

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting - July 11, 2016 - 7:00 PM
Wayzata City Hall, 600 Rice Street, Wayzata

AGENDA

1. CALL TO ORDER/ROLL CALL	3
2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS	4
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:	
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B. Finance and Business Recommendations	
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C. Human Resource Recommendations	
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This section of the agenda provides an opportunity for those who have called and placed their names on the list and for members of the audience to address the School Board.	
10. ADJOURN	152

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 – July 11, 2016

AGENDA SECTION: 1. Call to Order

ITEM: Call to Order/Roll Call Attendance

COMMENTS BY: Chris McCullough, Board Chair

School Board Chair, Chris McCullough, will call the meeting to order. Clerk Cheryl Polzin will call the roll.

	<u>Present</u>	<u>Absent</u>
Linda A. Cohen	_____	_____
Andrea Cuene	_____	_____
Sarah Johansen	_____	_____
Erik Brown	_____	_____
Chris McCullough	_____	_____
Bonita Lucky	_____	_____
Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 2. Approval of Agenda and Consent Agenda Items

ITEM: _____

COMMENTS BY: Chris McCullough, Board Chair

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**
- B. Finance and Business Recommendations**
 - 1. Monthly Recommendations**
- C. Human Resource Recommendations**
 - 1. Monthly Recommendations**
- D. Adoption of Proposed School Calendar for 2017 – 2018**
- E. Internship Agreement: Minnesota State University - Mankato**

RECOMMENDED ACTION: Approve the agenda as presented and the Consent Agenda items.

Motion by: _____ ROLL CALL Passed _____

Second by: _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 2. Approval of Minutes

ITEM: A. Approval of Minutes

COMMENTS BY: Cheryl Polzin, Board Clerk

June 13, 2016 Regular Board Meeting Minutes

RECOMMENDED ACTION: Approve the minutes of the Board meetings.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 2. Approval of Minutes

ITEM: A. Approval of Minutes

COMMENTS BY: Cheryl Polzin, Board Clerk

June 13, 2016 Regular Board Meeting Minutes

RECOMMENDED ACTION: Approve the minutes of the Board meetings.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

Minutes of Regular

The Board of Education Wayzata Public Schools

A Regular Meeting of the Board of Education of Wayzata Public Schools was held Monday, June 13, 2016, beginning at 7:00 PM in the Wayzata City Hall, 600 Rice Street, Wayzata.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order by Board Chair Chris McCullough, and the roll call taken by Board Clerk Cheryl Polzin. The following School Board members were present: Andrea Cuene, Erik Brown, Sarah Johansen, Bonita Lucky, Cheryl Polzin, Chris McCullough, Linda Cohen, and Chace B. Anderson, Superintendent of Schools and ex officio member of the School Board.

2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

Andrea Cuene motioned to approve the agenda and the consent agenda items. Linda Cohen seconded the motion and it carried unanimously via a roll call vote.

A. Approval of Minutes

B. Finance and Business Recommendations

1. Monthly Reports

<i>General Checking Account for May 2016</i>	<i>\$8,894,218</i>
<i>Wire Transfer for April 2016</i>	<i>\$9,669,483</i>

C. Human Resource Recommendations

1. Monthly Recommendations

D. Student Teaching Agreement: University of Northwestern - St. Paul

E. Wayzata City Hall Community Room Contract Renewal

F. P-Card Approvals

G. Adoption of Actual School Calendar for 2015 – 2016

H. Adoption of the Revised School Calendar for 2016 – 2017

3. REPORTS FROM ORGANIZATIONS

A. Wayzata Education Fund - Michael Hagerty

Michael Hagerty, co-chair of the Wayzata Education Fund (formerly known as the Wayzata Public Schools Education Foundation) presented \$41,020 in grants to Wayzata teachers and principals.

4. RECOGNITIONS

Superintendent Chace B. Anderson honored the retirees, the Greenwood Culinary Staff for their “E-Team” award from the Minnesota School Nutrition Association, and the many student academics and athletes who won state awards and/or championships.

- A. Retiree Recognition
- B. Employee of the Month - Matt Rohweder from East Middle School
to be recognized in the September Board Meeting
- C. Greenwood Culinary Express Staff
- D. WHS Swim Team
- E. German Exam
- F. Spanish Exam
- G. Perfect ACT
- H. DECA
- I. Track & Field

5. STUDENT CURRICULUM PRESENTATION

6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS

A. Superintendent

B. Teaching and Learning

C. Finance and Business Services

Jim Westrum, Executive Director of Business and Finance, presented the following items for Board review:

1. Monthly Financial Reports

No board action was required.

2. Proposed Budget 2016-2017

Andrea Cuene moved to approve the proposed budget; totaling \$177,367,365 in revenue and \$191,926,076 in expenditures. Erik Brown seconded the motion and it carried unanimously.

3. Resolution to Approve Long-Term Facilities Maintenance Capital Expenditure Plan

Sarah Johansen moved to approve the plan and to affirm the district's two- and ten-year facility plans. Linda Cohen seconded the motion, and the resolution was passed with a unanimous roll call vote.

4. Resolution to Certify Population Estimate

Linda Cohen moved to approve the population estimate of 64,917; Erik Brown seconded the motion and it carried unanimously.

5. Resolution Authorizing The Superintendent and Executive Director of Finance and Business Services to Execute Purchase Agreement documents for the Purchase of Land

Cheryl Polzin moved to waive the reading of the resolution, and to approve the resolution; Andrea Cuene seconded the motion and it carried unanimously with a roll call vote.

6. Resolution Approving Intermediate School District No. 287's Long-Term Facility Maintenance Program Budget And Authorizing The Inclusion Of A Proportionate Share Of Those Projects In The District's Application For Long-

Term Facility Maintenance Revenue

Andrea Cuene moved to approve resolution and to waive the full reading; Cheryl Polzin seconded the motion and it carried unanimously with a roll call vote.

7. Policies for Approval

Sarah Johansen moved to waive the reading and first approval of polices 708 and 717 and move them to final approval. Linda Cohen seconded the motion, and it carried unanimously.

- a. Policy 708 Grant Applications
- b. Policy 717 Expense Reimbursement

D. Human Resource Services

1. Supplemental Salaries for 2016-2017

Annie Doughty, Executive Director of Human Resource Services, presented the supplemental salaries proposal to the Board. Sarah Johansen moved to approve the salaries as recommended; Andrea Cuene seconded the motion. The motion carried unanimously.

7. OTHER BOARD ACTION

8. BOARD REPORTS

9. AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD

No citizens wished to address the board.

10. ADJOURN

Linda Cohen moved to adjourn the meeting; Erik Brown seconded the motion. The motion carried unanimously and the meeting was adjourned at 7:57 pm.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

ITEM: Finance & Business Recommendations

COMMENTS BY: Jim Westrum, Executive Director of Finance and Business

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 June 2016	\$8,665,339
Wire Transfer for May 2016	\$10,633,690

RECOMMENDED ACTION: Authorize payment as recommended.

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.”

Monthly Donations

The attached lists donations for which the Board of Education is requested to accept.

Cash Donations received in June 2016	\$9,182
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2,193.34	PC PTO	Maker Space Carts
1,525.28	Target	OW - Take Charge of Education
1,341.63	GL PTO	GL - grant money
598.28	OW PTA	1st Grade teacher grant
482.80	Libby Brahmhatt	OW - School's discretion
447.26	OW PTA	OW - 2nd Grade level grant
350.00	Brett & Amy Swenson	OW - DI Team "The 7 Hippy Dippy Burgers"
300.00	James Gessford (via Toro Giving)	CMS - Wolf Ridge ELC Student Scholarships
250.00	Jeffrey & Helene Slocum	OW - DI Team "The 7 Hippy Dippy Burgers"
235.38	Wells Fargo DoTopia Program	Educational Matching Gifts Program
215.00	GW PTA	3rd Grade Celebration equipment
200.00	Hal & Donna Paulson	OW - DI Team "The 7 Hippy Dippy Burgers"
151.26	OW PTA	OW - White board for Art Room
120.76	OW PTA	4th Grade teacher grant
108.98	Benevity Community Impact Fund - Ameriprise Financial	CMS - Student Scholarships & Supplies
103.90	GL PTO	GL - grant money
102.51	OW PTA	5th Grade teacher grant
100.00	Anne & Michael Walters	OW - DI Team "The 7 Hippy Dippy Burgers"
57.72	Christopher Hupp (via Wells Fargo Matching Gifts Program)	CMS - Student Scholarships & Supplies
50.00	Kyle & Nicola Freeman	OW - DI Team "The 7 Hippy Dippy Burgers"
50.00	Lois Wallentine	OW - DI Team "The 7 Hippy Dippy Burgers"
45.00	Patrick & Jennifer Murray	OW - DI Team "The 7 Hippy Dippy Burgers"
40.00	Travis Zorn & Laura Turriffin	OW - DI Team "The 7 Hippy Dippy Burgers"
30.00	Kristin Wyeth	OW - DI Team "The 7 Hippy Dippy Burgers"
25.00	Roman & Christine Paluta	OW - DI Team "The 7 Hippy Dippy Burgers"
25.00	Julie Nelson	OW - DI Team "The 7 Hippy Dippy Burgers"
25.00	Melanie Torborg	OW - DI Team "The 7 Hippy Dippy Burgers"
8.00	Kevin & April Kohrt	OW - DI Team "The 7 Hippy Dippy Burgers"

RECOMMENDED ACTION: That the School Board approves the following checking account and wire transfer payments and accepts with appreciation the following gifts, which are in compliance with current District policy and guidelines:

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS				
MONTHLY CHECK DISBURSEMENT SUMMARY				
JUNE 2016				
CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
401692	THELEN HEATING AND ROOFING INC	HS ADD 23-A HVAC THRU 5/31/16	6/21/2016	558,134.45
401704	VEIT & COMPANY INC	HS ADD 31-A SITE CLEARING & EARTHWORK	6/21/2016	438,522.85
401594	KRAUS-ANDERSON CONSTRUCTION CO	WHS KA CONSTRUCTION MANAGEMENT FEES	6/21/2016	425,072.25
401625	MUSKA ELECTRIC CO	HS ADD 26-A ELECTRICAL THRU 5/20/16	6/21/2016	373,397.85
401307	MAIN LINE TRANSPORTATION INC (MTI)	SPEC ED TRANSPORT 3/1/16-3/31/16	6/7/2016	364,059.82
401556	GRAZZINI BROTHERS & CO	NEW ELEM 09-D FLOORING - RESILIENT & CARPET	6/21/2016	310,840.00
401913	CASTREJON INC	CMS-(REVISED INV) ADD'L FIBER #14-088	6/30/2016	247,213.00
401574	INNOVATIVE LABORATORY SYSTEMS, INC	HS ADD 12-C LABORATORY CASEWORK	6/21/2016	247,177.93
401717	WORKS COMPUTING	VMware Site Recovery Manager	6/21/2016	223,638.13
401661	RED CEDAR STEEL ERECTORS INC	HS ADD 05-B STRUCTURAL STEEL - ERECTION	6/21/2016	183,023.20
401536	ENVISION GLASS INC	HS ADD 08-D - CURTAIN WALL, WINDOW & GLAZING	6/21/2016	158,431.50
401461	UPPER LAKE FOODS	GROCERIES	6/14/2016	157,083.65
401546	FLYNN MIDWEST LP	WORK SCOPE 07-B - MEMBRANE ROOFING	6/21/2016	155,309.80
401483	APPLE INC	Blanket PO for Apple repairs	6/21/2016	148,085.80
401706	WEIDNER PLUMBING & HEATING CO	NEW ELEM 23-A HVAC THRU 5/25/16	6/21/2016	147,036.25
401520	CULINEX	NEW ELEM 11-A FOOD SERVICE EQUIPMENT	6/21/2016	140,969.34
401622	MULTIPLE CONCEPTS INTERIORS	CMS UPGRADES WS 09-D: FLOORING	6/21/2016	140,726.35
401409	COLLEGE BOARD AP EXAMS	HS-AP TESTS	6/14/2016	140,603.00
401631	NORTH COUNTRY CONCRETE INC	HS ADD - 32-B SITE CONCRETE THRU 5/12/16	6/21/2016	135,937.89
401477	ACOUSTICS ASSOCIATES	HS ADD 09-C ACOUSTICAL CEILINGS	6/21/2016	127,300.00
401626	NAC (NORTHERN AIR CORP)	NEW ELEM 26-A ELECTRICAL THRU 5/31/16	6/21/2016	120,127.50
401372	XCEL ENERGY	MONTHLY ENERGY	6/7/2016	113,234.11
401406	CASTREJON INC	WPS Outside Plant Fiber Phase 4	6/14/2016	110,826.56
401683	SPORTSCON LLC	HS ADD 11-E ATHLETIC EQUIPMENT	6/21/2016	109,414.00
401851	PROVIDENCE ACADEMY	GUIDANCE REIMBURSEMENT (BLANKET)	6/28/2016	108,437.28
401846	CITY OF PLYMOUTH - FINANCE DEPT	SCHOOL RESOURCE OFFICERS 2ND HALF 15-16	6/28/2016	108,289.04
401470	TRUST POINT/FBO WAYZATA SCHOOLS	Payroll accrual	6/15/2016	100,760.00
401716	WOLD ARCHITECTS AND ENGINEERS	BV-REPLACE BOILER & ADA TOILETS #152139	6/21/2016	100,600.82
401632	NORTHLAND CONCRETE & MASONRY LLP	HS ADD - 03-A BUILDING CONCRETE THRU 5/31/16	6/21/2016	97,375.00
401636	OLYMPIC COMPANIES INC	HS ADD 07-D EIFS THRU 5/31/16	6/21/2016	91,556.25
401670	RTL CONSTRUCTION INC	HS ADD - 07-E FIREPROOFING 09-A DRYWALL	6/21/2016	90,767.43
401667	R J MECHANICAL INC	HS ADD 22-A PLUMBING THRU 5/31/16	6/21/2016	90,401.15
401283	GAMETIME INC	MR PLAYGROUND MATERIALS	6/7/2016	90,054.89
401532	EBERT CONSTRUCTION	HS ADD - 06-A CARPENTRY THRU 5/31/16	6/21/2016	89,718.63
401688	SWANSON & YOUNGDALE, INC.	HS ADD 09-G WALL COVERING & PAINTING	6/21/2016	84,320.10
401558	GRESSER COMPANIES INC	HS ADD 04-B MASONRY PACKAGE #2	6/21/2016	80,750.00
401644	PHASOR ELECTRIC CO	CMS UPGRADES - WS 26-A ELECTRICAL	6/21/2016	80,750.00
401507	CD TILE & STONE INC	CMS UPGRADES WS 09-B: TILE	6/21/2016	78,090.00
401559	GRESSER COMPANIES INC	HS ADD - 04-A MASONRY PACKAGE #1	6/21/2016	76,000.00
401642	PETERSON COMPANIES INC	HS ADD - 32-E IRRIGATION & LANDSCAPE	6/21/2016	49,641.03
401904	BENILDE-ST MARGARET SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	47,910.22
401524	CUSTOM DRYWALL, INC	CMS UPGRADES WS 09-A: DRYWALL	6/21/2016	45,033.80
401500	BRETH-ZENZEN FIRE PROTECTION LLC	HS ADD 21-A FIRE SUPPRESSION	6/21/2016	42,192.83
401375	YMCA - RIDGEDALE	AFTER SCHOOL DROP-EMS,WMS,CMS 15-16	6/7/2016	39,000.00
401874	TITANIUM PARTNERS LLC	rent 7/16	6/28/2016	37,133.03
702846	HILLYARD INC MINNEAPOLIS	GW-SUPPLIES	6/27/2016	35,286.67
401416	ENVIROBATE	MDE#54360 CMS-ABATEMENT-CHANGE ORDER 4/26/16	6/14/2016	35,165.00
401671	RTL CONSTRUCTION INC	NEW ELEM 09-A FRAMING AND DRYWALL	6/21/2016	30,248.16
401518	COOL AIR MECHANICAL INC	CMS UPGRADES - WS 20-A: COMBINED MECHANICAL	6/21/2016	27,854.00
401684	STEINBRECHER PAINTING INC.	NEW ELEM 09-F WALL COVERING & PAINTING	6/21/2016	27,557.36
401938	HERITAGE CHRISTIAN ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	27,391.62
401909	BRECK SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	26,005.91
401508	CD TILE & STONE INC	HS ADD 09-B TILE THRU 5/31/16	6/21/2016	25,650.00
401584	KARBOWSKI, VIRGINIA	PROF SERV 1/16-6/16	6/21/2016	25,000.00
702825	JOHNSON CONTROLS	EMS - REPLACE COMPRESSOR ON TRANE CHILLER	6/17/2016	24,719.00
401486	AUTUMN RIDGE LANDSCAPING INC	NEW ELEM 32-C IRRIGATION & LANDSCAPE	6/21/2016	23,750.00
401476	ACOUSTICS ASSOCIATES	CMS UPGRADES WS 09-C: ACOUSTICAL	6/21/2016	22,800.00
401784	HALDEMAN-HOMME, INC	MDE#41071 INSTALL FIRESAFE WALL PADS	6/28/2016	22,289.00
401908	BLAKE SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	22,232.01

401405	BULLIS INSURANCE AGENCY LLC	HS-BUILDER RISK POL#CAP5245098	6/14/2016	20,867.00
401504	BULLIS INSURANCE AGENCY LLC	NEW ELEM-BUILDER RISK POL#CAP5245099	6/21/2016	20,867.00
401735	BERGIN FRUIT AND NUT COMPANY	GROCERIES	6/28/2016	20,810.05
401253	BRAUN INTEREC CORP	Inspection & Materials Testing during WHS ADDITION	6/7/2016	20,745.50
401914	CDW GOVERNMENT, INC	Phone order for Meadow Ridge	6/30/2016	20,168.00
401698	TWIN CITY ACOUSTICS INC	NEW ELEM 09-C ACOUSTICAL CEILING,WALL PANELS	6/21/2016	20,121.00
401820	LOGIC MONITOR	LOGIC MONITOR 5/1/16-4/30/17	6/28/2016	20,000.00
401888	WEST LUTHERAN HIGH SCHOOL	TEXTBOOK REIMBURSEMENT (BLANKET)	6/28/2016	18,776.11
401798	K12 TRANSPORTATION MANAGEMENT SVCS INC	TRANSPORTATION	6/28/2016	18,500.00
401539	FEHN COMPANIES INC	NEW ELEM 31-A EARTHWORK & SITE UTILITIES	6/21/2016	18,073.07
401533	EBERT CONSTRUCTION	HS ADD 02-A DEMOLITION THRU 5/31/16	6/21/2016	17,867.12
401516	CONSTRUCTION SYSTEMS INC	NEW ELEM 05-A STRUCTUAL STEEL - MATERIAL	6/21/2016	17,624.40
401885	W GOHMAN CONSTRUCTION CO	WMS - 2016 EXTERIOR WALL REHABILITATION	6/28/2016	16,971.00
401395	AGROPUR INC DIVISION OF NATREL USA	DAIRY PRODUCTS	6/14/2016	16,791.11
151601846	FIELDSETH, JOANNE	REIMBURSE	6/8/2016	16,677.67
401881	UPPER LAKE FOODS	GROCERIES	6/28/2016	16,216.72
401662	REINHARDT & SONS PAINTING INC	CMS UPGRADES - WS 09E: PAINTING THRU 5/31/16	6/21/2016	16,150.00
401648	CITY OF PLYMOUTH - FINANCE DEPT	BV-WATER	6/21/2016	16,056.88
401417	FIELD ENVIRONMENTAL CONSULTING INC	MDE#54360 CMS-ABATEMENT	6/14/2016	16,012.00
401602	LIFE INSURANCE CO OF NORTH AMERICA	Payroll accrual	6/21/2016	15,408.20
401438	PEARSON EDUCATION	FAC MATERIAL	6/14/2016	14,921.47
401576	INNOVATIVE GRAPHICS	CED HB-SUMMER T-SHIRTS	6/21/2016	14,887.50
401469	SCHOOL SERVICE EMPLOYEES	Payroll accrual	6/15/2016	14,545.93
401367	W GOHMAN CONSTRUCTION CO	WMS - 2016 EXTERIOR WALL REHAB, SITE IMPROVE	6/7/2016	14,171.00
401654	PRODOCON INC	HS-GLYCOL-BOND	6/21/2016	13,778.85
401894	ZOLTAR INVESTMENT GROUP LLC	16th ave rent 7/16	6/28/2016	13,644.63
401378	ZOLTAR INVESTMENT GROUP LLC	16th ave rent 6/16	6/7/2016	13,305.02
401633	NOW MICRO	Computer order for GED students at IOCP	6/21/2016	13,254.00
401666	RIVERPORT INS CO	DEDUCTIBLE BILLING WORKERS' COMP	6/21/2016	12,885.03
401932	FIRST STUDENT, INC	LEADERSHIP CONFERENCE	6/30/2016	12,639.77
401737	BLAKE LOWER SCHOOL	TEXTBOOK REIMBURSEMENT (BLANKET)	6/28/2016	12,130.33
401965	REGENTS OF THE UNIV OF MN	HS-RENT FACILITY 6/3/16	6/30/2016	12,101.52
401311	MPLS RECREATION DEVELOPMENT INC	DONATION FROM WHS HEART WEEK	6/7/2016	11,100.00
401515	CONSTRUCTION SYSTEMS INC	CMS UPGRADES - WS 05-A STEEL-MATERIAL & INSTALL	6/21/2016	10,944.00
151602054	FIELDSETH, JOANNE	REIMBURSE	6/29/2016	10,750.00
401295	IOCP	comm ed rent 6/16	6/7/2016	10,726.43
401933	FOURTH BAPTIST CHRISTIAN SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	10,637.61
401663	REPUBLIC SERVICES #894	SERVICES	6/21/2016	10,540.55
401794	IOCP	comm ed rent 7/16	6/28/2016	10,538.11
401419	HENNEPIN TECHNICAL COLLEGE	Fall Courses	6/14/2016	10,500.00
401256	BUILDING RESTORATION CORP	GL/OW - 2015 EXTERIOR WALL REHAB	6/7/2016	10,249.45
401792	HORIZON COMMERCIAL POOL SUPPLY	WMS-INSTALL HANDICAP ACCESS LIFT	6/28/2016	10,245.00
702826	PEDIATRIC HOME SERVICE	MA Nurse contract 2015-16	6/17/2016	9,975.00
401235	AIRPORT TAXI, INC	TRANSPORTATION	6/7/2016	9,414.00
401744	CENTER FOR ACADEMIC EXCELLENCE	CED-MN STEM 6/20-6/23	6/28/2016	8,685.00
401708	WEST LUTHERAN HIGH SCHOOL	TEXTBOOK REIMBURSEMENT (BLANKET)	6/21/2016	8,651.00
401674	SAGE PUBLICATIONS, INC.	CHILD DEVELOPMENT TEXTBOOKS	6/21/2016	8,629.95
401785	HANUS ENTERPRISES,LLP	BUS GARAGE RENT 7/16	6/28/2016	8,334.72
401891	WORKS COMPUTING	PROJECT MANAGER	6/28/2016	7,939.03
702869	TRIO SUPPLY CO	WHS	6/27/2016	7,893.05
401603	LILLIE TTEE, AMY	FINAL PAY FOR DAVID HORN	6/21/2016	7,405.89
401639	PALMER WEST CONSTRUCTION CO INC	NEW ELEM 07-C MEMBRANE ROOFING THRU	6/21/2016	7,178.20
401686	SUMMIT COMPANIES	CMS UPGRADES - WS 21-A: FIRE SUPPRESSION	6/21/2016	7,053.75
401279	FIRST STUDENT, INC	TRANSPORTATION	6/7/2016	6,928.59
401658	RAPTOR TECHNOLOGIES LLC	DISTRICT BADGE PRINTERS, BARCODE SCANNERS	6/21/2016	6,852.00
401345	SCOPE SHOPPE INC., THE	HS-STEREO MICROSCOPE (SET OF 7)	6/7/2016	6,839.00
401544	FIRST STUDENT, INC	STAGES THEATRE	6/21/2016	6,733.88
401358	STRIPE-A-LOT	CMS-RESTRIPE TRACK & GW-CROSSWALKS	6/7/2016	6,707.00
401303	LIONSGATE ACADEMY	PERKINS EXPENSES 12/18/15-5/31/16	6/7/2016	6,675.00
401747	CENTURY LINK BUSINESS SERVICES	APR INTERNET	6/28/2016	6,500.00
401982	WEST LUTHERAN HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	6,416.56
401326	PHASOR ELECTRIC CO	HS-LIGHTING RETROFIT	6/7/2016	6,199.30
401373	XCEL ENERGY	HS-ELEC METER #17612015 4/18/16-5/17	6/7/2016	6,136.64
401597	LANDS BEST FOODS, LLC	GROCERIES	6/21/2016	5,834.55
702822	ANCHOR PAPER COMPANY	COLORLED PAPER FOR INVENTORY	6/17/2016	5,803.80
401428	LEUNG, E	PROF SERV 4/16	6/14/2016	5,535.00

702827	RELATE COUNSELING CTR	CONTRACT	6/17/2016	5,441.25
401700	UNISOURCE	COPY PAPER FOR INVENTORY	6/21/2016	5,421.60
401452	SPEECH & LANGUAGE CONNECTIONS LLC	SPL	6/14/2016	5,400.00
401936	GOOD SHEPARD	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	5,322.52
702867	STAPLES BUSINESS ADVANTAGE	WMS-SS SUPPLIES	6/27/2016	5,171.51
401605	LOFFLER COMPANIES INC	DAB FINANCE COPIER BLANKET	6/21/2016	5,158.97
401898	SCHOOL SERVICE EMPLOYEES	Payroll accrual	6/30/2016	5,126.92
401952	MARANATHA CHRISTIAN ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	5,085.24
401374	XEROX FINANCIAL SERVICES	HS MEDIA/ATHLETICS COPIER LEASE BLANKET	6/7/2016	4,950.47
401816	LIFETIME FITNESS, INC.	Lifetime fitness lockerroom rental 7/16	6/28/2016	4,919.30
702806	INSPEC, INC.	2016 WMS EXTERIOR WAL REHAB	6/10/2016	4,911.25
401845	CITY OF PLYMOUTH - FINANCE DEPT	WAYZATA BASEBALL IMPROVEMENTS PROJECT	6/28/2016	4,770.00
702793	MOTG (MN OFFICE TECHNOLOGY GRP)	WHS HEALTH OFFICE MAINTENANCE BLANKET	6/3/2016	4,723.94
401957	MPLS JEWISH DAY SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	4,661.61
401401	BALFOUR YEARBOOKS	Yearbooks	6/14/2016	4,620.59
401571	HI-TECH REFRIGERATION	KL-INSTALL DR SWEEPS-COOLER & FREEZER	6/21/2016	4,585.74
702801	STAPLES BUSINESS ADVANTAGE	HS-SUPPLIES	6/3/2016	4,559.82
401757	DENNY'S 5TH AVENUE BAKERY	GROCERIES	6/28/2016	4,541.54
401729	AGROPUR INC DIVISION OF NATREL USA	DAIRY PRODUCTS	6/28/2016	4,524.09
702809	INTERSTATE POWER SYSTEMS	MDE#41024 HS-EM GEN INSPECTION	6/10/2016	4,492.83
401963	REDEEMER LUTHERAN CHURCH & SCHOOL	HEALTH PARA REIMBURSEMENT	6/30/2016	4,318.15
401673	S & J CONTRACTING OF MN LLC	SH 08-A ALUMINUM WINDOWS & LOUVERS	6/21/2016	4,275.00
401824	MILLER 32ND AVE, LLC	RENT 7/16	6/28/2016	4,224.01
401680	SPECIALTY SYSTEMS INC	HS ADD - 07-A METAL PANELS & ROOF	6/21/2016	4,170.50
401793	INGINA LLC	CED-MINECRAFT, MOVIE MAKING & LEGO	6/28/2016	4,146.00
401937	GROVES ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	4,041.13
401464	CORPORATE HEALTH SYSTEMS INC	Payroll accrual	6/15/2016	3,952.85
401742	BUFFALO GUN CLUB INC	TARGETS-8 WEEK SESSION-HS	6/28/2016	3,904.00
401248	BLB CONSULTING LLC	CSF-SCHOOLDUDE/TECH DRAWING/DATA MGMT	6/7/2016	3,880.00
401886	WAYZATA ORCHESTRA BOOSTERS	REIMBURSE KRISPY KREME-ORCH PORTION	6/28/2016	3,846.05
401679	SPEAK RIGHT NOW	SP ED-SPL 5/16-6/3	6/21/2016	3,840.00
401300	KELLY GREEN IRRIGATION INC	PC-IRRIGATION	6/7/2016	3,790.00
401766	ENGINEERING DESIGN INITIATIVE LTD	Blanket PO for fiber consulting 5/16	6/28/2016	3,694.35
401650	POSTMASTER	REPLENISH BULK MAIL ACCOUNT	6/21/2016	3,687.79
702802	TEAM SPORTING GOODS, INC	ATH-TRACK EQUIPMENT	6/3/2016	3,665.00
401847	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-MAY 16	6/28/2016	3,656.60
401728	ACHIEVEIT ONLINE LLC	TECH-FULL ACCESS LICENSE 5/25/16-5/24/17	6/28/2016	3,600.00
401748	CHALLENGE ISLAND	FIELD TRIP 6/9-EMS	6/28/2016	3,600.00
702823	ECM PUBLISHERS, INC	HS-TROJAN TRIBUNE (32 PAGES)	6/17/2016	3,549.59
702820	STAPLES BUSINESS ADVANTAGE	MR-SUPPLIES	6/10/2016	3,485.47
401458	UNIVERSAL CHEERLEADERS ASSN	Cheer Camp	6/14/2016	3,413.00
702810	JOSTENS, INC	YEARBOOKS-CMS	6/10/2016	3,403.70
401768	FIRST STUDENT, INC	PEACE DAY-WMS	6/28/2016	3,340.50
401964	REDEEMER LUTHERAN CHURCH & SCHOOL	TEXTBOOK REIMBURSEMENT (BLANKET) 15-16	6/30/2016	3,245.88
702836	GOPHER SPORT	WMS PE SUPPLIES	6/27/2016	3,233.59
401759	DIVERSIFIED SNACK DISTRIBUTION INC	GROCERIES	6/28/2016	3,213.17
401547	FRANSEN DECORATING INC	SH PAINTING-BASE-ALT#1-ALT#2	6/21/2016	3,187.78
401691	TELVENT DTN LLC	SEVERE WEATHER NOTICE SERV-7/1/16-6/30/17	6/21/2016	3,156.00
401681	SPEECH & LANGUAGE CONNECTIONS LLC	SPL	6/21/2016	3,150.00
401903	AVE MARIA ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	3,146.93
401439	PFEFFERLE KANE LLP	PROF SERV 3/16	6/14/2016	3,125.00
151601831	WOBSCHALL, ALISON	REIMBURSE	6/1/2016	3,099.69
401351	SPIRITWEAR USA	FB APPAREL	6/7/2016	3,091.30
702833	COMMAND CENTER INC	CUSTODIAL SUBS	6/27/2016	3,039.60
401758	DIGITAL INSURANCE INC	COBRA-FLEX ADMIN 6/16	6/28/2016	3,037.91
401978	TERRELL DANIELS INC	COMM-PROF SERV 5/25-6/26	6/30/2016	3,010.50
401404	BLOOM EARLY LEARNING	LEARNING & CHILD CARE MB	6/14/2016	3,000.00
401831	NATIONAL TREASURE KUNG FU, INC	4/16-5/31/16 INSTRUCTION	6/28/2016	3,000.00
401951	MAIN LINE TRANSPORTATION INC (MTI)	ADAPTIVE SPORTS SHUTTLE	6/30/2016	2,974.88
401312	MINT ROOFING INC	HS-DRAIN SCREENS	6/7/2016	2,925.00
401531	EBERT CONSTRUCTION	WHS SERVER ROOM REMODEL WS 06B	6/21/2016	2,891.13
401350	SPEAK RIGHT NOW	SP ED-SPL 5/2-5/13	6/7/2016	2,880.00
401672	RUPP, ANDERSON, SQUIRED & WALDSPURGER PA	PROF SERV 4/16	6/21/2016	2,874.30
401583	KAMIDA	CMS-82'OF DRIVE OVER CURB	6/21/2016	2,870.00
401966	RIVER TREE SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	2,820.41
401454	TIES	WATS BILLING 4/16	6/14/2016	2,819.72

401387	HOME DEPOT/GEFC	ELS-DR ALARM SUPPLIES	6/8/2016	2,804.28
702834	COMMERCIAL KITCHEN SERVICES	KL- HOT CARTREPAIR	6/27/2016	2,693.15
401946	KING OF GRACE LUTHERAN SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	2,663.67
401448	SAM'S CLUB	LAKER'S BREAKFAST NOOK SUPPLIES 5/16	6/14/2016	2,647.37
401371	WRIGHT-HENNEPIN COOP ELECTRIC ASSN	MR-ELECTRIC	6/7/2016	2,640.00
401509	CDW GOVERNMENT, INC	Power Supplies	6/21/2016	2,604.35
401955	MINNEHAHA ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	2,594.67
401241	ANCOM COMMUNICATIONS	Meadow Ridge Walkie-Talkies and Gang Charger	6/7/2016	2,580.00
401682	SPIRITWEAR USA	ATH-TROJAN POWER T'S	6/21/2016	2,570.45
401319	MRA THE MANAGEMENT ASSOCIATION	HR-PHR/SPHR CERT PREP 8/2/16 DM	6/7/2016	2,500.00
401649	PLYMOUTH PRESBYTERIAN CHURCH	RENT 6/16	6/21/2016	2,500.00
401462	WAYZATA, CITY OF	ADM- MAY WATER	6/14/2016	2,463.33
401676	SCHMITTY & SONS / GRAY LINE MPLS	ATH-TRANSPORT BASEBALL	6/21/2016	2,456.20
702835	ECM PUBLISHERS, INC	JUNE EDITION-COMMUNICATOR	6/27/2016	2,443.37
702811	MACKIN EDUCATIONAL RESOURCES	WMS-BOOKS FOR LIBRARY	6/10/2016	2,400.00
401360	TERRELL DANIELS INC	COMM-PROF SERV 3/3-5/24	6/7/2016	2,385.00
401746	CENTURY LINK	MONTHLY SERV-6/16	6/28/2016	2,362.86
401693	THIRD PARTY INTEGRITY INC	MA BILLING 5/16	6/21/2016	2,356.39
401430	MCCARTNEY, SHARON	PF-SPANISH CLASS 5/16	6/14/2016	2,275.00
401343	SCHOOL OUTFITTERS	OW-THIRD GRADE RUGS	6/7/2016	2,195.47
401399	APPLE INC	iPad Pro for technology	6/14/2016	2,156.95
401678	SLATER, CURTIS	PC-PBIS CONSULTING	6/21/2016	2,150.00
702794	PEDIATRIC HOME SERVICE	MA Nurse contract 2015-16	6/3/2016	2,100.00
401502	BROTHERS FIRE PROTECTION CO.	NEW ELEM 21-A FIRE SUPPRESSION	6/21/2016	2,086.20
401890	WINN, LORI	CED-PROF SERV-ETIQUETTE CAMP	6/28/2016	2,040.00
401232	ACCUCUT LLC	Die Cutter Starter Kit for Meadow Ridge	6/7/2016	2,034.00
401414	DAY, DONALD	INDIAN EDUCATION CONSULTANT 5/16	6/14/2016	2,000.00
401703	US BANK	CERT OF PART, SERIES 2013A	6/21/2016	2,000.00
401752	COMPUTER EXPLORERS	CED-MINECRAFT-IND REVOLUTION	6/28/2016	2,000.00
401552	GLEWWE DOORS, INC.	NEW ELEM 08-A DOORS, FRAMES & HARDWARE	6/21/2016	1,984.55
401640	PARK SPORTSMAN'S CLUB	TARGETS-8 WK SESSION	6/21/2016	1,974.00
401974	ST JOHN'S LUTHERAN SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,966.00
401472	A-1 OUTDOOR POWER, INC	MR-SUPPLIES	6/21/2016	1,939.75
401719	WRIGHT-HENNEPIN COOPERATIVE ELECTRIC ASSN	MR-ELECTRIC	6/21/2016	1,901.00
401760	DVM PIZZA, INC	PIZZA	6/28/2016	1,890.00
401562	H & B SPECIALIZED PRODUCTS	GL-REPAIR BASKETBALL BASKET	6/21/2016	1,840.50
401392	STATE TOURNAMENT BANQUET	ATH-B LAX BANQUET 6/13/16	6/10/2016	1,764.00
401976	ST. THERESE SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,743.68
401421	INNOVATIVE OFFICE SOLUTIONS	WMS TECH LAB CHAIRS	6/14/2016	1,717.40
401779	GRESETH, JENNIFER	DONATION FROM COMM ED-DI GLOBALS&FUNDRAISING	6/28/2016	1,698.00
401726	SCHOOL SERVICE EMPLOYEES	Payroll accrual	6/22/2016	1,685.40
401332	R & R METALWORKS	TRUCK #13-FUEL TANK	6/7/2016	1,670.00
401299	JUST FOR KIX-DANCE ETC.	DANCE CAMP 6/23,30 & 7/14	6/7/2016	1,665.00
401397	AMERICAN C.P.R. & FIRST AID, INC	CED HB-CPR/FA CLASS 6/4/16	6/14/2016	1,650.00
401855	RAV TECHNOLOGIES, INC	HS-PROJECTOR-BAND	6/28/2016	1,645.00
401694	THIS IS LANGUAGE LTD	SPANISH-STUDENT ACCESS	6/21/2016	1,620.00
401720	XCEL ENERGY	16TH AVE-ENERGY 4/30-5/31	6/21/2016	1,619.54
401356	STEPS TO LITERACY	DOT READING GRANT - 1ST GR	6/7/2016	1,612.82
401934	FRENCH ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,609.61
401777	GRAINGER INC., W. W.	HVAC STOCK#9	6/28/2016	1,606.86
401497	BLUE TARP FINANCIAL INC	GL-SUPPLIES	6/21/2016	1,588.46
401551	GILLETTE CHILDREN'S SPECIALTY HEALTHCARE	WMS-FUNDRAISER (DONATION)	6/21/2016	1,577.00
401745	CENTRAL WOOD PRODUCTS	MDE#41006 OW-WOOD FIBER	6/28/2016	1,572.50
401751	COLLEGE TOWN PIZZA INC #1937	PIZZA	6/28/2016	1,567.50
401245	BAINEY GROUP INC	WELS RECEPTION-DRYWALL CEILING	6/7/2016	1,512.00
401795	JENSEN, SCOTT	BASS REPAIR	6/28/2016	1,505.30
401878	TURNER, MURRAY	stipend for fy16 mentor program	6/28/2016	1,500.00
401859	ROYAL FIREWORKS PUBLISHING CO	Building Language: Student Book	6/28/2016	1,457.50
401436	NAPA AUTO PARTS OF CORCORAN	CSF-LOWER SHOP SUPPLIES	6/14/2016	1,435.97
401557	GRAZZINI BROTHERS & CO	HS ADD -- 09-F TERRAZZO	6/21/2016	1,425.00
151601932	HENRY, ANGELA	REIMBURSE	6/15/2016	1,413.68
401916	CHILDREN'S WORKSHOP MONTESSORI	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,412.50
401941	HOLY FAMILY ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,409.80
401772	GERBER, STEVEN	ATH-SITE MGR-TRACK	6/28/2016	1,391.84
702858	MP NEXLEVEL LLC	LOCATES 5/16	6/27/2016	1,389.08
702830	STAPLES BUSINESS ADVANTAGE	ATH-SUPPLIES	6/17/2016	1,387.88

401918	CITY OF LAKES - WALDORF SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,386.57
151601838	CAMPBELL, CLAIRE	REIMBURSE	6/8/2016	1,377.28
401643	PFEFFERLE KANE LLP	PROF SERV 5/16	6/21/2016	1,375.00
401971	SPEECH & LANGUAGE CONNECTIONS LLC	SPL	6/30/2016	1,350.00
401567	HERMAN APPRAISAL SERVICES INC	PROF SERV 7/15-10/15	6/21/2016	1,346.60
401852	PUBLIC STORAGE	STORAGE 7/16	6/28/2016	1,345.00
401799	KD & COMPANY RECYCLING INC	PC-PLAYGRD SAND & SOIL	6/28/2016	1,341.64
401736	FREDERICK BETHKE VIOLINS LLC	REPAIRS	6/28/2016	1,328.82
401724	PERFORMANT RECOVERY INC	Payroll accrual	6/22/2016	1,313.62
401972	SPHERO INC	Tech Class Sphero pack and EDU Nubby pack	6/30/2016	1,309.87
401252	BOEHLAND, SUE	WAYZATA PERKINS MENTOR	6/7/2016	1,300.00
401849	PRIMEX WIRELESS INC	GL & PC-CLOCKS	6/28/2016	1,263.92
401577	INTEGRATE LLC	Public Utilities Inspection	6/21/2016	1,256.46
401352	STAGES THEATRE CO	GWHB-FIELD TRIP 6/29/16	6/7/2016	1,250.00
401607	LOW VOLTAGE CONTRACTORS	SH-REPAIR FIRE SYSTEM	6/21/2016	1,213.00
401391	MSHSBCA MN ST HS BASEBALL COACHES ASSN	ATH-BASEBALL BANQUET 6/15/16	6/10/2016	1,210.00
401447	RUPP, ANDERSON, SQUIRED & WALDSPURGER PA	PROF SERV 3/16	6/14/2016	1,201.40
401550	GEARITY, ANNE	PROF SERV 3/18 & 5/6	6/21/2016	1,200.00
401844	CITY OF PLYMOUTH - FINANCE DEPT	40 BUS TICKETS	6/28/2016	1,200.00
401424	JUST FOR KIX-DANCE ETC.	Camp Rooms	6/14/2016	1,184.00
702857	MEI - MINNESOTA ELEVATOR INC	JUNE ELEVATOR SERVICE	6/27/2016	1,177.69
401478	AIR PURIFICATION & ENERGY CONSERVATION	OW-FILTERS	6/21/2016	1,157.44
401400	AUTOMATED LOGIC CORP	DIST-GROUP PRIVILEGES	6/14/2016	1,143.40
401471	2ND WIND EXERCISE INC	CMS-REPAIR PE EQUIPMENT	6/21/2016	1,127.15
401817	LINDGREN DESIGN, IRENE	JUNE SERVICES	6/28/2016	1,125.00
401306	LOWE, ROBERT	WAYZATA PERKINS MENTOR	6/7/2016	1,100.00
401485	ARNDT, JAMES	PERKINS-MENTOR 9/1/15-5/15/16	6/21/2016	1,100.00
401334	REGENTS OF THE UNIV OF MN	ATH-RENT FACILITY 3/16	6/7/2016	1,059.80
401330	PROFESSIONAL INTERPRETING	EC SCREENING 5/19	6/7/2016	1,059.30
151602070	PRONDZINSKI, JEFF	REIMBURSE	6/29/2016	1,024.78
401915	CHESTERTON ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,018.67
151602051	CHRISTOPHERSON, ALLAN	REIMBURSE	6/29/2016	1,017.30
401775	GOPHER STATE ONE-CALL	LOCATES 5/16	6/28/2016	1,013.85
401901	AGAPE CHRISTI ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	1,003.15
401463	WAYZATA RESULTS, INC	Track Timing	6/14/2016	1,000.00
401501	BRILLIANT MINDFULNESS LLC	SP ED-LCTS TERM 4	6/21/2016	1,000.00
401331	R & J LASERWORKS, LLC	ATH-AWARD PLAQUES	6/7/2016	984.00
401337	REGION 6AA	ATH-BASEBALL 5/26/16	6/7/2016	984.00
401790	HILL CO, ROBERT B.	PC-SALT	6/28/2016	981.93
401484	ARC (AMERICAN REPROGRAPHICS CO)	BV-BOILER/BATHROOM	6/21/2016	962.66
151601809	CHRISTOPHERSON, ALLAN	REIMBURSE	6/1/2016	962.18
401695	TIGER ATHLETICS INC	ATH-LEASE LEVY-FITNESS CLASSES 5/17 & 5/19	6/21/2016	960.00
401575	INNOVATIVE OFFICE SOLUTIONS	OW ART CHAIRS	6/21/2016	950.80
401573	HOLLYDALE GOLF COURSE	ATH-IM GOLF 5/16	6/21/2016	936.00
401815	LIFE INSURANCE CO OF NORTH AMERICA	DAVID HORN	6/28/2016	908.17
401305	LOFFLER COMPANIES, INC.	HS-STAPLES (COPY RM)	6/7/2016	904.00
401827	MN HISTORICAL SOCIETY	SH-KNGN FIELD TRIP 5/31/16	6/28/2016	894.00
151601820	KIMBLER, RODNEY	REIMBURSE	6/1/2016	892.37
401750	COLLEGE TOWN PIZZA INC #1966	PIZZA	6/28/2016	882.00
151602065	MCNEAL, JOSEPH	REIMBURSE	6/29/2016	876.86
401975	ST. RAPHAEL CATHOLIC SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	869.49
401327	PIONEER MANUFACTURING CO	BASEBALL CHALK	6/7/2016	847.50
401900	ACADEMY OF WHOLE LEARNING	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	840.39
401786	HAWKINS, JEFFREY	EVENT WORKER (15)	6/28/2016	836.31
702803	COMMAND CENTER INC	CUSTODIAL SUBS	6/10/2016	834.40
401610	MARSH, STEVE	REIMBURSE-BASEBALL SR NIGHT SUPPLIES	6/21/2016	832.44
401456	TUTTLE'S EAST BOWL PLAY	2nd grade	6/14/2016	825.00
401336	REGION 5AA	ATH-G LACROSSE 6/1/16	6/7/2016	818.00
401231	A-1 OUTDOOR POWER, INC	HS-WEED WHIP, GL-MOWER PARTS	6/7/2016	811.48
151601979	WEHRMANN, KARI	REIMBURSE	6/15/2016	805.33
401939	HOLY FAMILY CATHOLIC HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	800.48
401705	WAYZATA HIGH SCHOOL SENIOR CLASS PARTY	MAY VOLUNTEER HRS	6/21/2016	800.00
401797	JIMMY'S JOHNNYS INC	HS-BIFFS	6/28/2016	780.00
401771	GALE, ADAM	ARTIST IN RESIDENCE	6/28/2016	766.98
151601842	DVORAK, MARGARET	REIMBURSE	6/8/2016	763.69
401635	OFFICE OF ENTERPRISE TECHNOLOGY	VOICE SERV THRU 4/31/16	6/21/2016	750.31

401364	US ENERGY SERVICES, INC	MGMT FEE-6/16	6/7/2016	743.00
401740	BROWN'S ICE CREAM CO	GROCERIES	6/28/2016	737.56
401333	REALLY GOOD STUFF	OW-BOOKMARKS	6/7/2016	722.21
702791	COMMAND CENTER INC	CUSTODIAL SUBS	6/3/2016	715.20
702821	TRUSTED EMPLOYEES	HR-BACKGROUND CHECKS	6/10/2016	702.00
401443	PROFESSIONAL INTERPRETING	Interp 5/26 WELS	6/14/2016	701.20
401848	PLYMOUTH GUN CLUB	TARGETS-(8 WEEK SESSION)	6/28/2016	700.00
702824	GENERAL SPORTS CORPORATION	BASESBALL T-SHIRTS-ATH	6/17/2016	700.00
151602012	HINTSALA, JULIE	REIMBURSE	6/22/2016	695.42
401857	ROD, SHEILA	REIMBURSE1-SOFTBALL SR NIGHT SUPPLIES	6/28/2016	688.60
401749	CHAMPIONSHIP PRODUCTS UNLIMITED LLC	WRESTLING APPAREL	6/28/2016	687.50
401270	EXCEL IMAGES	ART CLUB T-SHIRTS-SH	6/7/2016	675.42
401411	COMO PLANETARIUM	PC-3RD GR FIELD TRIP 6/2/16	6/14/2016	675.00
401843	PLAYWORKS	OWHB-FIELD TRIP 6/29/16	6/28/2016	675.00
401250	BLICK ART MATERIALS	Paper Roll Rack for Meadow Ridge	6/7/2016	664.00
401273	FERGUSON ENTERPRISES, INC #1657	CMS-VALVE LEAK SUPPLIES	6/7/2016	663.08
401491	BAYFIELD FRUIT CO	OW-GROCERIES	6/21/2016	662.15
401962	PROFESSIONAL INTERPRETING	BLANKET PO INTERPRETING - ECSE	6/30/2016	637.20
401316	MN HISTORICAL SOCIETY	SH-5TH GR FIELD TRIP 5/27	6/7/2016	618.00
151601878	MCGUNNIGLE, CYNTHIA	REIMBURSE	6/8/2016	615.20
401789	HIGH NORTH INC	OFFICIAL 4/20,4/26,5/6,5/11 & 5/19	6/28/2016	610.00
401264	COTTRELL, HARRY	WAYZATA PERKINS MENTOR	6/7/2016	600.00
401767	ERDAHL, JASON	CED-COMM ED DONATION & REIMBURSE	6/28/2016	600.00
401637	ON SITE SANITATION	ATH-SANIT UNITS 5/21-6/17	6/21/2016	599.00
401239	AMERICAN FLAGPOLE & FLAG CO	DIST-FLAGS	6/7/2016	598.80
151601816	HONMYHR, ALYSSA	REIMBURSE	6/1/2016	595.46
401566	HENNEPIN CTY TREASURER	ATH-G GOLF PRACTICE	6/21/2016	585.00
401958	MINNETONKA CHRISTIAN ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	584.88
401861	SALLIOTTE SEELY, DIANE	MACHINE SERVICE AND SUPPLIES	6/28/2016	584.76
151601997	DUWENHOEGGER, DAWN	REIMBURSE	6/22/2016	579.92
401960	OUR LADY OF GRACE SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	579.62
401809	KENDALL/HUNT PUBLISHING CO.	Level 4-5 At the Mall With Algebra	6/28/2016	578.61
401293	HORIZON COMMERCIAL POOL SUPPLY	WMS-POOL SUPPLIES	6/7/2016	577.00
401294	IDENTITY PRINTING INC	PIP GRANT-PROM POSTERS	6/7/2016	575.20
401945	INTL SCHOOL OF MN	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	573.67
401427	LARSON CO, J. H.	GL-LAMPS	6/14/2016	566.94
401230	2ND WIND EXERCISE INC	EMS-REPAIR EXERCISE EQUIPMENT	6/7/2016	564.11
401525	DAMA COMPANY	MR-FIRE DEPT LOCK BOXES	6/21/2016	564.00
151601991	BRAUN, CATHY	REIMBURSE	6/22/2016	560.09
401263	COMO PLANETARIUM	SH-3RD GR FIELD TRIP 6/1	6/7/2016	560.00
401923	DELASALLE HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	559.75
401980	TOTINO GRACE HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	554.72
401812	LARSON CO, GUSTAVE A.	CMS RTUs	6/28/2016	553.82
401907	BIRCHBARK BOOKS & NATIVE ARTS	Super Indian Volume	6/30/2016	544.10
401498	BRAUN INTEREC CORP	CMS RENO-SP INSPEC & TESTING	6/21/2016	543.00
401762	EBERT, KRISANN	OFFICIAL-SYNC SWIM (8)	6/28/2016	542.00
401612	MCNALLY SMITH COLLEGE INC	WINTER JAZZ BLAST 1/23/16	6/21/2016	540.00
151601985	AUSTIN, BRIGID	REIMBURSE	6/22/2016	539.17
401902	AL-AMAL SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	534.90
401291	HIGHWAY 55 RENTAL & SALES INC	PC-RENT BOBCAT	6/7/2016	529.77
401429	MAXWELL MEDALS & AWARDS	reibbons	6/14/2016	529.00
401869	SUGAR MAMAS ICE CREAM TRUCK	CED-6/8 ICE CREAM SOCIAL	6/28/2016	528.50
151602019	LACKNER, STACEY	REIMBURSE	6/22/2016	522.19
401769	FLINN SCIENTIFIC, INC.	CMS - 8TH SCIENCE	6/28/2016	519.97
401645	PHEASANT ACRES GOLF CLUB	ATH-G GOLF PRACTICE 6/6	6/21/2016	509.38
401530	EBC (EDUCATORS BENEFIT CONSULTANTS)	HR-6/16 FEE	6/21/2016	505.20
401721	XEROX FINANCIAL SERVICES	ECSE RM D116 & WELCOME CENTER COPIER	6/21/2016	503.49
702848	HILLYARD INC MINNEAPOLIS	DISH DETERGENT AND RINSE- WHS	6/27/2016	500.97
401506	CASHMAN, BRIAN	PERKINS-MENTOR 9/1/15-5/15/16	6/21/2016	500.00
401862	SANFORD, PATRICIA	PERKINS MENTOR 9/1/15-5/15/16	6/28/2016	500.00
401872	THIMMASANI, GANGI	DONATION FROM CED FOR DI GLOBALS	6/28/2016	500.00
401788	HI-TECH REFRIGERATION	OW SUM FREEZER RPR	6/28/2016	486.41
151601972	SCHUMACHER, MICHAEL	REIMBURSE	6/15/2016	481.36
401833	NORTHEY, MICHELE	OFFICIAL 7 MEETS	6/28/2016	474.25
401873	THREE RIVERS PARK DISTRICT	ATH-G GOLF GREEN FEES 5/11 & 5/21	6/28/2016	464.00
151602049	CARLSON, ANDREA	REIMBURSE	6/29/2016	464.00

401961	PRINT MEDIA	SUMMER SCHOOL-T-SHIRTS	6/30/2016	462.49
151602028	MINNICK, GRETCHEN	REIMBURSE	6/22/2016	460.59
401841	PLAN FOR LEARNING & LIVING	PROF DEV @ REDEEMER 6/8/16	6/28/2016	460.00
401457	UNIVERSAL ATHLETIC SERVICE INC	B Track Uni	6/14/2016	458.06
151601980	WINDSOR, CYNTHIA	REIMBURSE	6/15/2016	457.76
401517	CONTEMPORARY IMAGES	WMS-POSTER PRINTING	6/21/2016	454.20
702838	HILLYARD INC MINNEAPOLIS	DISH DETERGENT AND RINSE	6/27/2016	451.44
401942	HOPE ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	451.34
401251	BLUE VALLEY UNIFIED SCHOOL DIST #229	CAPS SUMMER HUDDLE	6/7/2016	450.00
401229	STATE TOURNAMENT BANQUET	ATH-B STATE TENNIS BANQUET 6/6/16	6/3/2016	448.00
151602003	GRAHAM, JANNA	REIMBURSE	6/22/2016	437.50
702856	MC GRAW HILL COMPANIES	Groundworks: Algebraic Thinking, Grade 5	6/27/2016	434.06
151601976	SOLHEID, CAROL	REIMBURSE	6/15/2016	431.48
401970	SOUTHWEST CHRISTIAN HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	431.39
401800	KELLER-MILLER, KATHLEEN	REIMBURSE-VIOLA LESSONS	6/28/2016	424.25
401442	PRINT MEDIA	G LAX Apparel	6/14/2016	422.41
401313	MN DEPARTMENT OF HEALTH	STATEWIDE HOSPITALITY FEE (12)	6/7/2016	420.00
151601806	CAMPBELL-KLETT, LAUREN	REIMBURSE	6/1/2016	419.92
151601839	COLANINO, LESLIE	REIMBURSE	6/8/2016	419.00
401347	SHAMROCK GROUP	ATH-REPAIR ICE MACHINE	6/7/2016	415.62
401578	IRON MOUNTAIN	DIST-DOC STORAGE 6/16	6/21/2016	408.97
401659	RAV TECHNOLOGIES, INC	KL-MOVE SMART BOARD	6/21/2016	404.60
401281	FUN ENGINEERZ LLC	CED-KL LET'S MAKE TOYS 5/12 & 5/19	6/7/2016	400.00
401341	RUSH CREEK GOLF CLUB	ATH-DRIVING RANGE FEE	6/7/2016	400.00
401377	ZIEGLER INC	PC-RENT TILER & RAKE	6/7/2016	400.00
401523	CULVERS	CMS-6TH GR PICNIC	6/21/2016	400.00
401656	R & J LASERWORKS, LLC	AWARD PLAQUES-HS	6/21/2016	398.48
401335	REGENTS OF THE UNIV OF MN	KLHB-RAPTOR PROGRAM 6/21/16	6/7/2016	395.00
401893	ZEIDLER, ROBERT	OFFICIAL	6/28/2016	393.06
401257	BULLIS INSURANCE AGENCY LLC	CICC-GEN LIAB 7/14-7/17 POL#ENP0089560	6/7/2016	392.00
151602039	SOLHEID, CAROL	REIMBURSE	6/22/2016	391.99
401325	PEPPER & SON INC., J. W.	HS-ORCH MUSIC	6/7/2016	387.54
401818	LOFFLER COMPANIES, INC.	HS-POC KIT	6/28/2016	387.00
401514	COMMERCIAL DOOR SYSTEMS, INC	PC-DOOR SWEEP	6/21/2016	383.33
151601995	CORNWELL, MICHELLE	REIMBURSE	6/22/2016	382.78
401467	PHEAA	Payroll accrual	6/15/2016	380.20
401479	AMERICAN CARTON & POLYBAG INC	SH-MOVING BOXES	6/21/2016	379.50
401731	ALLINA HEALTH	OCC HLTH HIST & PHYSICAL	6/28/2016	377.00
401240	AMERICAN CARTON & POLYBAG INC	SH-MOVING BOXES	6/7/2016	375.00
401410	COLLEGE BOARD	ACCUPLACER TESTSS	6/14/2016	375.00
401732	AMERICAN CARTON & POLYBAG INC	MOVING BOXES	6/28/2016	375.00
151601993	CARLSON, ANDREA	REIMBURSE	6/22/2016	374.67
151601817	JACKLITCH, MICHELLE	REIMBURSE	6/1/2016	372.44
702839	HILLYARD INC MINNEAPOLIS	DISH DETERGENT	6/27/2016	370.48
401954	ME & RIZ LLC	PIP GRANT-DESIGN WORK	6/30/2016	368.00
401944	IDENTITY PRINTING INC	SP ED-PIP POSTERS	6/30/2016	365.00
401624	MURRAY, SARA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	362.00
401835	PARALLEL TECHNOLOGIES INC	WMS MEDIA-DATA JACK	6/28/2016	359.53
401355	STEP SAVER INC	HS-SALT	6/7/2016	356.19
151601959	PASHINA, KEN	REIMBURSE	6/15/2016	351.12
401340	ROTHMAN, SHARI	GUEST PERFORMER 5/14 & 5/26	6/7/2016	350.00
401451	SLEEPER, LYNDA	GL-ACCOMPANIST-ZOO,4TH GR CONCERT	6/14/2016	350.00
401733	ARTRAGEOUS ADVENTURES LLC	BVHB-ART WKSP 6/20	6/28/2016	350.00
401770	G & B ENVIRONMENTAL INC	PC-RTU-HAIL GUARDS	6/28/2016	350.00
401362	TRUE FRIENDS	FIELD TRIP 5/18/16	6/7/2016	348.00
151602045	WYFFELS, REBECCA	REIMBURSE	6/22/2016	341.80
401600	LARSON CO, GUSTAVE A.	CMS-RTU-REFRIG	6/21/2016	341.04
401408	CLIFTONLARSONALLEN LLP	PROF SERV	6/14/2016	340.00
401922	DEEPHAVEN ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	337.18
401702	USA INFLATABLES	SPRING FLING INFLATABLES AND SPIN ART 5/2	6/21/2016	334.00
151602014	HOWE, MICHELLE	REIMBURSE	6/22/2016	330.32
401339	ROOT-O-MATIC	16TH AVE-CLEAN SEWER LINE	6/7/2016	330.00
401496	BIG BELL ICE CREAM CO	PC-KNGN FIELD TRIP 6/9/16	6/21/2016	323.68
401288	GRAINGER INC., W. W.	GL-SUPPLIES	6/7/2016	322.50
401572	HITESMAN & WOLD P.A.	PROF SERV 4/16	6/21/2016	320.00
401234	AIR PURIFICATION & ENERGY CONSERVATION	WMS-FILTERS	6/7/2016	317.73

401840	PHASOR ELECTRIC CO	CMS-REPAIR SMOKE DETECTOR	6/28/2016	315.00
401466	PERFORMANT RECOVERY INC	Payroll accrual	6/15/2016	314.27
401284	GDS LLC (GARY'S DIESEL SERVICE)	CSF-REPAIR TRUCK#16 DC	6/7/2016	314.06
151601915	BOWMAN, DEBORAH	REIMBURSE	6/15/2016	311.77
401739	BREADSMITH	BREAD	6/28/2016	310.00
401701	UNIVERSITY OF MN	ATH-POOL RENTAL 5/25/16	6/21/2016	309.75
401368	WAYZATA RESULTS, INC	ATH-B TRACK TIMING-CANCELLED	6/7/2016	300.00
401595	KUDAK-FIELD, ZOFI	EXTENDED TEAM CHOREOGRAPHY	6/21/2016	300.00
702837	GOPHER SPORT	EMS-PE EQUIPMENT	6/27/2016	299.88
401280	FORKLIFTS OF MN INC	MR-PALLET JACK	6/7/2016	299.00
151601977	VOLLENDORF, AMY	REIMBURSE	6/15/2016	297.91
401953	MAYER LUTHERAN HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	293.28
401868	SODERBERG, JAY	CED-APRIL & MAY CLASSES	6/28/2016	292.50
401537	EPPERS, JULIE	OW-REIMBURSEMENT 3RD GRADE PICNIC ITEMS	6/21/2016	289.68
401973	ST. PAUL ACADEMY & SUMMIT SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	287.88
151601948	LUDVIGSON, MARK	REIMBURSE	6/15/2016	287.24
151601835	BEHERNS, CINDY	REIMBURSE	6/8/2016	285.63
151601865	JOINER, KIMBERLY	REIMBURSE	6/8/2016	285.00
401940	HOLY TRINITY LUTHERAN SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	284.80
401616	MIDWEST BLINDS	CULINARY WINDOW BLINDS	6/21/2016	284.00
401967	SHATTUCK-ST MARY'S SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	280.37
401947	LAKE COUNTRY SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	278.02
401606	LOFFLER COMPANIES, INC	WHS GUIDANCE COPIER BLANKET	6/21/2016	278.00
401905	BETHANY ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	277.93
151602076	THOMPSON, JANET	REIMBURSE	6/29/2016	277.05
401911	CALVIN CHRISTIAN HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	276.13
401756	DEMPSEY, JOHN	CED-BIKE REPAIR CLASS 6/15-17	6/28/2016	275.00
401853	R & J LASERWORKS, LLC	END OF SEASON AWARDS	6/28/2016	271.00
401425	KNUDSEN, PATRICIA	CED-PROF SERV-SPRING SESSION YOGA	6/14/2016	270.00
401601	LEUNG, E	PROF SERV 5/16	6/21/2016	270.00
401977	ST. THOMAS ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	269.50
401920	CRISTO REY JESUIT HIGH SCHOOL	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	269.09
151602071	SHEPARD, TYLER	REIMBURSE	6/29/2016	268.44
401725	PHEAA	Payroll accrual	6/22/2016	265.35
401919	CONVENT & ACADEMY OF THE VISITATION	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	264.79
401434	MN POLLUTION CONTROL AGENCY	MDE#41013 HAZ WASTE FEE	6/14/2016	261.58
401433	MINT ROOFING INC	PC-REPAIR ROOF	6/14/2016	258.70
401403	BEST & FLANAGAN LLP	PROF SERV 4/16	6/14/2016	258.20
702832	ANCHOR PAPER COMPANY	PROGRAM PAPER-HS	6/27/2016	257.30
401297	JIM THE PIANO GUY	BV-ACCOMPANIST 6/2/16	6/7/2016	257.00
401423	INTERNATIONAL LANGUAGE SERVICES INC	TRANSLATE-CONFUCIUS LETTERS	6/14/2016	256.00
151602004	HAAS, DEBORAH	REIMBURSE	6/22/2016	255.98
401611	MATESKI, SARAH	REIMBURSE-WMS-COSTUMES	6/21/2016	255.94
151601877	MATTIOLI, VALERIE	REIMBURSE	6/8/2016	253.80
401822	MARS CO, W. P. & R.S.	MDE#41003 PPE CONST SUPPLIES	6/28/2016	253.40
401979	TORAH ACADEMY	REIMBURSE-NON-PUBLIC TRANSPORT	6/30/2016	252.59
401774	GOODIN CO	WMS-GE ELEC MOTOR	6/28/2016	252.00
401271	FEED MY STARVING CHILDREN	KL-DONATION	6/7/2016	250.00
401412	COMPREHENSIVE REPAIR	HS-REPAIR SAW STOP TABLE	6/14/2016	250.00
401465	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	6/15/2016	250.00
401526	DETTMANN, DAVID	PERKINS-PROF SERV 6/14/16	6/21/2016	250.00
401529	DUNNOM, JANET	PERKINS-PROF SERV 6/14/16	6/21/2016	250.00
401620	MORTENSON, KIMBERLY	PERKINS-PROF SERV 6/14/16	6/21/2016	250.00
401629	NELSON, RONALD	PERKINS-PROF SERV 6/14/16	6/21/2016	250.00
401630	NEW HOPE BOWL	PC-KNGN FIELD TRIP 6/16	6/21/2016	250.00
401685	SULLIVAN, STEPHEN	PERKINS-PROF SERV 6/14/16	6/21/2016	250.00
401690	TALVITIE, LAURA	PERKINS-PROF SERV 6/14/16	6/21/2016	250.00
401718	WORLD VISION INC	KL-DONATION	6/21/2016	250.00
401895	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	6/30/2016	250.00
151601942	LAHTI, JILL	REIMBURSE	6/15/2016	249.99
151601871	LAHR, MELISSA	REIMBURSE	6/8/2016	249.51
401563	HAMEL BUILDING CTR	MR-SUPPLIES	6/21/2016	247.19
151601967	RIDLEY, SARA	REIMBURSE	6/15/2016	244.89
401710	WESTSIDE WHOLESALE TIRE, INC	CSF-REPAIR TIRES	6/21/2016	243.27
151601965	RASMUSSEN, KYLE	REIMBURSE	6/15/2016	242.84
401342	SCHERSCHLIGT, MARGIE	BIO PICTURES-HS	6/7/2016	241.37

401432	MERZ, LAURIE	BASSOON LESSONS-HS	6/14/2016	240.00
151601819	KEFFELER, KAREN	REIMBURSE	6/1/2016	239.76
401317	MN SAFETY COUNCIL	CED-PROF SERV 5/12/16	6/7/2016	238.00
151602050	CARLSON, DAVID	REIMBURSE	6/29/2016	237.87
401286	GRAINGER INC., W. W.	ATH-TRACK CONES	6/7/2016	237.36
151601953	NARVESON, CAROLYN	REIMBURSE	6/15/2016	235.03
401829	MPLS GLASS CO	KL-DOOR #5	6/28/2016	234.15
151601860	HOOVER, JUDITH	REIMBURSE	6/8/2016	233.98
151601978	WANOUS, CARRIE	REIMBURSE	6/15/2016	233.35
151601881	MOSIER, MANDY	REIMBURSE	6/8/2016	232.99
401709	WEST MUSIC CO	GW-SONGBOOKS & SUPPLIES MUSIC	6/21/2016	231.66
401244	ASSN FOR SUPERVISION & CURR. DEV.(ASCD)	EMS-MEMBERSHIP #1300132 PP	6/7/2016	231.20
151601906	ANDERSEN-SHORANCE, CAROL	REIMBURSE	6/15/2016	230.50
401437	NOKOMIS SHOE SHOP INC	MDE#41003 PPE BOOTS	6/14/2016	230.00
151602046	BODIN, NATALIE	REIMBURSE	6/29/2016	228.56
401596	LAKE CONFERENCE	ATH-FAIR SHARE EXPENSE-TRACK RELAYS	6/21/2016	225.98
401431	MENARDS	MDE#41013 HAZ WASTE STORAGE SHELVES	6/14/2016	224.96
401554	GRAINGER INC., W. W.	CSF-SUPPLIES	6/21/2016	222.16
151602015	ICOPINI, NANCY	REIMBURSE	6/22/2016	221.45
151602066	MUNSTERTEIGER, JILL	REIMBURSE	6/29/2016	220.59
151602077	TREWICK, MICHAEL	REIMBURSE	6/29/2016	220.27
401981	VEBEROD GEM GALLERY	HS-SUPPLIES	6/30/2016	220.00
401896	PERFORMANT RECOVERY INC	Payroll accrual	6/30/2016	208.95
401265	CUSTOMINK LLC	PRE-PAY-T-SHIRTS-HS	6/7/2016	206.33
401357	STIEHL, AMY	OFFICIAL	6/7/2016	205.52
401897	PHEAA	Payroll accrual	6/30/2016	203.64
401242	ANIMALS OF WALTON'S HOLLOW	BVHB-BOOKING FEE 7/18/16	6/7/2016	200.00
401449	SEVERSON, LAUREL	class 2/25/16	6/14/2016	200.00
401860	RUDYS, AUDRA	CED-REIMBURSE-DEST IMAG (2 TEAMS)	6/28/2016	200.00
401943	HOY, JUDITH	CASE CONSULT 5/17/16	6/30/2016	200.00
151601833	ANDERSON, SUSAN	REIMBURSE	6/8/2016	200.00
401238	ALLINA HEALTH	DRIVER PHYSICAL-4/19 MS & 4/25 EC	6/7/2016	197.00
401455	TRANS-MISSISSIPPI BIOLOGICAL	BLANKET-LIVING MATERIALS-SCIENCE CTR	6/14/2016	196.65
151601962	PRODY, GLENDA	REIMBURSE	6/15/2016	196.18
151601843	ELLINGSON, JOEL	REIMBURSE	6/8/2016	195.65
401314	MN OCCUPATIONAL HEALTH	TRAINING CLASS 4/14/16 MA,AD & SS	6/7/2016	195.00
401435	MN SCHOOL NUTRITION ASSOCIATION	REGISTER-CONF 7/31-8/3 KH	6/14/2016	195.00
401444	PUMP & METER SERVICE, INC	MDE#41012 KL-UST INSPECTION/REPAIR	6/14/2016	195.00
401445	RAMETTE, JAMES	CED-PROF SERV 4/28	6/14/2016	195.00
401783	HAL LEONARD CORPORATION	WESTGARD MUSIC EXPRESS SUBSCRIPTION	6/28/2016	195.00
401267	DEMCO, INC.	WMS-Media center book supplies	6/7/2016	194.42
151601810	DOYLE, MICHAEL	REIMBURSE	6/1/2016	191.27
151601955	OLSON, AMY	REIMBURSE	6/15/2016	190.61
151602026	MCGUNNIGLE, CYNTHIA	REIMBURSE	6/22/2016	190.38
151602018	KVITTUM, DOROTHY	REIMBURSE	6/22/2016	188.70
151602022	LEJONVARN, MIRIAM	REIMBURSE	6/22/2016	183.23
401653	PREMIUM WATERS, INC	CSF-WATER 5/16	6/21/2016	182.87
401590	KOVACH, JAMES	REIMBURSE-WRESTLING PICS & FRAMES	6/21/2016	182.27
401413	CPD CENTRAL POWER DISTRIBUTORS	CSF-SHOP SUPPLIES	6/14/2016	181.04
401723	ZENG, DOUG	REIMBURSE-SKILLS USA EXPENSE	6/21/2016	178.26
401738	BRAKEL, RACHEL	REIMBURSE-TEXTBOOKS (HOME SCHOOL)	6/28/2016	176.34
401836	PEPPER & SON INC., J. W.	HS-INTREPID, SKETCHES	6/28/2016	175.88
151601899	WINZENBURG, DOUGLAS	REIMBURSE	6/8/2016	175.50
151602017	KOZLOVSKI, KIM	REIMBURSE	6/22/2016	175.00
401582	JOHNSTONE SUPPLY	GL-RTU MOTOR	6/21/2016	174.68
151601964	RANDALL, LIZABETH	REIMBURSE	6/15/2016	174.49
401511	CITI-CARGO & STORAGE	DOMESTIC STORAGE	6/21/2016	174.00
702804	ECM PUBLISHERS, INC	AD-BRD MINUTES 4/11	6/10/2016	172.50
151601895	VAN KREVELEN, HEATHER	REIMBURSE	6/8/2016	172.00
401490	BATRA, JUDY	REIMBURSE-B HOCKEY BANQUET SUPPLIES	6/21/2016	167.34
151602056	HENSEL, SIGNE	REIMBURSE	6/29/2016	165.48
401753	CUB FOODS	GROCERIES-CUST #27	6/28/2016	163.98
151601952	MUELLER, LINDSEY	REIMBURSE	6/15/2016	163.83
151601830	WEST, DEBORAH	REIMBURSE	6/1/2016	163.73
401388	JIMMY'S PIZZA	CUL EXP-PIZZA 6/10/16	6/8/2016	162.80
151601875	LYNCH, KARI	REIMBURSE	6/8/2016	160.49

401565	HAUGEN, DAN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	158.85
151601828	STANLEY, KALYN	REIMBURSE	6/1/2016	158.34
401450	SHRED-N-GO	BV-15-16 SHRED-N-GO 5/11 & 5/25	6/14/2016	158.00
151601935	HIRSCHUBER, MARGARET	REIMBURSE	6/15/2016	156.71
151602075	THOEN, MARCIA	REIMBURSE	6/29/2016	155.28
401304	LITFIN, TIM	OFFICIAL	6/7/2016	152.00
401346	SELTZER, ARNOLD	OFFICIAL	6/7/2016	152.00
151602023	MARCOUILLER, RACHEL	REIMBURSE	6/22/2016	151.39
401254	BREW, GREG	REIMBURSE-SNOWMOBILE TUNE-UP	6/7/2016	151.33
401876	TROPICANA CHILLED DSD	BEVERAGES CUST#124737	6/28/2016	151.08
151602033	RICHARDSON, LAUREN	REIMBURSE	6/22/2016	150.95
151602079	WESTRUM, JAMES	REIMBURSE	6/29/2016	150.17
401309	MEDINA, CITY OF	B & G ROOM RENTAL DEPOSIT 8/17/16	6/7/2016	150.00
401480	ANDERSON, JILL	REIMBURSE-EMPTY BOWL SUPPLIES	6/21/2016	145.24
401322	OLMANSON, CINDY	REIMBURSE-SR NIGHT EXPENSES	6/7/2016	144.78
401370	WESTSIDE WHOLESALE TIRE, INC	CSF-REPAIR TORO 4000D TIRE	6/7/2016	144.53
151601861	HOWE, MICHELLE	REIMBURSE	6/8/2016	143.82
151601983	ZIMMERMANN, ANDREA	REIMBURSE	6/15/2016	142.56
401363	UNITED STATES CURLING ASSOC INC	OWHB-CURLING IN THE GYM	6/7/2016	142.11
151601848	FORRETTE, ABIGAIL	REIMBURSE	6/8/2016	141.95
151601909	ANDERSON, MARY	REIMBURSE	6/15/2016	141.70
401599	LANGUAGE LINE SERVICES	BLANKET PO 2015-16	6/21/2016	140.79
151601896	VLACH, MONICA	REIMBURSE	6/8/2016	140.18
401237	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING 5/31/16 EC	6/7/2016	140.00
401707	WEIMERSKIRCH, MICHAEL	OFFICIAL	6/21/2016	139.38
401924	ED TECH TEAM INC	V21 SH: (1) Breakout EDU Box Kit (wood)	6/30/2016	138.00
151601853	HAAS, DEBORAH	REIMBURSE	6/8/2016	137.00
151601931	HANSON, JUDY	REIMBURSE	6/15/2016	136.88
151601950	MILLER, JANET	REIMBURSE	6/15/2016	136.67
401321	OELFKE, MARK	OFFICIAL	6/7/2016	136.00
401764	ELECTRONIC CENTER	CONNECTIONS FOR TV	6/28/2016	135.87
151601960	PENNINGS, JILL	REIMBURSE	6/15/2016	135.64
151602068	NELSON, SHELLY	REIMBURSE	6/29/2016	134.24
151601850	GERBER, SALLY	REIMBURSE	6/8/2016	133.70
401348	SHIFFLER EQUIPMENT SALES, INC	MR-CUSTODIAL SUPPLIES	6/7/2016	133.16
151601879	MERZ, IRENE	REIMBURSE	6/8/2016	133.06
401842	PLANK ROAD PUBLISHING	MUSIC K-8 SUBSCRIPTION RENEWAL WESTGARD	6/28/2016	132.45
151601862	JOHNSON, BRENDA	REIMBURSE	6/8/2016	131.94
401568	HESS, STEPHANIE	REIMBURSE-B LAX SENIOR NIGHT	6/21/2016	131.28
702790	ALLEGRA PRINT & IMAGING	COMM-COMPASS	6/3/2016	130.00
401269	EDSTROM, FRED	OFFICIAL	6/7/2016	129.00
401285	GJERSVIG, MICHAEL	OFFICIAL	6/7/2016	129.00
401320	NELSON, RICK	OFFICIAL	6/7/2016	129.00
401324	PARPORT, JOSEPH	OFFICIAL	6/7/2016	129.00
401354	STARHA, BRUCE	OFFICIAL	6/7/2016	129.00
401369	WEERASINGHE, IAN	OFFICIAL	6/7/2016	129.00
401892	WORTH, SHARON	REFUND-CHESS SUMMER CAMP	6/28/2016	129.00
151601882	NEWMAN, TERRY	REIMBURSE	6/8/2016	128.25
151601925	GALE, CHRISTA	REIMBURSE	6/15/2016	126.74
401655	PROFESSIONAL INTERPRETING	INTERPRETING	6/21/2016	126.40
401246	BAKER NATIONAL GOLF COURSE	ATH-B JV GOLF 5/23/16	6/7/2016	126.00
401727	3RD LAIR SKATE PARK	CED-SKATE CAMP 6/13-17	6/28/2016	126.00
401910	BUDDE, PAUL	CED-PROF SERV 6/24/16	6/30/2016	125.00
401935	GILKEY, MARY	CED-PROF SERV 6/24/16	6/30/2016	125.00
401959	MYERS, ANDREW	CED-PROF SERV 6/24/16	6/30/2016	125.00
401969	SONGER, ERIC	CED-PROF SERV 6/24/16	6/30/2016	125.00
151601870	KOSIN, SUSAN	REIMBURSE	6/8/2016	124.69
151602074	SPAULDING, KALLIE	REIMBURSE	6/29/2016	123.37
401259	CENTURY LINK	MR-MONTHLY SERV 5/10-6/9	6/7/2016	122.79
702840	HILLYARD INC MINNEAPOLIS	SANITIZER CSF	6/27/2016	121.84
151602001	GENGLER, SCOTT	REIMBURSE	6/22/2016	121.55
151602063	LARSON, JOAN	REIMBURSE	6/29/2016	121.34
151601857	HERZOG, JORDAN	REIMBURSE	6/8/2016	121.30
151601836	BLUMER, WARD	REIMBURSE	6/8/2016	120.94
401921	CUB FOODS	GROCERIES-CUST#42	6/30/2016	120.05
401243	ASL INTERPRETING SERVICES	EC-INTERPRETER JOB#246718	6/7/2016	120.00

401781	HACKENMUELLER, JOANNE	ATH-MENDING-B HOCKEY	6/28/2016	120.00
401521	CULLIGAN - METRO	GLHB-WATER COOLER RENT	6/21/2016	119.85
151601970	ROGERS, JUDY	REIMBURSE	6/15/2016	119.39
151601919	DUBBS, ANGIE	REIMBURSE	6/15/2016	119.01
151602011	HILL, KATHRYN	REIMBURSE	6/22/2016	116.23
702831	ALLEGRA PRINT & IMAGING	AD-BUS CARDS ML	6/27/2016	116.04
151601990	BOVEE, NAOMI	REIMBURSE	6/22/2016	115.00
151602029	NIKSTAD, ERICA	REIMBURSE	6/22/2016	114.72
702792	JOSTENS, INC	HS-STUDENT GOWNS	6/3/2016	114.00
401832	NGUYEN, TRUNG	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	113.95
151601852	GRACK, JODI	REIMBURSE	6/8/2016	112.56
151601858	HINTSALA, JULIE	REIMBURSE	6/8/2016	112.00
401589	KOLPIN, JOSEPH	OFFICIAL	6/21/2016	111.97
151601963	PRONDZINSKI, JEFF	REIMBURSE	6/15/2016	111.78
151601992	BUDKE, MEGAN	REIMBURSE	6/22/2016	111.40
151601943	LAROCHE, COURTNEY	REIMBURSE	6/15/2016	110.38
401586	KEMP, DAVID	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	110.05
151601864	JOHNSON, JERI	REIMBURSE	6/8/2016	110.05
401899	TRUST POINT/FBO WAYZATA SCHOOLS	Payroll accrual	6/30/2016	110.00
151601849	FREDRICKSON, SAM	REIMBURSE	6/8/2016	109.43
401528	DOUGHERTY, MONICA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	108.75
151601941	KLEMMENSEN, SARAH	REIMBURSE	6/15/2016	108.43
151601927	GERBER, SALLY	REIMBURSE	6/15/2016	108.38
151601813	ETLING, BRIAN	REIMBURSE	6/1/2016	108.00
401875	TRI-K SERVICES	CSF-RANGER SERV PARTS	6/28/2016	107.97
401699	ULINE SHIPPING SUPPLY	BOXES 18X12X12	6/21/2016	107.61
401588	KOHORST, NICOLE	OW- REIMBURSEMENTS FOR 3RD GRADE PICNIC	6/21/2016	107.50
401296	ISD #281-ROBBINSDALE SCHOOLS	BILINGUAL SEALS	6/7/2016	106.80
151601917	BRUA, LISA	REIMBURSE	6/15/2016	104.98
702805	ECOLAB PEST ELIMINATION DIV	CSF-PEST CONTROL	6/10/2016	104.92
151601837	ALSTAD, KRISTEN	REIMBURSE	6/8/2016	104.17
151601869	KOPECKY, KATHLEEN	REIMBURSE	6/8/2016	103.62
151601907	ANDERSON, CHACE	REIMBURSE	6/15/2016	102.68
401519	CPD CENTRAL POWER DISTRIBUTORS	CSF-1997 KROMER PAINTER	6/21/2016	101.88
151601936	HOGAN, NICOLE	REIMBURSE	6/15/2016	101.79
702847	HILLYARD INC MINNEAPOLIS	DISH DETERGENT -GL	6/27/2016	100.97
151601812	EICHENLAUB, LINDSEY	REIMBURSE	6/1/2016	100.19
401830	MURPHY, MAUREEN	REIMBURSE-HEALTH SUPPLIES	6/28/2016	100.01
401310	MEDINA, CITY OF	ROOM RENTAL 8/17/16	6/7/2016	100.00
401376	YOGA MN IN PLYMOUTH LLC	HS-CLASS 3/28 LEASE LEVY	6/7/2016	100.00
401389	MN STATE GOLF COACHES ASSN	ATH-B GOLF BANQUET 6/13/16	6/8/2016	100.00
401743	BURIDI, SHEELA	CED-REIMBURSE-DEST IMAG	6/28/2016	100.00
401761	DVORAK, SHELLY	CED-REIMBURSE-DEST IMAG	6/28/2016	100.00
401780	GUPTA, SMRITI	CED-REIMBURSE-DEST IMAG	6/28/2016	100.00
401801	KELSEY, RÖDERICK	PROF SERVICE	6/28/2016	100.00
401825	MNAEYC-MNSACA	SHHB-MAAP ANNUAL REPORT	6/28/2016	100.00
401834	O'GARA, WILLIAM	REPAIR TECH AT INSTRUMENT SALE	6/28/2016	100.00
401864	SHRIVASTAVA, ASHISH	CED-REIMBURSE-DEST IMAG	6/28/2016	100.00
401865	SIMONDS, BRIAN	REPAIR TECH AT INSTRUMENT SALE	6/28/2016	100.00
401871	TAPPER, HOLLY	CED-REIMBURSE-DEST IMAG	6/28/2016	100.00
401889	WEST METRO EDUCATION PROGRAM	BV-NO SHOW FEE- SM	6/28/2016	100.00
401956	MNAEYC-MNSACA	GWHB-MAAP ANNUAL REPORT FEE	6/30/2016	100.00
151602058	JAHN, ERIC	REIMBURSE	6/29/2016	100.00
401510	CENTURY LINK	ELM CREEK 5/28-6/27	6/21/2016	99.36
401418	GROTH MUSIC CO	EMS-ORCH SUPPLIES	6/14/2016	99.05
151601826	PETERSON, DONNA	REIMBURSE	6/1/2016	98.44
401660	REALLY GOOD STUFF	OW- GRADE TWO REPLACEMENT NAME PLATES	6/21/2016	98.05
151602064	MCKASY, MARY	REIMBURSE	6/29/2016	94.93
151601885	RASMUSSEN, KYLE	REIMBURSE	6/8/2016	94.00
401396	ALLINA HEALTH	MDE#41017 DIST-VACC'N 4/15 JB	6/14/2016	92.00
151601924	FREDRICKSON, SAM	REIMBURSE	6/15/2016	91.93
401669	RONNING, KATHERINE	REIMBURSE-FED EX FOR LAX	6/21/2016	90.86
401495	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	6/21/2016	90.00
401613	ME & RIZ LLC	5K LOGO-EMS	6/21/2016	90.00
401839	PETTY CASH - CMS	LACKAS CLASSROOM SUPPLIES	6/28/2016	89.44
401734	BEHRNS, MAUREEN	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	89.05

151601929	HALE, ASHLEY	REIMBURSE	6/15/2016	88.41
401328	PREMIUM WATERS, INC	PREMIUM WATERS-BLANKET AD BLDG 5/16	6/7/2016	88.40
151601892	STARKEN, JESSIE	REIMBURSE	6/8/2016	87.82
151601998	EICHELDINGER, MATTHEW	REIMBURSE	6/22/2016	87.60
401261	CITI-CARGO & STORAGE	DOMESTIC STORAGE	6/7/2016	87.00
401609	MARKELL, JUSTIN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	84.55
151602009	HENSLIN, ROBIN	REIMBURSE	6/22/2016	84.51
151601961	PETERSON, LAURI	REIMBURSE	6/15/2016	84.23
401492	BEATY, SARAH	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	83.85
401711	WISNEWSKI, LORI	REIMBURSE-SR NIGHT SUPPLIES-G LAX	6/21/2016	83.24
151601886	REINKE, MICHELLE	REIMBURSE	6/8/2016	82.84
151601913	BECK, MARIE	REIMBURSE	6/15/2016	82.51
151601815	HERZOG, JORDAN	REIMBURSE	6/1/2016	82.16
401453	TAMS-WITMARK MUSIC LIBRARY INC	CABARET-LATE BOOK FEE ACCT#20814	6/14/2016	81.00
702849	HOUGHTON MIFFLIN CO LLC	SH-Book Room Books	6/27/2016	80.80
401787	HELSETH, AMY	REIMBURSE-SOFTBALL BANQUET SUPPLIES	6/28/2016	80.54
151601930	HALVORSON, REBECCA	REIMBURSE	6/15/2016	80.37
151602000	GARRITY, JENNIFER	REIMBURSE	6/22/2016	80.35
151601845	FASCHING, WENDY	REIMBURSE	6/8/2016	79.98
151601951	MOE, KATHRYN	REIMBURSE	6/15/2016	79.43
151601905	ALLEN, STEPHANIE	REIMBURSE	6/15/2016	79.38
702859	SCHMITT MUSIC CO	WMS-BAND INST REPAIR	6/27/2016	79.00
151602037	SKERBITZ, WILLIAM	REIMBURSE	6/22/2016	79.00
401854	RAHM, ERIKA	REIMBURSE-SOFTBALL SR NIGHT SUPPLIES	6/28/2016	78.69
151601974	SLOMKOWSKI, DEBORAH	REIMBURSE	6/15/2016	77.05
401349	SMITH, CONNER	OFFICIAL	6/7/2016	77.00
401359	SULLIVAN, CHRIS	OFFICIAL	6/7/2016	77.00
151602040	SOMERS, CATHY	REIMBURSE	6/22/2016	77.00
151602032	PASHINA, KEN	REIMBURSE	6/22/2016	76.68
151602059	JOHNSON, LENDA	REIMBURSE	6/29/2016	76.57
401260	CHARLES, PARNELL	OFFICIAL	6/7/2016	76.00
401290	HEUER, JEFFREY	OFFICIAL	6/7/2016	76.00
401292	HOLLENBACK, CHARLES	OFFICIAL	6/7/2016	76.00
401301	KUPHAL, BRENT M	OFFICIAL	6/7/2016	76.00
401302	LARKIN, PETER	OFFICIAL	6/7/2016	76.00
401318	MONSON, MARK	OFFICIAL	6/7/2016	76.00
401323	PANNING, BRADLEY	OFFICIAL	6/7/2016	76.00
401344	SCHWIEGER, JUSTIN	OFFICIAL	6/7/2016	76.00
401353	STALPES, GREGG	OFFICIAL	6/7/2016	76.00
401361	TRAEN, TODD	OFFICIAL	6/7/2016	76.00
401968	SOLTIS, MATTHEW	OFFICIAL	6/30/2016	76.00
151602067	MYRIN, LESLIE	REIMBURSE	6/29/2016	75.66
401407	CENTERPOINT ENERGY	12955-16TH AVE-GAS 4/21-5/20	6/14/2016	75.65
401308	MAKING A SPLASH SWIMSUITS	UNIFORM-SYNC SWIM	6/7/2016	75.00
401338	ROD, SHEILA	REIMBURSE-SOFTBALL BANQUET DEPOSIT	6/7/2016	75.00
401390	MN STATE GOLF COACHES ASSN	ATH-G GOLF BANQUET 6/13/16	6/10/2016	75.00
401837	PERKINS, SAM	OFFICIAL (STARTER)	6/28/2016	75.00
151601968	RIES, CAROLE	REIMBURSE	6/15/2016	74.20
151602080	WILLIAMS, ROSS	REIMBURSE	6/29/2016	74.12
401282	FUN EXPRESS LLC	BRADSKI AWARD PRIZES	6/7/2016	73.91
401402	BERRY COFFEE CO	CMS-WATER COOLER LEASE ACCT#10140	6/14/2016	72.00
401652	PREMIUM WATERS, INC	SP ED-WATER 5/16	6/21/2016	71.29
401819	LOFFLER COMPANIES, INC.	GW-STAPLES	6/28/2016	71.00
401638	OSTER, HAROLD	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	70.75
401755	DECKER INC	BV-SUPPLIES	6/28/2016	70.44
401619	MN DEPT HEALTH ENVIRONMENTAL HEALTH DIV	GLHB-HOSPITALITY FEE 15-16 LICENSE #FA0001099	6/21/2016	70.00
151602048	CAMPBELL, OLGA	REIMBURSE	6/29/2016	70.00
401791	HIRSHFIELD'S PAINT	MR-LOCKER PAINT	6/28/2016	69.98
151601900	YEAGER, JILL	REIMBURSE	6/8/2016	69.85
401810	KINKADE, KATHERINE	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	68.95
401828	MOON, ERIC	CED-REIMBURSE DEST IMAG	6/28/2016	68.80
151602013	HONZA, JONATHAN	REIMBURSE	6/22/2016	68.74
401730	ALDRICH, MELODY	TESTING/TEXTBOOKS	6/28/2016	68.43
401255	BRIGGS, AMY	OFFICIAL	6/7/2016	68.00
401266	DEGLER, ELLEN	OFFICIAL	6/7/2016	68.00
401289	GUENINGSMAN, DAN	OFFICIAL	6/7/2016	68.00

151601971	RUNYON, NANCY	REIMBURSE	6/15/2016	67.88
151602020	LANKFORD, LYNDA	REIMBURSE	6/22/2016	67.01
401782	HADLEY, SAMARAH	OFFICIAL	6/28/2016	67.00
401856	ROBINSON, TOBIAH	OFFICIAL	6/28/2016	67.00
151602069	ORTLIP, GAYLE	REIMBURSE	6/29/2016	65.88
151601829	SWANSON, ANNE	REIMBURSE	6/1/2016	65.70
401538	ETHEN, WANDA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	65.30
151601988	BERG, CARRIE	REIMBURSE	6/22/2016	65.19
151601840	DENEUI, SARAH	REIMBURSE	6/8/2016	64.34
401668	ROD, SHEILA	REIMBURSE-SB SENIOR NIGHT SUPPLIES	6/21/2016	64.25
151601923	FRAWLEY, KAREN	REIMBURSE	6/15/2016	64.21
151601834	BARTELS, CHAD	REIMBURSE	6/8/2016	62.92
151601938	JOHNSON, BONNIE	REIMBURSE	6/15/2016	62.69
151601912	BECK, JONI	REIMBURSE	6/15/2016	62.37
151602030	O'NEILL, STEVEN	REIMBURSE	6/22/2016	61.92
151601854	HAGEN, ANDREW	REIMBURSE	6/8/2016	61.35
401366	VILLAGE CHEVROLET CO	CED-DR ED CAR MAINT	6/7/2016	60.43
401773	GINTHER, VICKI	REIMBURSE-BV 4TH GR PICNIC SUPPLIES	6/28/2016	60.43
151601949	MATTIOLI, VALERIE	REIMBURSE	6/15/2016	60.05
401236	ALL STAR FOOTBALL	5 ADULT TICKETS	6/7/2016	60.00
401917	CHRISTIAN, PAUL	CED-PROF SERV 10/7/15	6/30/2016	60.00
401948	LANGUAGE TESTING INTL INC	BILINGUAL TESTING 5/24/16	6/30/2016	60.00
151602008	HARREN, KIMBERLY	REIMBURSE	6/22/2016	60.00
151602034	ROBERTS, DANIEL	REIMBURSE	6/22/2016	59.69
151602035	RYAN, ALISON	REIMBURSE	6/22/2016	59.47
151601994	CHAPIN, MICHELLE	REIMBURSE	6/22/2016	59.40
151601957	PADJEN, AMANDA	REIMBURSE	6/15/2016	59.29
151601958	PARSONS, JEAN	REIMBURSE	6/15/2016	59.08
401527	DONNER, DEB	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	58.95
401741	BRUMMER, ELLA	CHOIR-SR PICTURE PRINTING	6/28/2016	58.67
401505	BUSCHER, BRAD	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	58.55
401446	RODENBURG LAW FIRM	GARNISH 3/31-5/31	6/14/2016	58.14
151602036	SEELAND, ELIZABETH	REIMBURSE	6/22/2016	58.10
151601874	LOBERG, MARY	REIMBURSE	6/8/2016	56.32
151602006	HAMBLET, STELLA	REIMBURSE	6/22/2016	56.32
401560	GRETZ, JOSHUA	CED-PROF SERV 6/6	6/21/2016	54.60
151601889	SAMPSON, JAMES	REIMBURSE	6/8/2016	54.43
151601944	LEGEROS, BARBARA	REIMBURSE	6/15/2016	53.97
151601821	LABOWITCH, KATHRYN	REIMBURSE	6/1/2016	53.08
151601920	FEHRENBACH, ANN	REIMBURSE	6/15/2016	52.81
401298	JOHNSTONE SUPPLY	GL-FAN MOTOR	6/7/2016	52.53
401247	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	6/7/2016	52.50
151601808	CARLSON, ANDREA	REIMBURSE	6/1/2016	52.41
401249	BLICK ART MATERIALS	EMS-ART SUPPLIES	6/7/2016	52.20
401763	EBERT, KRISANN	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	52.05
401821	LU, NATALIE	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	51.60
151602047	BURDICK, CHERYL	REIMBURSE	6/29/2016	51.17
401365	VIKING ELECTRIC SUPPLY, INC	CMS-TECH SERVER RM SUPPLIES	6/7/2016	50.84
151601897	WAITE, WILLIAM	REIMBURSE	6/8/2016	50.00
151602043	TEWALT, DANIEL	REIMBURSE	6/22/2016	49.46
151601984	ANDERSON, RACHAEL	REIMBURSE	6/22/2016	49.40
401481	ANDERSON, RICHARD	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	49.10
702812	MINVALCO	PC-RTU JACKS	6/10/2016	48.38
151602002	GIBBONS, LINDA	REIMBURSE	6/22/2016	48.27
401587	KHAN, JULIE	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	47.80
151601939	JOHNSON, MARI	REIMBURSE	6/15/2016	47.74
401426	LARSON CO, GUSTAVE A.	EMS-SUPPLIES	6/14/2016	46.96
151602010	HERZOG, JORDAN	REIMBURSE	6/22/2016	46.76
401494	BERG, STEELE	OFFICIAL	6/21/2016	46.46
401499	BREMSETH, ISAAC	OFFICIAL	6/21/2016	46.46
401512	CLARKE, ANTHONY	OFFICIAL	6/21/2016	46.46
401535	EKLIN, IAN	OFFICIAL	6/21/2016	46.46
401579	JACKSON, WESLEY	OFFICIAL	6/21/2016	46.46
401580	JOHNSON, LEAH	OFFICIAL	6/21/2016	46.46
401548	FRENCH, CHRISTOPHER	OFFICIAL	6/21/2016	45.55
401697	TROUTH, DANA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	45.45

151602027	MCKERNAN, ALISON	REIMBURSE	6/22/2016	45.36
401258	CARTER, JILL	REFUND-PLAY TICKETS PAID BY CHECK	6/7/2016	45.00
401615	MIDWEST AUDIO VISUAL	CUL EXP-KEYBOARD	6/21/2016	45.00
151601986	BECKMAN, CORALIE	REIMBURSE	6/22/2016	44.93
151601989	BEUGEN, MARA	REIMBURSE	6/22/2016	44.71
151601822	LANDY, JENNIFER	REIMBURSE	6/1/2016	43.20
401561	GUILMANT, JONATHAN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	42.80
401778	GREENBERG, ROBB	REIMBURSE-CED-DEST IMAG	6/28/2016	42.48
401912	CARPENTER, ELIZABETH	REFUND BALANCE CULINARY EXPRESS ACCT	6/30/2016	42.30
151601893	STINSON, MICHELE	REIMBURSE	6/8/2016	42.07
401687	SUN, ZHONGYI	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	41.65
151601918	DOYLE, MICHAEL	REIMBURSE	6/15/2016	41.58
702860	SCHOOL SPECIALTY	ORDER FOR OAKWOOD- GRANT MONEY	6/27/2016	40.49
151601847	FOLTZ-RINGSTROM, SHARON	REIMBURSE	6/8/2016	40.07
401866	SISK, MARK	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	40.05
151601910	ANDERSON, MARY	REIMBURSE	6/15/2016	39.69
151601866	JONES, BRENNAN	REIMBURSE	6/8/2016	39.48
151601880	MONSON, DALE	REIMBURSE	6/8/2016	39.47
151601894	THOUR, TERESA KAY	REIMBURSE	6/8/2016	39.47
401628	NELSON, PAULA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	39.35
151601891	SONSTEGARD, LAURIE	REIMBURSE	6/8/2016	39.25
401877	TSBL DISTRIBUTING/TAYLOR SALES	GROCERIES-CUST#300030	6/28/2016	39.06
151601916	BRODA, SUZANNE	REIMBURSE	6/15/2016	38.66
401262	COMMERCIAL DOOR SYSTEMS, INC	ELM CREEK-DOORS	6/7/2016	38.00
401657	RAHM, ERIKA	REIMBURSE-YOUTH DAY CAKES	6/21/2016	37.98
401823	MCLAUGHLIN, MEAGHAN	REIMBURSE-SR NIGHT DRESS REHEARSAL	6/28/2016	37.98
151602072	SOLHEID, CAROL	REIMBURSE	6/29/2016	37.70
151601884	PUTZ, LISA	REIMBURSE	6/8/2016	37.69
151601844	EVANS, MELANIE	REIMBURSE	6/8/2016	37.26
401765	EMSL ANALYTICAL, INC	MDE#54359 BV-ABATE	6/28/2016	37.25
151601832	ZEMLIN, LYNN	REIMBURSE	6/1/2016	36.72
151601883	OVERCOTT, ANNE	REIMBURSE	6/8/2016	36.47
401394	ABAMATH LLC	CED-PROF SERV	6/14/2016	36.00
401549	FURUKAWA, JUNICHI	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	35.55
401621	MOSKALENKO, SOPHIA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	35.45
151602073	SOMMERFELD, SUSAN	REIMBURSE	6/29/2016	35.42
401503	BROWN, ANGELA	REIMBURSE-OVERDRAFT CHARGE	6/21/2016	35.00
401618	MN DEPT HEALTH ENVIRONMENTAL HEALTH DIV	WELS-HOSPITALITY FEE 15-16 LICENSE #1868	6/21/2016	35.00
401826	MN DEPT HEALTH ENVIRONMENTAL HEALTH DIV	SHHB-HOSPITALITY FEE 15-16 LICENSE #FA0001104	6/28/2016	35.00
151601937	JACOBS, DONNA	REIMBURSE	6/15/2016	35.00
151601946	LENTZ, CHRISTINE	REIMBURSE	6/15/2016	35.00
401814	LEALI, ROBIN	REIMBURSE-SR NIGHT DRESS REHEARSAL	6/28/2016	34.75
151601947	LOBERG, MARY	REIMBURSE	6/15/2016	34.56
151601954	NOELTING, MELANIE	REIMBURSE	6/15/2016	34.18
151601904	ALBEE, ALEXANDER	REIMBURSE	6/15/2016	34.05
151601825	MUNNICH, ANNALISE	REIMBURSE	6/1/2016	33.32
151601999	GARCIA, SARAH	REIMBURSE	6/22/2016	33.32
151601933	HERZOG, JORDAN	REIMBURSE	6/15/2016	33.24
151601903	ZOBRACK, CHRISTOPHER	REIMBURSE	6/8/2016	33.20
151601827	ROHWEDER, MATTHEW	REIMBURSE	6/1/2016	32.35
401268	DUNDEE NURSERY & LANDSCAPING	CONCERT FLOWERS-HS	6/7/2016	32.19
151601872	LANDY, JENNIFER	REIMBURSE	6/8/2016	32.00
151601804	ASCHER, ALLISON	REIMBURSE	6/1/2016	31.96
401867	SITE ONE LANDSCAPE SUPPLY LLC	CSF-MOWER PARTS	6/28/2016	31.80
151601814	GILDEMEISTER, BETH	REIMBURSE	6/1/2016	31.75
151602024	MASHADI, ERAM	REIMBURSE	6/22/2016	31.05
151601863	JOHNSON, GAIL	REIMBURSE	6/8/2016	31.04
401623	MURRAY, ALLISON	REIMBURSE-SB SENIOR NIGHT CAKE	6/21/2016	30.98
151601841	DEWITT, ROBERT	REIMBURSE	6/8/2016	30.35
401882	VERIZON WIRELESS	Verizon monthly Data Plan - Welcome Center	6/28/2016	30.08
401415	DEHM, MARLENE	REFUND-ETD PAID TWICE	6/14/2016	30.00
401677	SHRED-N-GO	DAB SHREDDING SERVICE BLANKET 4/11 & 4/25	6/21/2016	30.00
401233	ACME TOOLS - PLYMOUTH	TRUCK#9-ADJUSTABLE WRENCH	6/7/2016	29.99
151601811	EBERHARDT, JAMES	REIMBURSE	6/1/2016	29.79
401513	COFFEY, ALISON	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	29.55
401689	TALERICO, MARGARET	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	28.00

151601987	BEDFORD, JESSICA	REIMBURSE	6/22/2016	27.11
401441	PREMIUM WATERS, INC	PC-WATER COOLER RENTAL 6/16	6/14/2016	27.00
151601911	BADGER, BRENDA	REIMBURSE	6/15/2016	26.73
401883	VIKING ELECTRIC SUPPLY, INC	OW-POPCORN POPPER OUTLET	6/28/2016	26.26
401634	OARE, LAURIE	OFFICIAL	6/21/2016	26.15
151601926	GEHRZ, MICHELLE	REIMBURSE	6/15/2016	25.96
401811	KOPECKY, KATHLEEN	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	25.95
401581	JOHNSTON, LISA	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	25.70
151601975	SOBOTA-PAXTON, LAUREN	REIMBURSE	6/15/2016	25.44
401614	MEISTER, DAVID	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	25.40
401488	BAKKE, MARK	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	25.15
401553	GOLIN, ROBERT	REIMBURSE-NICA REGISTER FEE	6/21/2016	25.00
151601823	LAPENSKY, SHARON	REIMBURSE	6/1/2016	25.00
401315	MN ELEM SCH PRINCIPAL'S ASSN	CED-PRE K-3 TRAINING BOOK	6/7/2016	24.95
401398	APPLE AUTOMATIC FOOD SERVICE	OW - WATER COOLER LEASE BLANKET PO	6/14/2016	24.95
401440	PREMIUM WATERS, INC	WMS-WATER COOLER 6/16	6/14/2016	24.95
151601805	BLAKE, KAISA	REIMBURSE	6/1/2016	24.00
151601824	MATZKE, BRITTANI	REIMBURSE	6/1/2016	24.00
401493	BENOIT, TRACY	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	22.65
151601921	FLUKE, DANIELLE	REIMBURSE	6/15/2016	22.14
151601856	HATTON, BONNIE	REIMBURSE	6/8/2016	21.66
401696	TOLL GAS & WELDING SUPPLY	CYLINDERS	6/21/2016	21.36
151601969	RIPLEY, KELLY	REIMBURSE	6/15/2016	20.41
151602042	SWIERK, MALLORY	REIMBURSE	6/22/2016	20.26
151601922	FOLTZ-RINGSTROM, SHARON	REIMBURSE	6/15/2016	20.03
401598	LANGUAGE TESTING INTL INC	T & L-TESTING	6/21/2016	20.00
401627	NATL SPEECH & DEBATE ASSN/FORENSIC LEAGUE	HS-STUDENT MEMBERSHIP AAS	6/21/2016	20.00
151601982	ZIEBELL, MARCIA	REIMBURSE	6/15/2016	20.00
151602016	KINZLER, CATHERINE	REIMBURSE	6/22/2016	20.00
151601956	OSMEK, LAURA	REIMBURSE	6/15/2016	19.99
151602031	OLSON, AMY	REIMBURSE	6/22/2016	19.99
151601818	JOHNSON, JERI	REIMBURSE	6/1/2016	19.59
401545	FLATEN, VICKY	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	19.50
151602061	LABOWITCH, KATHRYN	REIMBURSE	6/29/2016	19.44
151601898	WILLAR, DAWN	REIMBURSE	6/8/2016	18.99
151601887	ROBERTS, JAMES	REIMBURSE	6/8/2016	18.79
401522	CULLUM, MICHELLE	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	18.70
151602021	LAUGEN, POLLY	REIMBURSE	6/22/2016	17.78
151601890	SHANNON-ANDERSON, KARI	REIMBURSE	6/8/2016	17.71
401870	TAMS-WITMARK MUSIC LIBRARY INC	DRAMA DEPT RETURN 5/3	6/28/2016	17.25
401813	LARSON CO, J. H.	GL-LAMPS	6/28/2016	16.74
401585	KATZ, GARY	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	16.05
151601966	RASSOULI, FARAH	REIMBURSE	6/15/2016	16.04
151601873	LAUGEN, POLLY	REIMBURSE	6/8/2016	15.96
401475	AASEN, KATHRYN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	15.80
401863	SCHUSTER, SHARON	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	15.20
401422	INTERMEDIATE DIST 287	LDRSP COUNCIL-COFFEE 2/18/16	6/14/2016	15.00
151601945	LEMON, ANANDA	REIMBURSE	6/15/2016	15.00
401487	BAKK, JEFFREY	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	14.95
401617	MILLER, KARI	REIMBURSE-SOFTBALL BANQUET SUPPLIES	6/21/2016	14.65
401534	EITEL, SUSAN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	14.20
151601868	KIM, SUSAN	REIMBURSE	6/8/2016	14.01
151601973	SELINGER, JUDITH	REIMBURSE	6/15/2016	13.99
151602044	THOUR, TERESA KAY	REIMBURSE	6/22/2016	13.93
151602057	JACOBS, DONNA	REIMBURSE	6/29/2016	13.00
401564	HARKNESS, DAVID	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	12.65
401664	RHODES, ERIC	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	12.60
401555	GRAINGER INC., W. W.	BV-REPAIR STEAM TABLE	6/21/2016	12.49
151601855	HANSON, MYOUNGHEE	REIMBURSE	6/8/2016	12.47
151601940	KAUFENBERG, ANNMARIE	REIMBURSE	6/15/2016	12.33
401850	PRODY, GLENDA	REFUND BALANCE CULINARY EXPRESS ACCT	6/28/2016	12.30
401675	SCHLICHTING, JORDAN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	12.20
401489	BARTELL, BRIAN	REFUND BALANCE CULINARY EXPRESS ACCT	6/21/2016	11.95
151601867	JUNG, MEGAN	REIMBURSE	6/8/2016	11.88
151602007	HANSON, MYOUNGHEE	REIMBURSE	6/22/2016	11.29
151602025	MATZKE, BRITTANI	REIMBURSE	6/22/2016	10.98

**WAYZATA PUBLIC SCHOOLS
WIRE TRANSFER, EFT AND ACH ACTIVITY
May 2016**

<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>AMOUNT</u>
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$4,748,442
Wells Fargo-Checking	IRS		
	- Federal P/R Taxes	5/2/2016	\$782,593
	- Federal P/R Taxes	5/16/2016	\$866,149
Wells Fargo-Checking	MN Department of Revenue		
	- State P/R Taxes (MN)	5/2/2016	\$125,010
	- State P/R Taxes (MN)	5/16/2016	\$138,565
Wells Fargo-Checking	Delta Dental		
	- Dental Claims	Multiple	\$84,734
Wells Fargo-Checking	Preferred One		
	- Health Claims	Multiple	\$1,708,640
Wells Fargo-Checking	Wells Fargo Commercial Card		
	- Purchase Card Program	5/4/2016	\$157,987
Wells Fargo-Checking	Corporate Health Systems		
	- Flex Benefits	Multiple	\$88,918
Wells Fargo-Checking	Preferred One		
	- Broker/Reinsurance Fees	5/12/2016	\$81,289
Wells Fargo-Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)		
	- Electronic Payments	Multiple	\$1,612,676
Wells Fargo-Checking	District Employees		
	- Expense Reimbursement	Multiple	\$36,591
Wells Fargo-Checking	Commerce Bank/Control Pay		
	- Electronic A/P	Multiple	\$196,959
Wells Fargo-Checking	MN Department of Revenue		
	- Sales & Use Tax Payment	5/17/2016	\$138
Wells Fargo-Checking	Neopost Advance	5/18/2016	\$5,000
	- Replenish Postage Meter		
TOTAL ACTIVITY			<u><u>\$10,633,690</u></u>

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting – July 11, 2016

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

ITEM: C. Human Resource Recommendations

COMMENTS BY: Ms. Annie Doughty

<u>Employment</u> Cynthia Auer Retirement	7 Hour Paraprofessional	Oakwood
Anna Caspar Leave of Absence	1.0 Science Teacher (LTR 16-17)	East Middle
Kari Feia Transfer	.6 School Nurse	District
Melissa Hodena Retirement	Culinary Express Technician	Central Services
Kyle Holder Leave of Absence	1.0 English/Language Arts Teacher LTR 16-17	Central Middle
Cody Lunde Resign	1.0 Mathematics Teacher	East Middle
Samantha Malotke Transfer	1.0 Math Specialist/ALC Teacher	Central Middle
Mary Pernula Enrollment	1.0 1 st Grade Teacher	Sunset Hill
Kate Thomas Leave of Absence	1.0 Mathematics Teacher LTR 16-17	West Middle
Jessica Williams Resignation	1.0 Art Teacher	Sunset Hill
Melissa Wilson New Position	7 Hour Paraprofessional	Meadow Ridge

Contract Modification

Mary Bucher	Paraprofessional, Plymouth Creek	Contract Ended June 9, 2016
Theresa Burke	Paraprofessional, Kimberly Lane	Contract Ended June 9, 2016
Serena Carlson	Paraprofessional, Greenwood	Contract Ended June 9, 2016
Eva Crawford	Paraprofessional, Plymouth Creek	Contract Ended June 9, 2016
Pegge Fox	Paraprofessional, Plymouth Creek	Contract Ended June 9, 2016
Karissa Garrison	Paraprofessional, High School	Contract Ended June 9, 2016
Melissa House	Paraprofessional, Gleason Lake	Contract Ended June 9, 2016
Amber Hoy	Paraprofessional, Kimberly Lane	Contract Ended June 9, 2016
Jill Idelkope	Paraprofessional, Kimberly Lane	Contract Ended June 9, 2016
Venkatasailaja Jonnalagedda	Para, Plymouth Creek	Contract Ended June 9, 2015
Denise Krzewinski	Paraprofessional, Kimberly Lane	Contract Ended June 9, 2016
Lori Kurman	Paraprofessional, Greenwood	Contract Ended June 9, 2016
Kelsey Letourneau	Vocal Music Teacher, Oakwood	From .4 to .8
Amy Lewis	Paraprofessional, Oakwood	Contract Ended June 9, 2016
Allison Lutz	Math Intervention, West Middle	From 1.0 LTR to 1.0
Ana Melgard	Paraprofessional, West Middle	Contract Ended June 9, 2016
Robin Porter	Paraprofessional, Oakwood	Contract Ended June 9, 2016
Nicholas Pyzdrowski	Paraprofessional, Oakwood	Contract Ended June 9, 2016
Nakia Robinson	Paraprofessional, Oakwood	Contract Ended June 9, 2016
Lisa Rocca	Paraprofessional, Birchview	Contract Ended June 9, 2016
Ann Schrader	Paraprofessional, Gleason Lake	Contract Ended June 9, 2016
Rhea Schwalbach	Paraprofessional, Greenwood	Contract Ended June 9, 2016
Kelly Sherlock	Paraprofessional, Plymouth Creek	Contract Ended June 9, 2016

Anu Somuthevan	Paraprofessional, Kimberly Lane	Contract Ended June 9, 2016
Andrea Stokes	Paraprofessional, Oakwood	Contract Ended June 9, 2016
Mary Kay Unitan	Paraprofessional, Kimberly Lane	Contract Ended June 9, 2016
Shannon Vekich	Paraprofessional, Oakwood	Contract Ended June 9, 2016
Jennifer Zellmer	Paraprofessional, Plymouth Creek	Contract Ended June 9, 2016

Resignation

Tim Hartung, Teacher at Wayzata High School, has submitted his resignation effective June 30, 2016.

Seemeen Jabir, Culinary Express at Plymouth Creek, has submitted her resignation effective July 1, 2016.

Jeff Pawlicki, Associate Principal at Wayzata High School, has submitted his resignation effective July 11, 2016.

Arifa Rasheed, Home Base Assistant at Kimberly Lane, has submitted her resignation effective June 20, 2016.

RECOMMENDED ACTION: Approve the Human Resource Actions as recommended.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 2. Consent Agenda

ITEM: D. Approval of Proposed School Calendar

COMMENTS BY: Dr. Jill Johnson, Exec. Dir. of Teaching & Learning

Approval of School Calendar for 2017-2018

Attached is the proposed school day calendar for the school year 2017-2018. This calendar reflects that the District is in compliance with all required hours of school being in session as established by state law. This calendar is subject to change by further Board action, if necessary.

RECOMMENDED ACTION: This calendar has been presented and discussed at a School Board Work Session. The recommendation is to approve the proposed 2017-2018 school calendar as presented.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

2017 - 2018 Calendar

July				
3	4 Holiday	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
October				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 Teacher Convention
23	24	25	26	27
30	31			
January				
1 Holiday	2 School Resume	3	4	5
8	9	10	11	12
15 MLK Holiday	16	17	18	19
22	23	24	25 End of Qtr. 2	26 PD and Grd Day
29 Qtr. 3 Starts	30	31		
April				
2	3	4	5	6 Spring Break
9 Qtr. 4 Starts	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25 New Teacher Training
28	29	30	31	Teacher Work Days
November				
	1	2	3	
6	7	8 End of Qtr. 1	9 PD/GR Day	10 Comp Day
13 Qtr. 2 Starts	14	15	16	17
20	21	22 Comp Day	23 Thanksgiving Holiday	24
27	28	29	30	
February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20 President's Holiday	21	22	23
26	27	28		
May				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	Memorial Day

September				
				1
4 Labor Day	5 School Starts	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 Winter Break	22 Holiday
25 Holiday	26	27	28	29 Winter Break
March				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28 End of Qtr. 3	29 PD/GR Day	30 Comp Day
June				
				1
4	5	6	7 End of Qtr. 4	8 Grading Day
11 Comp Day	12	13	14	15
18	19	20	21	22
25	26	27	28	29

District Offices Closed: July 4, September 4, November 23 & 24, December 22 & 25, January 1, January 15
February 19, May 28

KEY:			
	Holiday		New Teacher Training
	Professional Development, Grading, Teacher Work Day		School Not in Session K - 12

Qtr. 1: 45 Student Days; 47 Teacher Days	Student Days - 172 Days: Sem 1 = 87 Sem 2 = 85
Qtr. 2: 42 Student Days; 44 Teacher Days	Teacher Days - 184 Days: Sem 1 = 91 Sem 2 = 89
Qtr. 3: 42 Student Days; 44 Teacher Days	Workshop Week = 4
Qtr. 4: 43 Student Days; 45 Teacher Days	

SCHOOL HOURS

- 7:45 - 2:25 - Greenwood, Kimberly Lane, Meadow Ridge, Oakwood, Plymouth Creek
- 8:20 - 3:10 - High School
- 8:30 - 3:10 - Birchview, Gleason Lake, Sunset Hill
- 9:10 - 4:00 - East Middle School, Central Middle School, West Middle School

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 2. Consent Agenda

ITEM: E. Internship Agreement with MSU-Mankato

COMMENTS BY: Jill Johnson, Exec. Dir of Teaching and Learning

Wayzata Public Schools annually accepts student teachers from a number of colleges and universities. For the 2016-2021 school years, Wayzata Public Schools is entering into a student teaching/internship agreement with Minnesota State University - Mankato. The agreement is attached for your review.

RECOMMENDED ACTION: Approve the Student Teaching Agreement with Minnesota State University – Mankato for the 2016 - 2021 school years as presented.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____



Minnesota
STATE COLLEGES
& UNIVERSITIES

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

MEMORANDUM OF AGREEMENT

BETWEEN

MINNESOTA STATE UNIVERSITY, MANKATO

AND

ISD #284 – WAYZATA PUBLIC SCHOOLS

This Agreement is entered into between the State of Minnesota, acting through its **Board of Trustees of the Minnesota State Colleges and Universities**, on behalf of Minnesota State University, Mankato, 238 Wigley Administration Center, Mankato, MN 56001 (hereinafter “University”), and ISD #284, Wayzata Public Schools, 210 County Road 101 North, Wayzata, MN 55391 (hereinafter “Facility”).

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the University has established a Speech, Hearing and Rehabilitation internship (hereinafter Program); and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the University; and

WHEREAS, the Facility has suitable clinical facilities for the educational needs of the Program of the University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified personnel; and

WHEREAS, the University and the Facility are desirous of cooperating to furnish a clinical experience program for students of the Program enrolled at the University;

NOW, THEREFORE, it is mutually agreed by and between the University and the Facility:

1. UNIVERSITY RESPONSIBILITIES

- a. The University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering the Program.
- b. The University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the University in cooperation with the Facility’s designated representative.

- c. The University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program. No more than four (4) students shall be placed in this clinical setting at any one time.
- d. The University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- e. The University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the University.
- f. The University will maintain a record of students' health examinations and current immunizations and shall obtain students' permission to submit data regarding their health status to the Facility.
- g. The University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's athletes under applicable law or regulations. If requested, University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

2. FACILITY RESPONSIBILITIES

- a. The Facility will maintain current accreditation by the Joint Commission on Accreditation of Health Care Organizations (d/b/a "The Joint Commission") or any other appropriate and required accrediting body.
- b. The Facility will provide qualified personnel to supervise University students during the clinical experience program at the Facility.
- c. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the University before taking any action to terminate the participation of a student.
- d. The Facility is responsible to complete the attached Evaluation Form (see attached Appendix Q-1) for each student and return the completed form to the student.
- e. The Facility will provide the University with a copy of its policies and regulations which relate to the clinical experience program and will inform students of the Facility's policies and regulations that relate to the clinical experience program.

- f. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with University faculty, for planning with University faculty, and for such other assistance as shall be mutually agreeable.
- g. When available, physical space such as offices, conference rooms, and classrooms of the Facility may be used by the University faculty and students who are participating in the clinical experience program.
- h. The Facility will make locker or cloak room facilities available for the University faculty and students during assigned clinical experience program hours. These facilities may be shared by other faculty and students.
- i. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of University faculty and students who are participating in the clinical experience program. The Facility will permit University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- j. The Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.
- k. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

3. MUTUAL RESPONSIBILITIES

- a. The University and the Facility assume joint responsibility for the orientation of the University students to Facility policies and regulations before the University assigns its students to the Facility.
- b. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The University students and faculty are not, and shall not be construed to be, employees of Facility.

The University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the University shall instruct its students and faculty to comply with Facility's

policies and procedures governing the use and disclosure of individually identifiable health information.

- c. Personnel of the University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:
 - i. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
 - ii. Communication to familiarize the University faculty with the Facility's philosophy, policy and program expectations;
 - iii. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
 - iv. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
 - v. Communication to identify areas of mutual need or concern;
 - vi. Communication to seek solutions to any problems which may arise in the clinical experience programs; and
 - vii. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve athlete's care or the University's Communication Disorders Program.

d. **INSURANCE**

Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

Commercial General Liability Insurance

The University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subdv. 4, with limits not less than \$500,000.00 per person and \$1,500,000.00 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

Professional Liability Insurance

The University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

Additional Conditions:

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the University, not to students.

4. STUDENT REQUIREMENTS

- a. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or athlete welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. A list of those students with positive Mantoux or negative rubeola/rubella results may, at the request of the Facility, be provided to the Facility.
- b. Students participating in the clinical experience program shall be encouraged to carry their own health insurance.
- c. Students participating in the clinical experience program shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the University.
- d. Students are responsible to follow all policies of the Facility.
- e. Students will report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- f. Students will not submit for publication any material relating to the clinical education experience without prior written approval from the Facility and University.

5. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE

- a. Any emergency medical care available at the Facility will be available to University faculty and students. University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the University.
- b. Any University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the University faculty member or student who receives the treatment and not the responsibility of the Facility or the University.
- c. The Facility shall follow, for University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- d. University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their University and to the Facility. Before returning to the Facility, such a University faculty member or student must submit proof of recovery to the University or Facility, if requested.

6. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

7. TERM OF AGREEMENT

This Agreement is effective on the later of August 1, 2016, or when fully executed, and shall remain in effect until July 31, 2021. This Agreement may be terminated by either party at any time upon a one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

8. FINANCIAL CONSIDERATION

- a. The University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- b. The Facility is not required to reimburse the University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

9. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

10. ASSIGNMENT

Neither the University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

11. STATE AUDIT

The books, records, documents and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the University and the Legislative Auditor.

12. DATA PRIVACY

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The Facility and University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Facility or the University.

In the event the Facility receives a request to release the data referred to in this clause, the Facility must immediately notify the University. The University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

13. NON-DISCRIMINATION

The Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

14. OTHER PROVISIONS

N/A.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY: ISD #284 – WAYZATA PUBLIC SCHOOLS

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.

By: Chace B. Anderson
Title: Superintendent
Date:

**2. UNIVERSITY: MINNESOTA STATE COLLEGES & UNIVERSITIES
MINNESOTA STATE UNIVERSITY, MANKATO**

Recommended:

By: Jessica Jones
Title: Director of Clinical & Internship Experiences
Date:

Recommended:

By: Dr. Kristine Retherford
Title: Dean of the College of Allied Health & Nursing
Date:

Approved:

By: Richard J. Straka
Title: V.P. of Finance & Administration
Date:

3. AS TO FORM AND EXECUTION:

By: Vickie Hanson
Title: Office Administrator
Date:

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 6 Superintendent's Reports and Recommendations

ITEM: B.1. Policy 511

COMMENTS BY: Jill Johnson, Executive Director of Teaching & Learning

Policy 511 - Student Records

The Policy 511, Student Records Policy and Regulations has been prepared for your review. The recommended changes are noted in the policy and regulations. The changes are aligned with Minnesota School Board Association model policy and have been reviewed and are being recommended by the Policy Committee of the School Board.

RECOMMENDED ACTION: Approve the policy 511: Student Records for first reading as presented.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

STUDENT RECORDS

POLICY: 511

The purpose of this policy is to set forth the responsibility of Independent School District 284 recognizes the need to collect maintain, and disseminate regarding the collection, maintenance, and dissemination of student records.

Information about students shall be maintained under the supervision of certified staff. The collection, maintenance, accessibility, dissemination, and retention of such information shall be controlled by procedures designed to protect the individual rights of students and preserve the confidential nature of the various types of records in accordance with state and federal regulations and laws.

RESPONSIBILITY FOR STUDENT RECORDS

The overall responsible authority for student records shall be the Superintendent of Schools. The Superintendent shall develop and maintain appropriate procedures to assure protection and privacy of records

Directory Information

Directory Information is that which is available to the public upon written request. This classification includes official records that includes:

1. Student name
2. Address
3. Student photos for school approved publication
4. Telephone listing
5. Date and place of birth
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by student
11. Grade level

**POLICY / REGULATION TITLE
REGULATIONS**

**CODE: EnterN
PAGE 2**

ADOPTED: March 9, 1970
AMENDED: March 9, 1987
AMENDED: July 11, 1988
AMENDED: August 16, 2004
AMENDED: April 11, 2005
REVIEWED: December 12, 2005
REVIEWED: October 13, 2008
DRAFT – June 22, 2016

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

STUDENT RECORDS

REGULATIONS: 511 - R

COLLECTION, MAINTENANCE AND DISCLOSURE

Student records are collected for a variety of purposes by the School District. To protect the welfare of students and preserve their right to privacy, these records are not generally of a public nature. Student records or copies of student records are, therefore, to be made available only in accordance with the terms of Policy 511, and in accordance with applicable provisions of state and federal laws, rules and regulations.

The building principal shall be responsible for the collection, maintenance, and release or review of student records.

Public notice is to be disseminated annually informing parents, guardians, and adult students of their rights with regard to student records, the location of student records, and a copy of Policy 511.

I. DEFINITIONS

1. ~~**Academic Information**—This classification shall include verified information of clear importance for understanding the student's development and for operating the educational system:~~

- a. ~~Standardized achievement test scores (or summary results)—group administered (or make-up test scores of these same group tests administered to an individual).~~
- b. ~~Standardized aptitude tests (or summary results)—group administered (or such make-up test scores of these same group tests administered to an individual).~~
- c. ~~Scores (or summary results) of individual achievement, aptitude, interest, and personality tests (individually administered).~~
- d. ~~Grades and academic work completed.~~

2. ~~Supplementary Information to the Education Record~~

- a. ~~Home and family information.~~
- b. ~~Interview and conference reports.~~
- c. ~~Systematically gathered teacher or counselor evaluations and observations which shall be factual and unambiguous in character.~~
- d. ~~Factual statements verified by two or more professional persons (for example: teacher and principal, or counselor and teacher) about serious or recurrent behavioral patterns.~~
- e. ~~Official records and reports of disciplinary action, such as dismissal from class, suspensions, and other similar actions.~~

~~Professional staff contributions to the supplementary records are perceived as potentially useful in the educational process; however, professional staff must be sure all information submitted to the student folder is clearly stated, accurate, and factual.~~

3. ~~Tentative Records (not included in the education record category)~~

~~This classification includes potentially useful information for the education and welfare of the student which is needed for a limited time only such as:~~

- a. ~~Reports from outside agencies such as medical reports other than those routinely obtained for the health record, psychological or other psychiatric reports.~~
- b. ~~Data pertaining to abused or battered children, pregnancy, drug and alcohol abuse, and venereal diseases.~~

A. Education Records –

1. Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term, "education records," does not include:

a. Records of instructional personnel which:

(1) are in the sole possession of the maker of the record; and

(2) are not accessible or revealed to any other individual except a substitute teacher; and

(3) are destroyed at the end of the school year.

b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

(1) maintained separately from education records;

(2) maintained solely for law enforcement purposes; and

(3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

(1) are made and maintained in the normal course of business;

(2) relate exclusively to the individual in that individual's capacity as an employee; and

(3) are not available for use for any other purpose.

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

d. Records relating to a student or eligible student, which are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

- B. 4. **Disclosure** - Means access or release or transfer of any part of the education record of a student to a third party.
- C. ~~5.~~ **Parent** – Includes a parent, guardian, or an individual acting as a parent of a student (surrogate parent) in the absence of a parent or guardian. It may be presumed that the parent has the authority to exercise the rights inherent in this policy and the laws referenced unless the School District (principal or designee) has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or sole custody, or a legally binding document which provides to the contrary.
- D. **Student** - “Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.
- E. **Eligible Student** - “Eligible student” means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.
- F. 6. **Legitimate Educational Interest** – Legitimate educational interest includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare. It includes a person’s need to know in order to:
- a. Perform an administrative task required in the school or employee’s contract or position description approved by the School Board;
 - b. Perform a supervisory or instructional task directly related to the student’s education; or Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement or student financial aid.

G. 7. **School Official** – School official includes: (a) a person duly elected to the School Board; (b) a person employed by the School Board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the School Board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the School Board to perform a special task such as a secretary, a clerk, an attorney or an auditor for the period of his or her performance as an employee or contractor.

H. 8. **Consent** – Written consent should be given by the student's parent(s) or guardian. When a student reaches 18 years of age, his/her consent and not that of the parents or guardian must be obtained to disclose education records. However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student.

II. COLLECTION OF DATA

A. Education Records

Data collected on students shall consist of that necessary for the administration and management of programs specifically authorized by the legislature, the School Board, or mandated by federal law. Consent from parent(s), guardian, or student if 18 years old, shall not be required for the collection of such data except in the case of legally required consent such as special education records.

The School District shall inform the parent(s), guardian, or student if 18 years old, of the type of records collected by the School District and the purpose for which they are used.

B. Summary Data

The School District may engage the services of qualified organizations to conduct such studies or surveys, or the School District may conduct such studies or surveys on its own behalf for the purpose of developing, validating, or administering tests, administering student aid programs, and improving instruction, provided that such studies or surveys are conducted in such a manner as will not permit personal identification of students and their parents by persons other than those involved in collecting the information. Such information will be destroyed when no longer needed for the purpose for which it was collected.

The School District shall inform parent(s), guardian, or student if 18 years old, of the type of summary data to be collected and the purpose for which it was collected.

III. MAINTENANCE OF RECORDS

A. Directory Information

The School District as well as each school shall maintain an official record of each enrolled student. This record shall be permanent and maintained by the School District for an indefinite period of time.

B. Education Records ~~Academic Information~~

Information defined as an education record ~~academic data~~ shall be recorded separately from directory information but shall be a part of the official record folder for each student. ~~Supplementary records shall be removed and destroyed one (1) year after graduation or upon the twenty-fourth birthday of a student who received or requested special education services.~~

C. ~~Tentative Records~~

~~Records listed under this category shall be stored in a locked file with the principal or designated representative responsible for disclosure of the file.~~

~~Such data may be reviewed by the school administrator and the originator of the data.~~

~~Reports which are no longer applicable or appear to be inaccurate on the basis of later data shall be either revised or destroyed. All such records should be removed and destroyed one (1) year after graduation or three (3) years after a student terminates school prior to graduation.~~

IV. DISCLOSURE OF RECORDS

A. Disclosure of ~~Certain Directory Records~~ Information

~~Directory records which include "Directory Information" listed in Policy 511 may be made public without permission provided:~~

Public notice is given that said records will be public information unless parents of students or students 18 years of age or older notify the responsible authority or designee, in writing, that the above-listed directory information should not be released without prior consent. Student data collected on home-schooled and private school students are private and will not be released unless requested in writing by a parent or student 18 years of age or older.

B. Disclosure of Education Records ~~Directory, Academic, and~~ Supplementary Records

1. Written consent from parent, guardian, or student if 18 years old shall **not** be required when:
 - a. School officials who have a legitimate educational interest in examining the student's records wish to review the education records of the student.
 - b. The student moves from one level to another within the School District (elementary to middle school, etc).
 - c. An individual student transfers from one school to another within the School District.
 - d. The educational record of a student or any portion thereof is requested by another school district, college, or other educational institution in which the student seeks or intends to enroll. The request should come from the appropriate office of the school or educational institution and not from a sub-organization such as a sorority, fraternity, athletic or other type of club.

- e. A student record is requested by judicial subpoena. In this case the parent, guardian, or student if 18 years old, shall be notified in writing of the release of the record and the reasons therefore.
2. Written consent by parent, guardian, or student if 18 years or older, shall be obtained by the building principal prior to the release or review of the student's educational record by:

Any person, office, or institution which has a legitimate interest in the student's records (parole officers, police liaison officers, psychiatrists, ~~Army, military,~~ prospective employer, insurance agency).

Written consent by parent, guardian, or student if 18 years or older, for release of record must specify the records to be released and to whom they are to be released, ~~and must indicate what portion, if any, of the supplementary file is to be included in the release.~~ Each request for consent shall be made separately. No blanket permission for release of information shall be allowed.

In cases of release of the education records with written consent, only a single copy of the student's education record shall be released to the agency, individual, or institution requesting the information.

3. Parent, guardian, or student if 18 years of age or older, shall have access to the education records of the student. Written requests for review of the student's records shall be made to the building principal by the parent(s), guardian, or student if 18 years or older. Such requests shall be honored immediately if possible, or within five (5) days of the date of request, excluding Saturdays, Sundays, and legal holidays. If compliance with the request cannot be made within that time, the individual making the request shall be so informed. The building principal may have an additional five (5) days within which to comply with the request, excluding Saturdays, Sundays, and legal holidays.

4. Although access to an education record cannot be denied to a parent, guardian, or student 18 years of age or older, a request by the aforementioned may be denied by the responsible authority or designee under the following circumstances:
 - a. If the request is not in writing.
 - b. If the individual submitting the request is incoherent or obviously incapacitated from the consumption of alcohol or other chemicals.
 - c. If the request is submitted at a time other than working hours, or at a place other than the building where the records are kept.
 - d. If the responsible authority or designee has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which precludes the rights of a parent to access to or copies educational records.
5. Fees for copies of the records shall be assessed at the rate of twenty (20) cents per page. One sheet of paper copied on both sides shall be considered two pages.

~~C. DISCLOSURE OF DATA FROM A TENTATIVE FILE~~

~~Oral interpretation shall be made to parent(s), guardian, or student 18 years of age or older, and to school staff who have a legitimate educational interest in and concern for the student. The interpretation shall be the responsibility of the originator of the record or a designated representative of the principal. Notation of existence of such special records shall be placed in the student's permanent folder, and shall be considered and treated as part of the supplemental record.~~

~~Such records shall be considered extremely confidential and information from or copies of such records shall be released upon request without prior consent of parent(s), guardian, or student if 18 years or older, only to the following:~~

- ~~1. The originating staff member or departmental representative.~~
- ~~2. When compelled by law such as judicial subpoena. In such case the parent(s) shall be informed of the release of information.~~

C. D. RECORD OF DISCLOSURE

1. A record must be kept ~~in each student's folder on~~ which shall be listed all persons, agencies, or organizations requesting disclosure of a student's educational records. The record must also indicate a legitimate interest of the party making the request.
2. This requirement does not apply to requests for disclosure by teachers or other school personnel who have a legitimate interest in a student's record. Requests for review by parent(s), guardian, and/or student shall be listed only for purposes of providing a record or the frequency of such requests.

V. CHALLENGING ACCURACY OF EDUCATIONAL RECORDS

- A.** A parent, guardian, or student if 18 years of age or older, may contest the accuracy or the completeness of the educational records. Such challenge shall be made in writing and shall describe the nature of such disagreement.
1. In case of challenge, an informal conference shall be held to examine the student's record in regard to the challenged information. Participants in the conference shall be selected by the building principal and be composed of staff members, specialists, other professional individuals whose knowledge and expertise the principal considers essential in the resolution of the matter, and shall include the individual who has submitted the written challenge.
 2. If, as a result of the conference, the School District finds that the challenged portion of the student's record is incorrect, that portion shall be amended or corrected and the parent(s), guardian, or student shall be so informed.
 3. If, as a result of the conference, the School District finds that the challenged portion of the student's record is not inaccurate, it shall inform the individual who has submitted the challenge of their right to place in the student's folder a statement commenting on the reasons for disagreeing with the School District's disposition of the matter. This statement shall remain a part of the student's record and shall be subject to disclosure provisions as outlined in these guidelines.

4. The school administration shall make every effort to resolve the issue within 30 days of the date of the written challenge.
5. A written record shall be kept of the challenge of accuracy, any conferences held, and any other action taken in this regard, all of which shall become a part of the student's record.

B. THE RIGHT TO A HEARING

If the conference procedure in Item V - A proves unsatisfactory, the parent(s), guardian, or eligible student shall be advised of the right to a hearing to challenge the content of the student's educational records. The hearing shall be conducted in accordance with federal law.

1. If, as a result of the hearing, the School District decides that the contested portion is inaccurate, misleading, or otherwise in violation of privacy or other rights of student, it shall amend the records accordingly and so inform the parent(s), guardian, or eligible student.
2. If, as a result of the hearing, the School District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent(s), guardian, or eligible student of the right to place a statement in the student's record commenting upon the information in the education records which is challenged and setting forth any reasons for disagreeing with the decision of the District.
3. Any statement included as part of ~~placed in~~ the education record of the student under the provisions of V-B-2 of this section shall:
 - a. Be maintained by the School District as part of the educational records of the student as long as the record or the contested portion thereof is maintained by the District; and
 - b. If the records of the student or the contested portion thereof are disclosed by the School District to any party, the statement shall be disclosed to that party.

**POLICY / REGULATION TITLE
REGULATIONS**

**CODE: EnterN
PAGE 13**

EFFECTIVE: August 18, 1992
MODIFIED: April 2, 2001
MODIFIED: July 30, 2001
MODIFIED: April 23, 2003
MODIFIED: August 28, 2003
MODIFIED: August 16, 2004
MODIFIED: April 11, 2005
MODIFIED: September 21, 2005
REVIEWED: December 12, 2005
REVIEWED: October 13, 2008
DRAFT – JUNE 22, 2016

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: Finance and Business Services

COMMENTS BY: Jim Westrum, Executive Director of Finance and Business

Monthly Financial Reports

Enclosed for School Board review and information are the following financial reports as of May 2016:

- Student Activity Fund Report
- Investment Summary
- Analysis of Financial Reports
- Statement of Revenues
- Statement of Expenditures

No School Board action is required.



ANALYSIS OF FINANCIAL REPORTS For the month ended May 31, 2016

Statement of Revenues:

This report reflects revenue received by the month end noted above. Overall revenues are consistent with prior years with the exception of the following items:

- Community Service Fund participation was more than anticipated/budgeted in programs such as Home Base and Peppermint Fence.
- Interest earnings are reflected in the Building Construction Fund. The investments have been held since the May 2014 proceeds were received.

Statement of Expenses:

This report reflects actual expenditures paid and does not include outstanding encumbrance balances. Overall expenditures are in line with prior years with the exception of the following:

- The General Fund expenditures are in line with prior years through the month of April except in Capital Expenditures. In July 2013, the District purchased a portion of the Elm Creek Golf Course in anticipation of expansion needs at the High School. This capital expenditure was reimbursed upon the May 2014 receipt of the related bond proceeds.
- Alt Fac, Const and Tech Fund's fluctuation is due to the timing of projects which vary from year to year.
- A construction budget is reflected starting Fiscal 2016 for the Building Construction Fund however the projects span over multiple fiscal years. Construction began in Fiscal 2015 and the schools are targeted to open Fall 2016.

**WAYZATA PUBLIC SCHOOLS
INVESTMENT SUMMARY
As of May 31, 2016**

GENERAL FUND

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
PMA/MN Trust	Money Market	N/A	NOW	N/A	\$24,988,379	N/A	0.25%
MSDLAF+	Money Market	N/A	NOW	N/A	\$1,240,517	N/A	0.34%
MSDMAX	Money Market	N/A	NOW	N/A	\$4,036,883	N/A	0.45%
Morgan Stanley	Money Market	N/A	NOW	N/A	\$3,512,030	N/A	0.21%
Total General Fund					\$33,777,809		

Note: Term Series investment held with PMA/MN Trust consists of investments in certificates of deposit, obligations of the U.S. Government, it's agencies and instrumentalities, municipal obligations or any other instruments permitted under Minnesota law.

FUND 06 (ALT FACILITIES BONDS)

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
MSDLAF+	Money Market	N/A	NOW	N/A	\$3,156,838	N/A	0.34%
MSDLAF Managed	FNMA Notes	5/22/14	8/26/16	\$5,513,255	\$5,513,255	\$0	0.52%
Total Alt. Facilities Bonds Fund				\$5,513,255	\$8,670,093	\$0	

FUND 82 (2014 BUILDING BONDS)

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
MSDLAF+	Money Market	N/A	NOW	N/A	\$24,160,027	N/A	0.34%
MSDLAF Term	Term series I 0617	3/30/16	7/15/16	\$5,000,000	\$5,001,110	\$1,110	0.54%
MSDLAF Term	Term series I 0617	3/30/16	8/15/16	\$2,500,000	\$2,500,678	\$678	0.66%
Total Building Bonds Fund				\$7,500,000	\$31,661,815	\$1,788	

**Wayzata Public Schools
Student Activity Fund Summary
May 2016**

PROGRAM/LOCATION : MISCELLANEOUS

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	018	000	000	000	899/XXX	AD BUILDING	3,785.34	-	1,735.62	2,049.72
TOTAL MISCELLANEOUS								3,785.34	-	1,735.62	2,049.72

PROGRAM/LOCATION : WAZATA HIGH SCHOOL

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	251	280	001	000	899/099	WAYZATA PLAYERS	18,518.15	49,864.53	36,454.43	31,928.25
21	E/R	251	280	003	000	899/099	YEARBOOK (WAYAKO)	13,742.41	(967.61)	33,168.08	(20,393.28)
21	E/R	251	280	005	000	899/099	CERAMICS	337.25	873.00	2,825.59	(1,615.34)
21	E/R	251	280	007	000	899/099	CHEERLEADERS	929.98	7,688.99	8,489.73	129.24
21	E/R	251	280	008	000	899/099	CHOIR	7,104.69	24,316.51	25,989.31	5,431.89
21	E/R	251	280	009	000	899/099	DANCE TEAM	18,315.64	58,025.10	49,836.87	26,503.87
21	E/R	251	280	016	000	899/099	ACTIVITY SUPPORT	74,580.83	48,375.80	19,957.69	102,998.94
21	E/R	251	280	017	000	899/099	DECA	7,254.53	48,972.07	55,213.46	1,013.14
21	E/R	251	280	019	000	899/099	FRENCH	147.51	1,494.96	1,076.05	566.42
21	E/R	251	280	020	000	899/099	GERMAN	9,786.11	3,358.17	(2,026.67)	15,170.95
21	E/R	251	280	021	000	899/099	LETTERMAN	66,299.92	6,084.25	19,596.88	52,787.29
21	E/R	251	280	022	000	899/099	FINE ARTS	3,782.89	3,169.19	2,411.51	4,540.57
21	E/R	251	280	024	000	899/099	BAND	69,390.96	65,233.91	112,623.93	22,000.94
21	E/R	251	280	026	000	899/099	NATIONAL HONOR	5,218.89	14,434.12	3,785.86	15,867.15
21	E/R	251	280	027	000	899/099	STUDENT SERVICES	4,029.07	-	3,269.93	759.14
21	E/R	251	280	028	000	899/099	ORCHESTRA	15,228.16	29,127.84	32,825.71	11,530.29
21	E/R	251	280	030	000	899/099	STUDENT COUNCIL	9,310.57	70,539.49	67,015.40	12,834.66
21	E/R	251	280	031	000	899/099	SPANISH	2,178.21	1,278.09	1,204.79	2,251.51
21	E/R	251	280	038	000	899/099	SCHOLARSHIPS	-	-	-	-
21	E/R	251	280	039	000	899/099	THEATRE ARTS	1,813.69	5,129.18	6,319.02	623.85
21	E/R	251	280	040	000	899/099	BUSINESS PROFESS(BPA)	9,301.43	48,642.07	51,174.54	6,768.96
21	E/R	251	280	042	000	899/099	SKILLS USA	1,032.66	1,930.99	2,881.75	81.90
21	E/R	251	280	043	000	899/099	ART CLUB	-	-	-	-
21	E/R	251	280	044	000	899/099	LINK	9,740.25	8,602.90	7,420.16	10,922.99
21	E/R	251	280	047	000	899/099	SUPER MILEAGE TEAM	1,713.23	2,156.92	3,270.32	599.83
21	E/R	251	280	048	000	899/099	Y.E.S.	3,347.06	3,863.19	3,994.47	3,215.78
21	E/R	251	280	049	000	899/099	CREATIVE WRITING	2,337.57	-	-	2,337.57
21	E/R	251	280	050	000	899/099	TROJAN LOCK ROOM (DECA - S	16,417.49	26,332.98	13,564.77	29,185.70
21	E/R	251	280	051	000	899/099	V21 - ACTIVITY SUPPORT	1,368.10	-	1,152.16	215.94
21	E/R	251	280	052	000	899/099	ROBOTICS TEAM	4,270.58	18,561.00	22,718.31	113.27
21	E/R	251	280	053	000	899/099	SHOW STOPPERS	18,020.92	3,858.00	12,391.51	9,487.41
21	E/R	251	280	055	000	899/099	CHINESE CLUB	1,170.13	1,017.11	830.68	1,356.56
21	E/R	251	280	056	000	899/099	LAKER'S BKST NOOK	10,867.37	47,798.14	15,490.26	43,175.25
21	E/R	251	280	057	000	899/099	WHS INTERNATIONAL FESTIVAL	1,485.81	6.00	100.94	1,390.87
21	E/R	251	280	058	000	899/099	FRESHMAN RETREAT	434.37	15,073.48	13,175.50	2,332.35
21	E/R	251	280	059	000	899/099	TRAP & SKEET	4,909.97	19,187.88	13,046.95	11,050.90
21	E/R	251	280	060	000	899/099	JR STATESMAN	741.05	-	-	741.05
21	E/R	251	280	061	000	899/099	QUIZ BOWL	5,987.70	10,933.77	9,619.43	7,302.04
TOTAL WAZATA HIGH SCHOOL								421,115.15	644,962.02	650,869.32	415,207.85

Wayzata Public Schools
Student Activity Fund Summary
May 2016

PROGRAM/LOCATION : WAZATA HIGH SCHOOL ATHLETICS

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	251	280	070	000	899/099	BASEBALL	5,135.28	225.00	2,203.76	3,156.52
21	E/R	251	280	071	000	899/099	BASKETBALL - BOYS	1,133.96	13,226.00	12,652.14	1,707.82
21	E/R	251	280	072	000	899/099	BASKETBALL - GIRLS	2,763.96	6,012.00	1,823.06	6,952.90
21	E/R	251	280	073	000	899/099	CROSS COUNTRY - BOYS	3,900.78	7,330.00	6,551.30	4,679.48
21	E/R	251	280	074	000	899/099	CROSS COUNTRY - GIRLS	-	4,417.00	3,207.68	1,209.32
21	E/R	251	280	075	000	899/099	FOOTBALL	46,717.51	23,170.00	10,983.41	58,904.10
21	E/R	251	280	076	000	899/099	GYMNASTICS	4,223.17	3,758.00	3,939.59	4,041.58
21	E/R	251	280	077	000	899/099	GOLF - BOYS	489.86	5,031.75	5,947.43	(425.82)
21	E/R	251	280	078	000	899/099	GOLF - GIRLS	2,499.50	188.00	1,839.80	847.70
21	E/R	251	280	079	000	899/099	HOCKEY - BOYS	14,157.98	25,713.00	41,897.45	(2,026.47)
21	E/R	251	280	080	000	899/099	HOCKEY - GIRLS	15,776.91	11,079.25	10,145.76	16,710.40
21	E/R	251	280	081	000	899/099	SKIING - ALPINE	7,954.95	14,327.00	17,245.65	5,036.30
21	E/R	251	280	082	000	899/099	SKIING - NORDIC	13,241.54	8,817.00	9,787.20	12,271.34
21	E/R	251	280	083	000	899/099	SOFTBALL	407.08	5,449.00	6,414.88	(558.80)
21	E/R	251	280	084	000	899/099	SWIMMING/DIVING - BOYS	3,959.67	6,805.00	5,710.96	5,053.71
21	E/R	251	280	085	000	899/099	SWIMMING/DIVING - GIRLS	10,604.36	13,582.24	13,860.90	10,325.70
21	E/R	251	280	086	000	899/099	SOCCER - BOYS	12,359.70	8,087.00	13,469.85	6,976.85
21	E/R	251	280	087	000	899/099	SOCCER - GIRLS	11,576.02	9,325.00	7,689.14	13,211.88
21	E/R	251	280	088	000	899/099	SYNCHRONIZED SWIMMING	8,217.88	1,436.00	9,058.25	595.63
21	E/R	251	280	089	000	899/099	TENNIS - BOYS	25,156.40	2,891.00	5,493.64	22,553.76
21	E/R	251	280	090	000	899/099	TENNIS - GIRLS	4,212.27	11,646.00	13,520.12	2,338.15
21	E/R	251	280	091	000	899/099	TRACK/FIELD - BOYS	1,431.46	2,577.00	3,276.70	731.76
21	E/R	251	280	092	000	899/099	TRACK/FIELD - GIRLS	1,097.76	763.00	1,113.11	747.65
21	E/R	251	280	093	000	899/099	VOLLEYBALL	7,570.27	15,590.00	12,364.91	10,795.36
21	E/R	251	280	094	000	899/099	WRESTLING	-	3,969.00	4,131.97	(162.97)
21	E/R	251	280	095	000	899/099	ADAPTIVE ATHLETICS	3,898.12	26.00	24.00	3,900.12
21	E/R	251	280	096	000	899/099	BOYS LACROSSE	8,476.68	521.00	4,987.63	4,010.05
21	E/R	251	280	097	000	899/099	GIRLS LACROSSE	3,815.78	1,068.00	1,459.60	3,424.18
TOTAL HIGH SCHOOL ATHLETICS								220,778.85	207,029.24	230,799.89	197,008.20

PROGRAM/LOCATION : CENTRAL MIDDLE SCHOOL

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	253	280	152	000	899/099	MUSICAL	9,188.94	13,497.19	12,743.48	9,942.65
21	E/R	253	280	156	000	899/099	STUDENT COUNCIL	2,600.88	12,419.89	13,424.70	1,596.07
21	E/R	253	280	157	000	899/099	BAND	586.61	5,223.27	5,552.10	257.78
21	E/R	253	280	161	000	899/099	YEARBOOKS	3,514.92	11,386.00	8,383.15	6,517.77
21	E/R	253	280	165	000	899/099	STUDENT SERVICES	7,719.63	4,162.51	4,280.23	7,601.91
TOTAL CENTRAL MIDDLE SCHOOL								23,610.98	46,688.86	44,383.66	25,916.18

Wayzata Public Schools
Student Activity Fund Summary
May 2016

PROGRAM/LOCATION : WEST MIDDLE SCHOOL

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	351	280	202	000	899/099	CHOIR	30.89	-	-	30.89
21	E/R	351	280	203	000	899/099	STUDENT SERVICES	5,704.22	1,669.30	3,022.42	4,351.10
21	E/R	351	280	209	000	899/099	STUDENT COUNCIL	447.63	-	579.40	(131.77)
21	E/R	351	280	212	000	899/099	YEARBOOK	6,643.84	5,062.00	1,180.00	10,525.84
21	E/R	351	280	213	000	899/099	THEATER	9,158.78	4,029.15	8,723.45	4,464.48
21	E/R	351	280	215	000	899/099	DAY ONE	214.16	25.84	240.00	-
TOTAL WEST MIDDLE SCHOOL								22,199.52	10,786.29	13,745.27	19,240.54

PROGRAM/LOCATION : EAST MIDDLE SCHOOL

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	352	280	100	000	899/099	STUDENT SERVICES	12,260.10	6,587.88	6,412.07	12,435.91
21	E/R	352	280	104	000	899/099	BAND	858.56	1,800.00	2,138.71	519.85
21	E/R	352	280	105	000	899/099	STUDENT COUNCIL	13,272.50	8,489.20	5,704.43	16,057.27
21	E/R	352	280	107	000	899/099	VARIETY FUND	11,024.86	9,804.50	6,200.20	14,629.16
TOTAL EAST MIDDLE SCHOOL								37,416.02	26,681.58	20,455.41	43,642.19

PROGRAM/LOCATION : BIRCHVIEW

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	404	280	251	000	899/099	STUDENT SERV - K	-	-	-	-
21	E/R	404	280	253	000	899/099	STUDENT SERV - GR 1	-	-	-	-
21	E/R	404	280	254	000	899/099	STUDENT SERV - GR 2	-	-	-	-
21	E/R	404	280	255	000	899/099	STUDENT SERV - GR 3	-	-	-	-
21	E/R	404	280	256	000	899/099	STUDENT SERV - GR 4	-	-	-	-
21	E/R	404	280	257	000	899/099	STUDENT SERV - GR 5	-	-	-	-
21	E/R	404	280	259	000	899/099	STUDENT COUNCIL	2,354.81	41.00	2,205.92	189.89
21	E/R	404	280	260	000	899/099	STUDENT SERV - GENERAL	688.43	4,888.77	2,588.72	2,988.48
21	E/R	404	280	261	000	899/099	MEDIA	1,322.93	2,292.52	3,342.77	272.68
TOTAL BIRCHVIEW								4,366.17	7,222.29	8,137.41	3,451.05

**Wayzata Public Schools
Student Activity Fund Summary
May 2016**

PROGRAM/LOCATION : GREENWOOD

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	406	280	307	000	899/099	KINDERGARTEN	389.33	1,250.59	1,228.15	411.77
21	E/R	406	280	311	000	899/099	MEDIA	95.38	-	-	95.38
21	E/R	406	280	312	000	899/099	STUDENT SERVICES	10,859.88	2,114.51	11,776.68	1,197.71
TOTAL GREENWOOD								11,344.59	3,365.10	13,004.83	1,704.86

PROGRAM/LOCATION : OAKWOOD

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	407	280	469	000	899/099	STUDENT COUNCIL	1,307.44	462.51	-	1,769.95
21	E/R	407	280	474	000	899/099	STUDENT SERV - GENERAL	8,173.74	-	902.53	7,271.21
21	E/R	407	280	476	000	899/099	CHESS CLUB	600.21	449.00	720.97	328.24
TOTAL OAKWOOD								10,081.39	911.51	1,623.50	9,369.40

PROGRAM/LOCATION : SUNSET HILL

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	408	280	572	000	899/099	STUDENT SERVICES	51,122.05	22,700.13	60,903.10	12,919.08
21	E/R	408	280	573	000	899/099	ALL DISTRICT CHOIR	7.00	5,175.00	5,421.21	(239.21)
21	E/R	408	280	574	000	899/099	PENCIL MACHINE/STORE	1,969.89	1,034.66	1,187.52	1,817.03
TOTAL SUNSET HILL								53,098.94	28,909.79	67,511.83	14,496.90

PROGRAM/LOCATION : PLYMOUTH CREEK

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	410	280	533	000	899/099	STUDENT SERVICES	3,774.75	12,203.73	12,863.21	3,115.27
TOTAL PLYMOUTH CREEK								3,774.75	12,203.73	12,863.21	3,115.27

**Wayzata Public Schools
Student Activity Fund Summary
May 2016**

PROGRAM/LOCATION : GLEASON LAKE

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	411	280	352	000	899/099	STUDENT SERVICES	23,009.44	8,177.41	3,344.33	27,842.52
TOTAL GLEASON LAKE								23,009.44	8,177.41	3,344.33	27,842.52

PROGRAM/LOCATION : KIMBERLY LANE

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 05/31/16
21	E/R	412	280	401	000	899/099	STUDENT COUNCIL	721.38	2,600.61	2,434.31	887.68
21	E/R	412	280	403	000	899/099	KINDERGARTEN ACTIVITY	3,467.09	-	187.29	3,279.80
21	E/R	412	280	404	000	899/099	CARLSON	-	-	-	-
21	E/R	412	280	405	000	899/099	SPRAQUE	-	-	-	-
21	E/R	412	280	430	000	899/099	MEDIA	452.92	168.00	395.51	225.41
21	E/R	412	280	431	000	899/099	STUDENT SERVICES	42,490.62	9,392.48	-	51,883.10
TOTAL KIMBERLY LANE								47,132.01	12,161.09	3,017.11	56,275.99

GRAND TOTAL

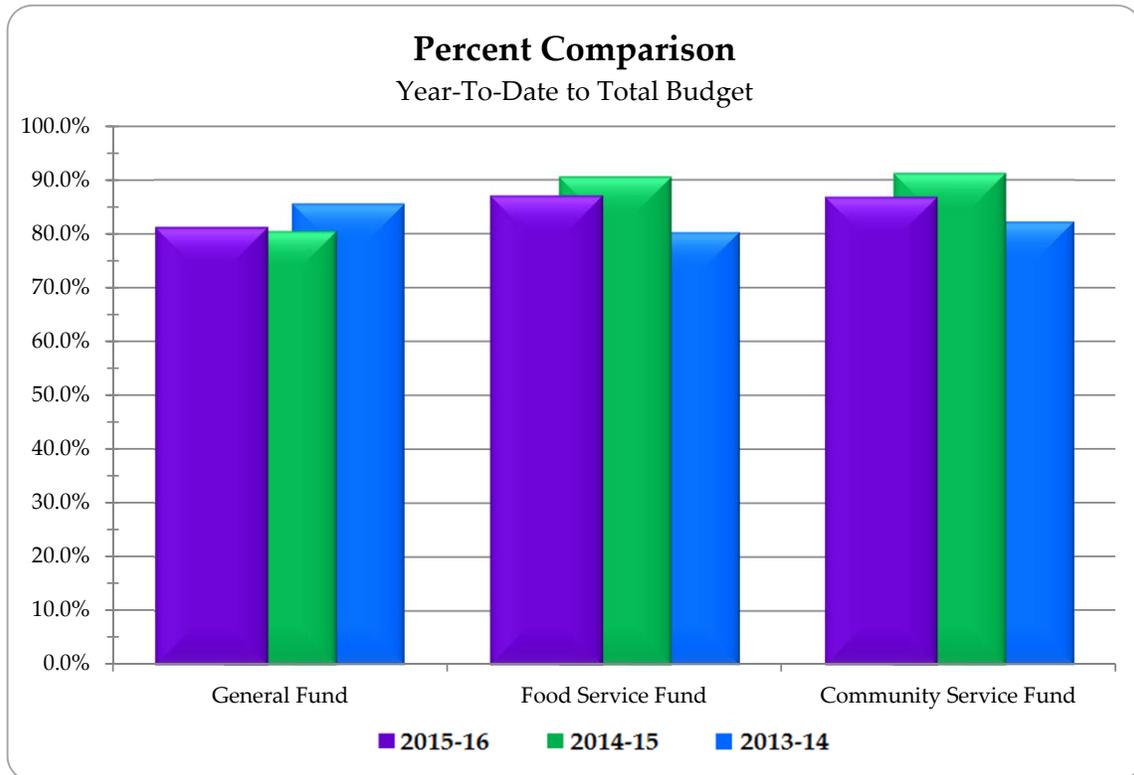
881,713.15 1,009,098.91 1,071,491.39 819,320.67



STATEMENT OF EXPENDITURES

For the month ended May 31, 2016

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2015-16	2014-15	2013-14
General Fund					
Salaries	\$ 60,589,547	\$ 76,662,242	79.0%	78.1%	78.8%
Benefits	22,031,468	23,689,116	93.0%	90.9%	91.5%
Purchased Services	14,154,483	18,869,232	75.0%	77.2%	77.7%
Supplies & Materials	3,185,872	4,700,997	67.8%	54.5%	50.1%
Capital Expenditures	1,653,909	2,761,585	59.9%	97.3%	315.3%
Other Expenses	7,710,313	7,819,239	98.6%	96.8%	95.9%
Total General Fund	\$ 109,325,592	\$ 134,502,411	81.3%	80.6%	85.7%
Food Service Fund	\$ 5,107,141	\$ 5,857,758	87.2%	90.7%	80.4%
Community Service Fund	6,905,607	7,946,681	86.9%	91.4%	82.4%
Alt Fac, Const and Tech Fund	14,196,462	24,532,890	57.9%	72.9%	68.9%
Debt Service Fund	15,399,275	15,397,775	100.0%	100.3%	100.0%
OPEB Debt Service Fund	1,593,130	1,593,555	100.0%	100.0%	100.0%
Building Construction Fund	51,494,162	50,232,638	102.5%	-	-
Total All Funds	\$ 204,021,369	\$ 240,063,708	85.0%	88.3%	89.4%

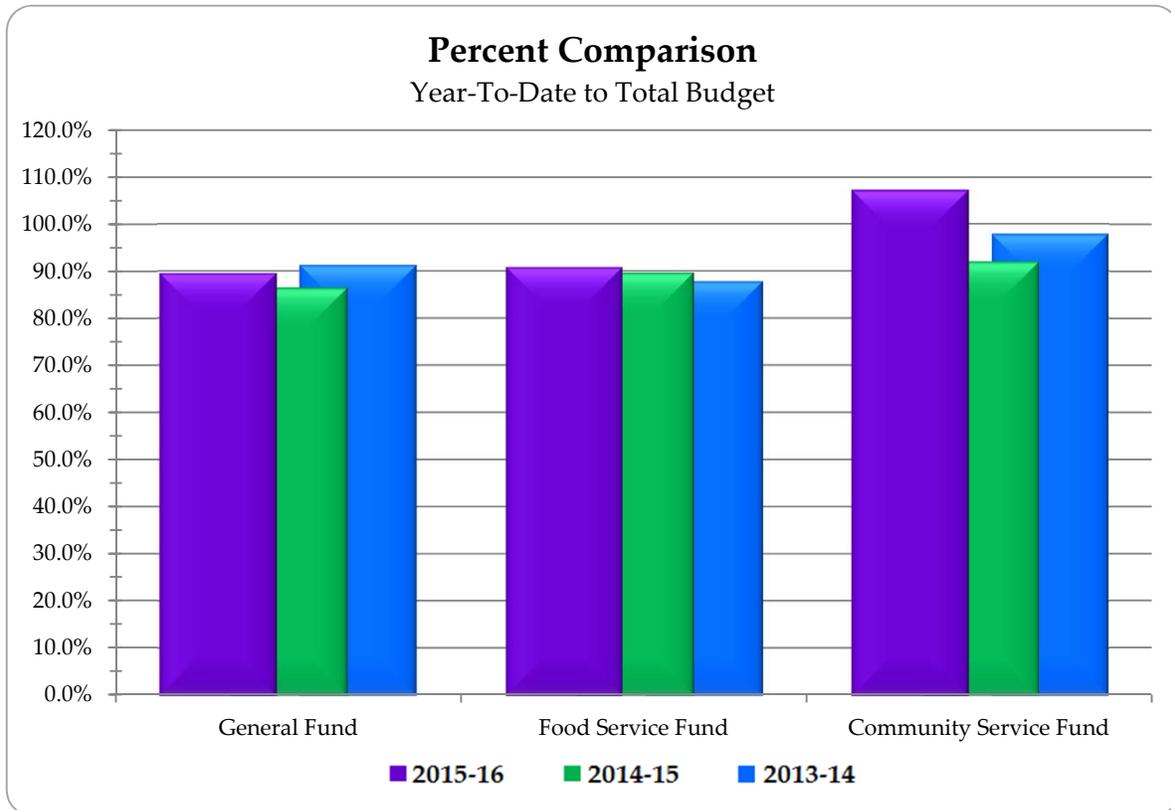




STATEMENT OF REVENUES

For the month ended May 31, 2016

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2015-16	2014-15	2013-14
General Fund	\$ 116,194,718	\$ 128,469,084	90.4%	87.4%	92.4%
Transportation Fund	14,610	14,610	100.0%	100.0%	83.9%
Capital Expenditures Fund	471,122	471,122	100.0%	100.0%	100.0%
Federal Programs Fund	1,517,393	2,819,246	53.8%	49.6%	51.7%
Total	<u>\$ 118,197,843</u>	<u>\$ 131,774,062</u>	<u>89.7%</u>	<u>86.5%</u>	<u>91.4%</u>
Food Service Fund	\$ 5,082,243	\$ 5,586,476	91.0%	89.7%	88.0%
Community Service Fund	8,010,790	7,466,413	107.3%	92.0%	97.9%
Alt Fac, Const and Tech Fund	7,526,172	7,412,904	101.5%	101.8%	101.0%
Debt Service Fund	15,850,569	15,926,049	99.5%	99.5%	99.7%
OPEB Debt Service Fund	1,676,551	1,680,827	99.7%	98.8%	99.6%
Building Construction Fund	139,333	180,000	77.4%	100.0%	100.1%
Total All Funds	<u>\$ 156,483,501</u>	<u>\$ 170,026,731</u>	<u>92.0%</u>	<u>89.4%</u>	<u>96.3%</u>



WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 6 Superintendent’s Reports and Recommendations

ITEM: D.1. 400 Series Policies

COMMENTS BY: Annie Doughty, Executive Director of Human Resource Services

The following 400 series policies have been reviewed by the district’s Policy Committee and aligned with Minnesota State Law and the Minnesota School Board Association’s recommendations. These policies are presented for first reading.

- Policy #401: Equal Employment Opportunity
- Policy #402: Disability Non-Discrimination
- Policy #403: Harassment and Violence
- Policy #404: Drug-Free Workplace/Drug-Free School
- ~~Policy #405: Staff Involvement in Decision Making (deletion)~~
- Policy #406: Chemical Use and Abuse
- Policy #407: Tobacco-Free Environment
- Policy #408: Personnel Records
- Policy #409: Tutoring for Pay
- Policy #410: Unaffiliated Staff Compensation
- Policy #411: Staff Hiring
- Policy #412: Employment Background Checks
- Policy #413: Professional Staff Assignments and Transfers
- Policy #414: Students and Employees with Communicable Diseases
- Policy #415: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy #416: Family and Medical Leave Policy
- Policy #417: Employee Right to Know – Exposure to Hazardous Substances
- Policy #418: Public and Private Personnel Data
- Policy #419: Policies Incorporated By Reference

RECOMMENDED ACTION: Approve the 400 series policies as presented.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

Background Information Regarding HR Policies/Regulations – 400 Series
June 27, 2016

Policy #401: Equal Employment Opportunity

School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations and we have had this policy since 1969. MSBA's sample policy has been reviewed and the only recommended changes are to add the purpose statement and to add "sex" to the identified protected classes.

Previously, there has been some confusion on the difference between "sex" and "gender" and school districts have often used them interchangeably. I think the following is helpful: According to the World Health Organization, "Sex refers to the biological and physiological characteristics that define men and women. Gender refers to the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women."

Policy #402: Disability Non-Discrimination

School districts are required by statute to have a policy addressing these issues. MSBA's sample policy has been reviewed and the only recommended changes are to add the purpose statement and one legal reference.

Policy #403: Harassment and Violence

Policy # 401 Equal Employment Policy includes all classifications of persons protected by state and/or federal law.

MN Statute 121A.03 requires that school districts adopt and review annually a "religious, racial and sexual harassment and violence policy". Therefore, the statute specifically regulates the classifications of religion, race and sex. Further, 121A.03 states that it must conform with the Minnesota Human Rights Act, Minn. Stat. C. 363A and are protected by state and/or federal law.

MN Statute 121A.03. Subd. 1 directs the Commissioner of MDE to maintain a model policy for School Boards to review. This model policy includes all protected classifications.

MSBA attorneys recommend that Districts revise their religious, racial and sexual harassment and violence policy to include all protected classifications. They believe that the reference in the MN Statute 121A.03 to the Human rights Act, Minn. Stat. C. 363A implies that Districts must also include the additional protected classifications in the mandated policy. They also believe that it is very difficult to articulate why a harassment and violence policy would be limited to only three of the protected classifications.

The attached policy and regulations recommendation aligns with the recommendations of MSBA's attorneys and the MSBA sample/model policy. The only recommended changes to our policy and regulations are to update the identified protected classes to include "gender". (See Policy #401)

Policy 404: Drug-Free Workplace/Drug-Free School

School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. Employees and students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The changes to the procedures reflect MSBA's recommended language and reflect recent changes to medical cannabis legislation. Federal law prohibits the use of medical cannabis on school grounds. While Minnesota recently enacted legislation legalizing medical cannabis it included an exception for school grounds. Therefore, both federal and state laws prohibit the use of medical cannabis on school grounds, even with a physician's prescription.

Policy 405: Staff Involvement in Decision Making

It is the recommendation to delete this policy because it is also covered under Policy 902 – Stakeholder Engagement.

Policy 406 Chemical Use and Abuse

This policy reflects mandatory provisions of state and federal law and is not discretionary. MSBA's Model Policy has been reviewed and the suggested updates reflect MSBA's recommendations. Previously, a question was raised regarding the rationale of reporting a student to the police and I thought it might be useful for your reference. The regulations require that IF a school district employee KNOWS that a student is abusing, possessing, transferring, distributing or selling chemicals IN A SCHOOL LOCATION, the administrator will notify the law enforcement officials (along with the parents, etc.).

Policy #407: Tobacco-Free Environment

This policy was changed on February 9, 2015 and there are currently no recommended changes to this policy. The regulation has some recommended changes based on MSBA's model policy.

Policy #408: Personnel Records

The purpose statement and legal references were added to this policy and there are several recommendations for minor changes.

Policy #409: Tutoring for Pay

The purpose statement and legal references were added to this policy and there are no changes to the regulations.

Policy #410 Unaffiliated Staff Compensation

The purpose statement was added to this policy for consistency.

Policy #411: Staff Hiring

The purpose statement and legal references were added to this policy and there are several recommendations for minor changes.

Policy #412: Employment Background Checks

MSBA's Model Policy has been reviewed for any updates and only the purpose statement was added. The provision of this policy substantially reflects statutory requirements.

Policy #413: Professional Staff Assignments and Transfers

The purpose statement was added to the policy for consistency. There are no other changes to the policy. These regulations can only be changed through the Meet and Confer process with the WEA. They were updated after the 2013-15 Teacher negotiations.

Policy #414: Students and Employees with Communicable Diseases

MSBA's Model Policy has been reviewed for any updates and there are several recommended minor changes to this policy and regulation. The recommended changes are aligned with the provisions under Minn. Stat. 121A.2.

Policy #415: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

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 to the policy and regulations align with MSBA's sample policy. This policy must be reviewed annually.

Policy #416: Family and Medical Leave Policy

The purpose statement was added to the policy for consistency. MSBA's Model Policy has been reviewed and no other changes to either the policy or regulations are being recommended.

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.

418 Public and Private Personnel Data

The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.

MSBA's Model Policy has been reviewed for any updates and a legal reference was added to the policy. 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.

Policy #419: Policies Incorporated By Reference

The only recommended change in this policy is adding the purpose statement for consistency.

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. 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, sex, 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.
- B. The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that 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.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every School District employee to follow this policy.
- E. Any person having any questions regarding this policy should contact the Executive Director of Human Resources.

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 *et seq.* (Family and Medical Leave Act)
29 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
29 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)

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

ADOPTED: February 10, 1969

AMENDED: June 21, 1973

AMENDED: March 31, 1975

AMENDED: December 8, 1986

AMENDED: May 10, 2004

AMENDED: November 13, 2006

REVIEWED: December 12, 2011

402 DISABILITY NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The School District shall not discriminate against qualified individuals with disabilities, because of the disabilities, with regard to job application procedures, hiring, advancement, discharge, compensation, job training, or any other terms, condition, or privileges of employment.
- B. The School District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The School District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The School District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the School District.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Executive Director of Human Resources. This individual is the School District's appointed ADA/Section 504 Coordinator.
- E. Any person having any questions regarding this policy should contact the Executive Director of Human Resources.

Legal References: [Minn. Stat. Ch. 363A \(Minnesota Human Rights Act\)](#)
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

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

ADOPTED: July 12, 2004
REVIEWED: October 9, 20016
REVIEWED: December 12, 2011

403 HARASSMENT AND VIOLENCE POLICY

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. All forms of harassment and violence on the basis of the afore-mentioned are strictly prohibited.

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator or other school district personnel of the district to harass a student, teacher, administrator or other school district personnel or groups of students, teachers, administrators or other school district personnel through conduct or communication; or to inflict, threaten to inflict, or attempt to inflict violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. For purposes of this policy, "school district personnel" includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.
- C. The district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's (or group's) race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability; and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying 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)

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

- 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)

ADOPTED: March 10, 1986

AMENDED: September 16, 1991

AMENDED: September 13, 1993

AMENDED: July 11, 1994

AMENDED: December 11, 1995

AMENDED: May 14, 2001

AMENDED: July 12, 2004

AMENDED: September 10, 2007

AMENDED: August 11, 2014

LAST REVIEWED: October 12, 2015

403-R HARASSMENT AND VIOLENCE REGULATIONS

I. DEFINITIONS

- A. "Assault" is;
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to bodily harm upon another;
 3. or the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct;
1. has the purpose or effect of creating an intimidating hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interferes with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment;
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. “Sexual harassment” consists of unwelcome sexual advances, requests or sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;

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

G. Sexual Violence; Definition

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

H. Racial Harassment; Definition

- 1. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities

I. Religious Harassment; Definition

2. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. otherwise adversely affects an individual's employment or academic opportunities

J. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate District official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses. The District encourages the reporting party or complainant(s) to use the report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- B. In each school building:
 1. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building report taker immediately. If the complaint

involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The report taker will take appropriate action to investigate student-to-student complaints and resolve the matter in a timely fashion. The building report taker shall ensure that this policy and its procedures, practices, consequences and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

2. If the complaint involves an adult, the principal must notify the district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the building report taker. If the complaint involves the building principal, the complaint shall be made or filed directly with the Executive Director of Human Resource Services by the reporting party or complainant.
3. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

C. In the district:

1. The School Board hereby designates the Executive Director of Human Resources as the District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer or if the complainant would be more comfortable, the complaint shall be filed directly with the Superintendent.
2. The school district shall conspicuously post the name of the Human Rights Officer, including mailing address and telephone number.
3. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
4. Use of formal reporting forms is not mandatory.

5. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
 6. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- D. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
 - E. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
 - F. False accusations or reports of violence or harassment against another person are prohibited.
 - G. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
 - H. Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
 - I. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
 - J. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

III. INVESTIGATION

- A. By authority of the district, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall, within three (3) days of, undertake or authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the District.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the district may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators or other school district personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practical. The District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

IV. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

V. RETALIATION OR REPRISAL

The district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VII. HARASSMENT OR VIOLENCE AS ABUSE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each district employee and independent contractor, who regularly interacts with students, at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.

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- D. The district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

ADOPTED: March 10, 1986

AMENDED: September 16, 1991

AMENDED: March 13, 1992

AMENDED: July 22, 1992

AMENDED: November 23, 1992

AMENDED: September 13, 1993

AMENDED: April 30, 2001

AMENDED: July 12, 2004

AMENDED: October 9, 2006

AMENDED: September 10, 2007

AMENDED: August 11, 2014

AMENDED: October 12, 2015

LAST REVIEWED: October 12, 2015

404 DRUG-FREE WORKPLACE / DRUG-FREE SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public ~~to use~~ or possesses alcohol, toxic substances, ~~or~~ controlled substances, or medical cannabis in any school location.
- C. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "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.

- E. “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.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. 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, except medical cannabis, 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. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

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ADOPTED: January 14, 1991

AMENDED: May 10, 2004

LAST REVIEWED: August 11, 2014

404-R DRUG-FREE WORKPLACE / DRUG-FREE SCHOOL REGULATIONS

I. REGULATIONS

- A. 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.
- B. 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 who 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.
- C. 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.
- D. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the Superintendent.
- E. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the School District's student medication policy, #536.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, 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.

II. ENFORCEMENT

- A. Students

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

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a School District federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, 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

1. 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.

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ADOPTED: September 3, 1991

AMENDED: May 10, 2004

AMENDED: November 13, 2006

AMENDED: October 14, 2013

LAST REVIEWED: August 11, 2014

405 STAFF INVOLVEMENT IN DECISION MAKING

~~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 give full opportunity to contribute to curriculum development and to recommend policies and regulations 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
REVIEWED: December 12, 2011

406 CHEMICAL USE AND ABUSE

I. PURPOSE

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.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, 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.
- B. 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.
- C. The School District shall establish and maintain a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. 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.
- E. 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)

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[Minn. Stat. 152.22 \(Medical Cannabis; Definition\)](#)

[Minn. Stat. 152.23 \(Medical Cannabis; Limitations\)](#)

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

AMENDED: January 9, 2012

LAST REVIEWED: August 11, 2014

406-R CHEMICAL USE AND ABUSE REGULATIONS

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, medical cannabis, and controlled substances as defined in the School District’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “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:
 - i. family counseling;
 - ii. early intervention activities that prevent family dysfunction, enhance school performance, and boost attachment to school and family; and
 - iii. 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 pre-assessment 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 pre-assessment 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.

C. Pre-assessment Team

1. Every school shall have a chemical abuse pre-assessment 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 pre-assessment 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 six (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 six (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 pre-assessment 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 pre-assessment 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.
 4. The penalties that may be imposed on employees for drug abuse violations.
- 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.

ADOPTED: October 8, 1990
AMENDED: August 16, 2004
AMENDED: October 14, 2013
LAST REVIEWED: October 14, 2013

407 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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)

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ADOPTED: May 11, 1987

AMENDED: July 12, 2004

AMENDED: October 9, 2006

AMENDED: February 14, 2011

AMENDED: February 9, 2015

LAST REVIEWED: February 9, 2015

407-R TOBACCO-FREE ENVIRONMENT REGULATIONS

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~~ Electronic 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.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

II. ENFORCEMENTS

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to School District discipline procedures.
- C. Employees who violate this tobacco-free policy shall be subject to School District discipline procedures.

- D. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other School District supervisory personnel responsible for the area or program at which the violation occurred.
- F. School Administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and 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.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for an adult Native American to use light tobacco on school district property 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 Native American tribe as defined under Minnesota law.
- 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.
- C. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

ADOPTED: August 15, 1987

AMENDED: July 12, 2004

AMENDED: February 14, 2011

AMENDED: February 9, 2015

LAST REVIEWED: February 9, 2015

408 PERSONNEL RECORDS

I. PURPOSE

The purpose of this policy is to inform employees of their rights regarding their personnel records.

II. GENERAL STATEMENT OF POLICY

- A. 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.~~
- B. All individual employee files generated within the District shall be available to the employee during District hours upon the employee's reasonable advance ~~written~~ request. Such request shall be made to the Human Resources 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 Resources 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.

Legal References: Minn. Stat. 123B.03 (Background Checks)
Minn. Stat. 299C.60 to 299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. 363A (Minnesota Human Rights Act)

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

409 TUTORING FOR PAY

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees and families regarding tutoring for pay.

II. GENERAL STATEMENT OF POLICY

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

Legal References: Minn. Rules 8700.7500 (Code of Ethics for Minnesota Teachers)

ADOPTED: March 9, 1983
AMENDED: February 9, 1987
AMENDED: December 8, 2003
AMENDED: May 10, 2004
REVIEWED: October 9, 2006
AMENDED: January 9, 2012

409-R TUTORING FOR PAY REGULATIONS

I. DEFINITIONS

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

- A. Definition of students – Teachers may not accept tutoring payment for students who are in their classrooms during the current school year.
 - 1. The summer months are not defined as part of the current school year.
 - 2. 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.
- B. 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).
- C. Recommendations for private tutors: If teachers make recommendations of private tutors or institutions that are not on the District Tutor 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.
- D. Tutoring for pay must occur outside the contracted work day.
- E. Teachers must notify community Education when they use school rooms after hours.

EFFECTIVE: December 8, 2003

MODIFIED: May 10, 2004

MODIFIED: October 9, 2006

410 UNAFFILIATED STAFF COMPENSATION PLANS

I. PURPOSE

The purpose of this policy is to provide guidance to the Superintendent regarding non-bargained employee compensation.

II. GENERAL STATEMENT OF POLICY

- A. 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
REVIEWED: December 12, 2011

411 STAFF HIRING

I. PURPOSE

The purpose of this policy is to provide guidance to the Superintendent regarding employment or promotion recommendations.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. The Board requires that appropriate efforts be made to recruit the best qualified professional and support staff personnel for District employment considering internal and external applicants ~~inside and outside the District~~.
- C. ~~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.~~
- D. 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
REVIEWED: December 12, 2011

412 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the School District in order to promote the physical, social, and psychological well-being of its students. To that end, the School District will seek a criminal 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 elect to do background checks of other volunteers, independent contractors, and student employees in the School District.

II. GENERAL STATEMENT OF POLICY

- A. The School District shall require that applicants for School District positions who receive an offer of employment and on all individuals, except enrolled 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.
- B. The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. 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)

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

ADOPTED: July 12, 1993
AMENDED: July 12, 2004
REVIEWED: October 9, 2006
AMENDED: January 9, 2012

413 PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

I. PURPOSE

The purpose of this policy is to outline the process for professional staff assignments and transfers.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. 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
REVIEWED: December 12, 2011

414 STUDENTS AND EMPLOYEES WITH COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the School District be able to attend schools of the District without becoming infected with serious communicable or infectious diseases including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the School Board adopt measures effectively responding to health concerns while respecting the rights of all students, ~~and~~ employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. STUDENTS

The policy of the School Board is that 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.

B. EMPLOYEES

The policy of the School Board is that 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)

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

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: June 12, 2004

AMENDED: November 13, 2006

AMENDED: January 9, 2012

414-R STUDENTS AND EMPLOYEES WITH COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

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

I. CIRCUMSTANCES AND CONDITIONS

- A. 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.
- B. 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.

II. STUDENTS WITH SPECIAL CIRCUMSTANCES AND CONDITIONS

The school, [and the Director of Special Services](#), 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.

III. 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.

IV. 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.)

V. INFORMATION SHARING

- A. 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 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.
- B. 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.

VI. REPORTING

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

VII. 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.

VIII. 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: January 9, 2012

415 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE POLICY

I. PURPOSE

The purpose of this policy is to outline the requirement for school personnel to report suspected child neglect or physical or sexual abuse, as required by Minnesota State statutes.

II. GENERAL STATEMENT OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
~~Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)~~
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
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. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

ADOPTED: November 20, 2003
AMENDED: July 12, 2004
AMENDED: November 13, 2006
AMENDED: September 10, 2007
AMENDED: August 11, 2014
AMENDED: October 12, 2015
LAST REVIEWED: October 12, 2015

415-R MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE REGULATIONS

I. DEFINITIONS

- A. “Accidental” means a sudden, not reasonable foreseeable and unexpected occurrence or event which:
1. is not likely to occur and could not have been prevented by exercise of due care; and
 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services is in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and includes an individual under age 21 who is in foster care, pursuant to Minn. Stat § Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so and including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;

4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, subd. 4, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

- F. "Non-maltreatment mistake" means (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non-maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident, occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

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

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

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- I. “School Personnel” means professional employee or professional’s delegate of the District who provides health, educational, social, psychological, law enforcement or child care services.
- J. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- K. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

II. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. The reporter will include his or her name and address on the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

- E. With the exception of a health care professional or a social professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

III. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the District shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the District shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The District shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

IV. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

V. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VI. DISSEMINATION OF POLICY

- A. The district will develop a method of disseminating this regulation with school personnel.

ADOPTED: September 28, 1987
AMENDED: May 14, 1990
AMENDED: September 28, 1992
AMENDED: November 13, 2001
AMENDED: July 12, 2004
AMENDED: November 13, 2006
AMENDED: September 10, 2007
AMENDED: October 10, 2011
AMENDED: August 11, 2014
AMENDED: October 12, 2015
LAST REVIEWED: October 12, 2015

416 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The School Board will provide for family and medical leave to school District employees in accordance with the Family and Medical 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
REVIEWED: December 12, 2011
AMENDED: August 11, 2014
LAST REVIEWED: August 11, 2014

416-R FAMILY AND MEDICAL LEAVE POLICY

I. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written

agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "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.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- 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 15 calendar 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;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Veteran” has the meaning given in 38 U.S.C. § 101.

II. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;

- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph II.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification

within 15 days from the date of the request or as soon as practicable under the circumstances.

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

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

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

employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs II.A.7., II.A.10., II.A.12., II.A.13., and II.A.14. above shall apply to leaves 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 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

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 POLICY

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

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

ADOPTED: July 12, 2004

AMENDED: October 9, 2006

AMENDED: October 12, 2009

AMENDED: November 8, 2010

LAST REVIEWED: August 11, 2014

417 EMPLOYEE RIGHT TO KNOW EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death, serious injury or harm.

II. GENERAL STATEMENT OF POLICY

- A. 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, or blood-borne pathogen.

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 3, 2006

AMENDED: October 14, 2013

LAST REVIEWED: August 11, 2014

418 PUBLIC AND PRIVATE PERSONNEL DATA POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R> Parts 160 and 164 (HIPAA Regulations)

ADOPTED: September 13, 2004

AMENDED: January 9, 2006

AMENDED: August 11, 2014

418-R PUBLIC AND PRIVATE PERSONNEL DATA REGULATIONS

I. DEFINITIONS

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

- 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, or volunteers or independent contractors 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 the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors, and individuals defined as superintendents, and principals.

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;
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.
25. ~~city and county of residence.~~

- 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;
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.

- E. Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.
- F. Once an individual is appointed to a public body, the following additional items of data are public:
 - 1. residential address;
 - 2. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - 3. first and last dates of service on the public body;
 - 4. the existence and status of any complaints or charges against an appointee; and
 - 5. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
- G. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- H. Regardless of whether there has been a final disposition as defined in Minnesota Statutes. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes 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.
- I. Data relating to a complaint or charge against a public official is public only if:
 - 1. The complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 - 2. Potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

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 are private data on individuals.
- C. Data created, collected or maintained by the School District to administer employee assistance programs are private.
- D. Parking space leasing data is private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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.

- K. 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.

- L. The School District shall make any report to the board of teaching or the state board of education as required by Minnesota Statutes [§ 122A.20, Subd. 2](#), and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the School District's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes [§ 122A.20, Subd. 2](#).
- M. 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 [Ch. 268](#).
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Children, Families and Learning, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of information a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. 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; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remains classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

- P. 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.
- Q. 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.
- R. 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.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

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.

ADOPTED: September 13, 2004
AMENDED: October 9, 2006
AMENDED: January 9, 2012
AMENDED: August 11, 2014
LAST REVIEWED: August 11, 2014

419 POLICIES INCORPORATED BY REFERENCE

I. PURPOSE

The purpose of this policy is to provide notice regarding student policies that may be applicable to employees.

II. GENERAL STATEMENT OF POLICY

- A. Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the School District provides notice by this section of the application and incorporation by reference of the following policies, which also apply, to employees:

Policy 631 and 631-R Technology Use

Policy 225 and 225 R Criminal of Civil Action Against School District, School Board Member, Employee or Student

Policy 501 and 501-R Equal Educational Opportunities

Policy 502 and 502-R Student Discipline

Policy 512 and 512-R Staff Notification of Students with Violent Behaviors

Policy 522 and 522-R DNR – DNI Orders

Policy 612 and 612-R Student Travel

Policy 719 and 719-R Use of District Telephones

Policy 912 and 912-R Public Complaints

- B. Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

ADOPTED: August 16, 2004
AMENDED: November 13, 2006
AMENDED: November 14, 2011

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 8. Board Reports

ITEM: _____

COMMENTS BY: Chris McCullough, Board Chair

This section of the agenda provides an opportunity for Board members to update school board members on school board-related work or to make announcements of interest to the public.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 9. Audience Opportunity to Address the Board

ITEM: _____

COMMENTS BY: Chris McCullough, Board Chair

This section of the agenda provides an opportunity for members of the audience to address the School Board. Speakers will be allotted approximately two-three minutes.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 11, 2016

AGENDA SECTION: 10. Adjourn

ITEM: _____

COMMENTS BY: Chris McCullough, Board Chair

This agenda item brings closure to the school board meeting.

RECOMMENDED ACTION: Call the meeting to a close.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

Time: _____