	387081	80.00	09162	0	ROGER WILLIAMS	Cleared
2	02/12/2015	387082	135.00	05323	0	ROSS GIBBS	Cleared
2	02/12/2015	387083	588.00	08381	0	RUFFNECK SCARVES / RUFFNECK WEAR INC	Cleared
2	02/12/2015	387084	57.00	08430	0	RUSSELL CHRISTIAN	Cleared
2	02/12/2015	387085	115.00	10432	0	RYAN SZYMANSKI	Cleared
2	02/12/2015	387086	1,292.00	02406	0	SCHMITT MUSIC COMPANY	Cleared
2	02/12/2015	387087	57.00	08407	0	STANLEY ROBERTS JR	Cleared
2	02/12/2015	387088	1,165.69	00553	3	STAPLES ADVANTAGE	Cleared
2	02/12/2015	387090	178.00	05288	0	SUE SAMUELSON	
2	02/12/2015	387091	374.50	04176	0	SUNBURST CHEMICALS, INC.	Cleared
2	02/12/2015	387092	164.37	02669	0	SUPREME SCHOOL SUPPLY CO	Cleared
2	02/12/2015	387093	699.00	06273	0	THE METAL DOCTOR	Cleared
2	02/12/2015	387094	74.00	07137	0	THOMAS MAUER	Cleared
2	02/12/2015	387095	510.00	02748	1	TIES/ TIES DEPOT	Cleared
2	02/12/2015	387096	1,439.58	02784	0	TRI STATE BOBCAT INC	Cleared
2	02/12/2015	387097	446.94	03345	0	TRIO SUPPLY CO	Cleared
2	02/12/2015	387098	1,225.00	02165	3	U S POSTAL SERVICE	Cleared
2	02/12/2015	387099	47.99	09693	0	UNIVERSAL ATHLETIC	Cleared
2	02/12/2015	387100	1,595.00	02825	7	UNIVERSITY OF MINNESOTA	Cleared
2	02/12/2015	387101	84.00	10336	1	UZBL	
2	02/12/2015	387102	103.00	05201	0	WARD WOODRICH	Cleared
2	02/12/2015	387103	28.00	02936	0	WHITE BEAR AREA CHAMBER OF COM	
2	02/12/2015	387104	3,000.00	08232	0	WHITE BEAR LAKE SPORTS CENTER	Cleared
2	02/12/2015	387105	630.00	02964	0	WILD MOUNTAIN	Cleared
2	02/12/2015	387106	74.00	08914	0	ZACHARY JOHNSON	Cleared

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<b>Bank</b>	<b>Date</b>	<b>Check #</b>	<b>Ck Amt</b>	<b>Vendor #</b>	<b>Address</b>	<b>Description</b>	<b>Status</b>
2	02/12/2015	387107	1,547.64	03041	0	ZEPHYR GRAF-X	Cleared
2	02/18/2015	387108	700.00	04342	0	WISCONSIN SCTF	Cleared
2	02/19/2015	387109	138.45	00009	0	AAA AWARDS	
2	02/19/2015	387110	3,477.50	00109	0	AMERICAN SECURITY LLC	Cleared
2	02/19/2015	387111	53.70	09832	0	ANDREA MYERS	Cleared
2	02/19/2015	387112	158.88	03932	0	ANN ROTA	
2	02/19/2015	387113	28.00	06312	0	ANN SUITS	
2	02/19/2015	387114	1,042.83	06626	1	B & H PHOTO VIDEO	
2	02/19/2015	387115	12.95	00220	3	BATTERIES PLUS BULBS	Cleared
2	02/19/2015	387116	289.77	00659	1	BLICK ART MATERIALS	Cleared
2	02/19/2015	387117	1,523.29	00558	1	COURAGE KENNY REHABLIITATION INSTITUTE	Cleared
2	02/19/2015	387118	2,665.46	00599	0	DALCO	Cleared
2	02/19/2015	387119	412.50	00678	0	DOMINO'S PIZZA	Cleared
2	02/19/2015	387120	289.80	00725	0	ECKROTH MUSIC COMPANY	Cleared
2	02/19/2015	387121	598.80	00803	0	EXPRESS SERVICES INC	Cleared
2	02/19/2015	387122	4,350.21	00856	0	FOLLETT SCHOOL SOLUTIONS, INC	Cleared
2	02/19/2015	387123	112.50	09475	0	GARDEN & ASSOCIATES INC	Cleared
2	02/19/2015	387124	415.38	00987	0	GRAINGER	Cleared
2	02/19/2015	387125	165.00	03081	0	GRAY SEEVER	Cleared
2	02/19/2015	387126	1,700.00	03617	0	HUMAN EX VENTURES	Cleared
2	02/19/2015	387127	58.00	08505	0	JOHN ZILLES	
2	02/19/2015	387128	77.00	07195	0	JOSH KOCH	Cleared
2	02/19/2015	387129	10,823.46	03378	0	KELLY SERVICES, INC	Cleared
2	02/19/2015	387130	70.15	01372	0	KNOWLAN'S SUPER MARKETS	Cleared
2	02/19/2015	387131	1,548.65	08806	0	LANDS BEST FOODS	Cleared
2	02/19/2015	387132	1,032.73	03195	0	LASERPLUS, LLC	Cleared
2	02/19/2015	387133	675.00	08389	0	LINDA FENWICK	
2	02/19/2015	387134	58.00	10443	0	MARK CAHILL	Cleared
2	02/19/2015	387135	28.00	07822	0	MARK SIKICH	Cleared
2	02/19/2015	387136	400.00	01699	0	METRO ECSU	Cleared
2	02/19/2015	387137	77.00	10442	0	MICHAEL GULENCHYN	
2	02/19/2015	387138	115.00	07259	0	MIKE DIEBOLD	Cleared
2	02/19/2015	387139	435.00	01813	0	MN CEC DEC MN COUNCIL OF EXCEPTIONAL CHILDRE	
2	02/19/2015	387140	38.00	01781	0	MN DEPT OF LABOR AND INDUSTRY	Cleared
2	02/19/2015	387141	72.99	01862	0	MUSIC CONNECTION INC	Cleared
2	02/19/2015	387142	1,484.02	08739	0	NAC MECHANICAL & ELECTRICAL SERVICE	Cleared
2	02/19/2015	387143	127.00	09628	0	NATIONAL ASSOCIATION FOR MUSIC EDUCATION	
2	02/19/2015	387144	1,798.85	10444	0	OAK MARSH GOLF COURSE	Cleared
2	02/19/2015	387145	120.00	05462	0	OFFICE OF THE SECRETARY OF STATE	Cleared
2	02/19/2015	387146	190.00	02043	0	ON SITE SANITATION INC	Cleared
2	02/19/2015	387147	4,531.51	05985	0	PAMS LUNCHROOM LLC	Cleared
2	02/19/2015	387148	362.25	02142	1	PIONEER PRESS	Cleared
2	02/19/2015	387149	38.00	02180	0	PRESS PUBLICATIONS	Cleared
2	02/19/2015	387150	3,839.14	03136	0	RATWIK ROSZAK & MALONEY P A	Cleared
2	02/19/2015	387151	135.00	10068	0	RICK NELSON	
2	02/19/2015	387152	1,303.38	02313	1	ROCKLER WOODWORKING AND HARDWARE	
2	02/19/2015	387153	115.00	09078	0	SEAN TILTON	Cleared
2	02/19/2015	387154	50.00	02537	1	SOFTERWARE INC	Cleared
2	02/19/2015	387155	69.06	00553	3	STAPLES ADVANTAGE	Cleared

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<b>Bank</b>	<b>Date</b>	<b>Check #</b>	<b>Ck Amt</b>	<b>Vendor #</b>	<b>Address</b>	<b>Description</b>	<b>Status</b>
2	02/19/2015	387156	44.28	03336	1	STRATEGIC EQUIPMENT AND SUPPLY	Cleared
2	02/19/2015	387157	28.00	05288	0	SUE SAMUELSON	
2	02/19/2015	387158	5,360.00	10030	0	THE VAIL CORP	
2	02/19/2015	387159	165.77	02748	1	TIES/ TIES DEPOT	Cleared
2	02/19/2015	387160	292.31	03345	0	TRIO SUPPLY CO	Cleared
2	02/19/2015	387161	224.00	08784	0	TRUSTED EMPLOYEES	Cleared
2	02/19/2015	387162	277.26	00047	0	TYCO INTEGRATED SECURITY LLC	Cleared
2	02/19/2015	387163	215.55	02889	1	WALMART COMMUNITY / RFCSLLC	Cleared
2	02/19/2015	387164	28.00	05201	0	WARD WOODRICH	
2	02/19/2015	387165	169.09	02895	1	WARDS SCIENCE	Cleared
2	02/19/2015	387166	476.00	08232	0	WHITE BEAR LAKE SPORTS CENTER	Cleared
2	02/26/2015	387167	240.40	00009	0	AAA AWARDS	
2	02/26/2015	387168	1,210.00	00066	0	AIM ELECTRONICS INC	
2	02/26/2015	387169	109.00	07264	0	BILL CLANCY	
2	02/26/2015	387170	2,304.00	09635	0	BOOTH LAW GROUP LLC	
2	02/26/2015	387171	74.00	07144	0	BRIAN PETERS	
2	02/26/2015	387172	300.00	06546	0	COMO PARK ZOO AND CONSERVATORY ED	
2	02/26/2015	387173	1,560.00	07266	0	COMPUTER EXPLORERS	
2	02/26/2015	387174	645.15	00622	0	DECKER INC/ DECKER EQUIPMENT	
2	02/26/2015	387175	620.00	00652	1	DEVELOPMENTAL RESOURCES INC	
2	02/26/2015	387176	3,745.16	03328	0	DIVERSIFIED SNACK DIVISION	
2	02/26/2015	387177	810.00	00678	0	DOMINO'S PIZZA	
2	02/26/2015	387178	1,215.00	00714	0	EAGLE SCREEN PRINTING/JEFFREY POESCHL	
2	02/26/2015	387179	315.00	09122	0	EL-JAY PLUMBING & HEATING INC	
2	02/26/2015	387180	270.20	03087	0	ERIKA HAMMERSCHMIDT	
2	02/26/2015	387181	14,257.70	00856	0	FOLLETT SCHOOL SOLUTIONS, INC	
2	02/26/2015	387182	208.30	05399	0	FORTRESS SOFTWARE INC	
2	02/26/2015	387183	100.00	10445	0	G.L.BERG & ASSOCIATES, INC	
2	02/26/2015	387184	57.00	04873	0	GENE WARNER	
2	02/26/2015	387185	110.58	00987	0	GRAINGER	
2	02/26/2015	387186	58.85	10447	0	GUSTAVO ANGELI PIVA	
2	02/26/2015	387187	450.00	03729	1	HILL MURRAY HIGH SCHOOL	
2	02/26/2015	387188	282.42	01210	0	INDIAN HILLS GOLF CLUB	
2	02/26/2015	387189	407.65	10419	0	INTELISOL	
2	02/26/2015	387190	80.00	05302	0	JESSICA DOOLEY	
2	02/26/2015	387191	1,422.89	10449	0	K&J CATERING INC	
2	02/26/2015	387192	389.91	03195	0	LASERPLUS, LLC	
2	02/26/2015	387193	133.00	07073	0	LOFFLER	
2	02/26/2015	387194	57.00	05188	0	MARK NESS	
2	02/26/2015	387195	125.64	01684	0	MENARDS OAKDALE CASHWAY LUMBER	
2	02/26/2015	387196	100.59	09998	0	MIDWEST VENDING	
2	02/26/2015	387197	74.00	06996	0	MIKE MONITA	
2	02/26/2015	387198	40.58	01756	0	MINVALCO INC	
2	02/26/2015	387199	1,031.11	09502	0	NORTHFIELD LINES,INC/BENJAMIN BUS INC	
2	02/26/2015	387200	193.60	02051	0	ORIENTAL TRADING CO,INC	
2	02/26/2015	387201	74.00	07246	0	PETE VRIEZE	
2	02/26/2015	387202	286.00	10422	0	PINO'S PIZZA/ROSANERO FOOD	
2	02/26/2015	387203	3,500.00	10448	0	RICHARD CARLSTROM	
2	02/26/2015	387204	109.00	07366	0	RON WEILL	

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Bank	Date	Check #	Ck Amt	Vendor #	Address	Description	Status
2	02/26/2015	387205	2,044.68	07113	0	SAM'S CLUB	
2	02/26/2015	387206	150.00	08374	0	SCHOOL CHECK IN	
2	02/26/2015	387207	57.00	08407	0	STANLEY ROBERTS JR	
2	02/26/2015	387208	612.83	00553	3	STAPLES ADVANTAGE	
2	02/26/2015	387210	80.00	06269	0	STEVE PAYNE	
2	02/26/2015	387211	258.50	02680	0	T A SCHIFSKY & SONS INC	
2	02/26/2015	387212	3,017.75	04198	0	TAMS-WITMARK MUSIC LIBRARY INC	
2	02/26/2015	387213	74.00	08315	0	TERRYN AGUILERA	
2	02/26/2015	387214	455.00	07992	0	THREE RIVERS PARK DISTRICT	
2	02/26/2015	387215	1,005.68	02748	1	TIES/ TIES DEPOT	
2	02/26/2015	387216	12.76	03345	0	TRIO SUPPLY CO	
2	02/26/2015	387217	220.00	02165	0	U S POST OFFICE-WILLERNIE	
2	02/26/2015	387218	1,150.00	10446	0	VARSITY NEWS NETWORK INC	
2	02/26/2015	387219	57.00	06375	0	WILLIAM KATZMARK	
2	02/26/2015	387220	400.00	05125	0	WONDERWEAVERS-STORYTELLERS LLC/CHRIS ROHD	
2	02/26/2015	387221	8,662.05	00723	0	XCEL ENERGY	
2	02/05/2015	80005788	1,730.52	03057	0	BRAD BERGIE	Cleared
2	02/05/2015	80005789	123.05	99999	2292	Nickleby, Kathe	Cleared
2	02/05/2015	80005790	41.16	99999	10323	Kostuch, Tonya M	Cleared
2	02/05/2015	80005791	22.46	99999	10445	Farmer, Bryan J	Cleared
2	02/05/2015	80005792	35.97	99999	10182	Rohrig, Joyce L	Cleared
2	02/05/2015	80005793	54.86	99999	2202	Goodrich, Claudine	Cleared
2	02/05/2015	80005794	106.03	99999	2159	Snedon, Bethany	Cleared
2	02/05/2015	80005795	93.84	99999	2159	Snedon, Bethany	Cleared
2	02/05/2015	80005796	108.64	99999	2159	Snedon, Bethany	Cleared
2	02/05/2015	80005797	18.40	99999	10072	Dean, Luanne M	Cleared
2	02/05/2015	80005798	22.96	99999	10988	Kubow, Monica	Cleared
2	02/05/2015	80005799	18.40	99999	4041	Williamson, Georgia	Cleared
2	02/05/2015	80005800	39.10	99999	8080	Poirier, Nicole	Cleared
2	02/05/2015	80005801	14.38	99999	11092	Weber, Brittni	Cleared
2	02/05/2015	80005802	100.46	99999	2159	Snedon, Bethany	Cleared
2	02/05/2015	80005803	19.55	99999	5081	Metz, Leroy R	Cleared
2	02/05/2015	80005804	43.77	99999	2419	Willers, Catherine	Cleared
2	02/05/2015	80005805	29.00	99999	2200	Allen, John E	Cleared
2	02/05/2015	80005806	198.95	99999	10771	Pratt, Jeffrey	Cleared
2	02/05/2015	80005807	80.50	99999	7851	Klinkhammer, Pam	Cleared
2	02/05/2015	80005808	414.15	03115	0	CHARLES LINDERKAMP	Cleared
2	02/05/2015	80005809	159.96	99999	10412	Hamre, Mark B	Cleared
2	02/05/2015	80005810	100.00	99999	2334	Edinger, Helen P	Cleared
2	02/05/2015	80005811	138.50	99999	10688	Harris, Raymond	Cleared
2	02/05/2015	80005812	89.87	99999	2216	Trautman, Terry	Cleared
2	02/05/2015	80005813	453.37	99999	2257	Schmidt, Edie	Cleared
2	02/05/2015	80005814	109.22	99999	10305	Gutmann, Sheila	Cleared
2	02/12/2015	80005815	47.23	03088	0	STEVE HAMMERSCHMIDT	Cleared
2	02/12/2015	80005816	50.00	99999	10522	Bouwens, Kirsten	Cleared
2	02/12/2015	80005817	50.00	99999	10412	Hamre, Mark B	Cleared
2	02/12/2015	80005818	50.00	99999	10639	Larson, Mark	Cleared
2	02/12/2015	80005819	50.00	99999	10910	Wagner, Luanne	Cleared
2	02/12/2015	80005820	50.00	99999	10686	Neubeck, Michael	Cleared

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<b>Bank</b>	<b>Date</b>	<b>Check #</b>	<b>Ck Amt</b>	<b>Vendor #</b>	<b>Address</b>	<b>Description</b>	<b>Status</b>
2	02/12/2015	80005821	50.00	99999	2292	Nickleby, Kathe	Cleared
2	02/12/2015	80005822	45.83	99999	10700	Sorenson, Susan	Cleared
2	02/12/2015	80005823	50.00	99999	10224	Viker, Lynne M	Cleared
2	02/12/2015	80005824	50.00	99999	10908	Menier, Matthew	Cleared
2	02/12/2015	80005825	50.00	99999	10971	Manders, Rochel	Cleared
2	02/12/2015	80005826	25.00	99999	1038	Crothers, Patrick	Cleared
2	02/12/2015	80005827	25.00	99999	10196	Hering, James P	Cleared
2	02/12/2015	80005828	25.00	99999	1039	Kaczorek, Debora	Cleared
2	02/12/2015	80005829	25.00	99999	10323	Kostuch, Tonya M	Cleared
2	02/12/2015	80005830	50.00	99999	11097	McMahon, Megan	Cleared
2	02/12/2015	80005831	50.00	99999	11161	Gemuenden, Adam	Cleared
2	02/12/2015	80005832	50.00	99999	5058	Osterbauer, Julie	Cleared
2	02/12/2015	80005833	25.00	99999	5125	Albrecht, Daniel	Cleared
2	02/12/2015	80005834	25.00	99999	5081	Metz, Leroy R	Cleared
2	02/12/2015	80005835	25.00	99999	5043	Anderson, Roy D	Cleared
2	02/12/2015	80005836	25.00	99999	5043	Anderson, Roy D	Cleared
2	02/12/2015	80005837	10.06	99999	4900	Audorff, Shirley	Cleared
2	02/12/2015	80005838	132.27	99999	10909	Rolling, Julie	Cleared
2	02/12/2015	80005839	25.96	99999	11097	McMahon, Megan	Cleared
2	02/12/2015	80005840	69.47	99999	11097	McMahon, Megan	Cleared
2	02/12/2015	80005841	120.00	99999	2175	Smith, P Brett	Cleared
2	02/12/2015	80005842	125.00	99999	3743	Och, Jennifer L	Cleared
2	02/12/2015	80005843	67.39	99999	2200	Allen, John E	Cleared
2	02/12/2015	80005844	26.99	99999	2419	Willers, Catherine	Cleared
2	02/12/2015	80005845	20.28	99999	2436	Childs, Rita	Cleared
2	02/12/2015	80005846	1,564.70	03088	0	STEVE HAMMERSCHMIDT	Cleared
2	02/12/2015	80005847	69.03	99999	11097	McMahon, Megan	Cleared
2	02/12/2015	80005848	27.60	99999	11100	Henning, Charlotte	Cleared
2	02/12/2015	80005849	148.51	99999	10795	Bocklund, Kelsey	Cleared
2	02/12/2015	80005850	27.99	99999	11107	Fossen, Alan	Cleared
2	02/12/2015	80005851	13.50	99999	10979	Pratt, Joanne	Cleared
2	02/12/2015	80005852	25.35	99999	10859	Paquette, Chelsea	Cleared
2	02/12/2015	80005853	32.03	99999	2356	Shonbom, Suzanne	Cleared
2	02/12/2015	80005854	133.43	99999	2227	Caskey, Jennifer	Cleared
2	02/12/2015	80005855	10.55	99999	4072	McCormick, Joan	Cleared
2	02/12/2015	80005856	42.00	99999	10668	Giuliani, Lisa	Cleared
2	02/19/2015	80005857	85.10	99999	1038	Crothers, Patrick	Cleared
2	02/19/2015	80005858	25.00	99999	5066	Jensen, James	Cleared
2	02/19/2015	80005859	33.71	99999	1039	Kaczorek, Debora	Cleared
2	02/19/2015	80005860	85.00	99999	1039	Kaczorek, Debora	Cleared
2	02/19/2015	80005861	29.00	99999	5081	Metz, Leroy R	Cleared
2	02/19/2015	80005862	29.00	99999	5125	Albrecht, Daniel	Cleared
2	02/19/2015	80005863	53.48	99999	10323	Kostuch, Tonya M	Cleared
2	02/19/2015	80005864	29.00	99999	5058	Osterbauer, Julie	Cleared
2	02/19/2015	80005865	29.00	99999	5043	Anderson, Roy D	Cleared
2	02/19/2015	80005866	19.55	99999	10269	Heagle, Kristin	Cleared
2	02/19/2015	80005867	29.58	99999	2268	Brown, Julie M	Cleared
2	02/19/2015	80005868	37.03	99999	4057	Counihan, Lynda	Cleared
2	02/19/2015	80005869	29.00	99999	5066	Jensen, James	Cleared

**FY15 FEB 2015 CHECK REGISTER - BANK 02**

<b>Bank</b>	<b>Date</b>	<b>Check #</b>	<b>Ck Amt</b>	<b>Vendor #</b>	<b>Address</b>	<b>Description</b>	<b>Status</b>
2	02/19/2015	80005870	235.00	99999	10688	Harris, Raymond	Cleared
2	02/19/2015	80005871	19.08	99999	10795	Bocklund, Kelsey	Cleared
2	02/19/2015	80005872	378.86	99999	11107	Fossen, Alan	Cleared
2	02/19/2015	80005873	472.75	03115	0	CHARLES LINDERKAMP	Cleared
2	02/19/2015	80005874	35.65	99999	7851	Klinkhammer, Pam	Cleared
2	02/19/2015	80005875	18.40	99999	4549	Lovgren, Dyan L	Cleared
2	02/19/2015	80005876	17.37	99999	10807	O'Connor, Kimberly	Cleared
2	02/19/2015	80005877	244.95	99999	2393	Ratzloff, Corey	Cleared
2	02/26/2015	80005878	100.00	99999	2193	Haugh, Patricia	Cleared
2	02/26/2015	80005879	100.00	99999	2151	Miller, Anne E F	Cleared
2	02/26/2015	80005880	45.95	99999	2460	Lorntson, Sarah	Cleared
2	02/26/2015	80005881	233.45	99999	10688	Harris, Raymond	Cleared
2	02/26/2015	80005882	34.99	99999	10688	Harris, Raymond	Cleared
2	02/26/2015	80005883	95.54	99999	10688	Harris, Raymond	Cleared
2	02/26/2015	80005884	267.83	99999	10886	Leif, Joseph	Cleared
2	02/26/2015	80005885	23.58	99999	10182	Rohrig, Joyce L	Cleared
2	02/26/2015	80005886	42.95	99999	2417	Murphy, Daniel W	Cleared
2	02/26/2015	80005887	19.98	99999	2021	Driscoll, Deborah	Cleared
2	02/26/2015	80005888	176.01	99999	10529	Dworak, Dawn	Cleared
2	02/26/2015	80005889	98.83	99999	2282	Kerner, Michael	Cleared
2	02/26/2015	80005890	26.00	99999	2268	Brown, Julie M	Cleared
2	02/26/2015	80005891	53.07	99999	2268	Brown, Julie M	Cleared
2	02/26/2015	80005892	81.07	99999	11091	Mears, Darcy	Cleared
2	02/26/2015	80005893	120.00	99999	2372	Conzemius, Julie	Cleared
2	02/26/2015	80005894	564.78	99999	2372	Conzemius, Julie	Cleared
2	02/26/2015	80005895	119.02	99999	2433	Dibos, Linda	Cleared
2	02/26/2015	80005896	23.04	99999	10505	Newman, Michlyn	Cleared
2	02/26/2015	80005897	115.60	99999	2438	Mucciacciaro, Lynn	Cleared
2	02/26/2015	80005898	147.87	99999	2257	Schmidt, Edie	Cleared
2	02/26/2015	80005899	9.00	99999	2415	Miley, Keith W	Cleared
2	02/26/2015	80005900	63.34	99999	10443	Scanlon, Lindsey S	Cleared
2	02/26/2015	80005901	1,457.60	03088	0	STEVE HAMMERSCHMIDT	Cleared

**Total 871,932.62**

**FEB 2015 CHECK REGISTER- BANK 05**

Bank	Check Date	Check Number	Check Amount	Vendor Number	Address	Vendor Name
5	02/12/2015	50000283	2,036.20	02227	0	CENTURYLINK
5	02/12/2015	50000284	1,027.90	02747	0	TIERNEY BROTHERS INC
5	02/19/2015	50000285	625.00	04719	0	DOOR SERVICE CO OF THE TWIN CITIES INC
5	02/19/2015	50000286	276.57	02747	0	TIERNEY BROTHERS INC
<b>Total</b>			<b>3,965.67</b>			

**INDEPENDENT SCHOOL DISTRICT #832  
WIRE TRANSFER TRANSACTIONS  
MONTH OF FEBRUARY 2015**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
2/2/15	US Bank	Preferred One	\$36,773.64	claims payment
2/2/15	US Bank	Preferred One	\$720.46	claims payment
2/7/15	State of Minnesota	MN Trust	\$309.63	direct state payment
2/9/15	US Bank	Preferred One	\$31,415.26	claims payment
2/10/15	MN Trust	MSDLAF	\$1,500,000.00	cover checks
2/11/15	State of Minnesota	MN Trust	\$30,489.88	direct state payment
2/12/15	US Bank	Preferred One	\$475.02	claims payment
2/12/15	US Bank	Peoples Bank of Commerce-EBC Flex	\$7,419.59	flex benefits
2/12/15	US Bank	Peoples Bank of Commerce-403-B/457	\$61,335.29	TSA payment/Deferred Comp
2/12/15	US Bank	Central Bank	\$766.32	para union dues
2/12/15	US Bank	The United Educators CU	\$11,406.86	MEA teachers union dues
2/13/15	MSDLAF	US Bank	\$564,503.74	cover checks
2/13/15	US Bank	IRS	\$218,807.21	federal & fica taxes
2/13/15	US Bank	MN Dept of Revenue	\$34,905.44	state payroll taxes
2/13/15	US Bank	Public Emp. Retirement Assoc.	\$24,872.68	pera retirement
2/13/15	US Bank	Mn Teachers Retirement	\$104,407.35	teachers retirement
2/13/15	US Bank	Mn Child Support	\$192.89	child support
2/15/15	State of Minnesota	MN Trust	\$1,157,468.12	direct state payment
2/17/15	US Bank	Preferred One	\$32,721.45	claims payment
2/17/15	US Bank	US Bank Card Services	\$9,302.91	cardmember payment
2/18/15	US Bank	MN Dept of Revenue	\$524.00	sales tax payment
2/23/15	US Bank	Preferred One	(\$327.75)	claims payment
2/23/15	US Bank	Preferred One	\$28,180.72	claims payment
2/23/15	US Bank	Preferred One	\$50.60	claims payment
2/25/15	State of Minnesota	MN Trust	\$36,403.18	direct state payment
2/26/15	MN Trust	MSDLAF	\$2,000,000.00	cover checks
2/27/15	US Bank	Peoples Bank of Commerce-EBC Flex	\$7,419.59	flex benefits
2/27/15	US Bank	Peoples Bank of Commerce-403-B/457	\$61,335.29	TSA payment/Deferred Comp
2/27/15	US Bank	Central Bank	\$831.75	para union dues
2/27/15	US Bank	The United Educators CU	\$11,406.86	MEA teachers union dues
2/27/15	MSDLAF	US Bank	\$535,947.30	cover checks
2/27/15	US Bank	IRS	\$206,303.83	federal & fica taxes
2/27/15	US Bank	MN Dept of Revenue	\$32,682.65	state payroll taxes
2/27/15	US Bank	Public Emp. Retirement Assoc.	\$24,633.01	pera retirement
2/27/15	US Bank	Mn Teachers Retirement	\$101,473.40	TRA payment
2/27/15	US Bank	Minnesota Child Support	\$204.09	child support
2/27/15	MN Trust	MSDLAF	\$1,000,000.00	cover checks
2/28/15	State of Minnesota	MN Trust	\$1,444,445.16	direct state payment

March 12<sup>th</sup>, 2015

I.S.D. 832 Mahtomedi School Board

Request to call for bids

The Administration recommends that the School Board approve a Call for Bids for Roof Replacement – Mahtomedi High School to be opened April 15<sup>th</sup> 2015 at 1:00pm Central time.

The Call for Bids can be found at [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us) and the White Bear Press weekly newspaper.

I have included a copy of the Project Scope, schedule and Call for Bid notices.

**INDEPENDENT SCHOOL DISTRICT NO. 832  
STUDENT OVERNIGHT FIELD TRIP FORM**

**Title of Group:** Mahtomedi High School Varsity Baseball

**Title of Activity:** Baseball Trip to Fort Pierce, Florida

**Trip Dates:** March 28- April 4

**Number of Students:** 25

**Chaperones:** 3 Coaches

**Purpose of Trip:** Varsity Baseball Team will travel to Florida for baseball practices and scrimmages. Will join the program "Florida Coast Spring Training" which is a mix of approximately 30 college and high school teams completing spring training together.

**Trip Itinerary:** See attached.

**How it is funded:** Student payment per family. Proceeds from a Youth Baseball Clinic and from Chipotle Fundraiser will contribute to trip as well.

**Insurance & Transportation:** Transportation through Carls Rent-a-Van. Insurance forms enclosed. Flight through Sun Country Airlines.

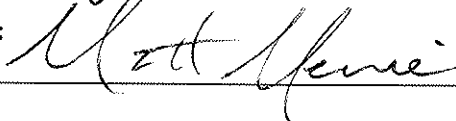
**How will students and families know about the code of conduct, etc:** Delivered directly from the Coach via parent/player meeting.

**Signatures:**

**Trip Advisor/Coach:**



**Activities Director:**



## MAHTOMEDI HIGH SCHOOL

Schedule as of February 4, 2015

All games are 7 inning games.

Schedule is subject to change.

Saturday, March 28	Arrive at camp. Practice, 6 – 8 PM
Sunday, March 29	<b>Breakfast: Golden Corral 8:30 AM</b> Off Day. <b>Dinner: Big Apple Wings &amp; Things 5:00 PM</b>
Monday, March 30	<b>Breakfast: Golden Corral 7:00 AM</b> Varsity Game vs. Christian Brothers Academy, 9 AM JV Game vs. Fox Lane High School, 12 PM <b>Dinner: 2nd Street Bistro 5:00 PM</b>
Tuesday, March 31	<b>Breakfast: Golden Corral 7:00 AM</b> Practice, 9 – 11 AM Practice, 3 – 5 PM <b>Dinner: Golden Corral 6:00 PM</b>
Wednesday, April 1	<b>Breakfast: Golden Corral 7:00 AM</b> Practice, 9 – 11 AM JV Game vs. Lawrence Academy, 3 PM <b>Dinner: Sonny's BBQ 5:00 PM</b> Varsity Game vs. Fox Lane High School, 7 PM
Thursday, April 2	<b>Breakfast: Golden Corral 7:30 AM</b> Practice, 9 – 11 AM Practice, 4 – 6 PM <b>Dinner: Big Apple Pizza 6:30 PM</b>
Friday, April 3	<b>Breakfast: Golden Corral 7:00 AM</b> JV Game vs. Tartan High School, 9 AM Practice, 12 - 2 PM <b>Dinner: Pueblo Viejo Mexican 4:30 PM</b> Varsity Game vs. New Rochelle High School, 7 PM
Saturday, April 4	<b>Breakfast: Friendly's 8:00 AM</b> Depart.

Title of group: 8<sup>th</sup> Grade Washington, D.C. Trip

Title of activity: 8<sup>th</sup> Grade Washington, D.C. Trip

Chaperones: One teacher chaperone for every 15 students. In addition to the teacher chaperones, several parents travel with the group at their own expense.

Number of students: Generally between 100 and 130 students participate. We usually do not have exact numbers until shortly before the trip.

Purpose of trip: The purpose of the trip is for our eighth graders to experience our nation's capital. They get to learn about the history behind all of the memorials and monuments, learn about our government from senators and representatives, and explore the Smithsonian Museums. In addition to all of this, they have the opportunity to deepen friendships, and possibly create new ones.

Itinerary: Sample of a typical itinerary is attached. It does change occasionally from year to year.

How it is funded: Families pay for their child's trip. They are made aware of scholarship and fundraising opportunities well in advance of the trip.

Insurance and transportation: The fee for the trip pays for personal and accident insurance through WorldStrides.

How students and families know about code of conduct etc.: Students and families are made aware of the code of conduct through several meetings and a Behavior Contract which is signed by the student and a parent. I have attached a copy of the Behavior Contract.



Tour Central DC:703-933-6143

**Flight Information (DRAFT)**







Mahtomedi Middle School 4010-26-L DWA  
105279 HD  
Julie Brown [102S+14A+1TC=117]

**Sightseeing Information (DRAFT)**




Total Count: 102S + 14A + 1TC = 117  
PRT: 08/07/14

**(DRAFT)  
Thursday,  
April 16,  
2015**

In keeping with WorldStrides' commitment to safety and security for our participants, all itineraries are written to be Department of Transportation compliant and give drivers at least 9 hours off each night and a maximum of 14.5 hours on duty for drivers during any 24 hour period.

- 11:15A  Approximate arrival at Airport
-  \*\*\*\*\*OPEN- Pentagon City Mall (Pending) - (TICKETS) - 1100 South Hayes Street, Arlington, VA 22202 (703) 415-2130  
Supreme Court  
Library of Congress  
Capitol Hill (grounds tour)
- 4:00P \*\*\*\*\* Washington Monument - 1600 Independence Avenue, N.W., Washington, D.C. 20024 (Pending) - (140 ppl)
- 6:30P  \*\*\*\*\*Sizzling Express (located in Columbia Plaza) (Pending) - Must be on time, - 538 23rd Street N.W., Washington, DC 20037(202) 659-1234 (70 ppl)
- 7:30P  \*\*\*\*\*Sizzling Express (located in Columbia Plaza) (Pending) - Must be on time, - 538 23rd Street N.W., Washington, DC 20037(202) 659-1234 (70 ppl)  
Lincoln Memorial - Korean Memorial - Vietnam Memorial
- 9:30P  Course Leader(s) DISMISSED at Metrorail
- 10:00P  Coach DROP group at hotel for check-in

**(DRAFT)  
Friday,  
April 17,  
2015**


- 7:00A  Hotel Breakfast
- 8:00A  Coach DEPART
- 8:30A  MEET Course Leader(s) at Old Post Office (Pennsylvania Avenue Side)


World War II Memorial  
 White House (picture stop)  
 11:30A \*\*\*\*\* The Holocaust Museum - 100  
 Raoul Wallenberg Place, SW -  
 Washington, DC #202-488-0400 (Must  
 present confirmation letter for  
 admission) - Groups enter at 15th  
 Street entrance - Please arrive 30  
 minutes early in order to clear security.  
 (Pending) - (140 ppl)  
 ● \*\*\*\*\*OPEN- Reagan Int'l Trade  
 Center (Pending) - (TICKETS) - 1300  
 Pennsylvania Avenue, Washington,  
 DC 20004(202) 312-1300  
 Iwo Jima Marine Memorial  
 Arlington National Cemetery - Tomb of  
 the Unknown Soldier - Changing of the  
 Guard - Kennedy Gravesites  
 3:15P \*\*\*\*\* Wreath Laying Appointment -  
 Proper dress code required (Pending)  
 - (140 ppl)  
 5:20P ●●● Course Leader(s) DISMISSED at  
 Metrorail  
 6:00P ● \*\*\*\*\*Armand's (Coach Drop-off and  
 Pick-up only) (Pending) - Must be on  
 time, - 226 Massachusetts, N.E.,  
 Washington, DC 19102(202) 547-6600  
 Group may arrange for baseball ticket  
 on own

**(DRAFT)**  
**Saturday,**  
**April 18,**  
**2015**


7:00A ● Hotel Breakfast  
 8:00A ● Coach DEPART  
 8:30A ●●● MEET Course Leader(s) at Old Post  
 Office (Pennsylvania Avenue Side)  
 Embassy Row  
 National Zoo  
 10:45A \*\*\*\*\* National Cathedral Guided Tour  
 Groups must arrive 15 minutes prior to  
 appointment time and must leave 1  
 hour after appointment time. (Pending)  
 12:30P ● \*\*\*\*\*Roy Rogers - Woodlawn  
 (Pending) - 8860 Richmond Highway,  
 Alexandria, VA 22309(703) 799-0170  
 (70 ppl)  
 12:30P ● \*\*\*\*\*Roy Rogers - Belle View  
 (Pending) - 1506 Belleview Blvd,  
 Alexandria, VA 22307(703) 660-1264  
 (70 ppl)  
 Mt. Vernon - Home of George  
 Washington - Education Center with  
 House and Grounds Tour - (140 ppl)  
 5:30P ● \*\*\*\*\*San Antonio Bar & Grill Crystal  
 City (Pending) - Must be on time, -  
 1664-A Crystal Square Arcade,  
 Arlington, VA 22202(703) 415-0126  
 (70 ppl)  
 6:00P ● \*\*\*\*\*San Antonio Bar & Grill Crystal  
 City (Pending) - Must be on time, -  
 1664-A Crystal Square Arcade,  
 Arlington, VA 22202(703) 415-0126  
 September 11th Pentagon Memorial


Martin Luther King, Jr Memorial -  
 Franklin D. Roosevelt Memorial -  
 Jefferson Memorial


8:30P  Course Leader(s) DISMISSED at  
 Metrorail

9:00P  Coach DROP at hotel


**(DRAFT)**  
**Sunday,**  
**April 19,**  
**2015**

7:00A  Hotel Breakfast


8:00A  Coach DEPART


8:30A  MEET Course Leader(s) at Old Post  
 Office (Pennsylvania Avenue Side)


9:30A \*\*\*\*\* Fords Theatre: 511 10th Street  
 NW (202) 347-4833. Please Note:  
 Tickets must be picked up at will call.  
 Please bring the confirmation letter.  
 (Pending) - (140 ppl)

 \*\*\*\*\*OPEN- Air and Space  
 McDonalds with Tickets (Pending) -  
 (TICKETS) - 600 Independence  
 Avenue Southwest, Washington, DC  
 20560(202) 633-6024

Smithsonian Complex - Air & Space  
 Museum - Natural History Museum -  
 American History Museum

5:20P  Approximate DROP at Airport

6:00P  Course Leader(s) DISMISSED at  
 Metrorail

 OPEN- \$10.00 Dinner Allotment at  
 Airport - (ALLOT)

Confidential and proprietary information of WorldStrides .

**Title of group:** High School Dallas Yearbook Editor Workshop

**Title of Activity:** Intensity Yearbook Workshop

**Chaperones:** 2 teacher chaperones for 10 – 14 students.

**Number of Students:** Generally between 8 to 14 students attend annually. The numbers vary depending on editing staffs each year.

**Purpose of Trip:** The purpose of this trip is for editors to tour our publication plant in Dallas. Not only do they get to learn about the entire printing process, they will meet employees that we interact with on the phone and through email for related communication. Students also are involved in an intensity training with educational yearbook curriculum specialists that have been national recognized as top advisors in the nation. Students also will have the opportunity to team build through our all of our activities on this trip.

**Itinerary:** This has generally been the same, but may vary slightly based on travel specifics.

Thursday: Depart school early afternoon and fly to Dallas. Hotel check-in and dinner.

Friday: AM Balfour Plant tour. Lunch. Afternoon intensity Training. Group time. Dinner.

Saturday: Visit 6<sup>th</sup> Floor Museum @ Dealey Plaza. Lunch. Depart to fly back in the afternoon.

**How it is funded:** Families pay for the trip. Yearbook does fundraising activities early in the year that can become available to offset some of the costs.

**Insurance and Transportation:** A parent consent form will be signed for any possible injuries, etc. to be applied to their insurance.

**How students and families know about code of conduct, etc.:** A parent and student meeting is conducted prior to the trip. Both parents and students sign a behavior contract.