

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting - December 12, 2011 - 7:00 PM
District Administration Building
210 County Rd. 101, N, Plymouth, MN

AGENDA

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WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

MISSION

Our Core Purpose:

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 1. CALL TO ORDER/ROLL CALL

ITEM: _____

COMMENTS BY: Board Chair Gleason

Linda Cohen, Board Clerk, will call the roll:

	<u>PRESENT</u>	<u>ABSENT</u>
Ms. Linda A. Cohen	_____	_____
Ms. Susan H. Droegemueller	_____	_____
Ms. Susan Gaither	_____	_____
Ms. Patricia L. Gleason	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. John A. Moroz	_____	_____
Ms. Carter G. Peterson	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

ITEM: _____

COMMENTS BY: Board Chair Gleason

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda Items are as follows:

- A. Approval of Minutes
 - 1. Regular Meeting – November 14, 2011
- B. Board Policies and Regulations – 5-Year Review – No Changes or Minor Changes – FIRST READING
 - 1. Board Policy 401 – “Equal Employment Opportunity”
 - 2. Board Policy 402 – “Disability Nondiscrimination”
 - 3. Board Policy & Regulations 403 & 403-R – “Harassment and Violence”
 - 4. Board Policy & Regulations 404 & 404-R – “Drug-Free Workplace/Drug-Free School”
 - 5. Board Policy 405 – “Staff Involvement in Decision Making”
 - 6. Board Policy & Regulations 406 & 406-R – “Chemical Use and Abuse”
 - 7. Board Policy & Regulations 407 & 407-R – “Tobacco-Free Environment”
 - 8. Board Policy 408 – “Personnel Records”
 - 9. Board Policy & Regulations 409 & 409-R – “Tutoring For Pay”
 - 10. Board Policy 410 – “Unaffiliated Staff Compensation Plans”
 - 11. Board Policy 411 – “Staff Hiring”
 - 12. Board Policy 412 – “Employment Background Checks”

- 13. Board Policy & Regulations 413 & 413-R – “Professional Staff Assignments and Transfers”
- 14. Board Policy & Regulations 413 & 413-R – “Students and Employees With Communicable Diseases”
- 15. Board Policy & Regulations 416 & 416-R - “Family And Medical Leave”
- 16. Board Policy 417 – “Employee Right To Know Exposure to Hazardous Substances”
- 17. Board Policy & Regulations 418 & 418-R – “Public and Private Personnel Data”

- C. Finance and Business Recommendations
- D. Human Resource Recommendations

RECOMMENDED ACTION: Approve the agenda as presented (amended) and the Consent Agenda items as recommended (amended).

Motion by: _____ ROLL CALL Passed _____

Second by: _____ VOTE Failed _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

ITEM: A. Approval of Minutes

COMMENTS BY: Board Clerk Cohen

1. Regular Meeting – November 14, 2011

Enclosed for Board review and approval are the minutes of the Regular Board Meeting of November 14, 2011.

RECOMMENDED ACTION: Approve the minutes of the Regular Board Meeting of November 14, 2011.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

Official Minutes of Regular Meeting

November 14, 2011

The Board of Education Wayzata Public Schools

A Regular Board meeting of the Board of Education of Wayzata Public Schools was held November 14, 2011, beginning at 6:00 PM at Wayzata City Hall, 600 Rice Street, Wayzata, MN, pursuant to due notice. The meeting was broadcast live on cable television Plymouth Channel 22 (Comcast) and Wayzata Channel 19 (Mediacom), and delayed broadcast on Minnetonka Channel 17 (Comcast).

1. CALL TO ORDER/ROLL CALL

Call to Order

The meeting was called to order by Pat Gleason, Board Chair and Ms. Linda Cohen, Board Clerk, called the roll. The following School Board members were present: Ms. Linda Cohen, Ms. Susan H. Droegemueller, Ms. Susan Gaither, Ms. Patricia L. Gleason, Ms. Carter G. Peterson, and Dr. Chace B. Anderson, Superintendent of Schools and Ex Officio member of the School Board. School Board members absent: Mr. John A. Moroz.

Others Present: Jodi Olson, John Sucasny, Dave Carlson, Colleen Erickson, Jill Johnson, Jim Westrum, Annie Doughty, Cheryl Polzin, Seth Brown, Margy Herbert, Susan Sommerfeld, Paul Paetzel, Steve Root, Trish Hill, Irene Merz, Meg Reese, Deb Rahm, Lynda Lankford, Jan Jones, Matt Rohweder, Dennis Grasmick, and Mike Trewick.

2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

Approval of
Consent Agenda
Items

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed.

Ms. Peterson requested to move agenda item 6-A-1, RESOLUTION – American Education Week, to precede Item 10. National Merit Scholarship Semi-Finalists and Esteemed Teachers.

A motion was made by Ms. Peterson and seconded by Mr. Hesby to approve the agenda as amended and the Consent Agenda items as recommended. A roll call vote was taken and the following voted in favor thereof: Ms. Linda Cohen, Ms. Susan Droegemueller, Ms. Susan Gaither, Mr. Jay Hesby, Ms. Carter Peterson, and Ms. Patricia Gleason, and the following voted against the same: No one. Therefore, the motion passed on a 6-0 vote, with Mr. Moroz being absent.

Consent agenda items were as follows:

A. Approval of Minutes

Approval of
Minutes

1. Regular Meeting – May 9, 2011 (Corrected)
Approved the corrected minutes of the May 9, 2011 Regular Board Meeting.
2. Regular Meeting – September 12, 2011 (Corrected)
Approved the corrected minutes of the September 12, 2011 Regular Board Meeting.
3. Special Meeting – September 26, 2011
Approved the minutes of the September 26, 2011 Special Board Meeting.

4. Regular Meeting – October 10, 2011
Approved the minutes of the October 10, 2011 Regular Board Meeting.

B. Finance and Business Services

Finance and
Business
Recommendations

Authorized the following disbursements:

- General Checking Account for October 2011 \$ 3,650,342.29
- Wire Transfer for September 2011 \$33,848,545.00

School Board accepted with appreciation the following gifts which are in compliance with current District policy and guidelines:

Amount	Donated By	Purpose
\$ 49.99	Wells Fargo	Community Support Campaign for East Middle School
96.96	Wells Fargo, Amy Unzicker and Bradley Hlavecek	Community Support Campaign for Greenwood Elementary
100.00	Plymouth Creek PTA	Office Supplies for Plymouth Creek Elementary
100.00	Wells Fargo and Denise Dau	Educational Foundation Educational Matching Gift Program for Gleason Lake Elementary
100.00	Home Depot and Christopher Waits	Political Action Committee for Greenwood Elementary
121.14	Wells Fargo and Denise Dau	Annual United Way/Community Support Campaign Program for Gleason Lake Elementary
124.06	Wells Fargo	Community Support Campaign Program for Gleason Lake Elementary
124.06	Wells Fargo	Community Support/Campaign Support for Gleason Lake Elementary
144.74	Wells Fargo, Karl Hoffman and Mark Ryshavy	Community Support Campaign Program for Gleason Lake Elementary
153.15	Central Middle School PTA	Materials for students to make shopping bags for Interfaith Outreach in FCS class
568.49	East Middle School PTA	Grant for calculators in the Media Center
1,200.00	Kimberly Lane Elementary PTA	Accelerated Readers
1,247.61	Kimberly Lane Elementary PTA	Books reimbursed by Diane Vogen
3,000.00	Louise and Jim Mills	Support of the Young Scientist Roundtable Program
3,367.49	Target	Take Charge of Education Program for Supplies and Scholarships for students at Central Middle School
5,000.00	Birchview Elementary School PTA	Assisting in student field trip costs
5,544.95	Target	Take Charge of Education Program supporting Gleason Lake Elementary
7,800.00	Plymouth Creek Elementary PTO	Assisting in student field trip costs
\$29,059.60		

Acknowledgement of Contributions According to Minn. Stat. 465.03 GIFTS TO MUNICIPALITIES

D. Human Resource Recommendations

Human Resource
Recommendations

Approved the following Human Resource Actions as recommended:

Employment

Employment

Laura Anderson – 2.5 Hour Paraprofessional (2011-2012 Only) – Oakwood – Transfer – Kelleen Blazei

Kristen Bennett – 2 Hour Paraprofessional 2011-2012 Only) – Plymouth Creek – Transfer – Rebecca O’Toole

Michelle Braeger – 3.75 Hour Special Ed Para – Oakwood – Resign – Catherine Nordin – Transfer – Mary Mraz
Jonathon DeArmond – 1.0 Mathematics Teacher – High School – Resignation – Tim Lange
Lori Finn – .4 Math Intervention Teacher – Greenwood & Kimberly Lane – Resignation – Maureen Doshier
Kelly Keitz – .666 Arabic & Spanish Teacher – High School & Central Middle – Non-renew
Donna Jacobs – 5.5 Hour Culinary Express – Central Middle – Resignation – Linda Desaulniers
Amy Parnell – Director of Communications & Community Engagement – Administration – Resignation – Bob Noyed
Tommy Powell – 6 Hour Special Ed Paraprofessional – Sunset Hill – New Position
Deb Zache – .5 Title I Teacher (2011-2012 Only) – Oakwood – New Position

Contract Modification

Kellie Heidelberger – Writing & Math Specialist – Birchview – From .8 to 1.0

Contract Modification

Leave of Absence Without Pay

Brent Allen – High School Physical Education Teacher requested a ten-day childcare leave of absence beginning approximately March 13, 2012.

Leave of Absence Without Pay

Lynnea Allen – Physical Education Teacher at Sunset Hill requested a disability leave of absence to begin approximately March 13, 2012 followed by a child care leave of absence through the end of the 2011-2012 school year.

Aaron Benesh – 2nd Grade Teacher at Birchview requested a ten-day childcare disability leave of absence beginning approximately March 1, 2012.

Katie Deitering – 6th Grade Teacher at West Middle requested a disability leave of absence to begin approximately February 21, 2012 followed by a childcare leave of absence through May 4, 2012.

Jacqueline Gutierrez – High School World Language Teacher requested a disability leave of absence to begin approximately March 3, 2012 followed by a child care leave of absence through the end of the 2011-2012 school year.

Fernando Hurtado – Custodian at Sunset Hill requested a four-week childcare leave of absence beginning approximately November 7, 2011.

Angie Kostik – 5th Grade Teacher at Plymouth Creek requested a disability leave of absence to begin approximately May 7, 2012 through the end of the 2011-2012 school year.

Lacey LaBarge – ECSE Speech Pathologist requested to extend her child care leave of absence through November 16, 2011.

Amanda Leddy – 6th Grade Teacher at Central Middle requested a disability leave of absence to begin approximately April 24, 2012 through the end of the 2011-2012 school year.

Rachel Marcouiller – Communications Teacher at East Middle requested a disability leave of absence to begin approximately February 25, 2012 followed by a two-week childcare leave of absence.

Kristine Miska – Physical Education Long Term Reserve Teacher at Gleason Lake has requested a six-week disability leave of absence to begin approximately January 26, 2012.

Jamie Tewskbury – 3rd Grade Teacher at Greenwood requested a disability leave of absence to begin approximately May 13, 2012 through the end of the 2011-2012 school year.

Scott Tordeur – High School Engineering, Technology & Design Teacher requested a two-week childcare leave of absence beginning approximately January 25, 2012.

Resignations

Resignations

Rosemary Ladisa – Early Childhood Special Education Teacher at Central Middle submitted her resignation effective November 23, 2011.

Tim Lange – High School Math Teacher submitted his resignation effective November 11, 2011.

Melissa Nazal – Paraprofessional at Greenwood Elementary submitted her resignation effective November 4, 2011.

Katherine Sundeen – Home Base Program Assistant at Gleason Lake Elementary submitted her resignation effective October 13, 2011.

3. STUDENT CURRICULUM PRESENTATION

Student
Presentation

Plymouth Creek
Elementary
Student
Presentations

A. Plymouth Creek Elementary Student Presentations

Projects of the “Green Team” – Mr. Marc Wegner, third grade teacher and Anne Martin, second grade teacher at Plymouth Creek Elementary introduced their students who presented their projects of “Green Team” and “Portfolio Night”.

4. RECOGNITIONS

Recognitions

Employee of the
Month

A. November Employee of the Month – Jan Jones – Oakwood Elementary School

Oakwood Elementary was pleased to recommend Jan Jones, School Nurse, as the November Employee of the Month. Her co-workers had many great things to say about “Nurse Jan”. Nurse Jan has been serving the health needs of the Oakwood community for seven years. Her influence and dedication in making Oakwood a great place to live and learn has been felt and observed many times over those seven years. Committed to making the most of her time by checking on student related health issues and concerns, she keeps a direct line of communication with the principal and other staff. Jan has a very positive relationship with the students and parents. They enjoy her great attitude and calming influence. Staff, parents, and students describe Nurse Jan as cheerful, helpful, caring and always providing plenty of TLC when needed. She has a calming demeanor and composure that always puts everyone at ease. She consistently puts the health and safety of the student first before anything else. Congratulations Nurse Jan! Jan stated, “I am very humbled and honored to have received this recognition. I’d like to thank the health office staff and the community of Oakwood.”

B. Retirements

Retirements

Superintendent Chace Anderson recognized the following employee who announced her retirement in 2011. Superintendent Anderson stated, “We would like to thank Mary for her 12 years of service to Wayzata Public Schools and wish her well in her future endeavors.”

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Mary Perbix	Paraprofessional, Community Ed	12 Years

C. 2011 Milken Award – Seth Brown

Milken Award

Seth Brown, an eighth grade math teacher at West Middle School, was named a 2011 Milken Family Foundation Recipient on October 10, 2011. Seth is one of a select few teachers honored nationally with the award, which includes a \$25,000 prize. The award was presented by Milken Family Foundation Senior Vice President Dr. Jane Foley, who traveled from Santa Monica, California to present the award on October 10. Often called the Oscars of teaching, the Milken Awards was developed in 1987 to recognize outstanding teachers and encourage young people to enter the teaching profession. Seth thanked the school district and stated, “It’s amazing how you support us as teachers, thank you!”

D. Wayzata Boys’ Basketball Association

Wayzata Boys’
Basketball
Association

Brian Mallaro, President of the Wayzata Boys’ Basketball Association was at the board meeting with other members of the association to present to the District a check for \$22,480 to be used for a new gym floor at Central Middle School. Central Middle School is one of the facilities regularly used by WBBA. Practice and games run seven days a week at the peak of the season. The association’s willingness to pay for a complete sanding, painting and refinishing of the CMS gym floor has many benefits for the school and District. The new floor has logos for both CMS and the District, and players have a great surface to practice and play on.

The Board extended their appreciation to the association for this generous donation and thanked them also for the opportunities they offer the children in our school district. WBBA works hand

in hand with the school district parents, community members, and coaches to create a positive experience for families and players. Mr. Mallaro thanked the school district for the partnership.

5. REPORTS FROM ORGANIZATIONS

Reports from
Organizations

This section of the agenda provides the opportunity for parent, teacher, and/or student associations and/or organizations to provide the School Board with reports/updates.

A. Student Council

Student Council

Sammi Ezrilov, Student Council Vice-President reported on activities and events at the Wayzata High School.

6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS

Superintendent's
Reports and
Recommendations

A. Superintendent

Superintendent

1. RESOLUTION – American Education Week – November 13 – 19, 2011

RESOLUTION –
American
Education Week

NEA's 90th annual American Education Week (AEW) spotlights the importance of providing every child in America with a quality public education, and the need for everyone to do his or her part in making public schools great.

Great Public Schools: A Basic Right to Our Responsibility reflects the Association's calling upon America to provide students with quality public schools so that they can grow, prosper, and achieve in the 21st century.

Wayzata Public Schools kicked off American Education Week on Monday, November 14 at the School meeting at 6 PM at Wayzata City Hall. The Board adopted the Resolution recognizing American Education Week and has invited our 26 National Merit Scholarship Semifinalists from the class of 2012 to honor their "Esteemed Teachers".

A motion was made by Ms. Peterson and seconded by Ms. Cohen to adopt the RESOLUTION – American Education Week – November 13-19, 2011. Ms. Cohen, Board Clerk, read the RESOLUTION and a roll call vote was taken. The following voted in favor thereof: Ms. Susan Droegemueller, Ms. Susan Gaither, Mr. Jay Hesby, Ms. Carter Peterson, Ms. Linda Cohen, and Ms. Patricia Gleason, and the following voted against the same: No one. Whereupon the motion passed unanimously on a 6-0 vote, with Mr. John Moroz being absent.

2. Board Policies and Regulations

Board Policies and
Regulations

A motion was made by Ms. Cohen and seconded by Ms. Peterson to waive the reading and accept for second reading and adoption the recommended changes to the following board policies. The motion passed unanimously.

a. Board Policy 208 – Board Committees – Second Reading

This policy was updated by adding closed and open language in a consistent manner and also adding language which documents the Board support for conducting its business in an open manner consistent with law.

b. Board Policy 209 – Open School Board Meetings – Second Reading

This policy was updated by adding closed and open language in a consistent manner and also adding language which documents the Board support for conducting its business in an open manner consistent with law.

c. Board Policy 210 – Closed School Board Meetings – Second Reading

This policy was updated by adding a paragraph recognizing that there are

some exceptions to the Open Meeting Law, as defined by statute.

- d. Board Policy 211 – Board Meeting Procedures – Second Reading
This policy was updated by adding closed and open language in a consistent manner and also adding language which documents the Board support for conducting its business in an open manner consistent with law. Minor grammar changes.
- e. Board Policy 213 – Policy Adoption and Amendment – Second Reading
This policy has been updated by making some of the wordings more clear, using the correct verbiage in some areas, making minor grammar corrections, and the process that was added for an abbreviated procedure to amend policies that is at the discretion of the School Board.
- f. Board Policy 217 and 217-R – Policy Review and Evaluation Opportunities – Second Reading
The proposed changes to this Policy and Regulations are updating the routine review cycle for Policies and Regulations from a 3-year cycle to a 5-year cycle.
- g. Policy and Regulations 403 and 403-R – Harassment and Violence – Second Reading
State law requires that school districts adopt and review annually a harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. C. 363A. While this Act only requires that we adopt a policy covering, “sexual, religious and racial harassment”, the Minnesota School Boards Association is recommending that school districts incorporate all classifications protected by state and/or federal law. The Minnesota Department of Education maintains the MSBA Model Policy (which includes all protected classes) on their website as a model policy in accordance with Minn. Stat. 121A.03.

Legal References include:

Minn.Stat. § 120B.232 (Character Development Education)
Minn.Stat. § 121A.03, Subd.2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn.Stat.Ch.363A (Minnesota Human Rights Act)
Minn.Stat. § 609.341 (Definitions)
Minn.Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Puller v. Indp. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App.)

- h. Policy and Regulations 415 and 415-R – Mandated Reporting of Child Neglect or Physical or Sexual Abuse – Second Reading
This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature. Each year changes are made to the mandates by the legislature. MSBA incorporates the changes to their model policy. The recommended changes align with MSBA’s sample policy. This policy must be reviewed annually.

Legal References:

Minn.Stat. Ch.13 (Minnesota Government Data Practices Act)
Minn.Stat. § 121A.58 (Corporal Punishment)
Minn.Stat. § 121A.581 (Student Discipline; Reasonable Force)
Minn.Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn.Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn.Stat. § 260C.007, Subd.4 Clause (5) Child in Need of Protection)
Minn.Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn.Stat. § 609.341, Subd.10 (Definitions – Position of Authority)
Minn.Stat. § 609.341, Subd.15 (Definitions – Significant Relationship)

- i. Policy 419 – Policies Incorporated by Reference – Second Reading
The only recommended change in this policy is regarding a referenced policy number.

- j. Policy and Regulations 502 and 502-R – Student Discipline – Second Reading
Policy 502 and Regulations 502-R – Student Discipline are mandated by Minnesota State Statute and require annual review and adoption by the School Board. The policy review process includes a comparison of our policy to the model policy provided by MSBA (Minnesota School Board Association). The policy, with recommended changes, was also reviewed by the School Board Policy Subcommittee on October 3, 2011. The policy and regulation changes were recommended so that we are aligned with State Statute and School District Practice.

- k. Policy and Regulations 510 and 510-R – Student Sex Nondiscrimination – Second Reading
This Policy and regulations are mandated by Minnesota State Statute and require annual review and adoption by the School Board.

The policy review process includes a comparison of our policy to the model policy provided by MSAB (Minnesota School Board Association). The policy, with no changes recommended, was also reviewed by the School Board Policy Subcommittee on October 3, 2011. The changes to the regulations were recommended so that we are aligned with State Statute and School District Practice.

B. Teaching and Learning

Teaching and Learning

1. Plymouth Creek Site Plan

Plymouth Creek Site Plan

Karla Thompson, principal at Gleason Lake Elementary School, was present to discuss the Plymouth Creek Site Council proposed 2011-2012 Site Plan. The plan was reviewed by the Superintendent, Executive Directors of Teaching and Learning, Finance and Business, Human Resources, and the Wayzata Education Association leadership to ensure compliance with statutes, contracts, policies and administrative regulations.

The plan has been found to be in compliance. The Board congratulated the Plymouth Creek Elementary Site Plan team for their fine work on this collaborative process.

No Board action was required.

C. Finance and Business Services

Finance and
Business

1. Monthly Financial Reports

Monthly Financial
Reports

The School Board received the following monthly financial reports for review and information:

- Student Activity Fund Report of September 30, 2011
- Monthly Financial Reports details fund and budget status data as of June 30, 2011 will be reported once the June 30, 2011 audit is complete.

No Board action is required.

2. RESOLUTION – Award Sale of Aid Anticipation Certificates

RESOLUTION –
Award Sale of Aid
Anticipation
Certificates

General Obligation Aid Anticipation Certificates – Northland Securities, Inc.

During the day on November 14, 2011, Northland Securities completed competitive negotiations on the proposed sale of aid anticipation certificates sale to fund a portion of the District’s cash flow needs. They analyzed the results to determine who is the low bidder and brought the results to the Board meeting tonight.

Mr. Hesby made a motion to approve the RESOLUTION as presented, authorizing the clerk to sign and award the sale of general obligation aid anticipation certificates, fixing the form and specifications thereof, providing for their execution and providing for repayment. The motion was seconded by Ms. Gaither. A roll call vote was taken and the following voted in favor thereof: Ms. Susan Gaither, Mr. Jay Hesby, Ms. Carter Peterson, Ms. Linda Cohen, Ms. Susan Droegemueller, and Ms. Patricia Gleason, and the following voted against the same: No one. Whereupon the motion passed unanimously on a 6-0 vote, with Mr. John Moroz being absent.

3. RESOLUTION – Notice of Intended Capital Improvement Projects and Tax Levy Authorization

RESOLUTION –
Notice of Intended
Capital
Improvement
Projects and Tax
Levy
Authorization

Pursuant to Minnesota Statutes, Section 123B.59, Subd.3a, the School Board of Independent School District No. 284 (Wayzata), Minnesota, is required to declare its intent to levy taxes to finance [part of] the District’s approved facilities plans as authorized by Minnesota Statutes, section 123B.59.

- Exterior Wall Rehabilitation: East Middle School
- Flooring Replacement: Birchview, Gleason Lake, Greenwood, Kimberly Lane, Oakwood and Plymouth Creek Elementary Schools, Central, East and West Middle Schools, High School
- Painting and Wall Finishes: Birchview, Gleason Lake, Greenwood, Kimberly Lane, Oakwood and Plymouth Creek Elementary Schools, Central, East and West Middle Schools, High School
- Ceiling/Lights Replacement: Birchview, Greenwood and Sunset Hill Elementary Schools, Central, East and West Middle Schools, District Administration Building
- Roof Replacement: West Middle School and District Administration Building
- Paving Rehabilitation: Gleason Lake, Greenwood, Oakwood, Sunset Hill, Kimberly Lane Elementary Schools, High School
- Repair Tennis Courts/Track: Central Middle School
- Refrigeration Mats: Ice Arena
- Restroom Disabled Access: Birchview, Gleason Lake and Oakwood Elementary Schools, East Middle School

- Boiler Replacement: Greenwood Elementary School and West Middle School

A motion was made by Mr. Hesby and seconded by Ms. Cohen to waive the reading and approve the RESOLUTION – Notice of Intended Capital Improvement Projects and Tax Levy Authorization as authorized by Minnesota Statutes, Section 123B.59. A roll call vote was taken and the following voted in favor thereof: Mr. Jay Hesby, Ms. Carter Peterson, Ms. Linda Cohen, Ms. Susan Droegemueller, Ms. Susan Gaither, and Ms. Patricia Gleason, and the following voted against the same: No one. Whereupon the motion passed unanimously on a 6-0 vote, with Mr. John Moroz being absent.

D. Human Resource Services

There were no items for this section.

Human Resource Services

7. OTHER BOARD ACTION

Other Board Action

A. RESOLUTION – Canvassing Return of Votes of School District General Election of November 8, 2011

RESOLUTION – Canvassing Return of Votes of School District General Election of November 8, 2011

The School District General election was held on November 8, 2011, to fill the expiring 4-year terms of Linda Cohen, Patricia Gleason, Jay Hesby and Carter G. Peterson. There were seven candidates for the four 4-year terms and 2,816 District residents voted in the election. The Return of Votes Cast indicates that Linda Cohen, Jay Hesby, Carter G. Peterson and Cheryl Polzin received the largest number of votes and have been elected to the Wayzata School Board effective the first Monday in January, 2012.

Congratulations to Linda, Jay, Carter and Cheryl, and our wholehearted appreciation on behalf of the Wayzata Public Schools' community for your willingness to serve.

A motion was made by Ms. Droegemueller and seconded by Ms. Gaither to waive the reading and adopt the RESOLUTION – Canvassing Return of Votes of the School District General Election Held on November 8, 2011. A roll call vote was taken and the following voted in favor thereof: Ms. Carter Peterson, Ms. Lind Cohen, Ms. Susan Droegemueller, Ms. Susan Gaither, Mr. Jay Hesby, and Ms. Patricia Gleason, and the following voted against the same: No one. Whereupon the motion passed unanimously on a 6-0 vote, with Mr. John Moroz being absent.

B. RESOLUTION – Authorizing Issuance of Certificates of Election and Directing The School District Clerk to Perform Other Election Related Duties

RESOLUTION – Authorizing Issuance of Certificates of Election and Directing The School District to Perform Other Election Related Duties

The School District General election was held on November 8, 2011, to fill the expiring 4-year terms of Linda Cohen, Patricia Gleason, Jay Hesby and Carter G. Peterson.

Approval of the Resolution will authorize the chair and clerk to execute certificates of election on behalf of the School Board of Independent School District No. 284. The clerk of the School Board will deliver a certificate to each person entitled personally or by certified mail. The clerk will enclose with the certificate a form of acceptance of office and oath of office.

A motion was made by Ms. Droegemueller and seconded by Ms. Gaither to waive the reading and adopt the RESOLUTION – Authorizing Issuance of Certificates of Election and Direction the School District Clerk to Perform Other Election Related Duties. A roll call vote was taken and the following voted in favor thereof: Ms. Linda Cohen, Ms. Susan Droegemueller, Ms. Susan Gaither, Mr. Jay Hesby, Ms. Carter Peterson, and Ms. Patricia Gleason, and the following voted against the same: No one: Whereupon the motion passed unanimously on a 6-0 vote, with Mr. John Moroz being absent.

8. **AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD**

Audience
Opportunity to
Address the School
Board

This section of the agenda provides an opportunity for members of the audience to address the School Board.

No one came forward.

9. **BOARD REPORTS**

Board Reports

There were no Board Reports.

10. **National Merit Semifinalists and Esteemed Teachers**

New Business

Wayzata High School has 26 seniors who were selected as 2011-12 National Merit Scholarship Semifinalists. We are very pleased that Wayzata Public Schools' students do such a commendable job on these highly competitive national tests year after year. It speaks very positively about their motivation and aptitude and highlights the excellent work Wayzata Public Schools' teachers and support staff do in providing a solid learning experience for such achievement. Through this recognition even, we not only honor the scholars, but the elementary, middle and high school teachers who the students have selected as having "had the most positive and formative influence" on them as learners in the Wayzata Public Schools.

The following students are 2011-2012 National Merit Scholarship Semifinalists:

Aneesha Ahluwalia, Ishmam Ahmed, Alex Bahls, Philip Cerles, Evan Chen, Mitchel Croal, Connie Dong, Cosette Haugen, Oliver He, Duligur Ibeling, Timothy Isdahl, Naveen Jain, Xun "Sunny" Liu, Peter Lorbiecki, Samantha Meyer, Rachel Mohr, Ivan Poteryakhin, Caroline Qian, Derek Schinedlman, Sahiba Singh, Rishi Sinha, Alexander Spencer, Lesley Sun and Frederick Sutton.

The following teachers were recognized for being chosen as an esteemed teacher:

Dan Nelson, Sue Iverson, Stacy Calvert, Colleen Tolle, Matthew Rowheder, Gail Sarff, Dick Pritchard, Curt Wyffles, Kathy Simson, Jeff Prondzinski, Joel Ellingson, Jennifer Fuzzey, David Motes, Eileen Baker, Ashley Cardona, Jeff Metzler, Leslie Hanson, Kathryn Lyle, Andrea Knutson, Joseph Hannon, Bill Skerbitz, Peter Schmit, Jeanne Thompson, David Chvojicek, Dixie Boschee, Susan Branson, Sarah Gohman, Jodi Grack, Andrea Barbknecht, Mark Gitch, Tom Kilkelly, Dee Steele, Tami Corder, Gretchen Minnick, Steven O'Neill, Clarice Hagen, Julie Light, Bill Vieth, Scott Maclachlan, Elyssa McIntyre, James Miller and Leslie Swiggum.

Congratulations to these students and their "Esteemed Teachers!"

11. **ADJOURN**

Adjourn

There being no additional business before the School Board, a motion was made by Ms. Peterson and seconded by Ms. Hesby to adjourn the meeting. The motion passed unanimously. Ms. Gleason, Board Chair, adjourned the meeting at 8:14 p.m.

Upon approval by the School Board, complete minutes will be available at the District Administration Building, 210 County Road 101 North, Plymouth, on the District website, at all School Media Centers, and at the Public Libraries in Plymouth, Wayzata, and Ridgedale.

INDEPENDENT SCHOOL DISTRICT 284
LINDA A. COHEN, SCHOOL BOARD CLERK

Patricia L. Gleason
School Board Chair

Linda A. Cohen
School Board Clerk

Attachments:

Minutes – May 9, 2011

Minutes – September 12, 2011

Minutes – September 26, 2011

Minutes – October 10, 2011

Resolution – American Education Week

Resolution – Award Sale of Aid Anticipation Certificates

Resolution – Notice of Intended Capital Improvement Projects

Resolution – Canvassing Return of Votes of School District General Election

Resolution – Authorizing Issuance of Certificates of Election

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

1. Board Policy 401 – “Equal Employment Opportunity”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy 401 – “Equal Employment Opportunity” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**EQUAL EMPLOYMENT
OPPORTUNITY**

POLICY: 401

The School District will provide equal employment opportunity for all applicants and employees. The School district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the School district's internal procedures for addressing complaints of harassment, please refer to the School District's policy on harassment and violence.

This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

It is the responsibility of every School District employee to follow this policy.

Any person having any questions regarding this policy should contact the Executive Director of Human Resource Services.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 et seq. (Employment and Training of Veterans)
38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with Disabilities)

ADOPTED: February 10, 1969
AMENDED: June 21, 1973
AMENDED: March 31, 1975
AMENDED: December 8, 1986
AMENDED: May 10, 2004
AMENDED: November 13, 2006
FIRST READING: December 12, 2011

**POLICY / REGULATION TITLE
REGULATIONS**

**CODE: EnterN
PAGE 2**

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

2. Board Policy 402 – “Disability Non-Discrimination”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy 402 – “Disability Non-Discrimination” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

DISABILITY NONDISCRIMINATION

POLICY: 402

The School District shall not discriminate against qualified individuals with disabilities, because of the disabilities, with regard to job application procedures, hiring, advancement, discharge, compensation, job training, or any other terms, condition, or privileges of employment.

The School District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The School District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

The School District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the School District.

Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Executive Director of Human Resource Services. This individual is the School District's appointed ADA/Section 504 Coordinator.

Legal References: 29 U.S.C. 794 et seq. (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

ADOPTED: July 12, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

3. Board Policy and Regulations 404 and 404-R – “Drug-Free Workplace/Drug-Free School”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 404 and 404-R – “Drug-Free Workplace/Drug-Free School” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**DRUG-FREE WORKPLACE/
DRUG-FREE SCHOOL**

POLICY: 404

The School District will maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.

The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

DEFINITIONS

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

- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

EXCEPTIONS

It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

ADOPTED: January 14, 1991
AMENDED: May 10, 2004
REVIEWED: November 13, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**DRUG-FREE WORKPLACE/
DRUG-FREE SCHOOL**

REGULATIONS: 404-R

To implement the School Board's policy of maintaining a safe and healthy environment, the following procedures will be adhered to:

1. Any illegal use of controlled substances and alcohol within the school/workday and on school grounds by any and all staff or students will be considered a violation of the Drug and Alcohol Free Workplace policy.
2. The policy clearly states that drug and alcohol use is prohibited where students are under the jurisdiction of the School District, including: employee recognition events that involve students, chaperones for students, trips overseas, and conferences where students are present. Chaperones will be made aware of liability issues as well as the policies related to drug and alcohol use and abuse. Chaperones that are with students 24 hours a day will need to identify on-duty and off-duty hours with their supervisor prior to the start of the trip.
3. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and regulation and shall be required to acknowledge that he or she has received the policy and regulation.
4. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the Superintendent.
5. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the School District's student medication policy, #536.
6. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

I. ENFORCEMENT

A. Students.

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

B. Employees.

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

C. The Public.

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

EFFECTIVE: September 3, 1991
MODIFIED: May 10, 2004
MODIFIED: November 13, 2006
REVIEWED: November 14, 2012

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

4. Board Policy 405– “Staff Involvement in Decision Making”

There are no recommended changes to this Policy.

RECOMMENDED ACTION: Accept for first reading Board Policy 405 – “Staff Involvement in Decision Making” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**STAFF INVOLVEMENT IN DECISION
MAKING**

POLICY: 405

The School Board encourages employees to contribute their ideas to enhance the School District. The staff will be asked to help in developing policies and regulations, in establishing goals and objectives, and in planning curriculum services, budget and facilities.

In devising rules and procedures for the operation of the schools, the Superintendent is directed to seek the suggestions of those employees who will be affected by such provisions. The professional staff will be given full opportunity to contribute to curriculum development and to recommend policies and regulations pertaining to students and instruction.

The Superintendent will develop channels for the communication of ideas among staff, administration, and School Board, and when applicable, will inform the School Board of staff opinion when presenting recommendations for School Board actions.

ADOPTED: February 10, 1986
AMENDED: July 12, 2004
AMENDED: November 13, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

5. Board Policy and Regulations 406 and 406-R – “Chemical Use and Abuse”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 406 and 406-R “Chemical Use and Abuse” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

CHEMICAL USE AND ABUSE

POLICY: 406

The School Board recognizes that chemical use and abuse constitutes a threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The School Board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the School District in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with School District policy and regulations, Drug-Free Workplace/Drug-Free School, #404 & 404-R.

It is the policy of this School District to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.

The School District shall establish and maintain a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

It will be the responsibility of the Superintendent, with the advice of the School Board, to establish a school and community advisory team to address chemical abuse problems in the district.

The School District shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

Legal References: Minn. Stat. § 13.32 (Educational Data)
 Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
 Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 138.163 (Records Management Act)
 Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)

41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

ADOPTED: March 10, 1985
AMENDED: September 8, 1986
AMENDED: October 8, 1990
AMENDED: August 16, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

CHEMICAL USE AND ABUSE

REGULATIONS: 406-R

In accordance with Policy #406, Chemical Use and Abuse, the following regulations will be adhered to:

I. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the School District's Drug-Free Workplace/Drug-Free School policy.
- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District; or during any period of time such employee is supervising students on behalf of the School District or otherwise engaged in School District business.

II. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The School District may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
 - 2. Each school shall have age-appropriate, developmentally based drug and alcohol prevention and education programs for all students that address the legal, social, personal and health consequences of the use of chemicals, promote a sense of individual responsibility, and provide information about effective techniques for resisting peer pressure to use chemicals.

3. Each school shall have programs of drug prevention, comprehensive health education, early intervention, pupil services, mentoring, or rehabilitation referral, which emphasize students' sense of individual responsibility and which may include:
 - a. the dissemination of information about drug prevention;
 - b. the professional development of school personnel, parents, students, law enforcement officials, judicial officials, health service providers and community leaders in prevention, education, early intervention, pupil services or rehabilitation referral; and
 - c. the implementation of strategies, including strategies to integrate the delivery of services from a variety of providers, to combat illegal alcohol, tobacco and drug use, such as:
 - (1) family counseling;
 - (2) early intervention activities that prevent family dysfunction, enhance school performance, and boost attachment to school and family; and
 - (3) activities, such as community service and service-learning projects, that are designed to increase students' sense of community.
4. Each school shall have drug abuse resistance education programs, designed to teach students to recognize and resist pressures to use alcohol or other drugs, which may include activities such as classroom instruction by uniformed law enforcement officers, resistance techniques, resistance to peer pressure and gang pressure, and provisions for parental involvement.

B. Reports of Chemical Use and Abuse

1. In the event that a School District employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with School Board policies regarding search and seizure.
 - e. The School District will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a School District employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by School District officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with School Board policies related to search and seizure.³⁵

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the Superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The Superintendent, with the advice of the School Board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

III. EMPLOYEES

A. The Superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:

1. The dangers and health risks of chemical abuse in the workplace/school.
2. The School District's drug-free workplace/drug-free school policy.
3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.

- B. The Superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the Superintendent.

EFFECTIVE: October 8, 1990
MODIFIED: August 16, 2004
REVIEWED: October 9, 2006
REVIEWED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

6. Board Policy and Regulations 407 and 407-R – “Tobacco-Free Environment”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 407 and 407-R “Tobacco-Free Environment” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TOBACCO-FREE ENVIRONMENT

POLICY: 407

The School Board shall maintain a learning and working environment that is tobacco free.

It shall be a violation of this policy for any student or employee of the School District or person to use, consume or sell tobacco products, electric cigarettes or tobacco-related devices, in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a School District owns, leases, rents, contracts for, or controls. This prohibition includes all School District property and all off-campus events sponsored by the School District.

It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco products or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a School District owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the School District.

It shall be a violation of this policy for any student, staff, administrator or other school personnel to solicit or accept any contributions, gifts, money, curricula, or materials from any tobacco products shop. This includes but is not limited to, donations, monies for scholarships, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities.

It shall be a violation of this policy for ISD 284 to allow promotion of tobacco products. This policy applies to students, staff, administration, and visitors on the school property and to students, staff, and administration at off-campus, school-sponsored events.

The School District will act to enforce this policy and to discipline or take appropriate action against any student or employee or person who is found to have violated this policy.

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

ADOPTED: May 11, 1987
AMENDED: July 12, 2004
REVIEWED: October 9, 2006
AMENDED: February 14, 2011
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TOBACCO-FREE ENVIRONMENT

REGULATIONS: 407-R

In accordance with Policy 407, Tobacco-Free Environment, the following regulation will be adhered to:

I. DEFINITIONS

- A. "Tobacco product" means any products containing, made or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; including but not limited to, cigarettes; cigars; little cigars, cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff, snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco products exclude any tobacco products that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- B. "Electric cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- C. "School property" means all facilities and property, including land, whether owned, rented, or leased by ISD 284, and all vehicles owned, rented, leased, contracted for, or controlled by ISD 284 used for transporting students, staff, or visitors.

II. ENFORCEMENTS

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TOBACCO-FREE ENVIRONMENT

REGULATIONS: 407-R

- A. Students who violate this tobacco-free policy shall be subject to School District discipline procedures.
- B. Employees who violate this tobacco-free policy shall be subject to School District discipline procedures.
- C. All individuals on school premises shall adhere to this policy.
- D. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law and School District policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other School District supervisory personnel responsible for the area or program at which the violation occurred.
- F. School Administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

III. DISSEMINATION OF POLICY

- A. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities that ISD 284 requires a tobacco-free environment.
- B. This policy shall appear in the student and faculty handbook.
- C. As appropriate, the school district shall make tobacco-free reminder announcements at school events.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TOBACCO-FREE ENVIRONMENT

REGULATIONS: 407-R

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a federally recognized Indian tribe.
- B. It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes to be included in instructional activities or work related activities in ISD 284 school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

EFFECTIVE: August 15, 1987
MODIFIED: July 12, 2004
MODIFIED: February 14, 2011
REVIEWED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

7. Board Policy 408 – “Personnel Records”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy 408 - “Personnel Records” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

PERSONNEL RECORDS

POLICY: 408

The District shall maintain a personnel file for each of its employees as necessary for the administration and management of the District and as authorized or mandated by state and federal governing bodies. Personnel files should include a variety of information including applications, transcripts, teaching licenses, personal recommendations, and written evaluations.

All individual employee files generated within the District shall be available to the employee during District hours upon the employee's written request. Such request shall be made to the Human Resource Services Department. An appointment will be scheduled with the employee to review the personnel file. The employee may review and have access to all evaluations and files generated in the District only in the presence of a Human Resource Services Department designee. The employee shall have the right to request reproduction of any of the contents of the file at the employee's expense. The employee may submit for inclusion in the file a written response to any material contained in such file.

ADOPTED: March 9, 1970
AMENDED: June 21, 1973
AMENDED: July 11, 1983
AMENDED: February 9, 1987
AMENDED: July 12, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

8. Board Policy and Regulations 409 and 409-R – “Tutoring For Pay”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 409 and 409-R “Tutoring for Pay” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TUTORING FOR PAY

POLICY: 409

As part of their professional responsibilities, teachers are encouraged to assist students during class time and on an individual basis. As delineated in the Code of Ethics for Minnesota Teachers, Subpart 2.E “A teacher shall not use a professional relationship with students, parents, and colleagues to private advantage.” Teachers shall not accept remuneration for professional services if that service may cause the appearance of a conflict of interest. Teachers may not accept tutoring payment for students who are assigned to them during the current school year.

This policy does not apply to teachers contracted to provide homebound tutoring.

ADOPTED: March 9, 1983
AMENDED: February 9, 1987
AMENDED: December 8, 2003
AMENDED: May 10, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

TUTORING FOR PAY

REGULATION: 409-R

In accordance with Policy #409, Tutoring for Pay, the following procedures will be adhered to:

1. Definition of students – Teachers may not accept tutoring payment for students who are in their classrooms during the current school year.

The summer months are not defined as part of the current school year.

However, if teachers are under contract to teach summer school or extended school year, they may not tutor for pay those students who are assigned to them during that time.

2. If teachers are assigned students at several grade levels, they may not tutor for pay during any of the grades. (Ex. A high school band teacher may not tutor high school band students).
3. Recommendations for private tutors: If teachers make recommendations of private tutors or institutions that are not on the District Tutoring List, they should recommend a broad spectrum of possibilities. Staff must notify parents that these recommendations are not district employees; therefore, District 284 has not conducted background checks or verified licensure.
4. Tutoring for pay must occur outside the contracted work day.
5. Teachers must notify Community Education when they use school rooms after hours.

EFFECTIVE: December 8, 2003
MODIFIED: May 10, 2004
MODIFIED: October 9, 2006
REVIEWED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

9. Board Policy 410 – “Unaffiliated Staff Compensation Plans”

There are no recommended changes to this policy.

RECOMMENDED ACTION: Accept for first reading Board Policy 410 “Unaffiliated Staff Compensation Plans” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**UNAFFILIATED STAFF
COMPENSATION PLANS**

POLICY: 410

The Superintendent shall recommend to the School Board salary adjustments, if any, for staff members who are not affiliated with an exclusive representative of any employee union or organization. These recommendations shall be based on administrative procedures for evaluating employee performance and shall be within the financial guidelines established by the School Board.

ADOPTED: June 21, 1973
AMENDED: April 11, 1983
AMENDED: May 12, 1986
AMENDED: July 12, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

10. Board Policy 411 – “Staff Hiring”

There are no recommended changes to this policy.

RECOMMENDED ACTION: Accept for first reading Board Policy 411 “Staff Hiring” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

STAFF HIRING

POLICY: 411

The Superintendent is charged with the responsibility of making recommendations for employment or promotion. The School Board does not entertain applications—or undertake the administration of personnel matters. The School Board may institute such inquiry as it may deem necessary to determine whether stated personnel policies are being made effective and whether they are appropriate to the operation of the school system.

The Board requires that appropriate efforts be made to recruit the best qualified professional and support staff personnel for District employment considering applicants inside and outside the District.

The Superintendent shall maintain adequate personnel records, including records of all applicants for employment, transfer and promotion, to the end that the best person may be selected for each vacant or new position.

The recommendation of the Superintendent constitutes a certification that the nominee has been selected in accordance with approved policies, that the nominee possesses the requisite qualifications for the position, and that the appointment is in the best interest of the School District.

ADOPTED: March 9, 1970
AMENDED: July 23, 1973
AMENDED: February 9, 1987
AMENDED: July 12, 2004
AMENDED: November 13, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

11. Board Policy 412 – “Employment Background Checks”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. The provision of this policy substantially reflect statutory requirements. The appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy 412 “Employment Background Checks” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**EMPLOYMENT BACKGROUND
CHECKS**

POLICY: 412

The School District will seek a criminal history background check for applicants who receive an offer of employment with the School District and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the School District, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The School District may also elect to do background checks of volunteers, independent contractors and student employees in the School District.

The School District shall require that applicants for School District positions who receive an offer of employment and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the School District, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditional upon a determination by the School District that an applicant's criminal history does not preclude the individual from employment with or provision of services to the School District.

The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees, ~~or~~ applicants or service providers without the consent of such individuals.

Adherence to this policy by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors and student employees.

- Legal References:**
- Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
 - Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
 - Minn. Stat. § 364.09(b) (Exception for School Districts)

**POLICY / REGULATION TITLE
REGULATIONS**

**CODE: EnterN
PAGE 2**

ADOPTED: July 12, 1993
AMENDED: July 12, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

**12. Board Policy and Regulations 413 and 413-R – “Professional Staff
Assignments and Transfers”**

Per the Wayzata Education Association’s master agreement, the Employer reserves the right to establish policies and procedures by which teachers are transferred. Disputes over the interpretation or application of this policy and regulations shall be subject to the grievance and arbitration process. Although the regulations are not part of the master agreement, the District has agreed to meet and confer with the WEA prior to adopting any changes to the regulations. This policy and regulations has been in place since March 9, 1970 and changes have only been made three times since its development. The process is satisfactory and we are not proposing any changes to the policy or regulations. The WEA President has been consulted regarding this recommendation.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 413 and 413-R “Professional Staff Assignments and Transfers” as presented, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**PROFESSIONAL STAFF
ASSIGNMENTS AND TRANSFERS**

POLICY: 413

The School Board reserves the right to assign a teacher to any grade, subject, or combination of grades or subjects for which such teacher has the necessary qualifications. Further, the Board reserves the right to assign a teacher to any District facility.

To this end, the Board directs the Superintendent to develop and implement assignment and transfer regulations. These regulations shall have as their major goal the enhancement of learning opportunities for students by providing appropriate and balanced staffing for each department and building of the District.

ADOPTED: March 9, 1970
AMENDED: August 13, 1984
AMENDED: November 11, 1985
AMENDED: July 12, 2004
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**PROFESSIONAL STAFF ASSIGNMENTS
AND TRANSFERS**

REGULATIONS: 413-R

The purpose of this document is to encourage cooperation, mutual respect and effective and open communication between teachers and administrators, and to enhance a fair and equitable process for staff assignments.

SECTION A. DEFINITIONS

1. **Vacancy:** A vacancy shall exist when there are more positions than teachers to whom District 284 has a contractual obligation. Vacancies will generally result from a termination, resignation or the creation of a new position.
2. **Open Assignment:** An open assignment shall exist when a reduction-in-force has caused an unassigned position and there are sufficient staff to whom the district has a contractual obligation to fill the position.
3. **Temporary Assignment:** A temporary assignment shall exist when a staff member is granted a leave of absence.
4. **Transfer:** A transfer is a change in assignment which meets one or more of the following criteria:
 - a. A move from one building to another.
 - b. A move of grade level in elementary school and middle school.
 - b. A move from one area of certification to another. (Not applicable to special education)
5. **Voluntary Transfer:** A voluntary transfer is a change in assignment which has been requested or implemented with the affected person's consent.
6. **Involuntary Transfer:** An involuntary transfer is a change in assignment made without the consent of the affected staff member.
7. **Qualified Candidates:** Qualified candidates shall be determined by application of the criteria posted for a position. Internal candidates will be given first consideration in all situations.
8. **Seniority:** Seniority, or senior, is the placement of the staff member on the district seniority list.
9. **Eligible Employees:** Any staff member who is currently employed with a regular contract of .5 FTE or greater is eligible to apply to any position for which they are qualified during Rounds 1 and 2.
10. **Job Postings:**

- a. A job posting shall be defined as an announcement of a vacancy, an open assignment, or a temporary assignment. It identifies the nature of the work to be performed, the qualifications (required and preferred), the time, place and manner of application and certifies that a position is open on a competitive basis to all qualified and will be announced internally, open to current district eligible employees only. If no qualified staff apply, the position will be posted externally.
- b. Job postings, which occur during the school year, shall be displayed in a designated area accessible to staff members in each school building for a minimum of ten (10) working days. Job postings, which occur before July 10th during the summer break periods, shall be displayed in a like manner for ten (10) working days. Beginning July 10th, the District may concurrently post internally and externally for (5) working days.
- c. Job postings, which occur during summer break periods, (after the last day of the school year) shall be made available to staff members concurrently with written postings in all buildings and will be posted on the District web site. This will be the responsibility of the Human Resource Department.

SECTION B. BUILDING STAFF REALIGNMENT

Principals may realign their staff as necessary within their respective buildings before vacancies or open assignments are posted District-wide. The realignments that take place within the buildings are considered transfers, subject to Section F, but with no postings required.

1. Each spring supervisors will notify all building staff of known vacancies and overages or shortages in writing in all buildings on a mutually agreeable date. The Association President will be notified concurrently of such said conditions in all buildings.
2. Principals or supervisors will seek teachers who have a desire or who volunteer to be realigned within their current building or transfer to another open assignment out of their building. Those teachers should notify their respective building principal or supervisor in writing within five (5) working days of the notification of vacancies and overages, or shortages.
3. In the case of a shortage of positions, or if there is an insufficient number of volunteers for realignment or transfer, the least senior teacher in the building shall be involuntarily transferred, unless said teacher(s) is exempt. See Section F.
4. Staff are not eligible for positions that increase their current FTE during the building realignment process.

SECTION C. FILLING A VACANCY (Assignment process when the district has too few staff members to fill available positions.)

1. Vacancy Definition: See Section A.1.
2. Posting: In accordance with Section A.9.
3. Application: Staff members desiring transfer to posted vacancies must submit written requests to appropriate administrators within the posting period. No request will be carried over from one posting to another.
4. Persons Returning from Leave: Persons returning from any leave may apply for vacancies at the time of posting.
5. Procedure for Transfer: All applications will be given consideration by a staffing committee. The appropriate administrator of the school to which transfer is requested may arrange contacts with all applicants. Reasonable effort will be made to honor a staff member's request for transfer when the person is well qualified for the new position and such transfer is compatible with the building/program needs at both ends of the transfer and with the overall staffing needs of the District. If two or more applicants are considered to be equally qualified, transfer will be awarded to the most senior candidate. Transfer decisions will be made and applicants notified as promptly as possible.
6. Transfer Request Denial: In the event of staff member is not transferred as requested, the staff member may request written rationale for the denial of transfer or a meeting with the appropriate administrator to petition reconsideration and to seek or provide additional information. Request must be made in writing within five (5) working days of the receipt of the transfer request denial.
7. Involuntary Transfer: If there is no well qualified transfer applicant for a vacant position, the District may choose to hire from the outside or to involuntarily transfer from within. When transferring involuntarily, the District will identify all staff members who hold appropriate licensure and then apply the posted criteria to determine who is most qualified. If two or more staff members are equally qualified, the least senior shall be involuntarily transferred.
8. Reconsideration: Involuntary Transferees may request written rationale for the transfer or a meeting with the appropriate administrator to petition reconsideration and to seek or provide additional information. Request must be made in writing within five (5) working days of the receipt of notice of involuntary transfer.

SECTION D. FILLING AN OPEN ASSIGNMENT (Assignment process to be followed when the District has sufficient staff members to fill all positions.)

1. Open Assignment Definition: See Section A.2.
2. Annual Staffing: No later than May 1st, or the first work day thereafter, the District shall post in all buildings all assignments known at that time to be open for the next school year.
3. Posting: In accordance with Section A.9.
4. Persons Returning from Leave: Persons returning from any leave may apply for open assignment positions at the time of posting.
5. Application: See Section C.3.
6. Procedure for Transfer: All applications will be given consideration by a staffing committee. The appropriate administrator to whom the transfer is requested may arrange contacts with all applicants. Reasonable effort will be made to honor a staff member's request for transfer when the person is well qualified for the new position and such transfer is compatible with the building/program needs at both ends of the transfer and with overall staffing needs of the District. If two or more applicants are considered to be equally qualified, transfer will be awarded to the most senior candidate. Transfer decisions will be made and applicants notified as promptly as possible.
7. Transfer Request Denial: In the event a staff member is not transferred as requested, reasons for the denial shall be given by the appropriate administrator. Reasons shall be provided in writing if requested within five (5) working days of the transfer request denial.
8. Involuntary Transfer: If there are no well qualified applicants for vacant positions, the district will identify all staff members who hold appropriate licensure and then apply the posted criteria to determine who is most qualified. Transfers must be compatible with building/program needs at both ends of the transfer and with the overall needs of the district. If two or more staff members are considered to be equally qualified, the involuntary transfer will be assigned to the least senior person. Staff members who are identified for involuntary transfer will receive immediate written notice along with reasons for such transfer.
9. Reconsideration: Staff members who are notified of an involuntary transfer may request an opportunity to meet with the appropriate administrator to seek reconsideration of the transfer decision and to provide additional information. Such request must be made to the appropriate director within five (5) working days after receiving written notice of involuntary transfer.

SECTION E. FILLING A TEMPORARY ASSIGNMENT

1. Temporary Assignment Definition: See Section A.3.
2. Procedure: In filling a temporary assignment, the district will follow the appropriate steps as outlined for filling a vacancy or an open assignment.
3. Duration: A temporary assignment may cease upon return of the incumbent to the District. See Section G.3.

The staff member holding the temporary assignment may then be subject to a voluntary or involuntary transfer to a vacancy or open assignment provided that the school district has a contractual obligation to provide continued employment.

SECTION F. LIMITATIONS ON TRANSFER

Only one transfer, whether voluntary or involuntary, in a two-year period shall be permitted, with the following exceptions:

1. Mutual agreement between the parties.
2. Circumstances related to boundary changes.
3. Circumstances in which staff members are filling temporary assignments.
4. A teacher, with prior knowledge, is transferred to fill a position whom results from a one year increase in student population at a particular grade level in a building.
5. Situations identified under Section G.

SECTION G. EXEMPTIONS

The District will not be required to follow provisions of the Transfer Regulation under the following circumstances:

1. Transfers resulting from formal evaluations of staff members whose levels of performance are less than satisfactory.
2. In buildings where departments or grade levels rotate assignments on an annual basis, i.e., "looping", etc.
3. Those staff members returning from a sabbatical leave will be reassigned to the position they had before going on sabbatical leave.

SECTION H. ASSIGNMENT CRITERIA

The district will determine appropriate skill-based criteria to be utilized in securing the most qualified person in assigning staff to positions. Criteria may be viewed and

applied from differing perspectives, depending upon the particular District or building/program needs.

SECTION I. ASSIGNMENT COMMITTEE

Each year the school district administration will be responsible for the assignment of staff to positions for the upcoming year.

SECTION J. CHANGES

Changes to this Regulation will be through the Meet and Confer process.

EFFECTIVE: November 11, 1985
MODIFIED: June 6, 1986
MODIFIED: January 9, 1992
MODIFIED: May 6, 1992
MODIFIED: April 20, 1993
MODIFIED: July 12, 2004
MODIFIED: July 1, 2007
REVIEWED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

13. Board Policy and Regulations 414 and 414-R – “Students and Employees with Communicable Diseases”

MSBA’s Model Policy has been reviewed for any updates and there are several recommended changes to this policy or regulations. Lori Fildes, Director of Special Services, has been consulted and the recommended changes are aligned with the provisions under Minn Stat. 121A.2. The appropriate legal references have also been added.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 414 and 414-R “Students and Employees with Communicable Diseases”, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**STUDENTS AND EMPLOYEES WITH
COMMUNICABLE DISEASES AND
INFECTIOUS CONDITIONS**

POLICY: 414

Public concern that students and staff of the School District be able to attend school without becoming infected with serious communicable or infectious disease requires the School Board adopt measures effectively responding to health concerns while respecting the rights of all students and employees, including those who are so infected.

STUDENTS

Students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the School District. A regulation for minimizing interruptions to learning resulting from communicable diseases will be established by the School District in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

EMPLOYEES

Employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the School District. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the School District.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)

School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct.
1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

ADOPTED: November 20, 2003
AMENDED: July 12, 2004
AMENDED: November 13, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**STUDENTS AND EMPLOYEES WITH
COMMUNICABLE DISEASES**

REGULATIONS: 414-R

In accordance with Policy #414, the following procedures relate to School District responsibility concerning employees or students infected with a communicable or infectious disease.

A. Circumstances and Conditions.

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the School District will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The School Board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

B. Students with Special Circumstances and Conditions.

The school, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

C. Extracurricular Student Participation.

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

D. Precautions.

The School District will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

E. Information Sharing.

1. Employee and student health information shall be shared within the School District only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the School District only in accordance with state and federal law and with the School District's policies on employee and student records and data.

F. Reporting.

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

G. Prevention.

The School District shall, with the assistance of the Department of Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23.

H. Vaccination and Screening.

The School District will develop guidelines regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings containment in keeping with current state and federal law.

EFFECTIVE: November 20, 2003
MODIFIED: July 12, 2004
MODIFIED: November 13, 2006
MODIFIED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

14. Board Policy and Regulations 416 and 416-R – “Family and Medical Leave”

On November 8, 2010, the Board made the necessary changes to reflect our current statutory obligations. MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy or regulations. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 416 and 416-R “Family and Medical Leave”, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

FAMILY AND MEDICAL LEAVE

POLICY: 416

The School Board will provide for family and medical leave to School District employees in accordance with the Family and Medical Leave Act of 1993 and be consistent with the requirements of the Minnesota Parenting Leave laws.

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

ADOPTED: July 12, 2004
REVIEWED: October 9, 2006
AMENDED: October 13, 2009
REVIEWED: November 8, 2010
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

FAMILY AND MEDICAL LEAVE

REGULATIONS: 416-R

GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the Family and Medical Leave Act of 1993 (FMLA) and consistent with the requirements of the Minnesota Parenting Leave laws.

I. DEFINITIONS

- A. "Active duty" or "call to active duty" means a federal call to active duty as a member of the reserve components (Army National Guard, Army reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve) or a retired member of the regular Armed Forces or reserve component in support of a contingency operation
- B. "Contingency operation" means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force or which results in the call or order to, or retention on, active duty of members of the uniformed services under federal law or any other provision of law during a war or during a national emergency declared by the President or Congress.
- C. "Covered military member" means the employee's spouse, son, daughter, or parent on active duty or call to active duty status.
- D. "Covered servicemember" means a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran (within five years preceding the date of treatment) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.
- E. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned⁷³ by the employee's fulfillment of his or

her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

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

8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

II. LEAVE ENTITLEMENT

A. Twelve-week Leave.

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty, in the reserve component of the Armed Forces or a retired member of the regular Armed Forces or reserve component in support of a contingency operation.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This

limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition because of the employee's own serious health condition.

6. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
7. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
8. If the School District has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the School District's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the School District's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
9. Requests for leave shall be made to the School District. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement. When leave relates to an employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty pursuant to Paragraph II 1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave.

Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the School District, subject to and in coordination with the health care provider.

10. The school district may require that a request for leave under Paragraph II 1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status in support of a contingency operation and the dates of active duty service. In addition, the school district may required the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

11. During the period of a leave permitted under this policy the School District will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.

An employee who does not return to work after the leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.

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

The School District shall comply with written notice requirements as set forth in federal regulations.

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

B. Six-week Leave.

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

C. Twenty-six week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs II.A. and II.C. above.
3. The 12-month period referred to in this section begins on the first day of eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provision of paragraphs II.A.6.,II.A.9.,II.A.11.,II.A.12. and II.A.13. above shall apply to leave under this section.

III. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

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

working days, school district may require the employee to continue taking leave until the end of the semester.

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

IV. OTHER

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

V. DISSEMINATION OF REGULATION

- A. This regulation shall be conspicuously posted in each school district building in areas accessible to employees.

EFFECTIVE: July 12, 2004
MODIFIED: October 9, 2006
MODIFIED: October 12, 2009
MODIFIED : November 8, 2010
REVIEWED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

**15. Board Policy 417 – “Employee Right To Know – Exposure to Hazardous
Substances”**

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added.

RECOMMENDED ACTION: Accept for first reading Board Policy 417 “Employee Right To Know – Exposure to Hazardous Substances, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**EMPLOYEE RIGHT TO KNOW
EXPOSURE TO HAZARDOUS
SUBSTANCES**

POLICY: 417

The School District will provide employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death, serious injury or harm.

The School Board directs the administration to establish a health and safety program to address these recognized hazards. Information and training will be provided to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

ADOPTED: July 12, 2004
AMENDED: November 13, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

**ITEM: B. Board Policies and Regulations – 5-Year Review – No Changes or
Minor Changes – FIRST READING**

COMMENTS BY: Superintendent Anderson

16. Board Policy and Regulations 418 and 418-R – “Public and Private Personnel Data”

MSBA’s Model Policy has been reviewed for any updates and there are no recommended changes to this policy. Only the appropriate legal references have been added. There are several recommended changes to the regulations which reflect the provisions in the Minnesota Government Data Practices Act and are not discretionary in nature.

RECOMMENDED ACTION: Accept for first reading Board Policy and Regulations 418 and 418-R “Public and Private Personnel Data”, and move to the December 19, 2011 Board Work Session agenda.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

PUBLIC AND PRIVATE PERSONNEL DATA

POLICY: 418

All data on individuals collected, created, received, maintained or disseminated by the School District, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the School District.

All other data on individuals is private or confidential

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

ADOPTED: September 13, 2004
REVIEWED: October 9, 2006
FIRST READING: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

PUBLIC AND PRIVATE PERSONNEL DATA

REGULATIONS: 418-R

In accordance with Policy # 418, Public and Private Personnel Data, these regulations provide guidance to School District employees as to the data the School District collects and maintains regarding its personnel.

I. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to School District Staff who need it to conduct the business of the School District.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment and work telephone number.
- E. "Personnel data" means government data on individuals collected maintained because they are or were employees of the School District, or an individual was an applicants for employment, volunteers for the school district, or is a members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

II. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee's social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;

21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

III. PRIVATE PERSONNEL DATA

A. All other personnel data is private and will only be shared with School District staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents is private data on individuals.

C. Data created, collected or maintained by the School District to administer employee assistance programs is private.

- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the School District determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The School District may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The School District may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the School District in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The School District shall make any report to the board of teaching or the state board of education as required by Minnesota Statutes , and

shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the School District's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes.

- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minnesota Statutes.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that is relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The School District shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the School District or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the School District to cut costs, make the School District more efficient, or to improve School District operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the School District transmits protected health information, the School District will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

IV. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minnesota Statutes, or any other state or federal law, the data is private.

V. CHANGE IN CLASSIFICATIONS

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

VI. RESPONSIBLE AUTHORITY

The School District has designated the Executive Director of Human Resource Services as the authority responsible for personnel data.

EFFECTIVE: September 13, 2004
MODIFIED: October 9, 2006
MODIFIED: December 12, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

ITEM: C. Finance and Business Services

COMMENTS BY: Mr. Westrum

Finance and Business Recommendations

These routine items are presented for Board of Education review and approval through a single consent motion.

Monthly Bills

The attached lists itemize claims for which the Board of Education is requested to authorize payment.

General Checking Account for November 2011	\$ 2,880,020.74
Wire Transfer for October 2011	\$ 39,807,321.00

RECOMMENDED ACTION: Authorize payment as recommended.

Gifts

Acknowledgement Of Contributions

Minn. Stat. 465.03 - GIFTS TO MUNICIPALITIES.

“Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”

THEREFORE; the Executive Director of Finance and Business Services recommends the following Resolution:

BE IT RESOLVED by the School Board of Independent School District No. 284 that the School Board accepts with appreciation the following gifts, which are in compliance with current District policy and guidelines:

Amount	Donated By	Purpose
\$ 100.00	Michael and Heather Bissonnette RMG/Alerius Financial	“Refer a friend. Build your community.” Campaign
247.76	Wells Fargo	Educational Matching Gift Program towards Plymouth Creek Elementary Gifted Student Activities’
300.00	Dmitri Osipov	Support Central Middle School
500.00	Sunset Hill Elementary PTSA	Support printing materials and Laminating costs
1,000.00	West Middle School PTA	Fund and Need
1,166.67	East Middle School PTA	Support 6 th Grade Field Trip
1,166.67	East Middle School PTA	Support 7 th Grade Field Trip
1,166.67	East Middle School PTA	Support 8 th Grade Field Trip
1,500.00	East Middle School PTA	Support Wolf Ridge Trips
1,585.88	Anchor Bank	Frames for the Esteemed Teacher Program
2,000.00	Kimberly Lane Elementary School PTA	Fieldtrip Contribution
2,920.00	Kimberly Lane Elementary School PTA	New Playground Equipment
5,662.00	Sunset Hill Elementary School PTSA	Fieldtrips

\$19,315.65

RECOMMENDED ACTION: Approve the above listed gifts to be used as designated.

Motion by: _____

ROLL CALL

Passed _____

Second by: _____

VOTE

Failed _____

**WAYZATA PUBLIC SCHOOLS
WIRE TRANSFER,EFT AND ACH ACTIVITY
OCTOBER 2011**

FROM	TO	DATE	AMOUNT
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$4,128,248
Wells Fargo-Checking	Federal P/R Taxes	10/3/2011	\$673,967
	Federal P/R Taxes	10/17/2011	\$688,160
Wells Fargo-Checking	State P/R Taxes (MN)	10/3/2011	\$119,646
	State P/R Taxes (MN)	10/17/2011	\$122,085
Wells Fargo-Checking	Delta Dental - Dental Claims	Multiple	\$63,835
Wells Fargo-Checking	Preferred One - Health Claims	Multiple	\$798,175
Wells Fargo-Checking	Wells Fargo Commercial Card - Purchase Card Program	10/5/2011	\$461,492
Wells Fargo-Checking	Corporate Health Systems - Flex Benefits	Multiple	\$101,170
Wells Fargo-Checking	Preferred One - Broker/Reinsurance Fees	10/13/2011	\$77,737
Wells Fargo-Checking	Payroll Vendors, Employees - Electronic Payments, Reimbursements	Multiple	\$1,298,535
Wells Fargo-Checking	MN State Retirement System - 457 Plan/HSA Contributions	Multiple	\$84,287
Wells Fargo-Checking	MN Department of Revenue - Sales & Use Tax Payment	10/21/2011	\$6,661
Wells Fargo-Checking	US Bank - Debt Payment (2010B COP)	10/3/2011	\$141,464
Wells Fargo-Checking	Neopost - Replenish Postage	10/24/2011	\$10,000
MN Trust/PMA	Wells Fargo-Checking - Investment/Operating Funds	Multiple	\$11,000,000
State of Minnesota	PMA/MN Trust - State Aid Payments	Multiple	\$9,227,825
District Retirees	Wells Fargo-Checking - Health Insurance Premiums	10/26/2011	\$29,812
Hennepin County	PMA/MN Trust - Property Tax Settlement	10/26/2011	\$10,774,222
TOTAL ACTIVITY - OCTOBER 2011			\$39,807,321

WAYZATA PUBLIC SCHOOLS				
MONTHLY CHECK DISBURSEMENT SUMMARY				
NOVEMBER 2011				
CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
367080	FIRST STUDENT, INC	TRANSPORTATION	11/15/2011	635,682.19
366869	THELEN HEATING AND ROOFING INC	WMS-IAQ UPGRADE 10/31/11 MDE#00447	11/1/2011	165,476.70
367058	PUBLIC EMPLOYEES RETIREMENT ASSN	PAYROLL ACCRUAL	11/15/2011	123,976.03
367277	PUBLIC EMPLOYEES RETIREMENT ASSN	PAYROLL ACCRUAL	11/30/2011	122,748.85
367159	XCEL ENERGY	MONTHLY ENERGY	11/15/2011	114,198.25
366931	UPPER LAKE FOODS	GROCERIES	11/3/2011	103,901.01
367180	INTERMEDIATE DIST 287	DEC 11 PROVIDED SERVICES	11/17/2011	97,937.00
367052	ING	PAYROLL ACCRUAL	11/15/2011	93,215.20
367275	NORTH CENTRAL TRUST/FBO WAYZATA	PAYROLL ACCRUAL	11/30/2011	71,280.00
367358	WEST METRO EDUCATION PROGRAM	1ST INTEGRATION 11-12	11/30/2011	68,747.00
367271	MET LIFE C/O FASCORE, LLC	PAYROLL ACCRUAL	11/30/2011	67,308.34
367076	ECSI SYSTEM INTEGRATORS	WMS-FIRE ALARM UPGRADE MDE#09994	11/15/2011	52,142.00
367200	TIERNEY BROTHERS, INC.	GW-SP ED NEW ROOM	11/17/2011	51,226.76
367061	WAYZATA EDUCATION ASSN	PAYROLL ACCRUAL	11/15/2011	50,538.85
367280	WAYZATA EDUCATION ASSN	PAYROLL ACCRUAL	11/30/2011	50,438.23
367268	ING	PAYROLL ACCRUAL	11/30/2011	47,363.50
366912	NORTHERN AIR CORPORATION	CSF-MAIN OFFICE IAQ UPGRADE MDE#10613	11/3/2011	44,551.11
366852	ISD #284	TRANS TO ACTIVITY FUNDS-SEPTEMBER EDUTRAK	11/1/2011	44,276.22
367153	UPPER LAKE FOODS	GROCERIES	11/15/2011	35,094.75
366996	REGION 5AA	FOOTBALL GATE RECEIPTS	11/8/2011	32,700.00
366899	ISD #284	TRANS TO ACTIVITY FUNDS-OCTOBER EDUTRAK	11/3/2011	31,249.44
367261	US ENERGY SERVICES, INC	ENERGY-OCT 11	11/22/2011	29,126.07
367054	MET LIFE C/O FASCORE, LLC	PAYROLL ACCRUAL	11/15/2011	18,308.34
366980	LARSON ALLEN LLP	SERVICE THRU 10/22/11, AUDIT 6/30/11	11/8/2011	18,032.76
366927	TARGET COMMERCIAL INTERIORS	AD-REPLACE FLOORING,EMS WINDOWS& DOORS	11/3/2011	16,392.00
366991	PARALLEL TECHNOLOGIES INC	CMS-WIRING	11/8/2011	16,062.76
366835	BULLIS INSURANCE AGENCY LLC	BOILER & MACHINERY-RENEW	11/1/2011	15,976.00
367194	CITY OF PLYMOUTH - FINANCE DEPT	WATER	11/17/2011	15,798.98
367226	K12 TRANSPORTATION MANAGEMENT	TRANSPORTATION	11/22/2011	15,333.00
366873	LIFE INSURANCE CO OF NORTH AMERICA	PAYROLL ACCRUAL	11/3/2011	15,144.54
367093	FIRST STUDENT, INC	TRANSPORTATION	11/15/2011	15,060.55
367279	SCHOOL SERVICE EMPLOYEES	PAYROLL ACCRUAL	11/30/2011	14,322.63
366952	LIFE INSURANCE CO OF NORTH AMERICA	INS TRACKING BILLING	11/7/2011	14,055.14
367060	SCHOOL SERVICE EMPLOYEES	PAYROLL ACCRUAL	11/15/2011	13,990.14
367265	AMERICAN CENTURY	PAYROLL ACCRUAL	11/30/2011	13,787.64
366947	XEROX CORPORATION	GL COPIER BLANKET	11/3/2011	13,758.16
367050	AMERICAN CENTURY	PAYROLL ACCRUAL	11/15/2011	13,737.64
367033	MN VISITING NURSE AGENCY	CORP FLU SHOT 10/14/11	11/10/2011	13,104.00
367163	ANCHOR PAPER COMAPNY	PAPER-INVENTORY	11/17/2011	13,068.00
367039	RC CONCRETE & MASONRY INC	EMS-MONUMENT SIGN	11/10/2011	11,750.00
366847	FIRST STUDENT, INC	ATH-TRANSPORT	11/1/2011	11,324.48
367158	WOLD ARCHITECTS AND ENGINEERS	BV-ROOF PROJECT #112041	11/15/2011	10,797.93
367036	PAMS LUNCHROOM LLC	SERVICE-OCT 11	11/10/2011	10,714.55
367064	ADRENALINE FUNDRAISING	EMS-FUNDRAISER	11/15/2011	8,839.20
367019	FIRST STUDENT, INC	TRANSPORTATION	11/10/2011	8,658.07
366858	MY LEARNING PLAN INC	OASYS MGMT SUBSCRIPTION	11/1/2011	8,250.00
367230	LAKE CONFERENCE, THE	ASSESSMENT 11-12	11/22/2011	8,000.00
367178	HANUS ENTERPRISES,LLP	FACILITY LEASE AGREEMENT	11/17/2011	7,900.22
366938	WESTONKA ELECTRIC	OW-REPLACE LIGHTING	11/3/2011	7,775.00

366902	LIFE INSURANCE CO OF NORTH AMERICA	PAYROLL ACCRUAL	11/3/2011	7,645.69
367104	KARGES-FAULCONBRIDGE, INC	WMS-PROF SERV MDE#00446	11/15/2011	7,420.46
367099	HALLBERG ENGINEERING	WMS-IAQ UPGRADES 10/31/11 MDE#09994	11/15/2011	7,368.00
367308	IOCP	CED-ECFE RENT	11/30/2011	7,232.47
367095	FREESTYLE PRODUCTIONS INC	HS-JAMFEST	11/15/2011	7,200.00
366970	FIRST STUDENT, INC	TRANSPORTATION	11/8/2011	6,956.40
367009	ALLIED WASTE SERVICES #894	SERVICE	11/10/2011	6,465.77
367353	TOP ECHELON CONTRACTING	SP ED-SPL 11/11/11	11/30/2011	6,382.50
367339	RIVERPORT INS CO	DEDUCTIBLE BILLING STATEMENT WORKERS' COMP	11/30/2011	6,040.51
367081	FIRST STUDENT, INC	TRANSPORTATION	11/15/2011	5,924.22
367150	TRI-K SERVICES	DIST-FIELD RESTORATION	11/15/2011	5,478.00
366951	LIFE INSURANCE CO OF NORTH AMERICA	INS TRACKING BILLING	11/7/2011	5,331.59
367073	COMMAND CENTER INC	SERVICE	11/15/2011	5,318.40
367183	LOFFLER COMPANIES, INC.	PRINT MANAGEMENT-OCT 11	11/17/2011	5,284.90
367348	SERIGRAPHICS SIGN SYSTEMS, INC	EMS-MONUMENT SIGN LETTERING	11/30/2011	5,175.00
366906	MEI - MINNESOTA ELEVATOR INC	ADA CODE COMPLIANCE-ELEVATOR UPGRADES	11/3/2011	4,730.00
366890	H & B SPECIALIZED PRODUCTS	SH-WALL PADS	11/3/2011	4,693.00
367222	INSPEC, INC.	EMS-BUS CORRAL 10/31/11	11/22/2011	4,673.56
367126	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-OCT 11	11/15/2011	4,558.23
366955	ALLEGRA PRINT & IMAGING	AD-SURVEY MAILER	11/8/2011	4,449.60
367160	YEADON FABRIC DOMES LLC	PROF SERV-SET UP DOME	11/15/2011	4,400.00
367321	MERZER M.A., L.P., SHEILA	PROF SERVICE	11/30/2011	4,400.00
366918	PHASOR ELECTRIC CO	PC-LIGHTING PROJECT	11/3/2011	4,288.50
367338	PROFESSIONAL INTERPRETING	CONT SERVICE	11/30/2011	4,138.80
367210	COMMAND CENTER INC	SERVICE	11/22/2011	4,044.80
366837	CENTRAL WOOD PRODUCTS	BV-WOOD CHIPS-1 MDE#00488	11/1/2011	3,900.00
367185	MILLER 32ND AVE, LLC	RENT & TAXES	11/17/2011	3,809.42
367145	TEAM PERSONNEL SERVICES INC	DOME-LABOR	11/15/2011	3,641.00
367122	PEARSON, JEFFREY	PROF SERVICE	11/15/2011	3,600.00
367138	SARTELL GROUP, THE	SUPPORT SERVICE 11/01/11-10/31/12	11/15/2011	3,500.00
367003	TOP ECHELON CONTRACTING	SP ED-SPL-9/23/11	11/8/2011	3,415.50
367208	CAROLINA GYM SUPPLY CORP	ATH-SKILL CUSHIONS	11/22/2011	3,395.74
367249	SCHMITT MUSIC CO	INSTRUMENT REPAIR & MUSIC	11/22/2011	3,259.85
367030	LADYWITHAFAN DESIGN LLC	CUL EXP-PROF SERV	11/10/2011	3,066.83
367169	CLIMB THEATRE	CMS-CONTRACT#45427	11/17/2011	3,042.00
367215	FORD & HARRISON LLP	PROF SERVICE	11/22/2011	3,000.00
366883	CORPORATE HEALTH SYSTEMS INC	FLEX PROCESS 10/11	11/3/2011	2,963.20
366979	LANDSCAPE STRUCTURES INC	KL PLAYGROUND SLIDE	11/8/2011	2,920.00
366880	CLEAR VISION MIDWEST	SPEC MONITOR FOR 504	11/3/2011	2,900.00
367097	GREENLIFE SUPPLY LLC	POWER THAW ICE MELT-INVENTORY	11/15/2011	2,895.90
366917	PEARSON, JEFFREY	PROF SERVICE	11/3/2011	2,850.00
366886	EGAN COMPANY	OW-MISC COMM WORK	11/3/2011	2,825.00
367049	YOUTH FRONTIERS, INC	REFUND	11/10/2011	2,790.00
366887	EGAN COMPANY	KL-EXPANSION PA SYSTEM	11/3/2011	2,780.00
367266	CORPORATE HEALTH SYSTEMS INC	PAYROLL ACCRUAL	11/30/2011	2,749.95
366922	POWER LIFT CONNER ATHLETIC	ATH-BARS	11/3/2011	2,740.24
366915	PARALLEL TECHNOLOGIES INC	BV-HEALTH DEPT CORRECTIONS, ROOM REMODELS	11/3/2011	2,653.36
367063	ACOUSTICS ASSOCIATES	CSF-CEILINGS	11/15/2011	2,574.00
367112	META 13 INC	PROF SERV-HPN WEST CONSORTIUM	11/15/2011	2,500.00
367252	STATE SUPPLY CO, INC.	SERVICE & SUPPLIES	11/22/2011	2,438.72
367177	GRAINGER INC., W. W.	SUPPLIES & SERVICE	11/17/2011	2,435.62
366838	DAVE'S SPORT SHOP	ATH-B HOCKEY EQUIPMENT	11/1/2011	2,425.50
366935	VANDEPUTTE, GRETCHEN	CED-FALL BOOT CAMP	11/3/2011	2,373.60
367028	KENEXA TECHNOLOGY INC	PRE-EMPLOYMENT TESTS	11/10/2011	2,263.00
367038	PLYMOUTH PARK & REC	ATH-G SOCCER OCT 11	11/10/2011	2,251.75

367114	MINORITIES & SUCCESS	PROF SERVICE	11/15/2011	2,195.00
367211	CP PRODUCTS	ATH-WR-MEN'S SHORTS	11/22/2011	2,186.24
366940	WIGEN COMPANIES INC	HS-SERVICE WATER SOFTENER	11/3/2011	2,177.95
366895	ICE RINK ENGINEERING	DOME-SUPPLIES	11/3/2011	2,118.45
366864	REGION 6AA	TICKETS-VOLLEYBALL	11/1/2011	1,988.00
366937	WATER SPECIALTY OF MN, INC	WMS-POOL SUPPLIES	11/3/2011	1,928.49
367144	STATE SUPPLY CO, INC.	SUPPLIES	11/15/2011	1,887.47
367105	KD & COMPANY RECYCLING INC	CMS-WATERSHED-PEA ROCK	11/15/2011	1,863.41
366872	YMCA CAMP IHDUHAPI	WMS-8TH GR BALANCE	11/1/2011	1,837.50
366859	ORANGE TREE EMPLOYMENT SCREENING	PROF SERV	11/1/2011	1,761.00
367207	AUTOMATED LOGIC CORP	SERVICE	11/22/2011	1,760.00
367262	WALLACE, GLORIA	PROF SERVICE	11/22/2011	1,687.50
367137	RSC EQUIPMENT RENTAL	DOME-EQUIPMENT RENTAL	11/15/2011	1,662.14
366950	POSTMASTER	POSTAGE-CENSUS	11/4/2011	1,655.38
367322	MESSERLI & KRAMER, PA	GARNISH PAYROLL	11/30/2011	1,652.79
367055	MN CHILD SUPPORT - PAYMENT CTR	PAYROLL ACCRUAL	11/15/2011	1,649.54
367272	MN CHILD SUPPORT - PAYMENT CTR	PAYROLL ACCRUAL	11/30/2011	1,649.54
367139	SCHARBER & SONS	REPAIR TRACTOR #25 WHEEL	11/15/2011	1,641.23
367162	ABRAMSON, BARBARA	SH-PROF SERV	11/17/2011	1,625.00
366961	BRUNSWICK ZONE XL-BROOKLYN PARK	PC-5TH GR FIELD TRIP	11/8/2011	1,607.99
366954	ADVISORS MARKETING GROUP	AD-PICTURE FRAMES	11/8/2011	1,585.88
367155	WAYZATA, CITY OF	WATER/SEWER	11/15/2011	1,539.35
367110	MCCARTNEY, SHARON	PROF SERVICE	11/15/2011	1,512.00
366926	STEWART, ZLIMEN & JUNGERS, LTD	GARNISH PAYROLL	11/3/2011	1,490.66
366896	INSPEC, INC.	EMS-REPL WINDOW & DR 9/30/11	11/3/2011	1,490.00
367065	AIR PURIFICATION & ENERGY	BV-FILTERS	11/15/2011	1,457.96
367115	MINVALCO	SERVICE & SUPPLIES	11/15/2011	1,451.20
367133	QUALITY BLENDING	ARENA-SUPPLIES	11/15/2011	1,408.14
367034	MSP TRAVEL GROUP	CONFERENCE	11/10/2011	1,380.00
367301	GURSTEL, STALOCH & CHARGO, PA	GARNISH PAYROLL	11/30/2011	1,367.88
366939	WESTSIDE WHOLESALE TIRE, INC	TIRES-'96 FORD	11/3/2011	1,358.44
367246	QUALITY BLENDING	WMS-FILTERS	11/22/2011	1,347.80
367140	SCHMITT MUSIC CO	WMS-CHOIR SUPPLIES	11/15/2011	1,334.83
366914	ORANGE TREE EMPLOYMENT SCREENING	PROF SERV	11/3/2011	1,323.00
367143	SPORRE, LAURIE	ATH-SERV & SUPPLIES	11/15/2011	1,239.56
366881	COMMAND CENTER INC	SERVICE	11/3/2011	1,196.80
367007	WAYZATA COMMUNITY CHURCH	11-12 SCHOOL READINESS PRESCHOOL TUITION	11/8/2011	1,160.00
367074	COMMERCIAL DOOR SYSTEMS, INC	WMS-DR & HDWR UPGRADES	11/15/2011	1,159.45
367253	SUN NEWSPAPERS	BD OF ED PUBLISHED MINUTES	11/22/2011	1,152.95
367167	BLAKE SCHOOL	HS-DEBATE TOURN 12/11	11/17/2011	1,105.00
366885	ECOLAB PEST ELIMINATION DIV	EMS-SERVICE	11/3/2011	1,079.00
367123	PEPSI-COLA	EMS-POP DELIVERY	11/15/2011	1,070.76
367233	MIDWEST EDUCATIONAL CONSULTANTS	MENTOR WORKSHOP	11/22/2011	1,050.00
367345	SCHOLASTIC INC	READ 180 MATERIALS	11/30/2011	1,044.66
366863	PROFESSIONAL INTERPRETING	CONT SERV	11/1/2011	1,023.20
366878	CHRISTOPHER, BRUCE	PROF SERVICE	11/3/2011	1,000.00
366920	POSTMASTER	REPLENISH PERMIT ACCOUNT	11/3/2011	1,000.00
367047	WESTBERG, KAREN	PROF SERV-VISION 21	11/10/2011	1,000.00
367264	WORKFORCE COMMUNICATIONS GROUP	ADVERTISE-MINORITY REPORT-WINTER 12	11/22/2011	997.00
367026	HOME DEPOT/GEFC	ARENA-SUPPLIES	11/10/2011	989.21
367242	PEG'S COUNTRYSIDE CATERING	SH-STAFF DEV MTG	11/22/2011	983.90
366867	STAPLES (FORMERLY CORP EXPRESS)	MISC SUPPLIES & FURNITURE	11/1/2011	974.25
367165	BACK 2 BASICS LEARNING LLC DBA	CED-ART CAMP	11/17/2011	959.00
367330	OFFICE OF ENTERPRISE TECHNOLOGY	VOICE SERVICE	11/30/2011	950.88
111200575	FILDES, LORI	REIMBURSE	11/23/2011	916.62

366874	AIR PURIFICATION & ENERGY	KL-FILTERS	11/3/2011	906.04
366907	MESSERLI & KRAMER, PA	GARNISH PAYROLL	11/3/2011	879.20
366857	MN LANDSCAPE ARBORETUM	KL-FIELD TRIP	11/1/2011	860.00
367046	WAYZATA, CITY OF	FOOD LICENSE & ALA CARTE FEES 11-12	11/10/2011	855.00
367102	HILL CO, ROBERT B.	GL-SALT	11/15/2011	818.04
366973	HAHN, R.N.,PHN, MICHELLE	CONSULT SERV-9/11	11/8/2011	800.00
366882	COMMERCIAL DOOR SYSTEMS, INC	CMS-SUPPLIES	11/3/2011	761.84
367357	UNITED HARDWARE DISTRIBUTING CO	CREW SUPPLIES	11/30/2011	760.88
366919	PILATES MN	CED-PROF SERV	11/3/2011	756.00
367008	YOUTH FRONTIERS, INC	OW-DEPOSIT 5TH GR KINDNESS RETREAT	11/8/2011	750.00
367116	MN HISTORICAL SOC-OLIVER H. KELLY	KL-2ND GR FIELD TRIP	11/15/2011	750.00
367187	MN HIGH SCHOOL QUIZ BOWL	HS-REGISTER 4 TEAMS	11/17/2011	750.00
366934	US ENERGY SERVICES, INC	ENERGY-NOV 11	11/3/2011	743.00
367188	MN STATE HIGH SCHOOL LEAGUE	ATH-FB PRE-SALE TICKETS	11/17/2011	702.00
367281	ABUNDANT CATERING	CMS ACAD E & E-FOOD	11/30/2011	700.23
367255	TEAMWORKS INTERNATIONAL, INC	PROF SERV-OCT 11	11/22/2011	694.40
367100	HERC-U-LIFT, INC	DOME-EQUIPMENT RENTAL	11/15/2011	685.00
366848	GENERAL ASP	PROF SERV	11/1/2011	675.00
367297	FORTE PROMOTIONS	WMS-BAND SUPPLIES	11/30/2011	666.25
367147	TESSMAN SEED CO	DIST-SUPPLIES	11/15/2011	663.00
366959	AUTOMATIC GARAGE DOORS &	HS-OVERHEAD & STORAGE DR REPAIR	11/8/2011	639.05
366923	ROOT-O-MATIC	SH-1 YR MAINT AGREE	11/3/2011	637.00
366871	WESTONKA ELECTRIC	WMS-IAQ UPGRADE MDE#00447	11/1/2011	630.00
367001	THREE RIVERS PARK DISTRICT	SH-4TH GR FIELD TRIP	11/8/2011	619.00
366953	AABACA, INC.	BV-KEYBOARD FOR VOCAL MUSIC	11/8/2011	614.00
367136	ROOT-O-MATIC	OW & CSF-SERVICE	11/15/2011	607.50
366921	POSTMASTER	BUSINESS REPLY MAINT FEE/CENSUS	11/3/2011	605.00
367135	RICHFIELD BUS CO	ATH-G CC TRANSPORT	11/15/2011	600.00
366891	HALDEMAN-HOMME, INC	HS-REPLACE LOCKS	11/3/2011	595.00
366986	NEOPOST INC.	PRINthead	11/8/2011	590.94
367234	MINVALCO	BV-ROOF UNIT SUPPLIES	11/22/2011	586.10
367111	MEI - MINNESOTA ELEVATOR INC	GL-COMPLIANCE EMERG LIGHT	11/15/2011	582.11
367223	INTERMEDIATE DIST 287	CED-DEST IMAG TRAINING	11/22/2011	580.00
367127	CITY OF PLYMOUTH - FINANCE DEPT	ATH-POLICE SERVICE 10/19/11	11/15/2011	573.37
366981	MAIL FINANCE (FORMERLY NEOPOST)	LEASE 11/30/11-12/29/11	11/8/2011	567.96
367124	PERRY, MARK	ATH- OFFICIAL ASSIGNOR	11/15/2011	560.00
366904	LUM, JASON	CED-PROF SERVICE	11/3/2011	550.00
367106	KOMAREK, JOSEPH	ATH-S & FB SEASON ANNOUNCER	11/15/2011	548.79
366963	COMPUTER EXPLORERS	CED-JEDI MOVIE MAKING	11/8/2011	540.00
367179	HPSD BOOSTERS	HS-DEBATE TOURN 11/11	11/17/2011	540.00
367203	ALLEGRA PRINT & IMAGING	ATH-FB POSTERS & G CC POSTERS	11/22/2011	537.70
111200453	SLATER, CURTIS	REIMBURSE	11/2/2011	537.54
367288	BRIH DESIGN	CONT SERV-10/11	11/30/2011	522.50
366989	ORANGE TREE EMPLOYMENT SCREENING	PROF SERV	11/8/2011	521.00
367013	ESC PROMOTIONS	ATH-SCANNER REPAIR	11/10/2011	515.46
367256	TESSMAN SEED CO	DIST-FERTILIZER	11/22/2011	513.00
367229	KULLY SUPPLY INC	WMS-PLUMBING	11/22/2011	509.08
367231	LAKESHORE COMMUNICATIONS LLC	LEGAL NOTICES 10/11	11/22/2011	508.58
367238	MUSCO SPORTS LIGHTING, LLC	DOME-SUPPLIES	11/22/2011	506.74
367129	PRAIRIE ELECTRIC	WMS-IAQ UPGRADE MDE#00447	11/15/2011	506.68
366854	METRO ECSU-REGION 11 IDS #920	SP ED-COLLABORATION WKSP	11/1/2011	500.00
366897	INVER HILLS COMMUNITY COLLEGE	TECH-PROF DEVELOPMENT	11/3/2011	500.00
366933	U.S. DEPT OF HOMELAND SECURITY	FRAUD PREVENTION & DETECTION FEE	11/3/2011	500.00
366866	SCIENCE MUSEUM OF MN	KL-SOUND PROG 11/9/11	11/1/2011	490.00
366949	YOGASTUDIO	CED-PROF SERV 9/20-10/20	11/3/2011	484.90

366998	STAPLES (FORMERLY CORP EXPRESS)	KL-3 DRAWER FILE CABINET	11/8/2011	479.60
367236	MN LANDSCAPE ARBORETUM	OW-KNGN FIELD TRIP	11/22/2011	455.00
367168	CHEF EARL'S BBQ	OW-FOOD-STAFF DEVELOPMENT DAY	11/17/2011	450.71
367315	LAKE STATES ENVIRONMENTAL, LTD	ASBESTOS CERT CLASSES (2)	11/30/2011	449.00
367217	GRAINGER INC., W. W.	HVAC-SUPPLIES	11/22/2011	441.17
111200566	BRAUN, BARRY	REIMBURSE	11/23/2011	440.10
367068	ARNAGE SECURITY SERVICES LLC	ATH-FB SECURITY	11/15/2011	435.00
367263	WAYZATA CHAMBER OF COMMERCE	MEMBERSHIP DUES	11/22/2011	425.00
366983	MN URBAN DEBATE LEAGUE	HS-DEBATE	11/8/2011	420.00
367045	VOYAGEUR ENVIROMENTAL CENTER	CMS-FIELD TRIP	11/10/2011	420.00
111200525	WEINER, MARCI	REIMBURSE	11/10/2011	416.50
367248	SALLIOTTE SEELY, DIANE	EMS-SERVICE-SEWING MACHINES	11/22/2011	405.40
367118	MN SAFETY COUNCIL	DUES-RS MDE#00466	11/15/2011	405.00
367306	HOWARD COMPUTER TRAINING LLC	CED-PROF SERV	11/30/2011	396.00
367021	GUAN, DONGSHENG	REFUND	11/10/2011	395.70
367240	NATIONAL TICKET CO.	ATH-TICKETS	11/22/2011	392.65
366876	BEARDSLEY, RICHARD	REIMBURSE	11/3/2011	384.90
111200447	RICHTER, ANN	REIMBURSE	11/2/2011	382.50
111200498	MAAS, RENE	REIMBURSE	11/10/2011	382.03
367146	TEAM SPORTING GOODS, INC	ATH-W & BB SUPPLIES	11/15/2011	379.20
367205	ARNAGE SECURITY SERVICES LLC	ATH-FB SECURITY 11/4/11	11/22/2011	375.00
366888	FERGUSON ENTERPRISES, INC #1657	SH-FLUSH VALVE	11/3/2011	366.99
366994	QUALITY BLENDING	CSF-IAQ MAIN OFF SUPPLIES	11/8/2011	363.60
366913	NOVAK, JANICE	CED-PROF SERV	11/3/2011	360.00
367300	GJORAAS, DEB	CONT SERV 9/11-10/11	11/30/2011	360.00
111200606	SHOGER, MARGARET	REIMBURSE	11/23/2011	356.36
367056	MN DEPT OF REVENUE	PAYROLL ACCRUAL	11/15/2011	334.29
366975	HOLLENHORST, PATRICIA	CED-PROF SERV	11/8/2011	330.03
367273	MN DEPT OF REVENUE	PAYROLL ACCRUAL	11/30/2011	328.17
367103	INTERQUEST DETECTION CANINES OF MN	HS- 1/2 DAY SERVICE	11/15/2011	328.00
111200614	TREWICK, MICHAEL	REIMBURSE	11/23/2011	326.22
367004	TRANS-MISSISSIPPI BIOLOGICAL	SCI CTR-SUPPLIES	11/8/2011	326.11
366932	U.S. DEPT OF HOMELAND SECURITY	I-120 FILING FEE	11/3/2011	325.00
367196	SCHMITT MUSIC CO	CMS-INST REPAIR	11/17/2011	324.70
366833	BERRY COFFEE CO	AD-COFFEE	11/1/2011	321.00
367307	HOY, JUDITH	CONT SERV	11/30/2011	320.00
366903	LOFFLER COMPANIES INC	AD-REGISTRATION-CANON COPIER	11/3/2011	318.46
367244	CITY OF PLYMOUTH - FINANCE DEPT	USE OF VOTING MACHINES	11/22/2011	318.00
367109	MARS CO, W. P. & R.S.	CSF-SUPPLIES	11/15/2011	311.98
367079	FERGUSON ENTERPRISES, INC #1657	EMS-BOILER SUPPLIES	11/15/2011	303.88
111200491	LAPENSKY, SHARON	REIMBURSE	11/10/2011	303.87
366964	ELM CREEK GOLF COURSE	ATH-IM GOLF	11/8/2011	300.00
366977	HOPKINS DEBATE	HS REGISTRATION	11/8/2011	300.00
111200558	STINGER, ROBERTA	REIMBURSE	11/16/2011	300.00
111200571	DECKER, MEAGHAN	REIMBURSE	11/23/2011	300.00
366999	STATE SUPPLY CO, INC.	DOME-FLUSH VALVES	11/8/2011	299.84
111200618	WEDLUND-MOONEN, LISA	REIMBURSE	11/23/2011	297.23
367225	ISD #284	FUND-A-NEED TO ACTIVITY ACCT	11/22/2011	292.00
367204	APOLLO HIGH SCHOOL	HS-MOCK TRIAL INV 1/12	11/22/2011	285.00
111200473	FALLS, DENISE	REIMBURSE	11/10/2011	283.89
366911	MORTENSON, SALLY K	CED-PROF SERV	11/3/2011	280.00
111200465	BUSHNELL SR, MICHAEL	REIMBURSE	11/10/2011	279.17
367251	SPRINT COMMUNICATIONS	SP ED-GPS DATA PLAN TO 10/14/11	11/22/2011	276.30
367121	PARALLEL TECHNOLOGIES INC	CMS-WIRING TRANSPORT	11/15/2011	273.57
366909	MID AMERICA METER INC	WATER METER	11/3/2011	264.43

367318	LUM, JASON	CED-PROF SERV	11/30/2011	263.00
367125	PESZNEKER, TONY	REIMBURSE	11/15/2011	255.61
367206	ASSN FOR SUPERVISION & CURR.	EMS-MEMBERSHIP	11/22/2011	254.00
111200442	LYNCH, JILL	REIMBURSE	11/2/2011	250.51
367005	UNIVERSITY OF OREGON	SH-SWIS SUBSCRIPTION	11/8/2011	250.00
367235	MN WRESTLING EVENTS	ATH-WRESTLING 12/11	11/22/2011	250.00
367333	PLATT, MARY	CONT SERV	11/30/2011	250.00
111200444	MATTIOLI, VALERIE	REIMBURSE	11/2/2011	249.19
367324	MN ASSN OF SPECIAL EDUCATORS (MASE)	CONFERENCE	11/30/2011	249.00
111200479	HAGEN, CLARICE	REIMBURSE	11/10/2011	246.05
366925	SPRINT COMMUNICATIONS	WIRELESS SERVICE-OCT 11	11/3/2011	245.36
111200433	JOHNSON, SALLY	REIMBURSE	11/2/2011	240.32
366850	HOMEWARD BOUND THEATRE CO	CED-GW-CREATIVE DRAMATICS	11/1/2011	240.00
367260	UNIVERSITY OF MN	HS-SUPPLIES	11/22/2011	240.00
367313	KISCH, REBECCA	PROF SERV-OCT 11	11/30/2011	240.00
367319	MACALASTER COLLEGE AFRICAN MUSIC	PC-ACAD E & E-1/11/12	11/30/2011	240.00
111200563	BARSNESS, KATHARINE	REIMBURSE	11/23/2011	235.66
367214	FERGUSON ENTERPRISES, INC #1657	WMS-SUPPLIES	11/22/2011	232.09
111200582	HANILY-DOLAN, NANCY	REIMBURSE	11/23/2011	231.77
366868	SWENDSEN, KERRY	CED-PROF SERV	11/1/2011	231.00
367221	INGRAM LIBRARY SERVICES	BOOKS	11/22/2011	230.65
367161	YOUNGBLOOD LUMBER CO	BOWLING CARTS	11/15/2011	227.38
111200619	WEST, DEBORAH	REIMBURSE	11/23/2011	226.43
366982	MATH MASTERS OF MN	KL-5TH GR COMPETITION	11/8/2011	226.00
111200489	KUENDIG, WILLIAM III	REIMBURSE	11/10/2011	224.51
367066	ALLEGRA PRINT & IMAGING	WAYZATA PEEL-OFF LABELS	11/15/2011	224.00
367141	SCHRADER, THOMAS	OFFICIAL- FB SEASON SUPERVISOR	11/15/2011	219.33
366962	C & H DISTRIBUTORS, LLC	DIST-BOWLING CARTS	11/8/2011	213.28
367070	C & H DISTRIBUTORS, LLC	DIST-BOWLING CARTS	11/15/2011	213.28
111200446	POWERS, TALON	REIMBURSE	11/2/2011	211.34
366924	SCHAUB, CAROL	CED-PROF SERV	11/3/2011	210.00
367067	ANDERSEN INC., EARL F.	EMS-BUS CORRAL SIGNS	11/15/2011	207.90
111200616	VOLLENDORF, AMY	REIMBURSE	11/23/2011	205.24
367149	TRANS-MISSISSIPPI BIOLOGICAL	SCI CTR-SUPPLIES	11/15/2011	203.77
367075	DRYWALL SUPPLY INC	DOME-SUPPLIES	11/15/2011	203.50
366997	SMITH-SHARPE FIRE BRICK SUPPLY	EMS-BOILER SUPPLIES	11/8/2011	203.35
111200432	JOHNSON, JERI	REIMBURSE	11/2/2011	203.18
366889	GENTLE SOLUTIONS	CED-PROF SERV	11/3/2011	203.00
367108	LITTLE BLIND SPOT	PC-REPAIR BLINDS	11/15/2011	200.00
111200512	SARFF, GAIL	REIMBURSE	11/10/2011	200.00
366908	MESSERLI & KRAMER, PA	GARNISH PAYROLL	11/3/2011	197.23
366916	PARALLEL TECHNOLOGIES INC	DEMO-CABLING	11/3/2011	192.50
367355	TRYON, CHARLES	ELECTION JUDGE	11/30/2011	191.50
367302	HALBUR, MARVIN	ELECTION JUDGE	11/30/2011	190.40
367119	MN STATE HIGH SCHOOL LEAGUE	ATH-FB CERTIFICATES	11/15/2011	190.00
111200542	GIBSON, JANE	REIMBURSE	11/16/2011	189.81
111200443	MACLACHLAN, SCOTT	REIMBURSE	11/2/2011	185.20
111200569	CHRISTENSON, ERIK	REIMBURSE	11/23/2011	183.27
366851	IKI INC.	CED-PROF SERV	11/1/2011	180.00
111200455	WESTRUM, JAMES	REIMBURSE	11/2/2011	177.75
111200567	BRAUN, CATHY	REIMBURSE	11/23/2011	175.99
367283	BARNES, MICHAEL	ELECTION JUDGE	11/30/2011	175.50
367209	CITI-CARGO & STORAGE	CMS-DOME STORAGE	11/22/2011	174.00
367228	KNUTSON, LISA	OFFICIAL	11/22/2011	173.00
111200468	CHRISTENSON, ERIK	REIMBURSE	11/10/2011	171.81

367341	ROUSU, DEBORAH	ELECTION JUDGE	11/30/2011	171.60
111200544	JACKSON, CARLY	REIMBURSE	11/16/2011	170.00
111200573	ERICKSON, BRADLEY	REIMBURSE	11/23/2011	170.00
367359	WORNER, TOD	CED-PROF SERVICE	11/30/2011	167.50
367027	HOUSE OF NOTE	INSTRUMENT REPAIR	11/10/2011	166.50
367331	PEASHA, CHARLES	ELECTION JUDGE	11/30/2011	165.00
366875	AUER STEEL & HEATING SUPPLY CO	OW-SUPPLIES	11/3/2011	163.36
367241	PARALLEL TECHNOLOGIES INC	WMS-WIRING-FITNESS RM	11/22/2011	162.50
111200621	YEAGER, JILL	REIMBURSE	11/23/2011	161.54
367131	PREMIUM WATERS, INC	CSF-WATER DELIVERY	11/15/2011	158.31
111200460	ANDERSON, RACHEL	REIMBURSE	11/10/2011	158.00
111200531	WITTMAN, ROBERT	REIMBURSE	11/10/2011	157.40
111200593	KNABENSHUE, ALYCIA	REIMBURSE	11/23/2011	156.21
366900	LEARNING SEED	FCS SUPPLIES	11/3/2011	154.35
111200572	ENGBRETSON, DEBRA	REIMBURSE	11/23/2011	154.19
366972	GASCH, BOB	OW-DONATION FOR STORYTELLING	11/8/2011	150.00
366984	MN 9TH GR. WRESTLING LEAGUE	HS-ENTRY FEE	11/8/2011	150.00
366985	MN ELEM SCH PRINCIPAL'S ASSN	OW-LEGAL ISSUES SEMINAR	11/8/2011	150.00
367002	TIMM, RONALD	CED-PROF SERV	11/8/2011	150.00
367032	MN ACADEMY OF SCIENCE	EMS-SCIENCE BOWL	11/10/2011	150.00
367071	CDW	CONSULT-WIRELESS	11/15/2011	150.00
367117	MN HISTORICAL SOCIETY	WORKSHOP	11/15/2011	150.00
111200514	SLATER, CURTIS	REIMBURSE	11/10/2011	148.81
111200437	KOTILINEK, JESSIE	REIMBURSE	11/2/2011	146.13
366941	WORKS COMPUTING	SHIPPING-EQUIPMENT	11/3/2011	145.74
367202	UNLIMITED SUPPLIES	DIST-BOWLING CARTS ACCT#745422	11/17/2011	144.13
111200506	RANDALL, LIZABETH	REIMBURSE	11/10/2011	142.14
366910	MINVALCO	SUPPLIES	11/3/2011	141.10
367232	LEE, ANDREA	CED-PROF SERV	11/22/2011	140.40
366870	WEST METRO SPEECH/LANGUAGE	WORKSHOP	11/1/2011	140.00
111200601	PENIATA, PATTY	REIMBURSE	11/23/2011	140.00
111200556	SKALLAND, AMANDA	REIMBURSE	11/16/2011	139.44
367344	SCHMITT MUSIC CO	WMS-BAND SUPPLIES	11/30/2011	136.98
367113	METRO ECSU-REGION 11 IDS #920	CSF-ABATEMENT CLASS MDE#00466	11/15/2011	135.00
111200529	WIKMAN, JEAN	REIMBURSE	11/10/2011	134.95
366839	FIRE CONTROL INC	CSF-EXTINGUISHER	11/1/2011	134.50
366893	HINCKLEY FIRE MUSEUM	BV-5TH GR FIELD TRIP ADMISSION	11/3/2011	131.00
367012	ERICKSON, CHRISTOPHER	OFFICIAL	11/10/2011	131.00
367011	BERRY COFFEE CO	EMS-COFFEE	11/10/2011	130.00
367326	MN STRING & ORCHESTRA TEACHERS	ORCHESTRA FESTIVAL	11/30/2011	130.00
367327	MN STRING & ORCHESTRA TEACHERS	ORCHESTRA FESTIVAL	11/30/2011	130.00
366892	HILL CO, ROBERT B.	CMS-SALT	11/3/2011	127.80
367286	BOROFKA, ALVIN	ELECTION JUDGE	11/30/2011	127.50
367289	BUCHMEIER, JEROME	ELECTION JUDGE	11/30/2011	127.50
367290	BURKE, DAVID	ELECTION JUDGE	11/30/2011	127.50
367291	COLYER, LYNN	ELECTION JUDGE	11/30/2011	127.50
367292	CONNELLY, CAROL	ELECTION JUDGE	11/30/2011	127.50
367293	DAY, FRAN	ELECTION JUDGE	11/30/2011	127.50
367296	ESSIG, FRAN	ELECTION JUDGE	11/30/2011	127.50
367298	FRIDGEN, ROBERT	ELECTION JUDGE	11/30/2011	127.50
367303	HAUGEN, ELIZABETH	ELECTION JUDGE	11/30/2011	127.50
367304	HEYING, MARGARET	ELECTION JUDGE	11/30/2011	127.50
367310	JOHNSON, WARREN	ELECTION JUDGE	11/30/2011	127.50
367316	LEWIS, CONNIE	ELECTION JUDGE	11/30/2011	127.50
367320	MCCORMICK-BUCHMEIER, CAROL	ELECTION JUDGE	11/30/2011	127.50

367332	PETERSON, MARY	ELECTION JUDGE	11/30/2011	127.50
367343	SCHMITT, LARRY	ELECTION JUDGE	11/30/2011	127.50
367351	STENZEL, RUSSELL	ELECTION JUDGE	11/30/2011	127.50
367148	TOLLISON, STEPHEN	OFFICIAL	11/15/2011	125.94
367329	NEWMAN, RICHARD	ELECTION JUDGE	11/30/2011	125.37
367347	SCHULTZ, JOAN	ELECTION JUDGE	11/30/2011	125.37
111200549	MERZ, IRENE	REIMBURSE	11/16/2011	124.76
367354	TOWNSEND, KEITH	OFFICIAL	11/30/2011	124.00
367190	PEPPER & SON INC., J. W.	EMS-BAND MUSIC	11/17/2011	123.00
367317	LUCARELLI, MARIO	OFFICIAL	11/30/2011	123.00
367284	BERRY COFFEE CO	AD-COFFEE	11/30/2011	122.00
111200576	FISCHER, JULIE	REIMBURSE	11/23/2011	121.68
367325	MN COMMUNITY ED ASSN	CONFERENCE	11/30/2011	119.00
111200610	STIBBINS, SHAWN	REIMBURSE	11/23/2011	118.94
367213	ECOLAB PEST ELIMINATION DIV	HS-PEST CONTROL	11/22/2011	118.00
111200598	MOSSEFIN, DEBORAH	REIMBURSE	11/23/2011	116.30
111200494	LEUER, CONSTANCE	REIMBURSE	11/10/2011	115.79
111200449	RIES, CAROLE	REIMBURSE	11/2/2011	114.44
367053	IRS CENTER - UNITED STATES TREASURY	PAYROLL ACCRUAL	11/15/2011	112.50
367269	IRS CENTER - UNITED STATES TREASURY	PAYROLL ACCRUAL	11/30/2011	112.50
367132	PRO COURIER, INC	BKS TO AFRICA	11/15/2011	111.61
111200508	ROGERS, JUDY	REIMBURSE	11/10/2011	111.55
111200425	CHRISTOPHERSON, ALLAN	REIMBURSE	11/2/2011	109.72
111200620	WORTH, ANDREW	REIMBURSE	11/23/2011	109.26
367197	SCHOOL SPECIALTY	GL-1ST GR PAPER	11/17/2011	108.63
111200586	HOWE, MICHELLE	REIMBURSE	11/23/2011	106.22
111200452	SKOGHEIM, DEBRA	REIMBURSE	11/2/2011	106.07
367346	SCHOLASTIC CLASSROOM MAGAZINES	WMS-SUPPLIES	11/30/2011	105.88
111200603	RASMUSSEN, KYLE	REIMBURSE	11/23/2011	105.55
367219	HEICHERT, MICHAEL	OFFICIAL	11/22/2011	105.00
367237	MURPHY, LISA	CED-PROF SERV	11/22/2011	105.00
367254	TABOR, PAUL	OFFICIAL	11/22/2011	105.00
367356	TURNER, ROMAINE	CED-PROF SERVICE	11/30/2011	105.00
367258	TRANS-MISSISSIPPI BIOLOGICAL	HS-SUPPLIES	11/22/2011	102.44
367057	NEW YORK LIFE	PAYROLL ACCRUAL	11/15/2011	102.25
367274	NEW YORK LIFE	PAYROLL ACCRUAL	11/30/2011	102.25
366948	XEROX CORPORATION	BV-STAPLES	11/3/2011	102.00
367342	SCHAUB, CAROL	CED-PROF SERV	11/30/2011	102.00
111200493	LELAND, TONI	REIMBURSE	11/10/2011	101.93
366856	MN HISTORICAL SOCIETY	EMS-WORKSHOP	11/1/2011	100.00
366877	BURGESSON, NANCY	CED-PROF SERV	11/3/2011	100.00
111200503	NEIL, KAREN	REIMBURSE	11/10/2011	99.99
367184	MARASAKATTE, KARUNAKAR	REFUND	11/17/2011	99.00
367212	DEVGUN, KAPIL	REFUND	11/22/2011	99.00
367311	KABALAVAI, SUDHA	REFUND	11/30/2011	99.00
367156	WEEKLY READER	SUBSCRIPTION	11/15/2011	98.82
111200458	ANDERSON, MARY	REIMBURSE	11/10/2011	98.12
111200594	LARSON, SARA	REIMBURSE	11/23/2011	97.68
111200579	GRASMICK, DENNIS	REIMBURSE	11/23/2011	97.29
111200540	FALLS, DENISE	REIMBURSE	11/16/2011	97.16
111200422	ANDERSON, BRAD	REIMBURSE	11/2/2011	96.95
111200441	LYBECK, KRISTINA	REIMBURSE	11/2/2011	96.95
366832	ALLINA HEALTH SYSTEM	TEST-PHYSICAL ABILITY	11/1/2011	95.00
111200487	KIMBLER, RODNEY	REIMBURSE	11/10/2011	95.00
111200436	KIMLINGER, DEBRA	REIMBURSE	11/2/2011	94.03

111200591	JOHNSON, JERI	REIMBURSE	11/23/2011	93.46
366958	ARMSTRONG HIGH SCHOOL	ATH-V ENTRY FEE B & G CC	11/8/2011	93.00
111200500	MCKERNAN, ALISON	REIMBURSE	11/10/2011	92.74
367077	FALZONE, JOHN	REFUND	11/15/2011	90.00
111200611	STINGER, ROBERTA	REIMBURSE	11/23/2011	90.00
111200466	CAMPBELL, AMY	REIMBURSE	11/10/2011	89.95
111200469	DEADMOND, LISA	REIMBURSE	11/10/2011	88.25
367062	ACE SUPPLY CO, INC	PC-SUPPLIES	11/15/2011	88.19
111200535	CHANEN, MICHAEL	REIMBURSE	11/16/2011	88.05
366965	ENDSLEY, WILL	SERVICE	11/8/2011	87.50
366879	CITI-CARGO & STORAGE	CMS-DOME STORAGE	11/3/2011	87.00
367069	AUTOMATIC GARAGE DOORS &	KL-SUPPLIES	11/15/2011	86.82
367247	R & R SPECIALTIES, INC.	ARENA-BLADES	11/22/2011	85.50
111200527	WHEELER, SALLY	REIMBURSE	11/10/2011	85.41
367170	EASTER, MARK	GL-PIANO TUNING	11/17/2011	85.00
111200478	GALBRAITH, HEIDI	REIMBURSE	11/10/2011	84.99
111200592	JOHNSON, MARI	REIMBURSE	11/23/2011	83.03
366865	SCHOLASTIC CLASSROOM MAGAZINES	SP ED-SUBSCRIPTION	11/1/2011	82.50
111200580	GRISMER, SYLVIA	REIMBURSE	11/23/2011	81.92
111200609	SKERBITZ, WILLIAM	REIMBURSE	11/23/2011	81.88
111200553	SAMEC, JENNIFER	REIMBURSE	11/16/2011	81.20
367142	SMITH, MARK	OFFICIAL	11/15/2011	81.00
111200511	SAMEC, JENNIFER	REIMBURSE	11/10/2011	80.47
366974	HARTMAN, DANIEL	CED-PROF SERV	11/8/2011	80.00
367072	COCA-COLA REFRESHMENTS	CSF-POP DELIVERY	11/15/2011	80.00
111200581	HALLEY, RICK	REIMBURSE	11/23/2011	80.00
111200501	MILLER, JANET	REIMBURSE	11/10/2011	79.42
111200589	JENSEN, KAYLEEN	REIMBURSE	11/23/2011	78.41
367198	STAR TRIBUNE	CMS-PAPER	11/17/2011	78.00
367294	DOOHER, TONY	OFFICIAL	11/30/2011	78.00
367309	ISKIERKA, DENNIS	OFFICIAL	11/30/2011	78.00
367312	KANTOLA, JENNA	OFFICIAL	11/30/2011	78.00
367323	MILLER, JEREMIAH	OFFICIAL	11/30/2011	78.00
367328	NELSON, MARTY	OFFICIAL	11/30/2011	78.00
367340	ROBINSON, DAVID	OFFICIAL	11/30/2011	78.00
367349	SIBLEY, ANDREW	OFFICIAL	11/30/2011	78.00
367350	SMUDE, DONALD	OFFICIAL	11/30/2011	78.00
367352	THOMPSON, TED	OFFICIAL	11/30/2011	78.00
367360	WORTHINGTON, CLARK	OFFICIAL	11/30/2011	78.00
111200548	MCCARTHY, KENNETH	REIMBURSE	11/16/2011	77.42
366905	MEDINA, CITY OF	CUL EXP-ROOM RENTAL	11/3/2011	75.00
366992	PLYMOUTH HISTORICAL SOCIETY	OW-DONATION FOR FIELD TRIPS	11/8/2011	75.00
111200578	GALE, CHRISTA	REIMBURSE	11/23/2011	74.59
111200596	LINDVALL, BETTY	REIMBURSE	11/23/2011	73.90
111200472	DUBBS, ANGIE	REIMBURSE	11/10/2011	73.87
111200477	FOLTZ-RINGSTROM, SHARON	REIMBURSE	11/10/2011	73.26
111200476	FISHER, ANGIE	REIMBURSE	11/10/2011	72.35
111200459	ANDERSON, PATRICIA	REIMBURSE	11/10/2011	72.15
366901	LEE, ANDREA	CED-PROF SERV	11/3/2011	70.20
111200497	LOFTON, GABRIEL	REIMBURSE	11/10/2011	69.20
367189	NARASIMHAN, ARCHANA	REFUND	11/17/2011	69.00
111200499	MARTIN, ANNE	REIMBURSE	11/10/2011	69.00
111200570	CROOK, ADRIENNE	REIMBURSE	11/23/2011	68.90
111200613	TOLLE, BONNIE	REIMBURSE	11/23/2011	68.70
367299	GABBERT, MARLENE	ELECTION JUDGE	11/30/2011	68.00

367305	HINITZ, MARCIA	ELECTION JUDGE	11/30/2011	68.00
366976	HOME DEPOT/GECF	HS-SUPPLIES AL	11/8/2011	67.11
111200622	ZYLLA, CASEY	REIMBURSE	11/23/2011	66.92
111200515	ST CYR, JUDITH	REIMBURSE	11/10/2011	66.60
367041	SALLIOTTE SEELY, DIANE	EMS-SEWING MACHINE SUPPLIES	11/10/2011	65.65
366957	APPLE VALLEY HS DEBATE TEAM	HS-DEBATE-11/11	11/8/2011	65.00
367096	GRABRIAN, PATTY	REFUND	11/15/2011	65.00
111200545	JECHOREK, VIRGINIA	REIMBURSE	11/16/2011	65.00
111200588	JABIR, SEEMEEN	REIMBURSE	11/23/2011	65.00
111200600	O'LEARY, PATRICK	REIMBURSE	11/23/2011	65.00
367250	SKARNES, INC	CMS-BAND SHELL	11/22/2011	64.88
111200502	NEIFFER, STEPHANIE	REIMBURSE	11/10/2011	64.67
366834	BOSE, THOMAS	OFFICIAL	11/1/2011	64.00
366836	BUMGARNER, TERRY	OFFICIAL	11/1/2011	64.00
111200565	BENDICKSON, VICKY	REIMBURSE	11/23/2011	64.00
367130	PREMIUM WATERS, INC	CMS-WATER DELIVERY	11/15/2011	61.40
367107	LARSON CO, J. H.	LIGHTS	11/15/2011	61.27
366971	GALLAGHER, LARRY	OFFICIAL	11/8/2011	61.00
366988	NORGAARD, DAN	OFFICIAL	11/8/2011	61.00
366995	RAYMOND, JOHN	OFFICIAL	11/8/2011	61.00
367282	ANDERSON, THERESA	CED-PROF SERV	11/30/2011	60.00
111200595	LIDDY, SALLY	REIMBURSE	11/23/2011	59.98
367295	EHRAMJIAN, LAURA	ELECTION JUDGE	11/30/2011	59.50
366861	PEPPER & SON INC., J. W.	CMS-ORCH MUSIC	11/1/2011	59.18
111200522	TOLLE, BONNIE	REIMBURSE	11/10/2011	59.00
367154	VALSPAR PAINT	SUPPLIES	11/15/2011	58.08
111200445	PETERSON, DONNA	REIMBURSE	11/2/2011	56.44
366849	HERDER, JAMES	OFFICIAL	11/1/2011	55.00
366853	MALLEY, DAVID	OFFICIAL	11/1/2011	55.00
366956	ANDERSON, PETER	OFFICIAL	11/8/2011	55.00
366960	BECKMAN, CHRIS	OFFICIAL	11/8/2011	55.00
366993	PRANGHOFER, PAUL	OFFICIAL	11/8/2011	55.00
367000	STEPHAN, THOMAS	OFFICIAL	11/8/2011	55.00
367010	BENNETT, RANDALL	OFFICIAL	11/10/2011	55.00
367042	STEPHAN, THOMAS	OFFICIAL	11/10/2011	55.00
111200551	NELSON, SHELLY	REIMBURSE	11/16/2011	55.00
111200474	FAZENDIN, H CRESSON	REIMBURSE	11/10/2011	53.61
111200448	RIDLEHOOVER, JEFFERY	REIMBURSE	11/2/2011	53.55
111200484	HILL, KATHRYN	REIMBURSE	11/10/2011	53.06
111200517	STUTZMAN, BELINDA	REIMBURSE	11/10/2011	51.61
111200523	TOOSON, RODERICK	REIMBURSE	11/10/2011	51.24
367314	KOVACH, JIM	OFFICIAL	11/30/2011	51.00
111200590	JOHNSON, ANNE	REIMBURSE	11/23/2011	50.51
367120	NEOPOST INC.	ANNUAL ACH POSTAGE FEE	11/15/2011	50.00
367257	THOUR, JULIE	OFFICIAL	11/22/2011	50.00
367259	UNIVERSITY OF MN	ATH-FACILITY LEASING FEE	11/22/2011	50.00
111200439	LARSEN, THOMAS	REIMBURSE	11/2/2011	50.00
111200482	HAUSER, JENNY	REIMBURSE	11/10/2011	49.99
367128	POTABENKO, GENE	REFUND	11/15/2011	49.00
111200524	TRAYNOR, JASON	REIMBURSE	11/10/2011	48.96
111200583	HINTSALA, JULIE	REIMBURSE	11/23/2011	48.81
111200462	BENEZRA, BETH	REIMBURSE	11/10/2011	48.10
111200520	THOMPSON-WILLIAMS, ALICE	REIMBURSE	11/10/2011	48.10
111200557	STIBBINS, SHAWN	REIMBURSE	11/16/2011	48.01
111200543	HEMMAH, KATY	REIMBURSE	11/16/2011	47.84

111200561	WEAVER, PATRICE	REIMBURSE	11/16/2011	47.59
367078	FASTENAL COMPANY	DOME-SUPPLIES	11/15/2011	47.44
366936	WASTE MANAGEMENT-BLAINE	SERVICE	11/3/2011	45.35
366855	MN DEPT OF HEALTH	BIRTH FILES	11/1/2011	45.00
367020	GOTTA GO GOTTA THROW INC	EMS-DISCS	11/10/2011	45.00
367195	PREMIUM WATERS, INC	AD-WATER DELIVERY	11/17/2011	45.00
111200480	HANRAHAN, MARGARET	REIMBURSE	11/10/2011	45.00
111200539	ECKBERG, MARY	REIMBURSE	11/16/2011	45.00
111200526	WENSCHLAG, JASON	REIMBURSE	11/10/2011	44.99
111200485	JASPER, LEANNE	REIMBURSE	11/10/2011	44.96
111200604	ROGERS, JUDY	REIMBURSE	11/23/2011	44.32
111200562	ALLEN, STEPHANIE	REIMBURSE	11/23/2011	44.06
111200426	ECKBERG, MARY	REIMBURSE	11/2/2011	44.00
111200547	LARSON, JOAN	REIMBURSE	11/16/2011	43.18
367166	BERRY COFFEE CO	AD-COFFEE	11/17/2011	43.00
367243	PETERSON, RYAN	OFFICIAL	11/22/2011	42.67
111200483	HERRSCHER, JESSI	REIMBURSE	11/10/2011	42.44
111200454	STORY, EMILY	REIMBURSE	11/2/2011	41.62
111200617	WACHHOLZ, ANDREA	REIMBURSE	11/23/2011	41.07
111200424	BOWAR, MELISSA	REIMBURSE	11/2/2011	40.95
367134	RATWIK, ROSZAK & MALONEY, P.A.	PROF SERV-SEPT 11	11/15/2011	40.00
367285	BLOOM, PATRICIA	INST SUPPLIES	11/30/2011	40.00
111200450	SCHOOLMAN, BETH	REIMBURSE	11/2/2011	40.00
111200456	WHEELER, SANDRA	REIMBURSE	11/2/2011	40.00
111200510	SABLE-LEMKE, JOAN	REIMBURSE	11/10/2011	40.00
111200602	PRONDZINSKI, JEFF	REIMBURSE	11/23/2011	40.00
367227	KIPLINGER'S RETIREMENT REPORT	SUBSCRIPTION	11/22/2011	39.95
111200431	HINTSALA, JULIE	REIMBURSE	11/2/2011	39.39
111200537	CONNOY, RENAE	REIMBURSE	11/16/2011	39.29
111200532	WONG, MARGARET	REIMBURSE	11/10/2011	39.02
367044	THEIS, ROBIN	REFUND	11/10/2011	39.00
111200435	KESSLER, MARIANNA	REIMBURSE	11/2/2011	39.00
111200429	FIELDSETH, JOANNE	REIMBURSE	11/2/2011	38.51
111200505	POWERS, TALON	REIMBURSE	11/10/2011	37.48
111200599	NOELTING, MELANIE	REIMBURSE	11/23/2011	37.06
111200496	LIEN, AMY	REIMBURSE	11/10/2011	37.05
367181	LIFELINE AUDIO VIDEO TECHNOLOGIES	REPAIRS-AUDIO EQUIPMENT	11/17/2011	37.00
111200481	HARREN, KIMBERLY	REIMBURSE	11/10/2011	36.30
111200434	KAMP, KATHRYN	REIMBURSE	11/2/2011	36.07
366978	INDUSTRIAL LUMBER & PLYWOOD INC.	OW-MAPS	11/8/2011	36.02
111200528	WHITLOCK, REBECCA	REIMBURSE	11/10/2011	35.83
111200564	BARTELS, CHAD	REIMBURSE	11/23/2011	35.40
367186	MN DEPT OF HEALTH ENVIRONMENTAL	FOOD SERV CERTIFICATION	11/17/2011	35.00
367218	GREATER TESTING CONCEPTS	11-12 TEAM PLAY	11/22/2011	35.00
111200584	HOFMEISTER, MARIAH	REIMBURSE	11/23/2011	34.41
111200486	KAATZ, NAN	REIMBURSE	11/10/2011	33.72
367216	GOLDEN VALLEY SUPPLY CO	WMS & SH-SUPPLIES	11/22/2011	33.53
111200475	FIELDER, CALI	REIMBURSE	11/10/2011	32.97
111200507	RODGERS, JUDITH	REIMBURSE	11/10/2011	32.60
111200612	TANKE, KATIE	REIMBURSE	11/23/2011	32.28
111200488	KIMLINGER, DEBRA	REIMBURSE	11/10/2011	31.96
111200438	KVITTUM, DOROTHY	REIMBURSE	11/2/2011	31.07
111200463	BOWAR, MELISSA	REIMBURSE	11/10/2011	30.97
111200457	ZEMLIN, LYNN	REIMBURSE	11/2/2011	30.85
367040	REID, LINDA	REFUND	11/10/2011	30.60

111200504	PETERSON, JAMES	REIMBURSE	11/10/2011	30.20
111200509	RUNYON, NANCY	REIMBURSE	11/10/2011	30.19
367239	NARASIMHAN, ARCHANA	REFUND	11/22/2011	30.00
111200490	LANDY, JENNIFER	REIMBURSE	11/10/2011	30.00
367191	PETCO ANIMAL SUPPLIES, INC	ALC-SUPPLIES	11/17/2011	29.97
111200568	CAMPBELL, OLGA	REIMBURSE	11/23/2011	28.97
111200430	GENDREAU, KRISTEN	REIMBURSE	11/2/2011	28.12
111200427	FALLS, DENISE	REIMBURSE	11/2/2011	28.11
111200492	LATTERELL, MARSHALL	REIMBURSE	11/10/2011	28.08
111200533	ZIESEL, THERESA	REIMBURSE	11/10/2011	27.85
367287	BRADFORD, KORENA	REFUND	11/30/2011	27.00
111200428	FASCHING, WENDY	REIMBURSE	11/2/2011	26.39
111200461	HOLZ, JILL	REIMBURSE	11/10/2011	26.15
111200495	LIDDY, SALLY	REIMBURSE	11/10/2011	25.99
111200467	CARLSON, LINDA	REIMBURSE	11/10/2011	25.23
367037	PHAYSITH, TONY	REFUND	11/10/2011	25.05
111200607	SIDDIQUI, BADAR	REIMBURSE	11/23/2011	24.96
111200536	CHRISTENSEN, JENNA	REIMBURSE	11/16/2011	24.95
111200559	TURK, KRISTINE	REIMBURSE	11/16/2011	24.95
111200470	DELLARIA, REBECCA	REIMBURSE	11/10/2011	24.86
111200585	HOWARD, KATHRYN	REIMBURSE	11/23/2011	24.84
367035	NUDI, ALISSA	REFUND	11/10/2011	24.40
111200560	WALSH, NANCY	REIMBURSE	11/16/2011	23.98
111200605	SALA, MICHAEL	REIMBURSE	11/23/2011	23.40
111200516	STEWART, NANCY	REIMBURSE	11/10/2011	23.12
111200608	SINGLER, DEBRA	REIMBURSE	11/23/2011	22.68
367220	HOLDAHL CO	SUPPLIES	11/22/2011	22.47
111200423	ANDERSON, MARY	REIMBURSE	11/2/2011	22.46
111200577	FRAWLEY, KAREN	REIMBURSE	11/23/2011	22.38
367098	HALDEMAN-HOMME, INC	HS-KEYS	11/15/2011	21.50
111200530	WILLIAMS, ALEASHA	REIMBURSE	11/10/2011	21.20
111200534	ANDERSON, BRAD	REIMBURSE	11/16/2011	20.00
111200538	CRIDER, ANNETTE	REIMBURSE	11/16/2011	20.00
111200552	O'NEILL, STEVEN	REIMBURSE	11/16/2011	20.00
111200587	HRICKO, SANDRA	REIMBURSE	11/23/2011	20.00
111200574	FELAND, KARLA	REIMBURSE	11/23/2011	19.61
111200615	VLATKOVICH, PAIGE	REIMBURSE	11/23/2011	19.54
111200554	SEELAND, ELIZABETH	REIMBURSE	11/16/2011	18.48
111200521	THOMPSON, MARY	REIMBURSE	11/10/2011	18.03
111200451	SHANNON-ANDERSON, KARI	REIMBURSE	11/2/2011	17.76
367031	LAQUA, JOHN	REFUND	11/10/2011	17.25
367043	STROM, CRAIG	REFUND	11/10/2011	17.25
111200440	LOVISOLO, LIVIO	REIMBURSE	11/2/2011	16.65
111200513	SEELAND, ELIZABETH	REIMBURSE	11/10/2011	16.43
367245	PUBLIC EMPLOYEES RETIREMENT ASSN	LATE FEE	11/22/2011	16.20
367164	APPLE INC	APPLE REPAIRS BLANKET	11/17/2011	15.95
367006	UNLIMITED SUPPLIES	EMS-SUPPLIES	11/8/2011	15.08
367094	FORTIN, LINDA	REFUND	11/15/2011	15.00
111200519	TAUER, DENISE	REIMBURSE	11/10/2011	15.00
111200546	KRULL, DIANE	REIMBURSE	11/16/2011	14.93
111200555	SELINGER, JUDITH	REIMBURSE	11/16/2011	14.65
367029	KEUER, SUSAN	REFUND	11/10/2011	14.15
366860	OSWALD, ANNE	REFUND	11/1/2011	14.00
366898	ISD #284	HS-POSTERS	11/3/2011	14.00
111200541	FRASER-OLAUSEN, CATHY	REIMBURSE	11/16/2011	13.43

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

ITEM: D. Human Resource Recommendations

COMMENTS BY: Ms. Annie Doughty

Employment

Susan Doran Transfer – Tiffany Seamans	3.5 Hour Paraprofessional	Greenwood
Amanda Green Non-renew	.4 Technology, .15 Art Specialist	Kimberly Lane & Oakwood
Steve Henry Transfer – Jeanne Kobs	6 Hour Special Ed Paraprofessional	Central Middle
Diane Quall Transfer – Penny Blankenship	4 Hour Paraprofessional	Kimberly Lane
Sophia Raffaele New Position	4 Hour Paraprofessional	Central Middle
Daniel Roscoe Non-renew	.8 ALC/GED Teacher	High School

Contract Modification

Candice Ledman	High School Tap Teacher	From 1.0 to .6
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Leave of Absence

Molley Bruce, High School Special Education Teacher, has requested a leave of absence from January 13-17, 2012 using 1 personal day and 1 day without pay.

Matthew Eicheldinger, Central Middle School 6th Grade Teacher, has requested a ten-day childcare leave of absence beginning approximately March 29, 2012.

Lisa Geinert, Central Middle School 6th Grade Teacher, has requested a leave of absence from May 16-22, 2012 using one personal day and four days without pay.

Joseph McAuliff, Kimberly Lane 4th Grade Teacher, has requested a five-day childcare leave of absence from April 9-13, 2012.

Tia McAuliff, Plymouth Creek 1st Grade Teacher, has requested a disability leave of absence to begin approximately March 29, 2012 followed by a child care leave of absence through May 11, 2012.

Trevor Windel, Kimberly Lane Technology Specialist, has requested a leave of absence from April 13-17, 2012 using two personal days and one day without pay.

Resignations

Cindy Bach, Home Base Program Assistant at Oakwood, has submitted her resignation effective November 15, 2011.

Jane Behrman, Culinary Express at Central Middle School, has submitted her resignation effective November 29, 2011.

Ericka Downie, Teacher currently on a leave of absence, has submitted her resignation effective November 29, 2011.

Deborah Flannery, Paraprofessional at Plymouth Creek, has submitted her resignation effective December 22, 2011.

Kristin Kiel, 10-month Secretary at Wayzata High School, has submitted her resignation effective February 8, 2012.

Thomas Reese, Community Ed Paraprofessional at Central Middle School, has submitted his resignation effective December 1, 2011.

Daniel Roscoe, Special Ed Paraprofessional at Wayzata High School, has submitted his resignation effective November 11, 2011.

Mary Solheim, Culinary Express at Greenwood, has submitted her resignation effective December 21, 2011.

Kim Williams, Special Ed Paraprofessional at Central Middle School, has submitted her resignation effective December 2, 2011.

RECOMMENDED ACTION: Approve the Human Resource Actions as recommended.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions ¹⁰⁸ _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 3. STUDENT CURRICULUM PRESENTATION

ITEM: _____

COMMENTS BY: Dr. Jill Johnson

We have with us this evening representatives from East Middle School who will be sharing student successes in their school.

East Middle School is pleased to have the opportunity to share what is happening in our school. We will be showcasing five examples of student success and the methodology behind setting up these experiences. We are presenting these examples in a framework of tiered interventions.

In tier 1, Paula Henn will introduce you to Purposeful learning. Purposeful Learning is the creation of Paula Henn. She has integrated best practices of Service Learning, Authentic Learning, Interdisciplinary Instruction, Character Development, and Differentiation while emphasizing high academic rigor within the current curriculum and standards. All 6th graders are currently engaged in this two week long experience.

An example of a tier 2 strategy will be presented by Kevin Pote and Lisa Marcellus, 6th grade math teachers. Tier 2 strategies occur within the classroom and meet the specific needs of students. Kevin and Lisa will demonstrate “Flex Grouping” which is being used at different grade levels and subject areas at East.

Tier 3 interventions occur outside of classroom time and are tailored to the specific needs of the student. You will see three different examples of tier 3 interventions. First, Jeff Metzler will describe AMP Math which is funded through Title I and compensatory dollars. It is a content specific intervention. Next, Debbie Kimlinger and Rita Dornbusch will introduce you to the Success Team. The Success Team is funded through integration funds and provides safety nets and supports for high potential students. Finally, Kathy Simson will describe how we provide intervention for students with exceptional gifts and/or talents.

We hope you enjoy the presentation and look forward to your feedback and questions.

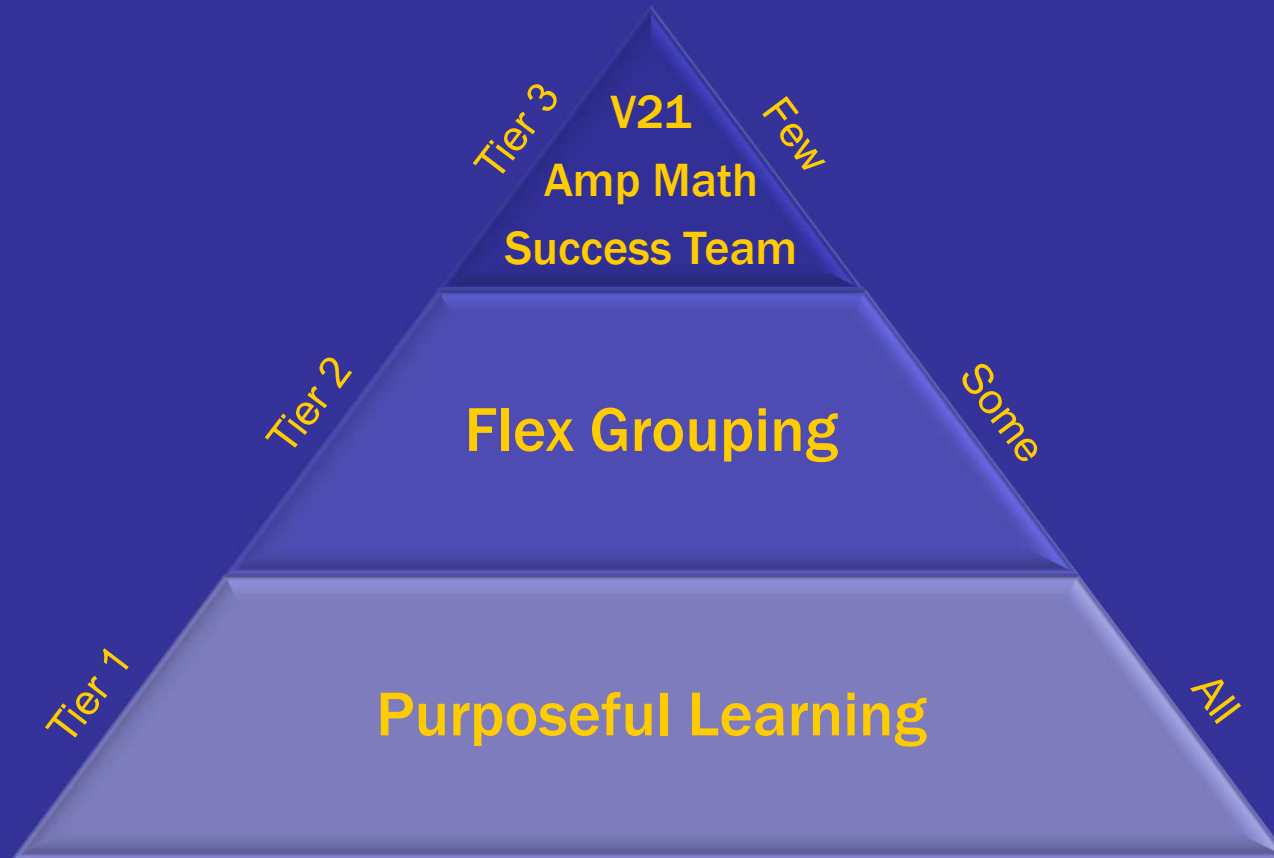
Wayzata East Middle School

December 12, 2011
School Board Meeting

**A Model of Excellence Among
Learning Communities**

Wayzata Public Schools

Tiered Approach to Interventions



A Model of Excellence Among
Learning Communities

Wayzata Public Schools

Purposeful Learning



★ **Partnership:** Wayzata East Middle School and Partnership Resources Inc. (PRI)

★ **Grant:** Best Buy awarded PRI \$5000 toward this learning project

A Model of Excellence Among
Learning Communities

Wayzata Public Schools

Purposeful Learning



★ **Theme: Overcoming Isolation and Exclusion**

**A Model of Excellence Among
Learning Communities**

Wayzata Public Schools

Purposeful Learning

★ **Mastery Objective:** Students will be able to research, apply, and evaluate meaningful and authentic ways to overcome isolation and exclusion through a 2-week interdisciplinary project. Throughout the process, students will connect classroom learning to real life learning. Students will develop leadership skills by teaching and presenting what they have learned to each other and the community.

A Model of Excellence Among
Learning Communities

Wayzata Public Schools

Purposeful Learning

Why Purposeful Learning?

- ★ **Authentic learning**
- ★ **Academic rigor**
- ★ **Differentiation becomes a natural component embedded in daily activities (choices)**
- ★ **Builds leadership skills**
- ★ **Bonds a group when working together toward a common goal**
- ★ **When students are emotionally involved and are able to have an experiential opportunity, learning and retention are heightened**
- ★ **When students are actively involved in their own learning and have input into the process, higher level thinking and engagement are increased**
- ★ **Empower students to push beyond their comfort level and tap into new skills**
- ★ **Build collaboration skills with a community organization**

**A Model of Excellence Among
Learning Communities**

Wayzata Public Schools

Purposeful Learning



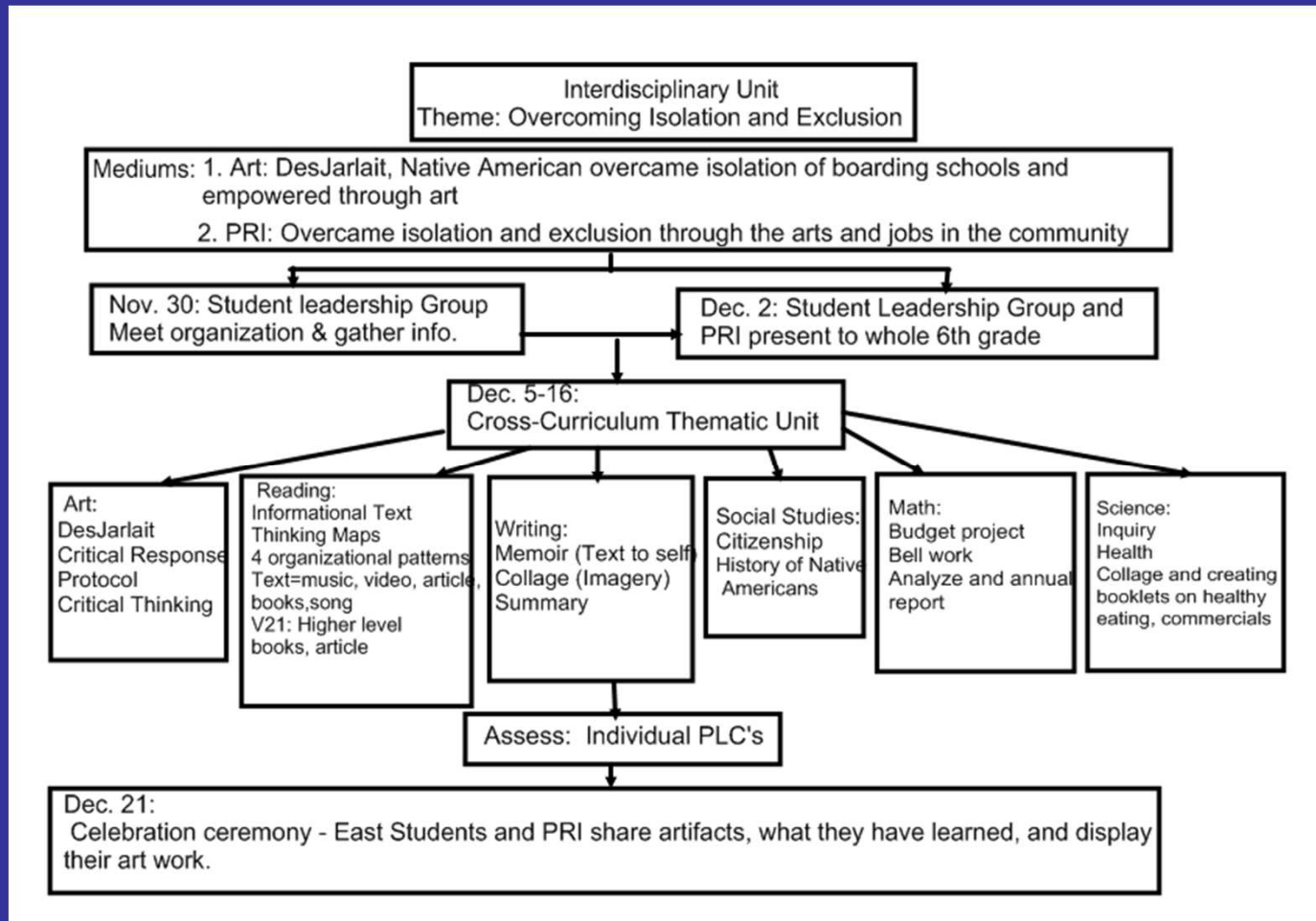
After viewing “Born for the Stage” on Nov. 30, this is what the student leadership group had to say:

- ★ "I learned from this experience that PRI's main goal is to break down stereotypes, and they did it by showing how compassionate they are for doing things they love like art, singing, dancing, and acting. PRI also made me learn that anything is possible. This impacted me because I usually give up too soon. But after this experience, I promise myself that I will never say that something is impossible, and I will always try my hardest." *Snigdha*
- ★ PRI didn't show isolation as in staying by themselves. Instead they showed their true personalities." *Olivia*
- ★ The people in PRI love to be in the spotlight, and they just go out there and sing and dance. YOU CAN'T STOP THEM FROM THAT! I've seen people make fun of people with disabilities, but that has to stop. Our presentation will show how cool and fun the PRI cast really is!" *Tabby*

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Wayzata Public Schools

Purposeful Learning



A Model of Excellence Among Learning Communities

Wayzata Public Schools



PARTNERSHIP RESOURCES INC.



**A Model of Excellence Among
Learning Communities**

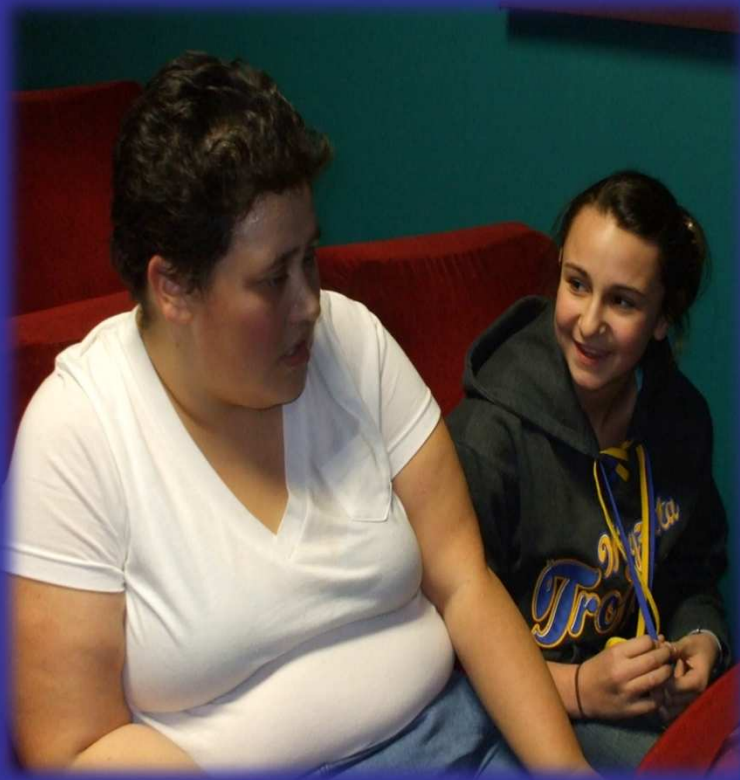
Wayzata Public Schools

“Seeing how many good people there are in the world inspires me to be good too!” *Josh*



Wayzata Public Schools

“I thought it was impressive and heartfelt and brave to get up in front of everyone and perform.” *Drew*



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Learning Communities

Wayzata Public Schools



***“They dance like
no one’s
watching”***

Tabby

Wayzata Public Schools

“When someone from a different country speaks, they have an accent and then goes away when they sing. Once PRI sang, it all melted away.”

Alex



Wayzata Public Schools

“They think about what they can do instead of what they can’t”

PRI Staff



Wayzata Public Schools

“‘Born for the Stage’ touched a lot of people’s hearts, especially mine.” *Ari*



Wayzata Public Schools

Presented by: PRI artists and Student Leadership Group



A Model of Excellence Among Learning Communities

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Purposeful Learning

★ Parent Perspective

★ Student Perspective

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Learning Communities

Wayzata Public Schools

Flex Grouping

★ **Goal:** The goal of flex grouping is to have a more individualized learning lesson for our students. We start where our students are and give them an appropriate differentiated lesson to meet their needs. These groups change every time we do a new flex grouping lesson.

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Learning Communities

Wayzata Public Schools

Flex Grouping

- ★ **Process:** The process begins when we come to a topic that some students have mastered while others need more practice. We plan a formative assessment and 2 different lessons that will be used with the students at their current level.

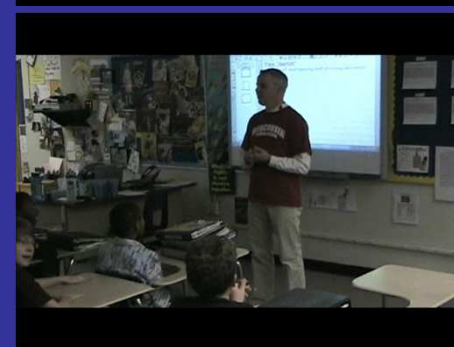
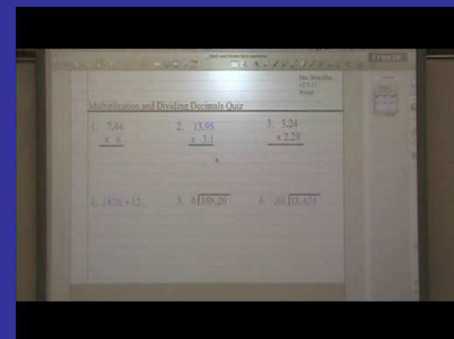
Flex Grouping

★ Plan

★ Assess

★ Differentiate

A Model of Excellence Among
Learning Communities



Wayzata Public Schools

Flex Grouping

- ★ **Evaluation: Our evaluation comes from student feedback and summative assessment scores.**

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Learning Communities

Wayzata Public Schools

Accelerating Math Program

- ★ **AMP Math is a math intervention program available for our students that are under-performing in math. The program uses researched principles of effective instruction to help improve their achievement in math.**

AMP Math

- ★ The goal of AMP Math is to accelerate the student's learning and to show improved results in math.

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Learning Communities

Wayzata Public Schools

AMP Math

- ★ Any student not performing at grade level is looked at as a possible candidate for AMP Math. Data is collected on the student using MAP and MCA scores. Input from past teachers is also used in the decision process.

AMP Math

- ★ **AMP Math is imbedded in the school day and is taught in conjunction with the student's regular math class. A student in AMP Math will receive 2 structured math classes per day.**

**A Model of Excellence Among
Learning Communities**

Wayzata Public Schools

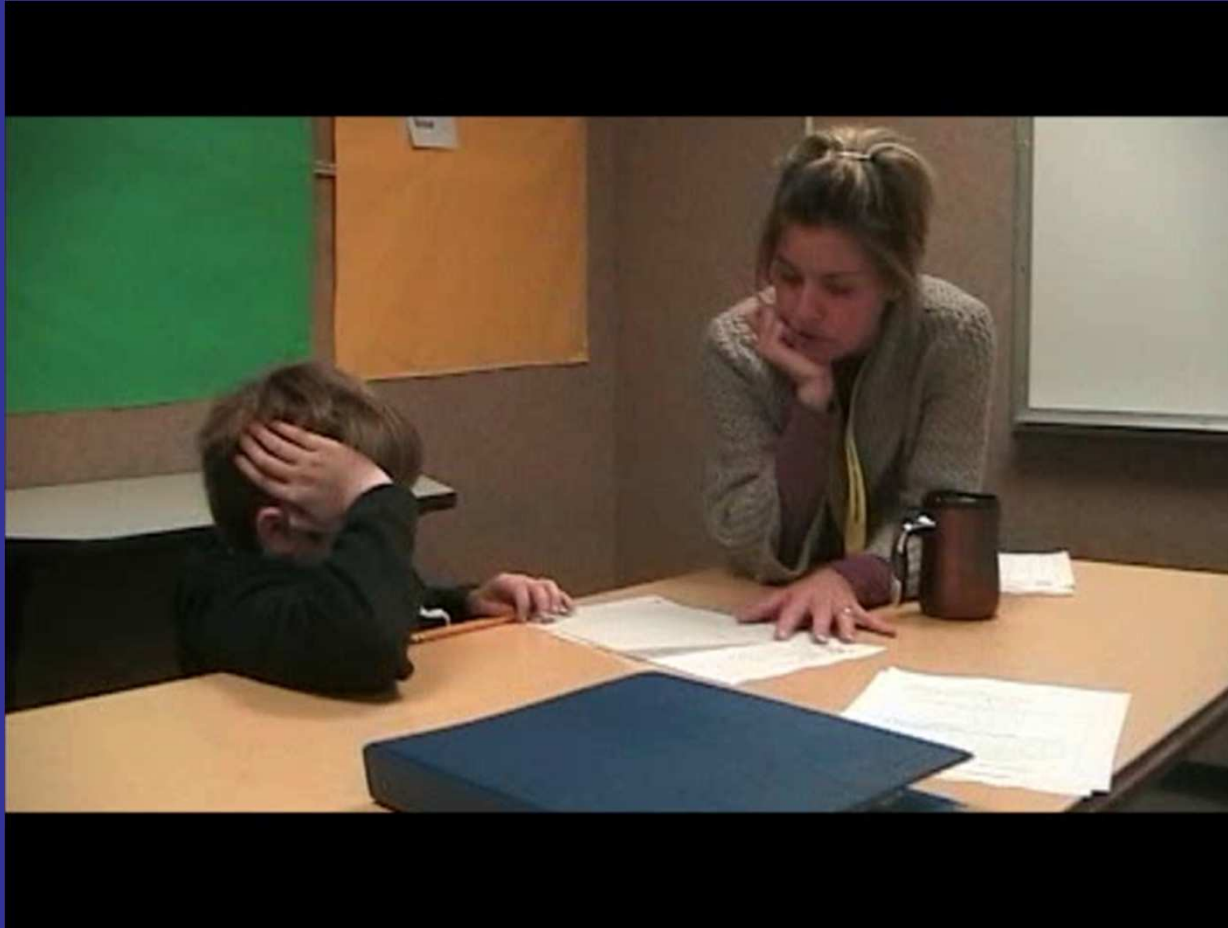
AMP Math

- ★ AMP Math classes are small in size allowing for a low student-to-teacher ratio. This ratio allows the teacher to use more effective strategies in delivering more individualized instruction.

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Learning Communities

Wayzata Public Schools

AMP Math



**A Model of Excellence Among
Learning Communities**

Wayzata Public Schools

Success Team

★ Goal:

To guide a group of high-potential students to increase their proficiency rates on the MCA and help them to access strategies to achieve high academic performance.

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Learning Communities

Wayzata Public Schools

Success Team

★ Process:

- * Tuesday and Thursday after-school homework help and leadership training
- * Culturally relevant experiences, speakers, and field lessons
- * Advocacy and support of students
- * Bi-weekly parent/guardian communication
- * Test-taking strategies
- * High expectations (with the goal of post-secondary education)

A Model of Excellence Among
Learning Communities

Wayzata Public Schools

Success Team

★ **SEE** – See something amazing in me.

★ **UNDERSTAND** – Understand how I am different from you, but more importantly, how we are the same.

★ **CULTURE** – We celebrate and share the cultures we represent, from Mexico, Cambodia, Africa, and the United States.

★ **CHALLENGE** – Challenge me-you will be amazed at what I can do.

★ **EXPECTATIONS** – Hold high expectations for me and I will rise to meet them.

★ **STRIVE** – I am striving for excellence yet my path might be different than that of other students.

★ **SUPPORT** – Offer me support as I make this journey.

★ **TOGETHER** – Together we share, stumble, learn, laugh and succeed.

★ **ENCOURAGE** – Encourage me to do my best.

★ **ACKNOWLEDGE** – Acknowledge my achievements, big and small.

★ **MARK** – The 2011-12 SUCCESS TEAM will make their mark at East Middle School, the Wayzata School District, and our community at large if we all work together to SEE something amazing in them, UNDERSTAND how they are different and yet very similar, CHALLENGE them to do their best, honor and respect their CULTURE, hold high EXPECTATIONS, help them STRIVE to do their best, offer them needed SUPPORT, allow them to learn and share TOGETHER, ENCOURAGE them to do things they might not think they can do, and ACKNOWLEDGE their achievements.

Wayzata Public Schools

Success Team

★ Evaluation:

- Weekly review of grades, behavior, and attendance
- Weekly meetings with students' teachers
- Review of test scores
- Summative review of MCA scores
- Student and parent evaluations of program
- Continued tracking of past SUCCESS students

A Model of Excellence Among
Learning Communities

Wayzata Public Schools

Vision 21

★ 7th Grade Fiction Unit

★ The Outsiders by S.E. Hinton

★ A Christmas Carol by Charles Dickens

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Wayzata Public Schools

Identification Criteria

- ★ **Students in the top three percentile nationally on the Reading portion of the most recent MAP test, or in the top three percentile nationally on the previous year MAP test, *and* not have fallen below the top five percentile nationally on this test on the most recent test.**
- ★ **Currently this includes 53 out of 257, or 21%**
- ★ **Students are grouped into 8 of the 24 reading/writing classes for ease of access**

Wayzata Public Schools

Vision 21

★ Objective for Differentiation

- ★ Embed the Vision Reading Curriculum into the General 7th Grade Language Arts Curriculum using learning targets and activities that are more rigorous, but not necessarily more labor intensive for the student.
- ★ Demonstrations of knowledge (assessments/ assignments) are meaningful for student.

Wayzata Public Schools

Differentiation Based on Content

★ **Advanced reading level**

★ Higher level text

- ★ Language, vocabulary, and plot complexity

★ **Additional Fiction Unit Objectives**

- ★ V21 students will analyze the use of both 1st and 3rd person narrators in the same text.
- ★ V21 students will define, identify, and analyze “allegory” in text.
- ★ V21 students will compare and contrast fiction text point-of-view and its relation to a non-fiction text.
- ★ V21 students will interpret setting and explain its contribution to plot.

★ **Advanced discussions**

Wayzata Public Schools

Differentiation Based on Process

- ★ Learn/review content with regular class using the classroom novel as a resource
- ★ Small group discussions in class based on advanced novel
- ★ 1x per week meet outside of class for extension of content

Wayzata Public Schools

Differentiation Based on Product

★ Tiered weekly bookmarks

- ★ Bookmarks prompt literary analysis questions and reading strategies
- ★ V21 has alternative bookmark

★ Some of the common assessment questions are based on literary devices from the choice book.

★ Differentiated weekly reader response journals

★ Further interest and development

- ★ That Was Then This is Now
- ★ Oliver Twist

★ Advanced discussion groups

Wayzata Public Schools

Wayzata East Middle School

- ★ **Paul Paetzel**
- ★ Paula Henn
- ★ Jennifer Harrah
- ★ **Kevin Pote**
- ★ **Lisa Marcellus**
- ★ Jeff Metzler
- ★ **Debbie Kimlinger**
- ★ **Rita Dornbusch**
- ★ Kathy Simson
- ★ **Corey Hickner-Johnson**

Principal

Purposeful Learning

Flex Grouping

AMP Math

Success Team

Vision 21

**A Model of Excellence Among
Learning Communities**

Wayzata Public Schools

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 4. RECOGNITIONS

ITEM: A. Employee of the Month – December 2011

COMMENTS BY: Superintendent Anderson

Wayzata High School is pleased to nominate **Pat Olson** and **Tyler Shepard** as the December Employees of the Month and has provided the following comments regarding their work:

Pat Olson – Pat is the night lead custodian who makes sure that everything in the building is ready for WHS the next day. She is very hard working, easy to work with and cares about the building, staff and students at Wayzata High School. Pat is skillful in dealing with people and communicating what needs to be done in the building. Working as the high school’s night lead with many activities occurring and many questions from a variety of people, Pat has learned to be very helpful, patient and flexible. These are traits that have led people at Wayzata High School to think so highly of Pat. Thank you, Pat, for your hard work and leadership.

Tyler Shepard – Tyler teaches computer classes, is in charge of the yearbook, and is the webmaster at Wayzata High School. In addition to this, he leads a study group for the Academy of Wayzata Educators and also advises the Business Professionals of America. Tyler’s computer skills are fantastic and his ability to make things happen have made it easier for parents, staff and students at the high school. Tyler works very well with students, as shown by the growth in our yearbook staff and sales. He has spoken at various State and National conventions and he was recognized as the “Emerging” Business Teacher of the Year by the Minnesota Business Educators’ Association. As we started school this year with a new web page and web site, Tyler helped all of us navigate through this process. Tyler is very talented and energetic; and Wayzata High School is thankful for his hard work and dedication.

Congratulations to Pat & Tyler!

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 4. RECOGNITIONS

ITEM: B. WHS Girls Soccer State Champions

COMMENTS BY: Superintendent Anderson

The Wayzata High School Girls Soccer team won the Minnesota Class AA State Championship November 3, 2011 at the Metrodome in Minneapolis.

The WHS team beat Burnsville High School 2-1, winning the shoot-out 5-4. Junior Kiana Nickel tied the game 1-1 in the 59th minute off a crossing pass from Maddie Eklin. The game was decided in a shootout after two ten-minute overtime periods. Wayzata won the shootout 4-3 with a winning goal by senior Chelsey Ulrich. This is the team's sixth state championship. The following four WHS girls made the all-tournament team:

Mara Dougherty, junior – goalie

Katie Shulz, junior – defender

Kylie Schwarz, junior – attacker

Kiana Nickel, junior – mid-field

The team is coached by Tony Peszneker with assistant coach Becky Merkey.

Team members of the WHS Girls Soccer Team include the following:

- Seniors – **Emily Johnson, Kelsey Christopherson, Rachel Swenson, Samantha Lehman, Chelsey Ulrich, and Brittany Sharp**
- Juniors – **Isabelle Anderson, Delane Swanson, Mara Dougherty, Taylor Buechele, Summer Johnson, Katie Schulz, Casey Jedele, Margaret Rocca, Maddie Elkin, Olivia Musser, Erika Grinde, Marika Kelly, Kiana Nickel and Britta Hageness**
- Sophomores – **Sophie Leininger and Katie Yeager**

Congratulations to the team and coaches for an outstanding season!

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Board Meeting – December 12, 2011

AGENDA SECTION: 4. RECOGNITIONS

ITEM: B. Board Service Recognition – Patricia L. Gleason

COMMENTS BY: Superintendent Anderson

Ms. Pat Gleason is being recognized tonight for nineteen and one-half (19 ½) years of service as a member of the Board of Education for Wayzata Public Schools. Ms. Gleason was first elected in May of 1992 and then reelected in 1995, 1999, 2003, and 2007. Over the last nineteen and one-half (19 ½) years, she has served the school district as Chair, Vice Chair, Clerk, and Director, and has been appointed and served on numerous committees within the school district and within the communities we serve.

On behalf of the Board of Education, parents, students, and employees of this school district, I would like to take this opportunity to express our sincere appreciation for your hard work and dedication.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
WAYZATA, MINNESOTA

BOARD SERVICE RECOGNITION

PATRICIA L. GLEASON – JULY 1992 – DECEMBER 2011

Elected to the School Board:	1992 for three-year term
Re-elected to the School Board:	1995 for four-year term
Re-elected to the School Board:	1999 for four-year term
Re-elected to the School Board:	2003 for four-year term
Re-elected to the School Board:	2007 for four-year term
Served as School Board Clerk	1995
Served as School Board Vice Chair:	1995, 1996, 1997, 2005, 2006, 2008, 2009, 2010
Served as School Board Chair:	2011

Served with the following twenty-two (22) School Board Members: Howard Casmeay, John Detloff, Michael Murphy, Mary H. Smith, Theodore Marilu, Thomas Ahmann, Gregory Rye, Karen Parks, Debra Jamrogiewicz, Monica Manuell, Janet Schutz, Greg Baufield, Paul Landry, Timothy Johnson, Constance Doepke, Linda Cohen, Carter Peterson, Gary Landis, John Moroz, Susan Droegemueller, Jay Hesby, and Susan Gaither

Served on the following Board Committees:

Human Resources Committee – **1994 – 2011**, 1994- 2010 (Chair)
Superintendent Evaluation Committee - **2000, 2001, 2002, 2003, 2008, 2009**, 2001 (Chair)
Shared Decisions **District** Design Team – **2000, 2001**
Facilities Development and Long-Range Planning Committee – **1996 – 2005, 2006, 2010**, 2005 (Chair)
Teacher Negotiations Team – **1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011**
Food Service Workers Negotiations Team – **2006, 2008**
Equity Committee – **2010, 2011**
Curriculum and Instruction Committee – **2011**

Appointments – Served as Board Representative to:

WMEP Representative – **1996 – 2011**, 2003 – 2005 and 2009 (Chair), 2008 (Vice Chair)
MSBA Representative – **2000, 2006, 2007** – ELECTED TO THE MINNESOTA ALL-STATE SCHOOL BOARD IN 2006
Intermediate District 287 Representative – **1993 - 2009**
AMSD Representative – **2004, 2005, 2006, 2007, 2008, 2009, 2010**, 2009 (Chair)
District Liaison Committee – **2005 – 2011** (Rotation)
Minnesota State High School League – **2001 – 2004**

Pat was also an alternate member of many committees during her tenure.

Major District Events During Board Tenure – PATRICIA L. GLEASON

- Passed bond referendum for building renovation and technology infrastructure – **1998**
- Passed levies greatly enhancing instructional technology – **2001, 2005, 2009**
- Passed operating levies resulting in significant class size reductions – **1994, 2001, 2003, 2005, 2009 - Extended**
- Reconfigured the grade organization to grades K-5 elementary schools, grades 6-8 middle schools, grades 9-12 high school
- Approved a middle school program
- Approved block scheduling at Wayzata High School
- Approved three boundary changes
- The new Wayzata High School and Stadium Complex were constructed
- Birchview Elementary School and parts of Central Middle School and Oakwood Elementary School were renovated
- Collaborative Agreements with the City of Plymouth and Life Time Fitness
- Collaborative Bargaining process initiated
- Communities in Collaboration Council was created
- Reemphasized the Chemical Health Program
- Police Liaison Program was created
- Implemented Shared Decision Making with school sites
- Implemented Alternative Compensation Program
- Joined West Metro Education Program – Desegregation Consortium
- District Equity Team was established
- Adoption of District Vision Statement
- Central Middle School Athletic Field Improvements (Bubble)
- Legislative Action Committee Common Ground Initiative
- Wayzata Public Schools Digital Initiative
- Student test scores among the highest in the state
- Graduation Standards and Requirements enhanced
- Increased use of data to drive instructional decisions
- Implemented Board Policy Review process
- Adopted the District Strategy Road Map
- Hired:
 - Superintendent (3)
 - Human Resources Executive Director (3)
 - Finance and Business Services Executive Director (4)
 - Curriculum & Instruction Executive Director (3)
 - Teaching and Learning Executive Director (1)
 - Director of Special Services (2)
 - Director of Communications (4)
 - Executive Assistant to the Superintendent and Board of Education (1)
 - Director of Community Education (1)
 - Director of Excellence and Equity (1)
 - Director of Technology (2)
 - Numerous Elementary, Middle and High School Principals

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 5. REPORTS FROM ORGANIZATIONS

ITEM: A. Student Council

COMMENTS BY: Board Chair Gleason

This section of the agenda provides an opportunity for parent, teacher, and/or student associations/organizations to provide the School Board with reports/updates.

Student Council – Student Council Vice President – Sammi Ezrilov

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS

ITEM: A. Superintendent

COMMENTS BY: Superintendent Anderson

There were no items for this section.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – September 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: B. Teaching and Learning

COMMENTS BY: Dr. Jill Johnson

Karen Nickel, World Language teacher at Wayzata High School, is with us this evening to present her Sabbatical Post Report.

Post Sabbatical Report for Karen Nickel, WHS 2010-2011 school year

Narrative on Activity:

The work of my sabbatical leave centered around two ideas:

1. Online components can help personalize and individualize students' learning experiences.
2. Students need to learn about culture and how to become culturally proficient in order to be capable global citizens.

My goals were to earn a certificate in E-Learning and Online Teaching and design a plan for teaching culture and cultural proficiency to expand our World Languages curriculum. Evidence of meeting these goals follows. Much of it is in the form of online components and therefore several of them address both ideas.

Culture was the overarching theme of my sabbatical. I didn't realize to what extent gaining certification in E-learning would cause me to immerse myself in a new culture. Steps towards cultural proficiency include becoming aware of culture, increasing one's knowledge about others and developing skills to successfully interact. I have become aware of the world of the digital natives (those who have never know a world without digital technology) and more appreciative their proficiencies. I have gained knowledge in the attributes of digital natives and their preferred learning methods. I have practiced skills that help me navigate their world and guide them in new learning. I will always be a digital immigrant, but I opened myself up to move along the continuum toward cultural competence and proficiency – in the digital world. This journey has reaffirmed my belief in the importance of fostering capable global citizens in our students by encouraging cultural competence and proficiency – in the real world.

I have made advances in framing the teaching of culture and cultural proficiency in order to make it a part of our curriculum. Now cultural elements and perspectives are woven into our existing curricular themes. By developing a reflection rubric for the essential culture questions I have found a way to assess students' progress. Making culture an integral, assessed part of our curriculum encourages teachers to include culture elements and motivates students to look more deeply into cultural practices, products and perspectives in order to continually better understand others.

Another necessary component to the success of online learning and culture learning is teacher competency and motivation. That is why I also did some work with teacher education in both areas. Continuing this work is an ongoing goal.

My conclusions are that I can be aware, knowledgeable and skilled in the culture of digital natives and better meet their needs by being fluent in E-learning. Culture and cultural proficiency can be embedded into the World Languages curriculum in a framework that includes assessment and encourages its teaching and learning.

Benefit to District 284:

With the knowledge and skills learned in my E-Learning program I can offer assistance to other e-learning initiatives in the district. My *E-Portfolio* contains a wealth of experiences that can be used to aide staff in creating collaboration, assessments, course designs and more. The *All Cs Resources and Strategies* website, one of the isd284 Google sites, although written by and for the World Languages department, can be used by a wide variety of staff to learn and teach cultural proficiency. The AWE

course offered in the Spring of 2011, “Using E-Learning to Teach All Cs to All World Languages Students,” is centered on the World Languages standards, but can be developed into modules that could be used by a wide variety of PLC teams. Collaboration with a wider variety of staff is offered by encouraging them to add to the skeleton of this site which can be found in the staff Moodle under *Cultural Proficiency PLC Resources*. A summer book group, Cultures and Organizations, was open to a wide variety of staff as an exploration of ways to gain insight into teaching about various cultures without making value judgments. Another project that may grow out of my sabbatical would be Moodle modules for staff wanting to learn about online teaching. Lastly, I hope to work with my department to propose a new course. Students could take the online term-long course in preparation of travel and/or work with a community from another culture. By learning about that community, working through simulations and deeply investigating attitudes and artifacts, they could develop their cultural proficiency and earn a Wayzata High School credit.

I sincerely hope that the work I’ve done while on sabbatical will continue to benefit the district. I have sent copies of my work to Gabe Lofton and am willing to meet with anyone interested to share my ideas on teaching culture and cultural proficiency and discuss ways that we can build on and use the resources that I’ve created.

Evidence of my work in completing the E-Learning and Online Teaching Certificate program through the University of Wisconsin Stout can best be seen in the capstone project, my E-Portfolio.

- <https://sites.google.com/a/isd284.com/karen-nickel-s-eportfolio/>
- My E-Portfolio consists of eight major areas: Assessment, Collaborative Communities, Communication, E-Learning, Instructional Design and Curriculum, Reflections, Resources, Support, Management and Professional Development. In each area I share my philosophy, artifacts, influences and tools. (example page below)

Karen Nickel's E-Portfolio Search this site

Home

Contact
Information
Profile
Resume

Assessment

Collaborative Communities

Communication

E-Learning

Instructional Design and Curriculum
Practicum
Assessment

Reflections

Resources

Resume and Jobs


Support, Management and Professional Development

UW Stout E-Learning Certification

Sitemap

[Edit sidebar](#)

Home



**"Everyday is a journey and the journey itself is home."
Matsuo Basho**


My journey of late has taken me down the path of e-learning and online teaching. This site represents some of my experiences on that ongoing journey and is an attempt to organize my learning into a representative whole.

Please click on the important topics in e-learning in the left sidebar to see more.

Within each topic please find...

- o **philosophy:** my current thinking about these issues
- o **artifacts:** evidence of what I've learned and created
- o **influences:** a list of resources that have influenced my ideas and my work
- o **tools:** a list of resources that I plan on using to further my learning in these areas.

[Karen's Profile](#)
[Contact Information](#)
[Resume](#)



After much research and consulting with other professionals, I developed resources and plans for teaching culture. I centered my work on these ideas: Lindsey, Robbins and Terrell's Cultural Proficiency A Manual for School Leaders (the work that the Nancy Love's Data Driven Dialogue draws from for its cultural proficiency component), the Wisconsin Academic Standards (which break down the National World Languages Standards – including Culture), the European Language Portfolio (a tool to encourage and document student learning –of which culture is one component), College Central (AP vertical teaming themes which answer essential questions – which are most often culture based), and Hofstede's Cultural Dimensions (a system of analyzing national cultures according to data supported perspectives).

Overall evidence of my work to build a plan for culture learning can be seen in the following works.

- <https://sites.google.com/a/isd284.com/other-cs-strategies-wl-wiki/home>
- The website *All Cs Resources and Strategies* holds resources to advance cultural proficiency and includes strategies and interventions for all of the WL standards. These resources help teachers learn and teach cultural proficiency principles, offer strategies for teaching the World Languages Culture Standards, and clarify the dimensions of culture. (example pages below)

The screenshot shows a website titled "All Cs Resources and Strategies WL WIKI" with a search bar. The main content area is titled "2.1 Culture > Culture 2.1 Cultural Activities". It features three images with captions: "School outing in Melbourne, Australia", "German school in Frutillar, Chile", and "Dance class at school in Shanghai, China". To the right of the images are three resource links with descriptions and strategies: "Games from Around the World", "Holidays Around the World", and "Tongue Twisters, International". A left sidebar contains a navigation menu with categories like "Home", "1.1 Communication", "2.1 Culture", "2.2 Culture", "4.1 and 4.2 Comparisons", "5.1 and 5.2 Communities", "Cultural Proficiency", "German Cultural Concepts", "Hofstede's Dimensions of Culture", and "Sitemap".

Culture 2.2 Geography

Google Earth to make geography come alive.

User Guide: http://serc.carleton.edu/sp/library/google_earth/UserGuide.html

Examples of Google Earth activities: http://serc.carleton.edu/sp/library/google_earth/examples.html

Historical Imagery: <http://www.google.com/earth/learn/beginner.html#historical-imagery>

Strategy: Students can see learn about history and see how it may have affected the cities in the target country. (Historical Influence too) (KN)

Street View: <http://www.google.com/earth/learn/beginner.html#street-view>

Strategy: Students can make cultural comparisons between streets in the target culture and their own. (Comparisons too) (KN)

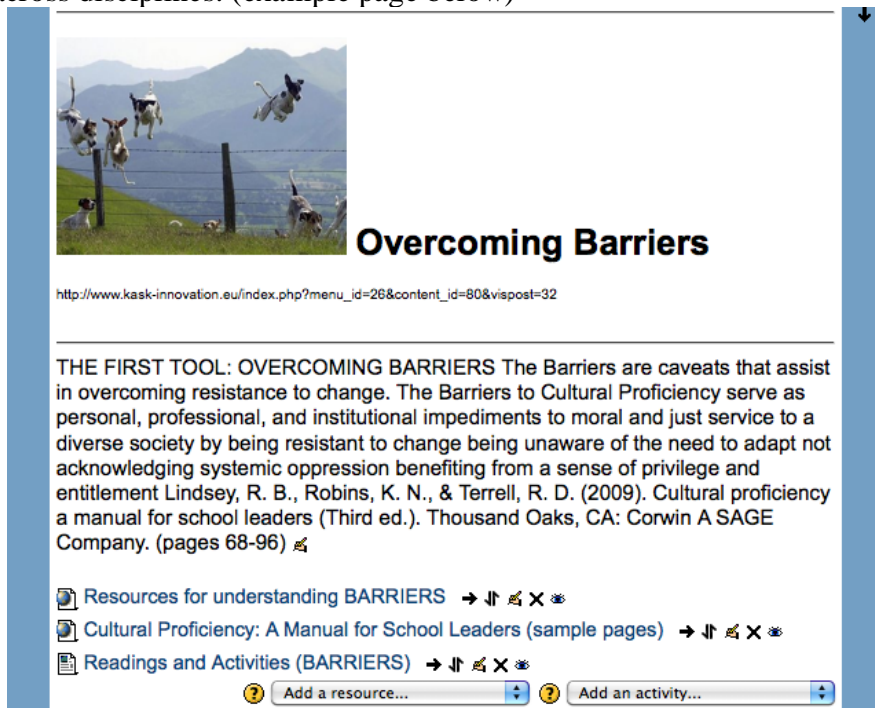


The canals in Venice, Italy



Etosha National Park in Namibia Africa

- <http://staff.wayzata.k12.mn.us/moodle/course/view.php?id=124>
- On our district Moodle site (*Cultural Proficiency Resources for PLCs*) I have begun to take materials from my other work and create modules that teams can use to explore cultural proficiency teaching. This ongoing project would benefit from collaboration with a wider variety of staff and then be used to provide opportunities for teaming with current PLCs and across disciplines. (example page below)



Overcoming Barriers

http://www.kask-innovation.eu/index.php?menu_id=26&content_id=80&vispost=32

THE FIRST TOOL: OVERCOMING BARRIERS The Barriers are caveats that assist in overcoming resistance to change. The Barriers to Cultural Proficiency serve as personal, professional, and institutional impediments to moral and just service to a diverse society by being resistant to change being unaware of the need to adapt not acknowledging systemic oppression benefiting from a sense of privilege and entitlement Lindsey, R. B., Robins, K. N., & Terrell, R. D. (2009). Cultural proficiency a manual for school leaders (Third ed.). Thousand Oaks, CA: Corwin A SAGE Company. (pages 68-96)

Resources for understanding BARRIERS → ⌵ ⌶ ⌷ ⌸ ⌹

Cultural Proficiency: A Manual for School Leaders (sample pages) → ⌵ ⌶ ⌷ ⌸ ⌹

Readings and Activities (BARRIERS) → ⌵ ⌶ ⌷ ⌸ ⌹

⊛ Add a resource... ⊛ Add an activity...

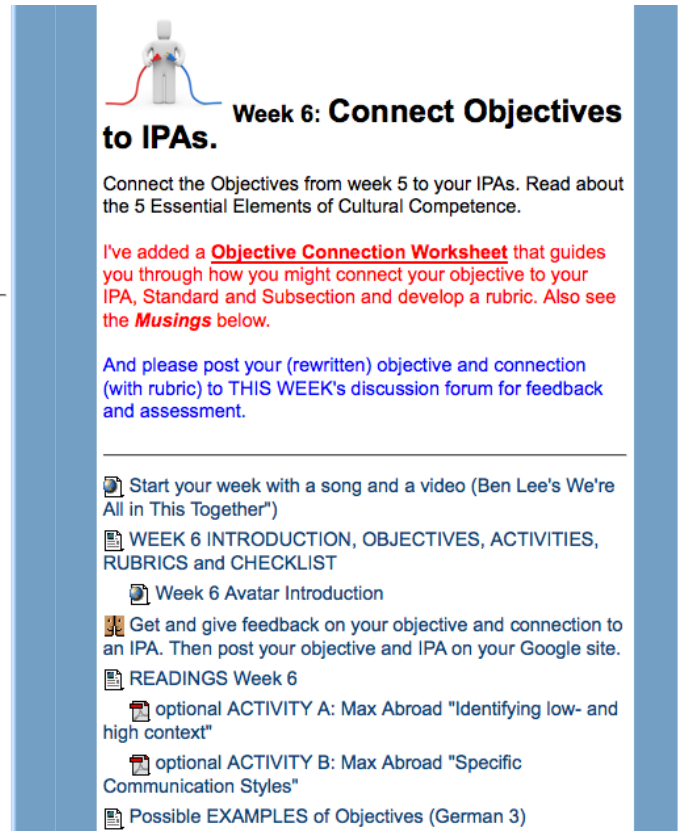
- <http://staff.wayzata.k12.mn.us/moodle/course/view.php?id=113>
- The online AWE course, *Using E-Learning to teach All C's to All World Languages Students*, offered in the Spring of 2011, gave WL teachers experience in online learning while leading them through the ideas of Lindsey's Cultural Proficiency book. The targets of the course were for them to gather and share culture resources, interweave more explicit culture teaching into existing units, write at least one objective and assessment for culture learning, and explore strategies for teaching culture and cultural proficiency. This AWE offering got teachers involved in the collaborative process of including culture and cultural proficiency in our World Languages curriculum. (example pages below)



Week 3: Gathering Resources

Gather Resources using Diigo, read about Barriers to Cultural Proficiency and take part in a couple of Cultural Proficiency Activities.

- 📖 WEEK 3 INTRODUCTION, OBJECTIVES, ACTIVITIES, RUBRICS and CHECKLIST
 - 👤 Week 3 Avatar Introduction
 - 🗨️ Discussions from Week 3 moved to Week 4 (Read, but do not post here.)
 - 🗨️ Discussion for Christine, & Larry
- 📖 READINGS Week 3
 - 📖 AP Themes and Recommended Contexts
 - 📖 7 Things You Should Know About Creative Commons
 - 📖 ACTIVITY: Maximizing Study Abroad "Differentiating Cultural from Personal and Universal"
 - 📖 ACTIVITY Survey of Privilege and Entitlement (Sorry having trouble with this link, try it or the alternate below.)
 - 👤 Try this to see the Privilege and Entitlement Survey
 - 📖 TUTORIAL: About Diigo. Go to "Diigo.com" to sign up
 - 📖 TUTORIAL: Using Diigo
 - 📖 TUTORIAL: Diigo for Teachers
- 📖 AWE Tagging Resources Rubric



Week 6: Connect Objectives to IPAs.

Connect the Objectives from week 5 to your IPAs. Read about the 5 Essential Elements of Cultural Competence.

I've added a **Objective Connection Worksheet** that guides you through how you might connect your objective to your IPA, Standard and Subsection and develop a rubric. Also see the **Musings** below.

And please post your (rewritten) objective and connection (with rubric) to THIS WEEK's discussion forum for feedback and assessment.

- 📖 Start your week with a song and a video (Ben Lee's We're All in This Together")
- 📖 WEEK 6 INTRODUCTION, OBJECTIVES, ACTIVITIES, RUBRICS and CHECKLIST
 - 👤 Week 6 Avatar Introduction
 - 🗨️ Get and give feedback on your objective and connection to an IPA. Then post your objective and IPA on your Google site.
- 📖 READINGS Week 6
 - 📖 optional ACTIVITY A: Max Abroad "Identifying low- and high context"
 - 📖 optional ACTIVITY B: Max Abroad "Specific Communication Styles"
- 📖 Possible EXAMPLES of Objectives (German 3)

- I led a 2011 Summer Book Group on the book Cultures and Organizations, which details Hofstede's and others' work on the Cultural Dimensions and gives practical ideas on how to use these dimensions to foster cross-cultural understanding. Through the reading and discussion, the conversation about teaching cultural proficiency was expanded and opened to other teachers in the district.
- I've also proposed a new WHS course entitled *Culture Studies in Action*. If accepted, the course would be an online offering designed for juniors and seniors to earn high school credit for engaging in directed learning by doing in-depth research and building cultural competencies in conjunction with their own travel or cultural experiences. This broadens our curricular scope to include a wider variety of cultures and helps to facilitate students becoming more capable global citizens.

Professional Benefit to Applicant:

My sabbatical has the potential to impact the entire district, but more profoundly the WL department and most directly the German department. From research and course opportunities I created several artifacts that could be used as models and adapted to apply to all world languages taught in Wayzata. Many of these ideas could also be applied to any cultures, not just national cultures. Some members of the WL department at the MS and HS levels have already collaborated on the addition of WL culture standards into the curriculum. Below are some things that will most directly benefit my German students.

I articulated steps toward the mastery of the World Languages Standards of Culture and designed a reflection rubric for helping students progress toward cultural proficiency. Here is one example of how culture standards were embedded into the curriculum. (example below)

Culture Practices Cultural Activities (School, Strategies and Games), Patterns of Interaction (Interpersonal or Presentational), Beliefs and Attitudes (Education, Languages)

AP Themes: Personal Public Identities, Beauty and Aesthetics, Family-Community

D3 3 u. 4 Music and Environment

Convince your friend that your favorite German band should be included in the environmental festival.

Introduce a band at a benefit concert.

Culture Products Contributions (Musicians and Music), Mutual Influence (Musicians and Music), Geography (Environment and where Musicians are from)

AP Themes: Beauty and Aesthetics, Global Challenges, Sci-Tech, Contemp Life

D3 5u. 6 History and Film

Discuss German history by comparing some events during WWII with events in a movie.

Review a German, Swiss or Austrian movie.

Culture Products Contributions (Historical figures from films and readings) Objects and Symbols (Symbols from films and readings) Culture Practices Historical Influences (WWII's lasting impact on Germany)

AP Themes Global Challenges, Family-Community, Sci-Tech, Beauty & Aesthetics

D3 7 u. 9 Travel and Diversity

Role-play a travel situation

Make an instructional presentation to help teach travelers some basics about communicating in a travel situation.

Culture Practices Beliefs and Attitudes (vacationing,...) Culture Products Objects & Symbols (Symbols of cities...) Geography (Cities and directions, public transportation)

AP Themes Contemp Life, Personal Public Identities, Sci-Tech, Family-Community

D3 8 u. 10 Education and Work

Interact in a simulated job interview.

Write a European style resume' and application letter.

Culture Practices Patterns of Interaction (Interview protocol) Cultural Activities (Resumes / Interviews / jobs...) Beliefs & Attitudes (Interview/ resume)

AP Themes Personal Public Identity, Comtemp Life

D3 Politics & Art

Debate popular issues from the stance of a German political party.

Write an interpretation of artwork from the standpoint of German history or politics.

Culture Products Contributions (Artists/ artwork Politics) Mutual Influences (Artists / artwork Politics) Culture Practices Historical Influences (Politics – Reunification and EU)

AP Themes Global Challenge, Beauty & Aesthetics

- For levels 1 and 3, I've woven culture ideas into each unit of the curriculum, adapted rubrics from the Wisconsin Academic Standards, and written culture reflection worksheets with a rubric for each unit. (example below)

D1 (A1) 7u.8 CULTURE	NAME:
<i>Be sure to write <u>complete answers</u> to each of the sections, as each is graded separately according to the rubric at the bottom of the page. You may wish to put your answers on another sheet of paper.</i>	
<u>MUTUAL INFLUENCES</u> Name some mutual influences in sports, music, art, or other leisure hobbies or activities. What picture might these "celebrities" give us Americans and Germans of each other?	
<u>CULTURAL ACTIVITIES</u> Compare and contrast schedules and what activities Americans and Germans fill their time with. What does how people spend their time say about their cultures? Try playing some German games, listening to German music, or engaging in other cultural leisure activities and write about them.	
<u>CULTURAL PROFICIENCY</u>	
<ul style="list-style-type: none"> A. What elements of culture or cultural differences are you now aware of? B. What do you know about the culture now? C. Being aware of cultural differences and having new knowledge, what might you do differently now? 	

- For level 2, I worked with the German 2 teacher to incorporate the Wisconsin Academic Standards into her curriculum as a hybrid of new and old curricular elements. (example below)

<u>Deutschbuch A2 Friendship und 9 Moods</u>	<u>PRACTICES</u>
<u>Patterns of Interaction:</u> Observe and imitate appropriate patterns of behavior used with friends and family in German cultures.	
Asking and telling how one feels and tips for making friends. Make a check-list of expressions from pages 8 and 55 that you will use over these 2 chapters. Tally each time you and a peer or family member use one of these expressions. How did everyone react to this activity? How might their reactions compare to a German's reaction?	
<u>Cultural activities:</u> Participate in and learn about age-appropriate activities.	
E-mail a German-speaking friend or visit with a German-speaking exchange student to find out what parties and friendships are like in German-speaking countries. Write the information and compare it to American culture.	
<u>Beliefs and attitudes:</u> Identify some common beliefs and attitudes within the German cultures.	
Teen Magazines and "Dear Abby" advice columns. Read some examples online or provided by your teacher. What similarities and differences do you notice between American and German cultures?	

- For levels 4 and AP, as I've complete the updated audit for the College Board, I've centered each unit around the essential questions which teach uniquely German culture. The culture elements of the curriculum are built on the Wisconsin Academic Standard culture subsections, the AP themes and Hofstede's dimensions of culture. (example below)

D4AP (B1+) 1u. 2 CULTURE		NAME:
Be sure to write <i>complete answers</i> to each of the sections, as each is graded separately according to the rubric at the bottom of the page. Put your answers on another sheet of paper.		
AP Themes: <i>Personal and Public Identity</i> <i>Global Challenges</i>	Culture Standards Cultural Practices: Beliefs and Attitudes Patterns of Interaction Historical Influences	Hofstede's Cultural Dimension(s): Identity - Individual vs. Collective
<p>How does "Heimat" play a role in one's personal and public identity? What Global Challenges are inherent in people's different perceptions of "Heimat"? Can a person have more than one "Heimatland"? How might that change their worldview? Explain Hofstede's Identity cultural dimension and how national cultures' ratings affect (mis)understanding.</p>		


- <http://germanpragmatics.wikispaces.com/>
- I created a *German Pragmatics* website as a resource for students learning various speech acts that are inextricably tied to culture, such as apologizing, requesting and complimenting. (example pages below)

The screenshot shows the GermanPragmatics website interface. At the top, there's a navigation bar with 'home', 'PAGE', 'DISCUSSION', 'HISTORY', and 'NOTIFY ME'. A sidebar on the left contains links for 'Join this Wiki', 'Recent Changes', 'Manage Wiki', and a search box. Below the sidebar, there's a list of 'All Pages' including 'home', 'Activites', 'Advice', 'Apologies', 'Apology Assessment Checklist', 'Assessment Template', 'BBC's Deutsch Plus', 'BBC'sDeutschPlusTopics', 'Complaint Assessment', 'Checklist', 'Complaints', 'Compliment Assessment Checklist', 'Compliments', and 'Glossary of Pragmatics Terms'. The main content area features a cartoon illustration of six diverse characters, a URL 'http://www.reklameblogger.de/2007/12/16/die-mainzelmaennchen.2/', and a section titled 'GERMAN PRAGMATICS About this Site'. This section explains that the wiki was created for the CARLA Summer Institute and is based on the book 'Teaching and Learning Pragmatics, Where Language and Culture Meet' by Noriko Ishihara and Andrew D. Cohen. It also states that the site is an online resource for teaching German speech acts like Apologies, Compliments, Complaints, Refusals, and Requests.

★ Refusal or Turning Something Down

PAGE ▾ DISCUSSION HISTORY NOTIFY ME

PROTECTED



Refusals / Turning Something Down

NOTICING/ATTENTION/AWARENESS:

Sido feat Doreen [Nein!](#)

Sido feat Dorren [Nein!](#) LYRIK

Laserkraft3D [Nein, Mann](#)

Laserkraft3D [Nein, Mann](#) LYRIK

Germany vs. USA Video

[BBC's DeutschPlus Topics](#)

[BBC's Deutsch Plus](#)

A video series about a Romanian intern at a TV station in Cologne Germany. There are many examples of speech acts. Go to the drop down menu on the left side and click on -----.

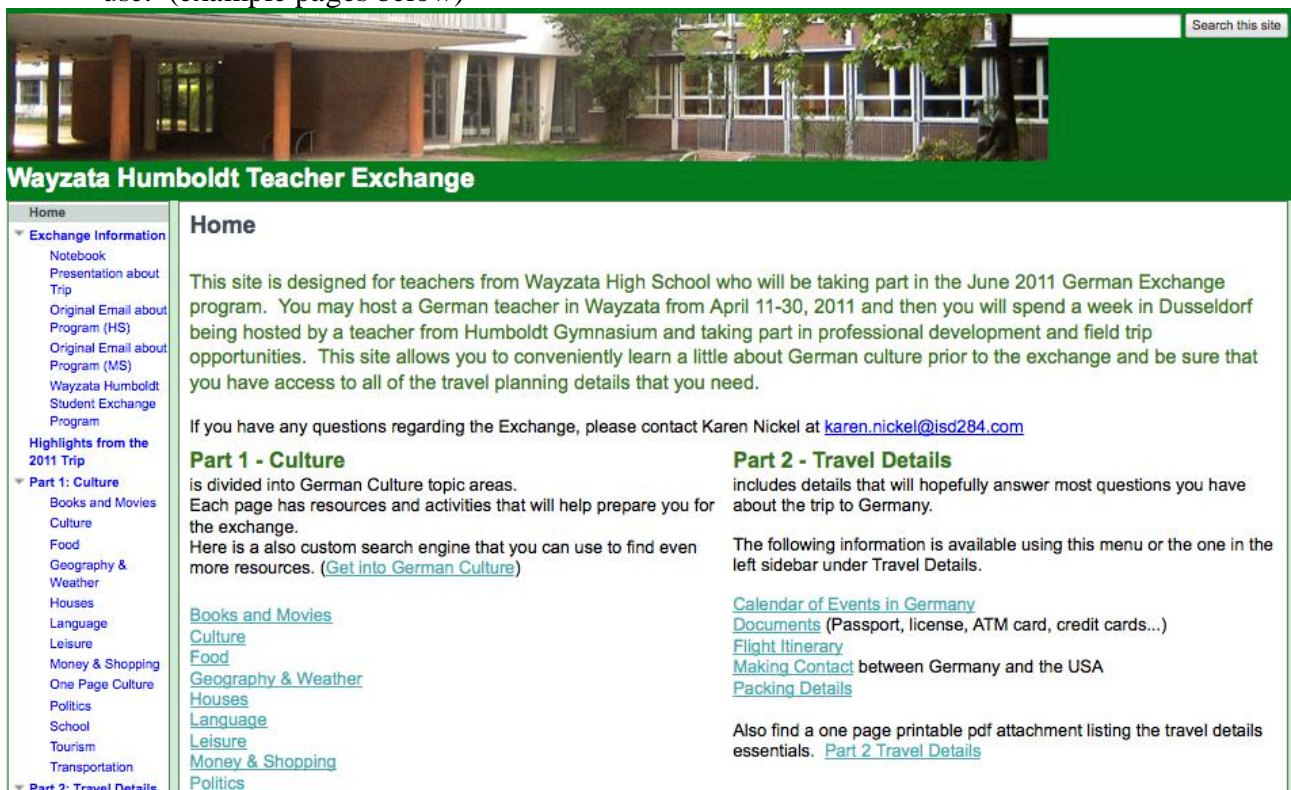
[CARLA Speech Acts German Refusals](#)

ACTIVITIES:

[MIMEA Video Speech Act Examples](#)

At the bottom under *Access MIMEA Lessons Here* click on *German* and your level (*Beginning, Intermediate or Advanced*) then choose *Refusal* and on the next screen *Select a Clip*.

- <https://sites.google.com/a/isd284.com/wayzata-humboldt-teacher-exchange/>
- I built this website and filled it with cultural teachings and advice for travelers on the Wayzata Humboldt Exchange program. Written for teachers, this will be adapted into a site for students' use. (example pages below)



Search this site

Wayzata Humboldt Teacher Exchange

Home

- Exchange Information
 - Notebook
 - Presentation about Trip
 - Original Email about Program (HS)
 - Original Email about Program (MS)
 - Wayzata Humboldt Student Exchange Program
- Highlights from the 2011 Trip
- Part 1: Culture
 - Books and Movies
 - Culture
 - Food
 - Geography & Weather
 - Houses
 - Language
 - Leisure
 - Money & Shopping
 - One Page Culture
 - Politics
 - School
 - Tourism
 - Transportation
- Part 2: Travel Details

Home

This site is designed for teachers from Wayzata High School who will be taking part in the June 2011 German Exchange program. You may host a German teacher in Wayzata from April 11-30, 2011 and then you will spend a week in Dusseldorf being hosted by a teacher from Humboldt Gymnasium and taking part in professional development and field trip opportunities. This site allows you to conveniently learn a little about German culture prior to the exchange and be sure that you have access to all of the travel planning details that you need.

If you have any questions regarding the Exchange, please contact Karen Nickel at karen.nickel@isd284.com

Part 1 - Culture

is divided into German Culture topic areas. Each page has resources and activities that will help prepare you for the exchange. Here is a also custom search engine that you can use to find even more resources. ([Get into German Culture](#))

[Books and Movies](#)

[Culture](#)

[Food](#)

[Geography & Weather](#)

[Houses](#)

[Language](#)

[Leisure](#)

[Money & Shopping](#)

[Politics](#)

Part 2 - Travel Details

includes details that will hopefully answer most questions you have about the trip to Germany.

The following information is available using this menu or the one in the left sidebar under Travel Details.

[Calendar of Events in Germany](#)

[Documents](#) (Passport, license, ATM card, credit cards...)

[Flight Itinerary](#)

[Making Contact](#) between Germany and the USA

[Packing Details](#)

Also find a one page printable pdf attachment listing the travel details essentials. [Part 2 Travel Details](#)

Wayzata Humboldt Teacher Exchange

Home

- Exchange Information
- Highlights from the 2011 Trip
- Part 1: Culture
 - Books and Movies
 - Culture
 - Food
 - Geography & Weather
 - Houses
 - Language
 - Leisure
 - Money & Shopping
 - One Page Culture
 - Politics
 - School**
 - Tourism
 - Transportation
- Part 2: Travel Details
- Sitemap





[Edit sidebar](#)

Part 1: Culture >

School

Watch this video to hear Alex and Jim discuss differences between the education systems in Germany and in the USA.

[Germany vs. USA Education System](#)

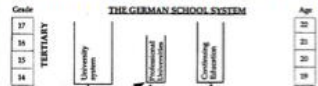





classroom, school grounds, view of inner courtyard, teachers' room at Humboldt


[Humboldt Gvmnasium Dusseldorf website](#)

We will meet at school each day during the morning break and visit classes, meet with teachers and administrators and experience school in Germany.

[The German school system](#)
A site explaining some of the intricacies of the German school system.



- <http://whsonline.wayzata.k12.mn.us/course/view.php?id=681>
- <http://whsonline.wayzata.k12.mn.us/course/view.php?id=274>
- <http://whsonline.wayzata.k12.mn.us/course/view.php?id=106>
- I have created and enhanced WHS Moodle sites for German 1, 3 and 4/AP to include more online components that help students develop skills and learn culture. Each unit includes online opportunities for differentiation and intervention. (example pages below)

1  Einheit 1: Greetings & International

Words

- Calendar with HOMEWORK for weeks 1, 2 and 3 (Chapters 1 & 2)
- Listening Exercises geni@! A1 Einheit 1
- Online Practice Games
- Voki introduction (Stephan) IPA example
- D1 E1 WER oder WAS
- D1 E1 DACH (Deutschland, Österreich, die Schweiz)
- Germany vs. USA How are you?
- The Alex and Jim Show Names
- Germany vs. USA Flags
- Germany vs. USA False Friends
- Answers ITrainer Einheit 1
- SONG/VIDEO Deutschland (die Prinzen)
- SONG/VIDEO Zahlenlied (1-10 Numbers song in German for kids)
- SONG/VIDEO Guten Tag (Wir sind Helden)
- Answers Abuch Einheit 1 (1,2,3)
- Answers Abuch Einheit 1 (4,5)
- Answers Abuch Einheit 1 (6,7,8,9,10)

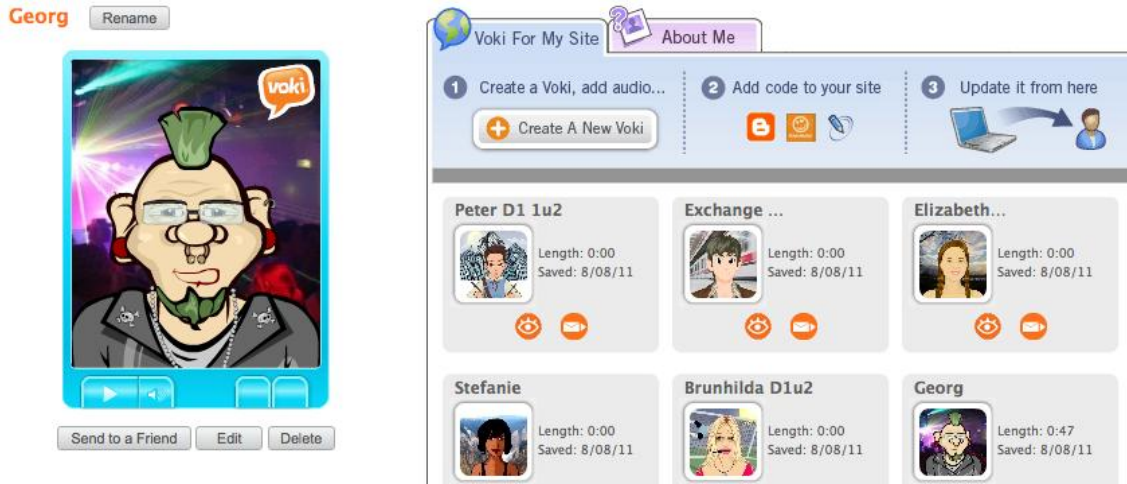
1 LEUTE HEUTE □



HEIMAT 1. Leute heute

- Forum Familie und Freunde
- B1+ Curriculum Map Unit 1
- B1+ Learning Target Chart Unit 1
- Smartboard Presentation Week 1 Day 1 4AP
- Smartboard Presentation Week 1 Day 4 4AP
- 1 Smartboard Wortschatz und Grammatik
- Heimweh (Element von Crime)
- TV Video Herr Eppert sucht das Glück
- TV Video Herr Eppert sucht das Glück (description and preview)
- SONG/VIDEO Deutschland (die Prinzen)
- SONG/VIDEO Zu Hause (Haudegen)

- I've also added more opportunities for collaboration with native German speakers in the German curriculum. This enhances culture learning and also addresses the Communities WL standard. Creating avatars (see below) and sharing them across schools, using Skype, social networking, and/or emailing with German counterparts are now part of the curriculum in addition to the face-to-face visits through our exchange program in the spring and summer. (example below)



I want to thank the sabbatical committee for the opportunity to work on these ideas throughout this past school year. I am very excited to be back in the classroom this year and implement my work. I also look forward to continued teaming and offering more professional development opportunities to share what I've learned. Respectfully submitted by Karen Nickel

Sabbatical Report (2010- 2011 Karen Nickel)

December 12, 2011

School Board Regular Meeting

**A Model of Excellence Among
Learning Communities**

167

Wayzata Public Schools

1. Cultural Proficiency Resources

- ★ **World Languages National Standards**
 - ★ Products, Practices, Perspectives
- ★ **Cultural Proficiency**
 - ★ Awareness, Knowledge, Attitudes & Actions
- ★ **College Board AP Themes**
- ★ **European Language Portfolios**
- ★ **Hofstede's Cultural Dimensions**

Cultural Proficiency in WPS

★ Professional Development

- ★ Collaborative Websites for PLCs

- ★ Summer Book Group: Cultures and Organizations

- ★ Academy of Wayzata Educators Course

★ Culture integrated into Curriculum

- ★ Assessments, Resources, Projects promoting culture and community

★ Websites – Pragmatics & Exchange

A Model of Excellence Among
Learning Communities

Student Reflection Quotes 1

- ★ *I might suggest we go to a Café to chill.*
- ★ *Using a shared German-made movie as a springboard, I could start a conversation about history with a German.*
- ★ *I would not ask Germans about their college sports.*

Student Reflections Quotes 2

★ *From the examples of contests, it seems that competition in Germany is not as much about winning or losing, but more about progress and geared more toward the whole than the individual. (11th)*

Student Reflection Quotes 3

★ *I think people in Germany tend to grow up faster. It could be because of a lower drinking age or earlier decisions about what type of school to attend, or gaining the freedom at a younger age to travel alone using public transportation. (9th)*

2. E-Learning (UW Stout)

★ E-Learning and Online Teaching Graduate Certificate

★ E-Learning for Educators

★ Assessment in E-Learning

★ Collaborative Communities in E-Learning

★ Instructional Design: E-Learning

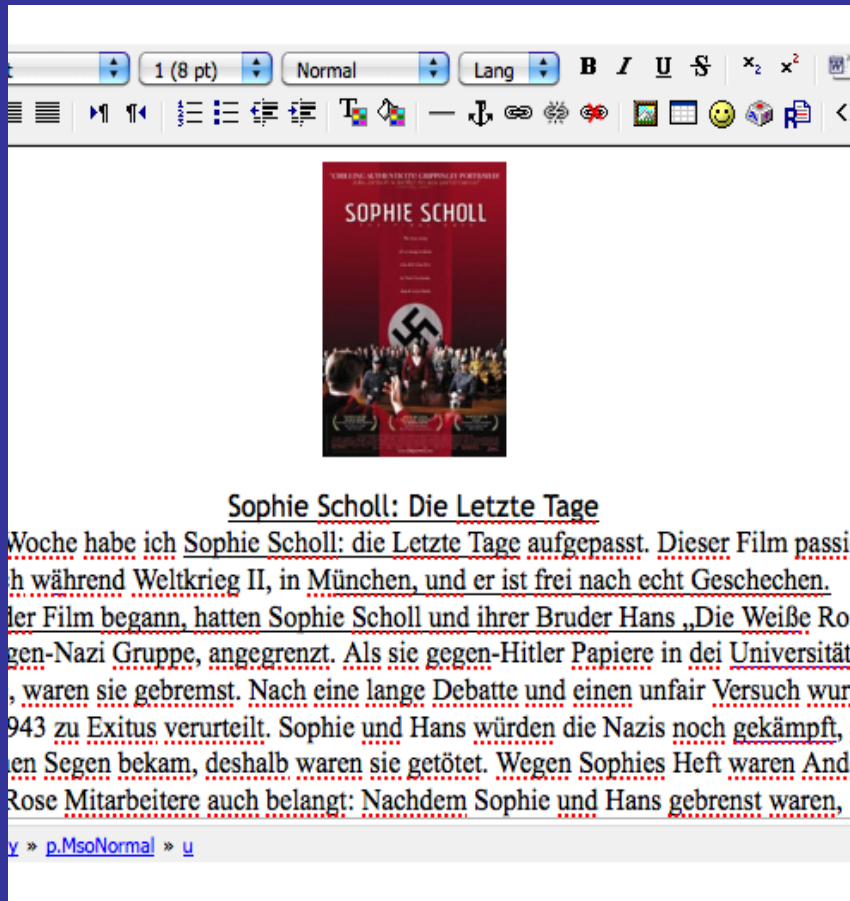
★ E-Learning Practicum (WPS AWE course)

h

E-Learning (WPS)

- ★ **Academy of Wayzata Educators Online Course**
- ★ **Components added to current curriculum**
 - ★ Moodle, Google site E-Portfolios, Resource Websites, Collaborative Online Projects with German Schools
- ★ **TLLT invited me to discuss the possible future of online learning for WPS students.**

German 3 Online Discussion



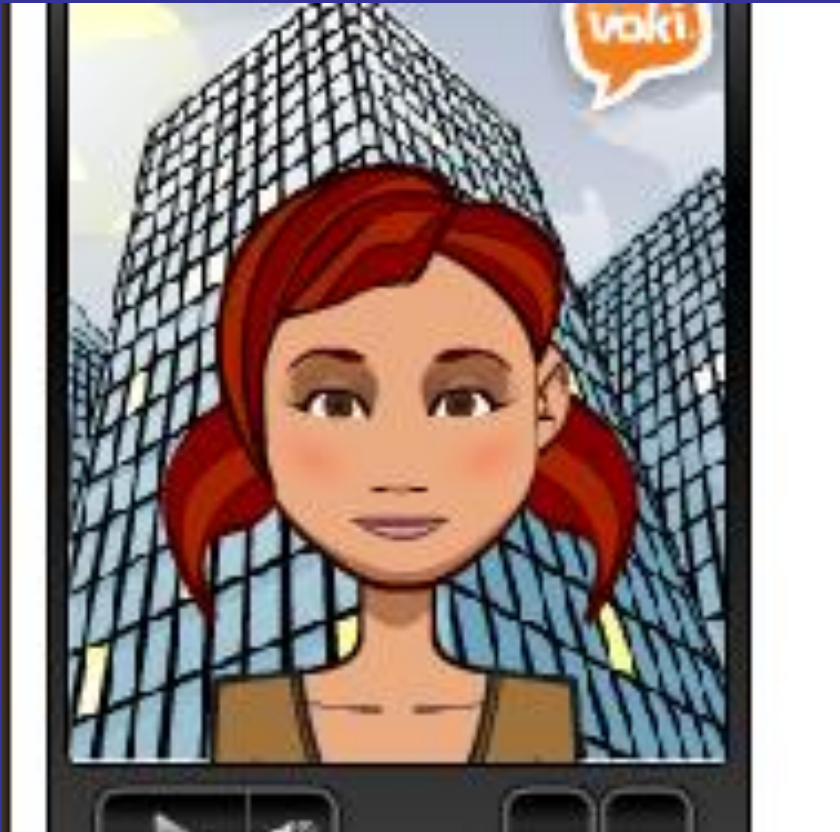
The screenshot shows a web browser window with a document editor. The editor has a toolbar with options for font size (1 (8 pt)), font style (Normal), language (Lang), and text formatting (Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Image, Video, Embed, Smiley, Print). Below the toolbar is a redacted area with a white box containing a movie poster for 'Sophie Scholl: Die Letzte Tage'. The poster features a red background with a white swastika and the title 'SOPHIE SCHOLL' at the top. Below the poster, the title 'Sophie Scholl: Die Letzte Tage' is written in red. The main text of the document is redacted with a white box, but some text is visible: 'Woche habe ich Sophie Scholl: die Letzte Tage aufgepasst. Dieser Film passie...', 'h während Weltkrieg II, in München, und er ist frei nach echt Geschehen.', 'ler Film begann, hatten Sophie Scholl und ihrer Bruder Hans „Die Weiße Ros...', 'gen-Nazi Gruppe, angegrenzt. Als sie gegen-Hitler Papiere in dei Universität...', 'waren sie gebremst. Nach eine lange Debatte und einen unfair Versuch wurd...', '943 zu Exitus verurteilt. Sophie und Hans würden die Nazis noch gekämpft, a...', 'en Segen bekam, deshalb waren sie getötet. Wegen Sophies Heft waren Ande...', 'Rose Mitarbeiter auch belangt: Nachdem Sophie und Hans gebrenst waren.'



The screenshot shows an online discussion forum with three posts. The first post is titled 'tational' and dated '3 NOVEMBER 2011, 07:55 PM'. The text of the post is: 'uropa gesehen. ich denke die filme war sehr gut. die Hauptfigur (main character) war solek pere...', 'rgen von die Nazis, weil Er ist ein jude. soleks schwester ist ermordet(murdered) bei die Nazis. s...', '... die Nazis begann der holocaust gegen die juden und alle die jude musste verbergen von die N...', 'dem nazi armee. solek haben viel freunden machen. Robert und Gerd sind freunden zu ihm. ab...', 'gebe die filme funf sterne (stars)'. The second post is titled '5 presentational' and dated '3 NOVEMBER 2011, 08:35 AM'. The text of the post is: 'na Europa auch gesehen! Das stimmt dass der Film gut war. Ich finde dass er unterstellen intere...'. The third post is titled 'ind 6 presentational' and dated 'THURSDAY, 3 NOVEMBER 2011, 05:18 PM'. The text of the post is: 'tem ich Europa Europa gesehen habe,denke ich es war gut.' Below the text are links: 'Show parent | Edit | Split | Delete | Reply'.

A Model of Excellence Among Learning Communities

German 1 Avatars & Websites



Hier sind die Schulsachen für Wayzata High School.

• 1 Schultaschen

- 30 Bleistifte
- 5-70 Blatt hefte
- 10 Kulis
- 1 Mappchen
- 2 Radiergummis
- 1 Schere (n)
- 1 Bleistift spitzer
- 1 Lineal (e)
- 5 Marker

Ahnlichkeiten:

1. In Deutschland und den USA müssen Schüler Mathe, Geschichte, und Sport lernen.
2. In Deutschland und den USA haben Schüler AGs.
3. In den USA und Deutschland wir lerner Sprachen.

Anders:

1. In Wayzata High School haben wir Mittagessen.
2. Der Wayzata High School endet um 14
3. Der Humboldt Gymnasium endet um
4. In Humboldt Gymnasium lernen sie Re

Stundenplan für Wayzata High School:

Zeit	Montag	Dienstag
7:30-9:03	Mathematik	Mathematik
9:12-10:38	Deutsch	Deutsch
	Musik	Englisch

A Model of Excellence Among Learning Communities

Thank You!

"Online you get to know your students' minds not just their faces." -*Harasim, Hiltz, Teles, and Turoff*

"The real voyage of discovery consists not in seeking new lands, but in seeing with new eyes."

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: C. Finance and Business Services

COMMENTS BY: Mr. Westrum

1. Monthly Financial Reports

Enclosed for School Board review and information is the following financial report:

- Student Activity Fund Report of October 31, 2011.

The Monthly Financial Report details fund and budget status data as of June 30, 2011 will be reported once the June 30, 2011 audit is complete.

No School Board action is required.

Wayzata Public Schools											
Student Activity Fund Summary											
October 2011											
PROGRAM/LOCATION : MISCELLANEOUS											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	018	000	000	000	899/099	AD BUILDING	2,348.43	313.26	268.35	2,393.34
21	R	018	000	000	000	092	INTEREST/BANK CHARGES	-	1,241.68	0.00	1,241.68
TOTAL MISCELLANEOUS								2,348.43	1,554.94	268.35	3,635.02
PROGRAM/LOCATION : WAZATA HIGH SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	251	280	001	000	899/099	WAYZATA PLAYERS	(14,679.36)	8,267.78	18,967.67	(25,379.25)
21	E/R	251	280	003	000	899/099	YEARBOOK	(7,567.51)	117,636.17	62,410.19	47,658.47
21	E/R	251	280	005	000	899/099	CERAMICS	153.11	(10.13)	0.00	142.98
21	E/R	251	280	007	000	899/099	CHEERLEADERS	4,549.05	1,563.00	2,547.74	3,564.31
21	E/R	251	280	008	000	899/099	CHOIR	(1,565.14)	20,958.00	16,720.85	2,672.01
21	E/R	251	280	009	000	899/099	DANCE TEAM	15,630.42	4,153.31	9,107.33	10,676.40
21	E/R	251	280	016	000	899/099	ACTIVITY SUPPORT	60,769.85	27,734.86	1,344.39	87,160.32
21	E/R	251	280	017	000	899/099	DECA	15,299.50	60.00	387.62	14,971.88
21	E/R	251	280	019	000	899/099	FRENCH	536.17	0.00	0.00	536.17
21	E/R	251	280	020	000	899/099	GERMAN	5,679.95	17.95	236.00	5,461.90
21	E/R	251	280	021	000	899/099	LETTERMAN	42,519.49	2,740.00	7,952.85	37,306.64
21	E/R	251	280	022	000	899/099	FINE ARTS	(1,229.74)	0.00	0.00	(1,229.74)
21	E/R	251	280	024	000	899/099	BAND	(17,925.88)	58,500.60	88,490.29	(47,915.57)
*21	E/R	251	280	025	000	899/099	SMOKING FINES-INACTIVATE!	694.07	21.00	0.00	715.07
21	E/R	251	280	026	000	899/099	NATIONAL HONOR	12,571.16	0.00	842.07	11,729.09
21	E/R	251	280	027	000	899/099	STUDENT SERVICES	4,419.34	0.00	39.30	4,380.04
21	E/R	251	280	028	000	899/099	ORCHESTRA	10,283.38	4,115.00	550.77	13,847.61
21	E/R	251	280	030	000	899/099	STUDENT COUNCIL	11,054.07	10,177.79	16,881.58	4,350.28
21	E/R	251	280	031	000	899/099	SPANISH (KEEP OPENI)	1,279.43	0.00	0.00	1,279.43
21	E/R	251	280	037	000	899/099	RARE (KEEP OPENI)	2,019.26	0.00	0.00	2,019.26
21	E/R	251	280	038	000	899/099	SCHOLARSHIPS	(1,866.28)	0.00	1,596.00	(3,462.28)
21	E/R	251	280	039	000	899/099	THEATRE ARTS	129.24	1,223.12	1,581.02	(228.66)
21	E/R	251	280	040	000	899/099	BUSINESS PROFESS(BPA)	8,404.40	4,309.00	7,054.14	5,659.26
21	E/R	251	280	042	000	899/099	SKILLS USA	(745.34)	250.00	0.00	(495.34)
21	E/R	251	280	043	000	899/099	ART CLUB	503.14	0.00	0.00	503.14
21	E/R	251	280	044	000	899/099	LINK	2,568.82	6,450.00	12,100.69	(3,081.87)
21	E/R	251	280	047	000	899/099	SUPER MILEAGE TEAM	1,472.30	0.00	0.00	1,472.30
21	E/R	251	280	048	000	899/099	Y.E.S.	2,386.54	2,485.00	5,396.73	(525.19)
21	E/R	251	280	049	000	899/099	CREATIVE WRITING	(301.62)	116.21	0.00	(185.41)
21	E/R	251	280	050	000	899/099	TROJAN LOCK ROOM (DECA - \$	23,127.71	9,261.00	6,214.64	26,174.07
21	E/R	251	280	051	000	899/099	V21 - ACTIVITY SUPPORT	6,888.29	0.00	255.00	6,633.29
21	E/R	251	280	052	000	899/099	ROBOTICS TEAM	(1,027.19)	0.00	1,177.30	(2,204.49)
21	E/R	251	280	053	000	899/099	SHOW STOPPERS	1,262.22	9,978.00	6,549.70	4,690.52
21	E/R	251	280	055	000	899/099	CHINESE CLUB	339.66	2,255.00	0.00	2,594.66
21	E/R	251	280	056	000	899/099	LAKER'S BKST NOOK	1,426.75	345.00	400.00	1,371.75
21	E/R	251	280	057	000	899/099	WHS INTERNATIONAL FESTIVA	2,909.38	82.00	363.40	2,627.98
21	E/R	251	280	058	000	899/099	FRESHMAN RETREAT	686.22	6,596.00	3,000.00	4,282.22
*21	E/R	251	280	248	000	899/099	DCD SERV LEARNING-REMOVE	147.61	0.00	0.00	147.61
TOTAL WAZATA HIGH SCHOOL								192,802.47	299,285.66	272,167.27	219,920.86

Wayzata Public Schools											
Student Activity Fund Summary											
October 2011											
PROGRAM/LOCATION : WAZATA HIGH SCHOOL ATHLETICS											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	251	280	070	000	899/099	BASEBALL	(3,735.61)	6,555.00	79.75	2,739.64
21	E/R	251	280	071	000	899/099	BASKETBALL - BOYS	1,369.42	2,762.00	250.00	3,881.42
21	E/R	251	280	072	000	899/099	BASKETBALL - GIRLS	2,593.71	4,630.00	89.11	7,134.60
21	E/R	251	280	073	000	899/099	CROSS COUNTRY - BOYS	612.23	2,195.00	2,311.86	495.37
21	E/R	251	280	074	000	899/099	CROSS COUNTRY - GIRLS	4,122.14	2,082.00	3,278.67	2,925.47
21	E/R	251	280	075	000	899/099	FOOTBALL	24,887.88	5,790.00	12,261.72	18,416.16
21	E/R	251	280	076	000	899/099	GYMNASTICS	2,571.54	844.00	125.00	3,290.54
21	E/R	251	280	077	000	899/099	GOLF - BOYS	89.27	2,830.00	260.00	2,659.27
21	E/R	251	280	078	000	899/099	GOLF - GIRLS	1,944.43	474.00	1,218.50	1,199.93
21	E/R	251	280	079	000	899/099	HOCKEY - BOYS	3,401.78	11,590.00	2,100.00	12,891.78
21	E/R	251	280	080	000	899/099	HOCKEY - GIRLS	2,608.35	7,288.00	1,575.00	8,321.35
21	E/R	251	280	081	000	899/099	SKIING - ALPINE	6,181.88	736.00	0.00	6,917.88
21	E/R	251	280	082	000	899/099	SKIING - NORDIC	6,380.45	2,180.00	0.00	8,560.45
21	E/R	251	280	083	000	899/099	SOFTBALL	836.42	3,011.98	328.08	3,520.32
21	E/R	251	280	084	000	899/099	SWIMMING/DIVING - BOYS	1,653.54	416.00	104.56	1,964.98
21	E/R	251	280	085	000	899/099	SWIMMING/DIVING - GIRLS	12,320.00	4,802.60	4,497.58	12,625.02
21	E/R	251	280	086	000	899/099	SOCCER - BOYS	3,956.71	6,255.00	2,017.88	8,193.83
21	E/R	251	280	087	000	899/099	SOCCER - GIRLS	4,881.72	2,443.00	316.19	7,008.53
21	E/R	251	280	088	000	899/099	SYNCHRONIZED SWIMMING	4,453.28	870.00	0.00	5,323.28
21	E/R	251	280	089	000	899/099	TENNIS - BOYS	1,012.64	3,966.00	35.00	4,943.64
21	E/R	251	280	090	000	899/099	TENNIS - GIRLS	(2,057.68)	6,900.15	6,076.42	(1,233.95)
21	E/R	251	280	091	000	899/099	TRACK/FIELD - BOYS	2,087.99	838.00	259.07	2,666.92
21	E/R	251	280	092	000	899/099	TRACK/FIELD - GIRLS	(257.78)	996.00	0.00	738.22
21	E/R	251	280	093	000	899/099	VOLLEYBALL	2,493.40	2,228.00	4,059.50	661.90
21	E/R	251	280	094	000	899/099	WRESTLING	2,980.16	2,305.00	0.00	5,285.16
21	E/R	251	280	095	000	899/099	ADAPTIVE ATHLETICS	2,722.65	189.00	0.00	2,911.65
21	E/R	251	280	096	000	899/099	BOYS LACROSSE	(1,014.80)	10,641.00	603.19	9,023.01
21	E/R	251	280	097	000	899/099	GIRLS LACROSSE	(274.95)	2,022.00	0.00	1,747.05
TOTAL HIGH SCHOOL ATHLETICS								88,820.77	97,839.73	41,847.08	144,813.42
PROGRAM/LOCATION : CENTRAL MIDDLE SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	253	280	152	000	899/099	MUSICAL	14,450.90	0.00	9,985.41	4,465.49
21	E/R	253	280	155	000	899/099	VALLEYFAIR	2,994.49	0.50	4,445.62	(1,450.63)
21	E/R	253	280	156	000	899/099	STUDENT COUNCIL	2,589.44	0.00	0.00	2,589.44
21	E/R	253	280	157	000	899/099	BAND	791.33	0.00	0.00	791.33
21	E/R	253	280	161	000	899/099	YEARBOOKS	8,301.89	3,999.00	6,028.64	6,272.25
21	E/R	253	280	165	000	899/099	STUDENT SERVICES	12,037.50	2,542.00	3,595.00	10,984.50
TOTAL CENTRAL MIDDLE SCHOOL								41,165.55	6,541.50	24,054.67	23,652.38
PROGRAM/LOCATION : WEST MIDDLE SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	351	280	201	000	899/099	BAND - KEEP!	249.71	0.00	0.00	249.71
21	E/R	351	280	202	000	899/099	CHOIR - KEEP!	255.41	0.00	0.00	255.41
21	E/R	351	280	203	000	899/099	STUDENT SERVICES	1,974.05	275.00	905.30	1,343.75
21	E/R	351	280	209	000	899/099	STUDENT COUNCIL	658.93	0.00	0.00	658.93
21	E/R	351	280	212	000	899/099	YEARBOOK	1,321.52	225.00	0.00	1,546.52
21	E/R	351	280	213	000	899/099	THEATER	20,628.37	0.00	2,364.46	18,263.91
21	E/R	351	280	215	000	899/099	DAY ONE	208.00	0.00	180.00	28.00
TOTAL WEST MIDDLE SCHOOL								25,295.99	500.00	3,449.76	22,346.23

Wayzata Public Schools											
Student Activity Fund Summary											
October 2011											
PROGRAM/LOCATION : EAST MIDDLE SCHOOL											
								Balance as Of	FY'2011/12	FY'2011/12	Balance as Of
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	06/30/11	Revenue	Expend	10/31/11
21	E/R	352	280	100	000	899/099	STUDENT SERVICES	15,694.37	462.00	2,943.49	13,212.88
21	E/R	352	280	104	000	899/099	BAND	2,757.95	40.00	1,393.75	1,404.20
21	E/R	352	280	105	000	899/099	STUDENT COUNCIL	7,218.14	5,170.03	1,790.36	10,597.81
21	E/R	352	280	107	000	899/099	VARIETY FUND	7,487.65	0.00	1,135.65	6,352.00
TOTAL EAST MIDDLE SCHOOL								33,158.11	5,672.03	7,263.25	31,566.89
PROGRAM/LOCATION : BIRCHVIEW											
								Balance as Of	FY'2011/12	FY'2011/12	Balance as Of
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	06/30/11	Revenue	Expend	10/31/11
21	E/R	404	280	251	000	899/099	STUDENT SERV - K	674.13	7.00	604.80	76.33
21	E/R	404	280	253	000	899/099	STUDENT SERV - GR 1	149.65	561.00	0.00	710.65
21	E/R	404	280	254	000	899/099	STUDENT SERV - GR 2	75.53	1,266.00	936.40	405.13
21	E/R	404	280	255	000	899/099	STUDENT SERV - GR 3	191.72	944.00	980.10	155.62
21	E/R	404	280	256	000	899/099	STUDENT SERV - GR 4	452.15	0.00	1,462.72	(1,010.57)
21	E/R	404	280	257	000	899/099	STUDENT SERV - GR 5	799.48	241.00	1,482.68	(442.20)
21	E/R	404	280	259	000	899/099	STUDENT COUNCIL	1,549.45	0.00	0.00	1,549.45
21	E/R	404	280	260	000	899/099	STUDENT SERV - GENERAL	1,766.72	200.00	294.87	1,671.85
21	E/R	404	280	261	000	899/099	MEDIA	1,208.03	0.00	0.00	1,208.03
TOTAL BIRCHVIEW								6,866.86	3,219.00	5,761.57	4,324.29
PROGRAM/LOCATION : GREENWOOD											
								Balance as Of	FY'2011/12	FY'2011/12	Balance as Of
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	06/30/11	Revenue	Expend	10/31/11
21	E/R	406	280	307	000	899/099	KINDERGARTEN	659.80	0.00	86.79	573.01
21	E/R	406	280	311	000	899/099	MEDIA	591.21	0.00	0.00	591.21
21	E/R	406	280	312	000	899/099	STUDENT SERVICES	2,918.86	0.00	2,298.04	620.82
TOTAL GREENWOOD								4,169.87	-	2,384.83	1,785.04

Wayzata Public Schools											
Student Activity Fund Summary											
October 2011											
PROGRAM/LOCATION : OAKWOOD											
								Balance as Of	FY'2011/12	FY'2011/12	Balance as Of
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	06/30/11	Revenue	Expend	10/31/11
21	E/R	407	280	469	000	899/099	STUDENT COUNCIL	924.30	0.00	152.29	772.01
21	E/R	407	280	474	000	899/099	STUDENT SERV - GENERAL	7,732.42	0.00	414.85	7,317.57
21	E/R	407	280	476	000	899/099	CHESS CLUB	784.07	0.00	83.46	700.61
Total Oakwood Elementary								9,440.79	-	650.60	8,790.19
PROGRAM/LOCATION : SUNSET HILL											
								Balance as Of	FY'2011/12	FY'2011/12	Balance as Of
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	06/30/11	Revenue	Expend	10/31/11
21	E/R	408	280	572	000	899/099	STUDENT SERVICES	8,327.29	6,660.80	9,000.08	5,988.01
21	E/R	408	280	574	000	899/099	PENCIL MACHINE/STORE	1,560.60	0.00	474.00	1,086.60
TOTAL SUNSET HILL								9,887.89	6,660.80	9,474.08	7,074.61
PROGRAM/LOCATION : PLYMOUTH CREEK											
								Balance as Of	FY'2011/12	FY'2011/12	Balance as Of
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	06/30/11	Revenue	Expend	10/31/11
21	E/R	410	280	533	000	899/099	STUDENT SERVICES	22,196.79	0.00	12,057.30	10,139.49
TOTAL PLYMOUTH CREEK								22,196.79	-	12,057.30	10,139.49

Wayzata Public Schools											
Student Activity Fund Summary											
October 2011											
PROGRAM/LOCATION : GLEASON LAKE											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	411	280	352	000	899/099	STUDENT SERVICES	2,632.13	0.00	100.58	2,531.55
TOTAL GLEASON LAKE								2,632.13	-	100.58	2,531.55
PROGRAM/LOCATION : KIMBERLY LANE											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/11	FY'2011/12 Revenue	FY'2011/12 Expend	Balance as Of 10/31/11
21	E/R	412	280	401	000	899/099	STUDENT COUNCIL	1,659.76	263.53	0.00	1,923.29
21	E/R	412	280	403	000	899/099	GJESTVANG	492.02	0.00	322.75	169.27
21	E/R	412	280	404	000	899/099	CARLSON	685.08	0.00	0.00	685.08
21	E/R	412	280	405	000	899/099	SPRAQUE	822.23	0.00	184.63	637.60
21	E/R	412	280	424	000	899/099	STUDENT SERV - GR 5 KEEP!	400.87	0.00	0.00	400.87
21	E/R	412	280	430	000	899/099	MEDIA	824.99	0.00	0.00	824.99
21	E/R	412	280	431	000	899/099	STUDENT SERVICES	21,891.41	0.00	6,826.74	15,064.67
TOTAL KIMBERLY LANE								26,776.36	263.53	7,334.12	19,705.77
GRAND TOTAL								465,562.01	421,537.19	386,813.46	500,285.74

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: C. Finance and Business Services

COMMENTS BY: Mr. Westrum

2. Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2011

The annual audit has been completed by the auditing firm of Larson, Allen, Weishair & Co., LLP. We are pleased to have with us this evening Rachel Flanders, Principal with Larson - Allen. Ms. Flanders will highlight the following reports and answer questions:

- 1) Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2011.
- 2) Executive Audit Summary, June 30, 2011.
- 3) Schedule of Expenditures of Federal Awards and Reports of Independent Certified Public Accountants and Other Required Reports, June 30, 2011.

A portion of the fund balance is normally assigned for specific purposes. The auditors have asked that this assignment be ratified, as follows, for the assigned fund balance as of June 30, 2011:

▪ Assigned for Reemployment Insurance -	244,349
▪ Assigned for One Time Capital Transfer -	588,935
▪ Assigned for Q-Compensation-	286,571
▪ Assigned for Site Carryover -	863,603

RECOMMENDED ACTION: Accept the Comprehensive Annual Report for the Fiscal Year Ending June 30, 2011, the Executive Audit Summary prepared by Larson, Allen, LLP and the Schedule of Expenditures of Federal Awards and Reports of Independent Certified Public Accountants and Other Required Reports for the Year Ending, June 30, 2011. Further, ratify the assignment in the amount of \$1,983,458 in the unreserved fund balance as of June 30, 2011 to be used for specific purposes noted above.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions 184

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS

ITEM: C. Finance and Business Services

COMMENTS BY: Mr. Westrum

3. **Resolution Providing for Open Enrollment Non-Resident Agreement for 2011-2012 and 2012-2013**

According to Minnesota Statue 124D.03, Subdivision 2, "A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lessor of:

- 1) One percent of the total enrollment at each grade level in the district; or
- 2) The number of district's residents at that grade level enrolled in a non-resident district according to this section."

Revised Open Enrollment Guidelines for 2011-2012:

For school year 2011-2012, the following guidelines are recommended:

- Close open enrollment at grades 1-12

At the **high school**, close any grade whose population exceeds 800 or close all grade levels if the total enrollment of the building exceeds 3200.

At the **middle school**, close any grade that exceeds 800.

At the **elementary school**, Grades 1-5, close any grade where the district-wide enrollment exceeds 750. If grade 1-5 enrollment is below a district-wide enrollment of 750, open enrollment may still be closed in an individual building if the total enrollment in that building is at or exceeds its capacity or has total enrollment of 750 or greater.

- Limit kindergarten open enrollment to a district-wide total not to exceed 700 students, as determined on February 15, 2011.
- Accept Kindergarten siblings into an elementary building where an older sibling in grades K-4 is currently attending.
- Accept new Kindergarten students applying under the Choice Is Yours program into the district ahead of other new kindergarten students.

- At **kindergarten**, close open enrollment if the total district-wide enrollment exceeds 700. If kindergarten enrollment is below a district-wide enrollment of 700, open enrollment may still be closed in an individual building if the total enrollment in that building is at or exceeds its capacity or has a total enrollment of 750 or greater.
- If applications for open enrollment exceed available spaces, selection will be made by lottery.

Recommended Guidelines for 2011-2012 Resident Students who Move Out of the District:

- Students whose parent or guardian move to another district will be subject to enrollment options using the following guidelines:

Move out over the summer; student will attend their new resident school for summer school and/or fall semester.

Move out during the school year; student will have the option to complete the school year at Wayzata and will then attend their new resident school for summer school and/or the next school year.

Recommended Guidelines for 2011-2012 Previously accepted Open Enrolled Students who move to a new district and request continuing non-resident enrollment:

Move to a new school district over the summer; student will attend their new resident school for summer school and/or fall semester.

Move to a new school district during the school year; student will have the option to complete the school year at Wayzata, and will then attend their new resident school for summer school and/or the next year.

RECOMMENDED ACTION: Approve the recommendation to close open enrollment for 2011-2012 in grades 1-12 and limit open enrollment in kindergarten; not to exceed a district-wide total of 700 students, as determined on February 15, 2011. Further, approve the guidelines for 2011-2012 resident students whereby: 1) resident students who move out of the district during the summer will attend their new resident school; and 2) students who move out of the district during the school year will have the option to complete the remainder of the school year in Wayzata Public Schools.

Resolution Providing for Open Enrollment Non-Resident Agreement

According to Minnesota Statute 124D.03, Subdivision 2, "A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lesser of:

- 1) One percent of the total enrollment at each grade level in the district; or
- 2) The number of district's residents at that grade level enrolled in a non-resident district according to this section."

Revised Open Enrollment Guidelines for 2012-2013:

For school year 2012-2013, the following guidelines are recommended:

- Close open enrollment at grades 1-12

At the **high school**, close any grade whose population exceeds 800 or close all grade levels if the total enrollment of the building exceeds 3200.

At the **middle school**, close any grade that exceeds 800.

At the **elementary school**, Grades 1-5, close any grade where the district-wide enrollment exceeds 750. If grade 1-5 enrollment is below a district-wide enrollment of 750, open enrollment may still be closed in an individual building if the total enrollment in that building is at or exceeds its capacity or has total enrollment of 750 or greater.

- Limit kindergarten open enrollment to a district-wide total not to exceed 650 students, as determined on February 15, 2012.

Accept Kindergarten siblings into an elementary building where an older sibling in grades K-4 is currently attending.

Accept new Kindergarten students applying under the Choice Is Yours program into the district ahead of other new kindergarten students.

At **kindergarten**, close open enrollment if the total district-wide enrollment exceeds 650. If kindergarten enrollment is below a district-wide enrollment of 650, open enrollment may still be closed in an individual building if the total enrollment in that building is at or exceeds its capacity or has a total enrollment of 750 or greater.

If applications for open enrollment exceed available spaces, selection will be made by lottery.

Recommended Guidelines for 2012-2013 Resident Students who Move Out of the District:

- Students whose parent or guardian move to another district will be subject to enrollment options using the following guidelines:

Move out over the summer; student will attend their new resident school for summer school and/or fall semester.

Move out during the school year; student will have the option to complete the school year at Wayzata and will then attend their new resident school for summer school and/or the next year.

Recommended Guidelines for 2012-2013 Previously accepted Open Enrolled Students who move to a different new district and request continuing non-resident enrollment:

Move to a new school district over the summer; student will attend their new resident school for summer school and/or fall semester.

Move to a new school district during the school year; student will have the option to complete the school year at Wayzata, and will then attend their new resident school for summer school and/or the next year.

RECOMMENDED ACTION: Approve the recommendation to close open enrollment for 2012-2013 in grades 1-12 and limit open enrollment in kindergarten; not to exceed a district-wide total of 650 students, as determined on February 15, 2012. Further, approve the guidelines for 2012-2013 resident students whereby: 1) those who move out of the district during the summer will attend their new resident school; and 2) those who move out of the district during the school year will have the option to complete the remainder of the school year in Wayzata Public Schools.

Motion by: _____

Roll Call _____

Passed _____

Second by: _____

Vote _____

Failed _____

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 284
(WAYZATA PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 284 (Wayzata Public Schools), State of Minnesota, was held in said school district on the 12th day of December, 2011, at seven o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR OPEN ENROLLMENT NON-RESIDENT
AGREEMENT FOR 2011-12 AND 2012-13**

WHEREAS, According to Minnesota Statute 124D.03, Subdivision 2, "A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lesser of:

- 1) "One percent of the total enrollment at each grade level in the district; or
- 2) The number of district's residents at that grade level enrolled in a non-resident district according to this section."

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 284, State of Minnesota, as follows:

- 1) Approve the recommendation to close open enrollment for 2011-2012 in grades 1-12 and limit open enrollment in kindergarten; not to exceed a district-wide total of 700 students, as determined on February 15, 2011. Further, approve the guidelines for 2011-2012 resident students whereby: 1) resident students who move out of the district during the summer will attend their new resident school; and 2) students who move out of the district during the school year will have the option to complete the remainder of the school year in Wayzata Public Schools.

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: C. Finance and Business Services

COMMENTS BY: Mr. Westrum

4. Truth in Taxation Presentation

School districts are required to meet the Truth in Taxation requirements for levy year 2011, taxes payable 2012. While school districts are no longer required to hold a separate Truth in Taxation hearing, they are required to discuss the payable 2012 levy and the current year budget at a regularly scheduled board meeting.

Truth in Taxation requirements are as follows:

- On or before September 30, 2011, each school district must adopt a proposed 2011 payable 2012 property tax levy and certify and submit it to the county auditor.
- The county auditor mails parcel specific tax notices to each property owner in the district.
- The school district is required to discuss the payable 2012 levy and current year budget.
- The public is given time to speak.
- The school board must adopt a final levy by December 28, 2011.
- The school board will adopt its final levy at a special school board meeting on Wednesday, December 21, 2011 at 8:30 A.M. located at 210 County Road 101 N Plymouth, MN 55447.

No Board Action is required at this time.



Truth-in-Taxation Presentation for Taxes Payable in 2012

Wayzata Public Schools

December 12, 2011

**Notice of
Proposed Property Taxes
Independent School District 284**

The Wayzata Independent School District 284 will include in its regularly scheduled meeting a presentation on its current budget and on the amount of property taxes it is proposing to collect in 2012 to pay for a portion of the costs of the district for the 2012 - 2013 school year.

**Attend the Regularly Scheduled School Board Meeting
All residents of the school district are invited to attend the Board Meeting to express their opinions on the current budget and on the proposed amount of 2012 property taxes. The meeting and presentation will be held on:**

Monday, December 12, 2011 at 7:00 p.m.

Wayzata City Hall

600 Rice Street

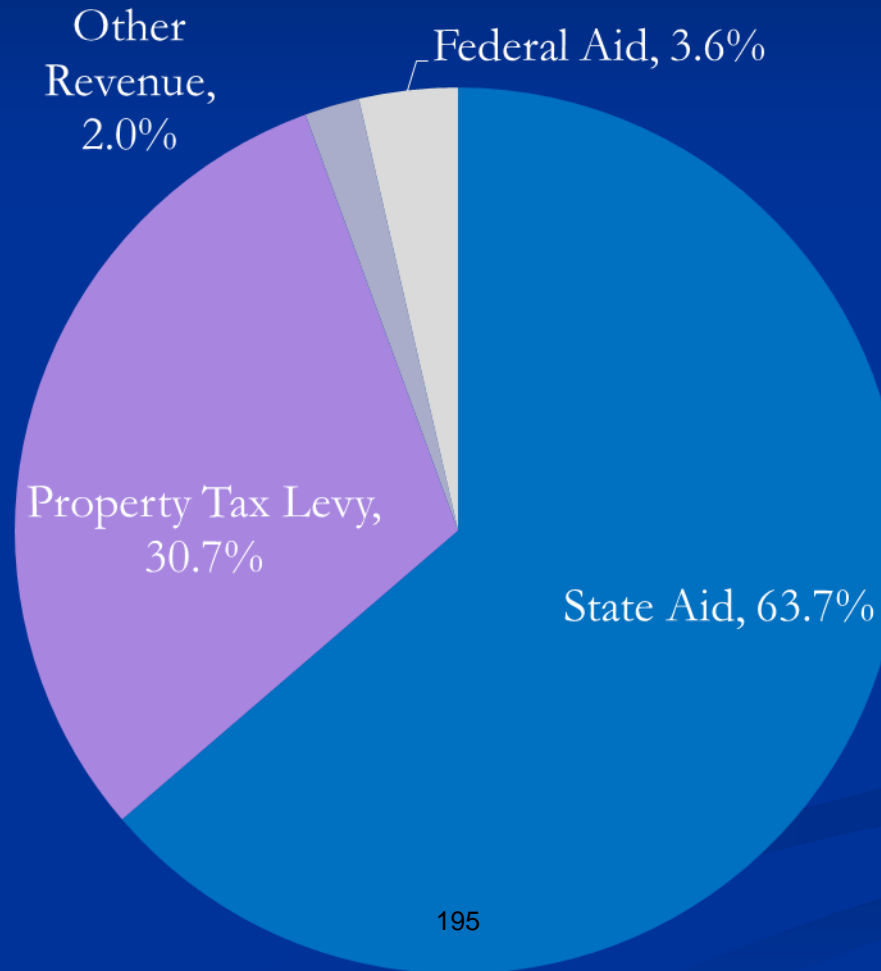
Wayzata¹⁹³

2011-2012 Budget

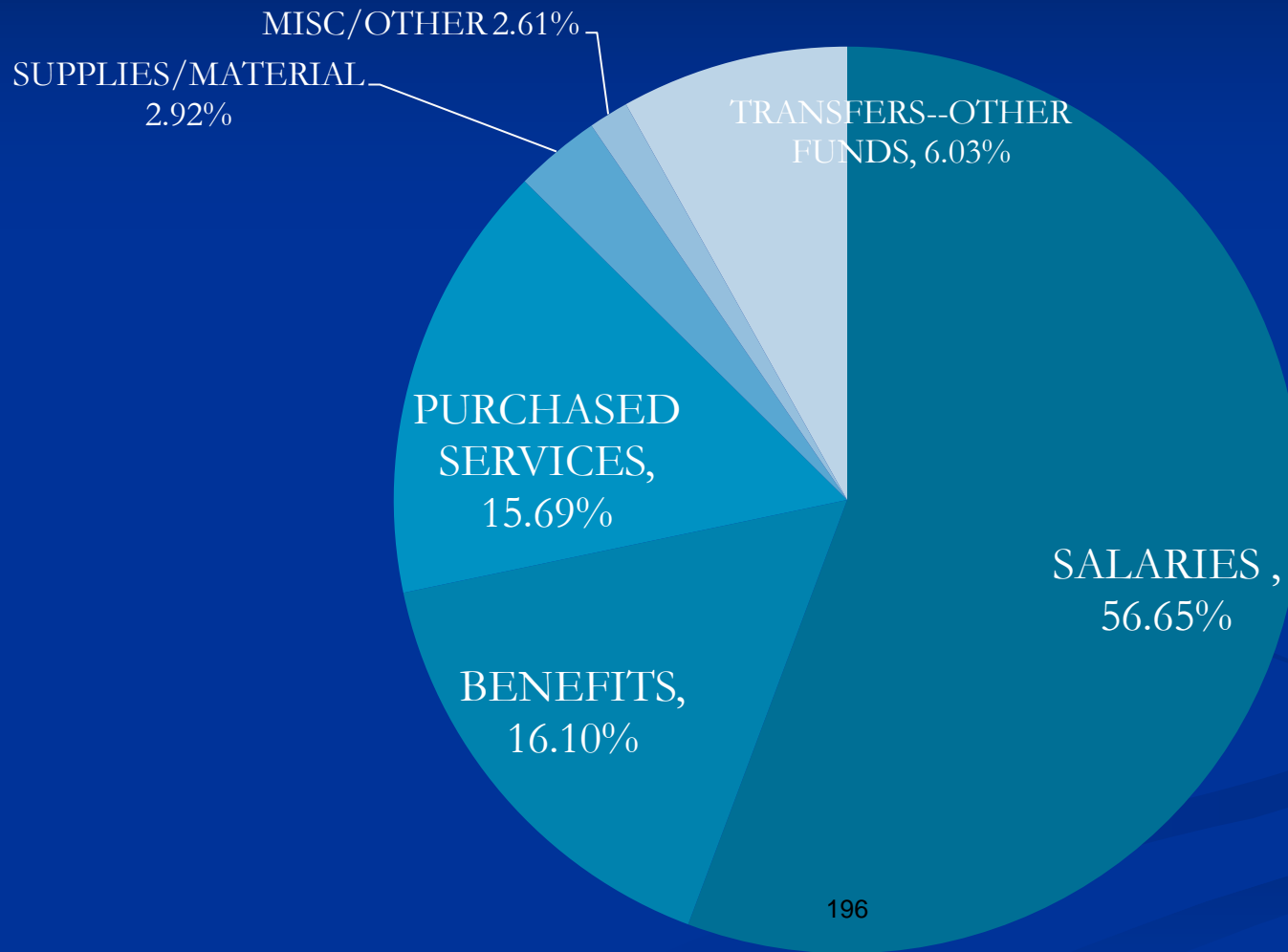
FUND	REVENUE	EXPENDITURES
General Fund	\$115,088,327	\$117,781,779
Food Service	5,077,380	5,104,099
Community Svc.	7,676,200	7,795,607
Construction	7,079,023	8,426,023
Debt Service	10,022,000	10,029,750
TOTAL	\$144,942,930	\$149,137,258

Budget Basics – Revenue Sources

Percentages

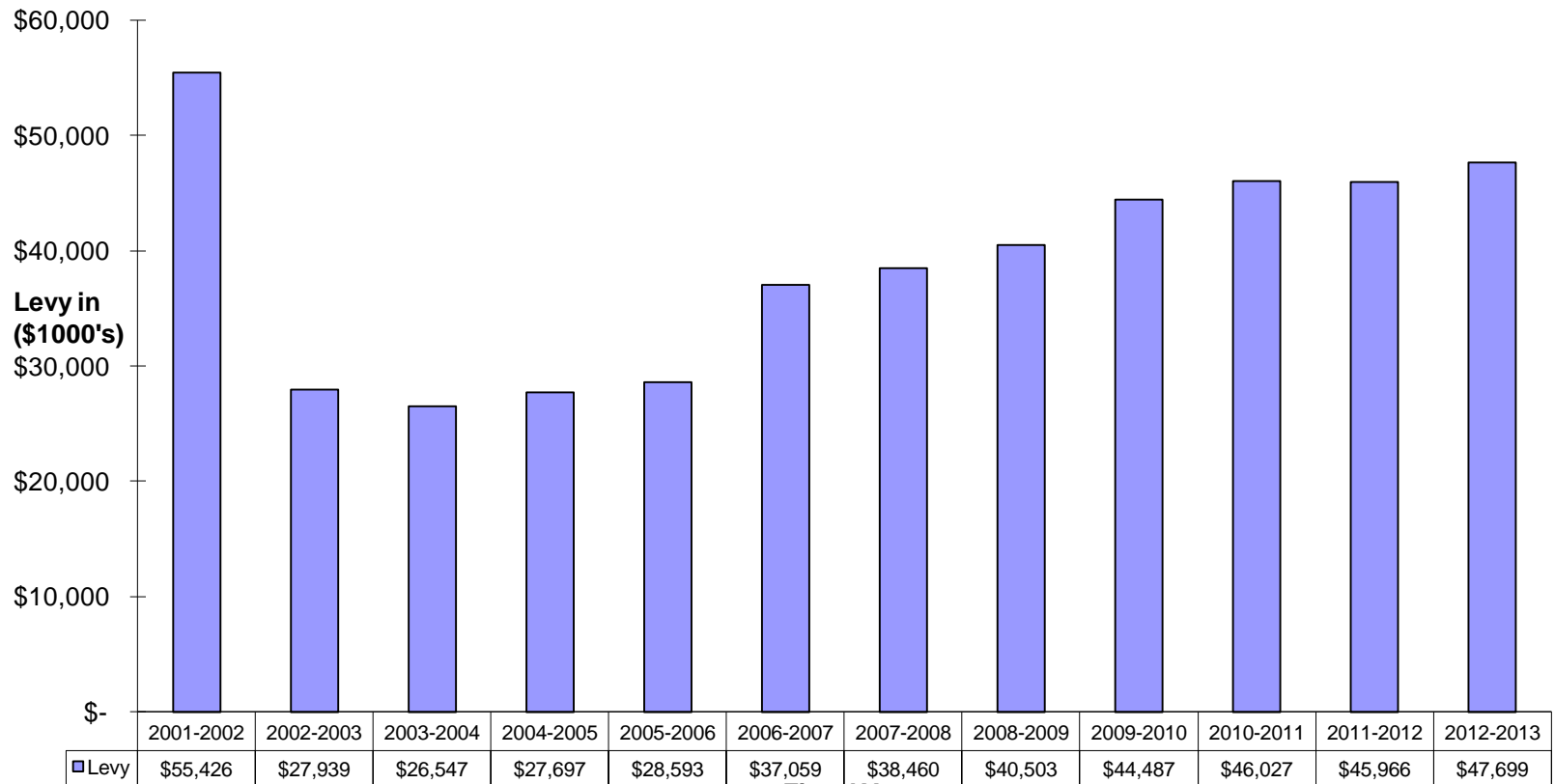


Budget Basics – Expenditures



Property Tax Levy History

**Property Tax levy Historical Trends
All funds**



Tax base compresses but is stabilized by continued growth

- The total market value of taxable property in the district declined 5.6%, to \$10.0 billion from \$10.7 billion.
- Included in this market value of taxable property is more than \$100 million of new construction, primarily in the northern parts of the district.
- The total tax capacity of taxable property in the district declined 6.1%, to \$111.1 million from 118.4 million.

The Proposed Tax Levy

- 2012 Proposed Levy: \$47,698,714
- 2011 Certified Levy: \$45,966,047
- Change: \$1,732,667, or 3.77%

Homestead Market Value Exclusion

The elimination of the Homestead Market Value Credit (HMVC) was included in the 2011 budget bills passed in the legislative special session in July of 2011. By eliminating the credit, the state was able to save roughly \$261 million each year. This was one cost-saving measure the state used to close the \$5-billion two-year state budget deficit.

Homestead Market Value Exclusion

The impact of this state change will vary for each property, depending on a variety of factors. The state is no longer providing a homestead credit and instead the entire levy is being paid by local property taxpayers.

The district's property tax rate is calculated by dividing the property tax levy by the total tax base.

Effect on Taxpayers

- Expect a only a slight change in school taxes
- Residential homestead property values are expected to decline for most existing homes, with a district-wide average decline of 6.0%
- If value of a property increases or does not decrease near the district-wide average, the property's taxes may increase
- Commercial and lakeshore property values may see similar trends to residential homestead properties discussed above

Changes from Last Year

- Largest change in the General fund levy is voter approved referendum authority due to increasing resident student enrollment
- Interest Earnings (offset) decreased for Debt Service Levy

Truth-in-Taxation Presentation for Taxes Payable in 2012

Discussion and Opportunity for the Public to
comment.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: D. Human Resource Services

COMMENTS BY: Ms. Doughty

There are no items for this section.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 7. OTHER BOARD ACTION

ITEM: A. Appointment of Representative to Intermediate District 287 Board

COMMENTS BY: Board Chair Gleason

The School Board has received official notification from Intermediate District 287 that Carter Peterson’s appointment to the 287 Board of Directors will expire on December 31, 2011. As stipulated in the Intermediate District 287 Memorandum of Agreement, each member School District shall have one representative on the 287 Board who shall be appointed by the member District’s School Board. Ms. Peterson has indicated her interest and willingness to continue to serve as a Wayzata School District representative. Ms. Peterson has done a fine job in representing the Board, and we extend to her our thanks and appreciation.

RECOMMENDED ACTION: Approve the appointment of Carter Peterson to the Intermediate District 287 Board of Directors for the two-year term of January 1, 2012, through December 31, 2013.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 7. OTHER BOARD ACTION

ITEM: B. Approval of Wayzata Public Schools Strategic Road Map

COMMENTS BY: Superintendent Anderson

BACKGROUND: The Wayzata Public Schools Board of Education and Leadership Council members have been engaged in a strategic planning process with the desired result of creating a Strategic Road Map. The process was led by a professional facilitator. The goal of the process was to create a road map to include: 1) Mission, 2) Vision, 3) Core Values, and 4) Strategic Directions. The strategic planning process included numerous facilitated meetings with the school board and the district's administrative leadership teams. Additionally, feedback from school staff members, school PTA groups, citizens and other school district and community committees was obtained through a number of meetings and other means of encouraging input on the road map. The planning and implementation is continuing through the work of Wayzata's Leadership Council and other staff members as action steps and measures of accountability are developed.

RECOMMENDED ACTION: The administration recommends that the school board approve the Strategic Road Map and charge the superintendent with providing the leadership to the school district staff in the development of a work plan and appropriate accountability metrics designed to help the school district realize its mission and achieve its vision in a manner that is consistent with its core educational values.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

Wayzata Public Schools Strategic Roadmap

December 12, 2011

<p>Mission <i>Our Core Purpose</i></p> <p><i>The Mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.</i></p>	<p>Core Educational Values <i>Drivers of our Words and Actions</i></p> <p>Achievement: <i>Challenging oneself and others for excellence in all we do</i></p> <p>Collaboration: <i>Working together to maximize opportunities and eliminate barriers to learning for all</i></p> <p>Community: <i>Maintaining a sense of belonging to and responsibility for the broader community</i></p> <p>Equity: <i>Meeting the specific needs of all students</i></p> <p>Integrity: <i>Doing the right thing in the right way at the right time, even when no one is aware</i></p> <p>Respect: <i>Valuing others for their diverse talents, backgrounds, cultures and viewpoints</i></p>
<p>Vision <i>What We Intend to Create and Experience</i></p> <p>The Vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:</p> <p>Exceptional Student Learning, Experiences and Relationships:</p> <ul style="list-style-type: none"> • High achievement by each and every student – no exceptions, no excuses; • Content-rich, rigorous and personalized education; • Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment. <p>Community Trust, Confidence and Partnership:</p> <ul style="list-style-type: none"> • Comprehensive learning opportunities meeting diverse learner needs and community aspirations; • Committed to being the first choice for students and families; • Maintaining the highest levels of satisfaction and pride by staff, parents and community. <p>Operational Excellence:</p> <ul style="list-style-type: none"> • Attraction, development and retention of exemplary, creative and valued employees; • Effective and efficient use of time and human, financial and physical resources; • Culture of continuous improvement and responsive innovation; • High performing district governance, management and partnerships. 208 	<p>Strategic Directions <i>Focused Allocation of Resources</i></p> <p>A. Increasing the high levels of student achievement and college/career readiness without predictable gaps.</p> <p>B. Elevating the consistency and effectiveness of the district core processes of teaching, assessment, intervention and learning.</p> <p>C. Supporting all staff in the increasing accountability for individual and collective performance.</p> <p>D. Enhancing the connection to and partnership with families and other constituents in our community.</p> <p>E. Implementing effective practices in governance, management and consultation.</p>

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: 8. AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD

ITEM: _____

COMMENTS BY: Board Chair Gleason

This section of the agenda provides an opportunity for members of the audience to address the School Board.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – December 12, 2011

AGENDA SECTION: _____

ITEM: _____

COMMENTS BY: Board Chair Gleason

9. Board Reports

10. Adjourn

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____