

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, August 13, 2009 - 7:00 PM
Mahtomedi District Education Center - Community Room

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

- AGENDA -

- | | | |
|----|---|----|
| 1. | CALL TO ORDER | 5 |
| 2. | ROLL CALL OF ATTENDANCE | |
| 3. | APPROVAL OF THE AGENDA | |
| 4. | APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items | |
| 5. | PRESENTATIONS/RECOGNITION | |
| | A. Meet Chuck Ericksen, Director of Community Education | 6 |
| 6. | PUBLIC COMMENT | |
| | Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments. | |
| 7. | REPORT FROM STUDENT REPRESENTATIVE | |
| | A. There will be no student representative report this month. | |
| 8. | APPROVAL OF MINUTES | |
| | A. July 9, 2009 - Regular Meeting | 10 |
| 9. | DISCUSSION/INFORMATION ITEMS | |
| | A. Calendar of Events | 17 |
| | B. Adequate Yearly Progress (AYP) Update for O. H. Anderson Elementary School
Presenter: Kirsten Bouwens | 18 |
| | C. School Board Meeting Schedule 2010 | 20 |
| | D. Policies | |
| | 1. First Reading of Policy 410-Family and Medical Leave Policy | 21 |
| | 2. First Reading of Policy 417-Chemical Use and Abuse | 29 |
| | 3. First Reading of Policy 524-Internet Acceptable Use and Safety Policy | 36 |
| | 4. First Reading of Policy 531-The Pledge of Allegiance | 46 |

- 10. ACTION ITEMS
 - A. Approval of Resolution Relating to 2009-2010 Open Enrollment (Closing All Grades) 47

- 11. SCHOOL BOARD COMMITTEE REPORTS
 - A. Association of Metropolitan School Districts (AMSD) Board
Presenter: Steve Wolgamot
 - B. Integration Districts (EMID & NSP-M-O)
Presenter: Kevin Donovan
 - C. Minnesota School Boards Association (MSBA) Legislative Liaison
Presenter: Cathy Dalton
 - D. Northeast Metro 916 Board
Presenter: John Belisle

- 12. SUPERINTENDENT'S REPORT
 - A. Update on Northeast YMCA Partnership Proposal

- 13. ADJOURNMENT

- 14. CONSENT AGENDA ITEMS (Items Approved Under #4)
 - A. Approval to Pay Bills - Check No. 362407 to 362801 48
 - B. Approval of Wire Transfer Transactions 57
 - C. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Leanne Barry - Reading Teacher - Mahtomedi Middle School (2009-2010)
 - b. Julie Buttermore - Paraprofessional - Wildwood Elementary School (2009-2010)
 - c. Ann Capeder - Integration Facilitator - District Wide (2009-2010)
 - d. Sue Cordek - Math Teacher - O. H. Anderson Elementary School (2009-2010)
 - e. Dawn Dworak - Long-Term Substitute Second Grade Teacher - Wildwood Elementary School (2009-2010)
 - f. Pamela Harein - Special Education Finance Specialist - District Office (2009-2010)
 - g. Cassandra Huberty - Reading Teacher - O. H. Anderson Elementary School (2009-2010)
 - h. John Krause - Long-Term Substitute Physical Science Teacher - Mahtomedi High School (2009-2010)
 - i. Gina Loosbrock - Long-Term Substitute Fourth Grade Teacher - O. H. Anderson Elementary School (2009-2010)
 - j. Pam Rech - Math Teacher - Wildwood Elementary School (2009-2010)

Agenda - August 13, 2009

- k. David Sorenson - Art Teacher - Mahtomedi Middle School (2009-2010)
- l. Aaron Swanson - STEM Teacher - Mahtomedi Middle School (2009-2010)
- 2. Approval of Leaves of Absence
 - a. Sarah Lornston - Language Arts Teacher - Mahtomedi High School (10/12/09 to 1/25/10)
 - b. Stephen Wheeler - Social Studies Teacher - Mahtomedi High School (9/8/09 to 11/6/09)
- 3. Approval of Resignations/Retirements/Terminations
 - a. Denise Waalen - Assistant Superintendent - District Office (9/30/09)

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING

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

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



ADDENDUM TO AGENDA
BOARD OF EDUCATION
August 13, 2009

5. PRESENTATIONS/RECOGNITION

Chuck Erickson, Director of Community Education, will be in attendance to share a brief introduction and some of his professional background and experiences with you. I am hearing positive feedback about his initial work with our community members and staff.

6. PUBLIC COMMENT

We may have a few more citizens present in support of the YMCA partnership. I placed this item under the Superintendent Report because we are studying the feasibility of the tuition swim program options and are not ready to make a recommendation at this time. For now, the General Board of the Greater St. Paul YMCA is continuing with the project regardless of the varying levels of commitments from area city partners. The swimming pool is of greatest benefit to Mahtomedi and Shane Hofer indicates that this may be a sufficient level of commitment. I will report what we know so far and will ask for more time before we make a recommendation to the school board. I spoke with Jud Marshall last evening and the City of Mahtomedi is still considering as well.

9. DISCUSSION/INFORMATION ITEMS

B. Adequate Yearly Progress (AYP) Update for O. H. Anderson Elementary School – Kirsten Bouwens will present current AYP information for O. H. Anderson School. We did not meet AYP due to several special education students' test results and she will explain the matter in full. In my opinion, it is not rational to use this method to define performance standards for Minnesota school districts.

10. ACTION ITEMS

A. Approval of Resolution Relating to 2009-2010 Open Enrollment (Closing All Grades) – We are required to pass a resolution to close all grades to open enrollment and the resolution is offered for this reason. We will share an enrollment report with you in September. For now, it appears we are close to the enrollment figures we projected in February 2009 at every school.

225 east 9th street # 307
St. Paul, MN, 55101

CHUCK ERICKSEN

(h) 608-498-9919
(w) 507-895-5153

chuck@isd300.k12.mn.us

Personal Mission

My passion lies in helping people realize their potential as individuals and as active members of community. My primary life or work goal has been to help create learning environments which create empowered individuals, responsive institutions and healthy communities.

Work History

Community Education Director: La Crescent-Hokah School District 2/2002–present Manage and provide leadership with staff in developing a wide variety of Community Education programs. Assist the school district in areas of staff development, curriculum development, planning and grant writing.

Program Director/Coordinator: 2004-present La Crescent Area Healthy Community Partnership Inc. Manage *Neighbors in Action*, a volunteer-based program that provides services to older and/or disabled adults who would like to live independently in their homes and Co-manage an *Active Living Coalition* initiative which works on policies, infrastructure and programs which lead residents to be more physically active. I also facilitate planning, assist with board development and write grant proposals.

Radio Show Producer: Wisconsin Public Radio: Day to Day Ethics; a radio series sponsored by the Institute for Ethics in Leadership at Viterbo University: 2002-present. Produced over 100 interview-based radio shows for broadcast on Wisconsin Public Radio.

Board Chair for the U of MN Regional Sustainable Development Partnership (RSDP): 7/2008 to present and Secretary for the Experiment in Rural Cooperation - one of five citizen boards within RSDP 7/2006-present. Provide board leadership in developing new initiatives which further sustainable development efforts statewide work with people on specific projects to develop plans and link university staff and resources to local rural communities.

Facilitator -‘Community Connector’: Southern Minnesota Imitative Foundation’s Institute for Civic Engagement: 2007 to present. Assist communities with asset-based community development projects.

Faculty Member and Consultant: Rural School and Community Trust 1996-2002 Provided training and outreach to schools and communities in a six-state area using learning community protocols developed by the National School Reform Faculty. I assisted with teachers, students and community members in planning efforts related to ‘place-based learning’.

Founder and Executive Director: New Paradigm Partners Inc. (NPP) 1992-2002 NPP is a non-profit with representation from ten school districts, a tribal school that has partnered with various colleges, universities, and community organizations to provide new educational opportunities for children, youth and adults in NW Wisconsin. NPP mobilized local resources to transform rural schools into centers of life-long learning and sustainable rural development. Developed programs with NPP board members and organizational partners, trained and supervised staff, conducted evaluation, public engagement and advocacy processes, and secured over four million dollars through local, state, federal and private sources.

Educational Consultant: Cooperative Educational Services Agency #11 1999-2002. Worked with 39 rural school districts on issues of school reform, strategic planning and staff development, with a focus on community education, service learning and school and community partnerships. I also established for CESA a new grant development service for rural schools.

First Board President: Wisconsin Rural Challenge Inc. (WRC) 1999-2003 WRC serves to strengthen Wisconsin's rural schools and communities by engaging students and adults as partners in community-based learning. The organization provides outreach and technical assistance to communities around the state and manages policy, legislative and public engagement initiatives. Took leadership in organizing our board, developing our mission, writing grant proposals, and designing and implementing WRC initiatives.

Private Consultant/Contractor 1990-present U.S. State Department, Brazilian Embassy, Chief State School Officers, National Center for Community Education, Wisconsin and North Dakota's Departments of Education, Oneida Reservation and other non-profits, colleges and schools. Provide workshops, facilitate organizational development processes, help people design initiatives and develop related funding strategies.

Fellow: Kellogg International Leadership Program: 1995-1999 (.25 FTEs for four years) This amazing fellowship allowed me to learn about community leadership and sustainable community development from an international perspective. I served the foundation by evaluating educational and community development strategies through many international site visits. I participated in several national and international conferences, study groups and workshops and made presentations on youth and community leadership, participatory evaluation, community-school partnerships, service learning and youth media.

Director: Flambeau Community Education Program: 1983-1999 Founded and managed all aspects of this award-winning program working with an advisory council, various ad-hoc committees and school district staff, students and administration. During these years I also worked directly with students as a teacher/mentor/facilitator/planner as part of an accredited alternative education program I established.

Board Member: Wisconsin Community Education Association: 1991-94 (President in 1992). Took the lead in developing our largest annual conference and increasing membership by 40%.

Facilitator: Institute for Responsive Education and Flambeau School District: 1990-1996 Facilitated a comprehensive and systemic school improvement process which resulted in new priorities for change, new project-based curriculum, new school policies and professional development activities through new school-family-community partnerships.

Naturalist/Guide/Trainer/Manager: Voyageur Wilderness Program: 1969-1979 I came of age in this family-run business that operates within Quetico Provincial Park in Ontario, Canada. The purpose of the program is to help young people experience the power of wilderness and become advocates for environmental causes.

Achievements

- In La Crescent, developed a number of new school and community-based initiatives in areas of the arts, needs of older adults, environmental education and restoration, service learning and community development. Facilitated planning processes grants with La Crescent teachers, students and community members that resulted in over fifty successful grants; one of which was a Q-Comp (pay for performance) grant that brought in over a million dollars to the school district over the last four years.
- Took a lead role in establishing, from scratch, several new Community Education Programs and non-profit organizations.
- Developed numerous community-connected learning environments for (and with) youth and K-12 teachers, including viable youth run businesses, outdoor education/environmental restoration initiatives, theater and arts programs, media and advocacy programs, and local history projects. Three of these programs, in three different years, received the Wisconsin Rural Partner's *Governor's Award for Top Community Development Initiatives*.
- Designed state and nationally recognized service-learning and youth leadership programs. Youth conducted asset-mapping efforts, developed parks, designed and implemented environmental restoration projects, renovated buildings, organized home care services for the elderly, and provided technology services for community groups and individuals.
- Provided leadership in creating, at Flambeau, a successful 'Families-in-Education' program, which included many volunteers, parent-teacher planning teams, interactive homework strategies, before and after school programs and community celebrations, along with the first literacy and adult education program, the first school-based preschool and the first alternative high school in Rusk County, Wisconsin.
- Co-created and co-managed a comprehensive career guidance program based on mentoring, portfolios, and community-based learning experiences. This program received the 1996 Exemplary Career Guidance and Counseling Program Award from the U.S. Department of Education and the National Center for Research in Vocational Education.
- Established a program for at-risk high school students that reduced drop out rates, improved school performance and lessened the burden on our county's youth correction's budget. We secured county money each year to support this prevention program and were asked to assist in establishing at-risk programs in the neighboring communities of Gilman, Birchwood, Weyerhaeuser, Bruce, Winter and the reservation school of La Courtes Oreilles.
- Established several school-to-work initiatives that included internships, apprenticeships and work-experience opportunities for students in a wide variety of settings. Two of note: the first rural, management tract, apprenticeship program with the McDonalds Corporation and first high school internship program with the Smithsonian American Folk Life Center.
- Coordinated several conferences for school districts and other organizations including the first *Wisconsin Youth Entrepreneurship Competition and Recognition Conference* and a *Wingspread Conference* which gave birth of the Wisconsin Rural Challenge Inc.
- Secured nearly ten million dollars over the last 25years from regional and national foundations and government agencies. I've taught grant writing classes, coached educational leaders in grant writing and have successfully managed multiple grants each year since the mid-1980s.
- Helped design and teach graduate classes for teachers in leadership, arts and creativity, service learning and youth-run, school-based enterprises. Conducted teacher, community and youth leadership workshops and 'learning community' training.

- Presented workshops at state, national and international conferences. Contributed stories and interviews for other articles, books and videos.
- Organized and facilitated a Kellogg funded *Grassroots Community Leadership Program* which involved over 250 people organized within in eleven teams, each implementing technology-based, community improvement initiatives and earning college credit.
- Organized and operated *Folk House Productions*, in Ladysmith, WI. This volunteer effort produced over 100 folk music concerts in a variety of venues, including two 'Protect the Earth Festivals' which attracted over 3,000 people from several states.
- Inducted into the Wisconsin Community Education Hall of Fame, October 2001

EDUCATION

University of Minnesota: Director of Community Education Licensure, 2003

National Rural School and Community Trust and National School Reform Faculty: 2000 Trained as a Learning Community Facilitator and Coach.

Wisconsin Institute for Conflict Resolution: 1999 Certified as a State Trainer.

Fellow: Salzburg Seminar, Salzburg, Austria: 1996 Explored the role of non-profits in a changing world from an international perspective.

National Society for Experiential Education Fellow: 1993-95 Focus on leadership in developing service-learning programs.

Mt. Senario College: 1984-87 Teacher Certification in Broad Field Social Science

University of Michigan: 1981-82 Doctoral Candidate in Environmental Psychology

University of Wisconsin-Green Bay: 1979-81 Masters of Environmental Arts and Sciences

Evergreen State College: 1978-79 Bachelors in Outdoor/Environmental Education

Personal Interests: Folk music, storytelling, wilderness, canoeing, hiking, literature and travel.

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **July 9, 2009**, beginning at 7:00 PM in the Mahtomedi District Education Center – Community Room.

1. CALL TO ORDER

Meeting called to order at 7:03 p.m. by Acting Chair Kevin Donovan.

2. ROLL CALL OF ATTENDANCE

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

3. APPROVAL OF THE AGENDA

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

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

Schwartz moved, Belisle seconded, approval of the actions recommended on the consent agenda. Consent agenda item *14. D. Approval of North St. Paul-Maplewood-Oakdale Multi-District Integration Collaborative Governance Agreement* was moved to be agenda item 9. E. Carried. Acting School Board Chair Kevin Donovan noted the \$28,229 in grants and donations to the school district and expressed the school board/district's formal thank you to those who donate to our schools.

5. PRESENTATIONS/RECOGNITION

None.

6. PUBLIC COMMENT

Julie Donaldson, parent of Mahtomedi High School student, spoke to the school board about trying to get French IV and V back into the Mahtomedi High School curriculum and thanked the school board members for listening and trying to resolve this issue.

Lauren Kingsbeck, student on Mahtomedi High School swim team, spoke to the school board in support of the Northeast YMCA partnership proposal and how nice it would be to have a "home" pool and the use of a pool that was closer to home.

Heidi Losinski, resident of Mahtomedi, spoke to the school board in support of the Northeast YMCA partnership proposal.

Todd Benjamin, resident of Grant, coach for the swim team, and parent, spoke to the school board in support of the Northeast YMCA partnership proposal.

Bruce Smith, resident of Dellwood, spoke to the school board in support of the Northeast YMCA partnership proposal and how this proposal is probably the most fiscally responsible and realistic opportunity the school district may have to gain a pool.

Jan Becker, resident of Mahtomedi and parent, spoke to the school board in support of the Northeast YMCA partnership proposal and how a pool would not only be beneficial to the swim team and students but to the whole community.

7. REPORT FROM STUDENT REPRESENTATIVE

A. There will be no student representative report this month.

8. APPROVAL OF MINUTES

A. June 11, 2009 - Regular Meeting

Schwartz moved, Belisle seconded, approval of the minutes from the June 11, 2009, school board meeting. Carried.

B. June 25, 2009 - Study Session

Deters moved, Schwartz seconded, approval of the minutes from the June 25, 2009, school board study session. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Acting Chair Kevin Donovan reviewed the calendar of events. The July 21 school board study session was noted.

B. Northeast YMCA Partnership Revised Proposal

Tom Brinsko, President and CEO of the YMCA of Greater St. Paul, introduced Shane Hofer, Interim Executive Director, and Greg Waibel, Chief Financial Officer/Vice President.

Hofer gave a PowerPoint presentation on the Northeast YMCA community partners proposal. This collaboration would include the YMCA of Greater St. Paul, the Mahtomedi and White Bear Lake Area School Districts, the cities of Hugo,

Mahtomedi, and White Bear Lake, and White Bear Township. The White Bear Lake Area Schools and the City of White Bear Lake have voted to support the proposal. If all partners give their support, this collaboration would result in a state-of-the-art regional recreation center, with the YMCA as the owner/operator. The current YMCA location at 2100 Orchard Lane would be remodeled to fit this need. The YMCA would like to begin construction in September 2009 for a September 2010 opening.

The new proposed agreement with the Mahtomedi School District includes four main components: CE YMCA Swim Academy, Tuition-Based Water Safety; Girls' Swim Team; and Teen Center and allows the district to recoup up to 75 percent of the lease expense through fees. This agreement creates \$20,235-\$47,860 in revenue for the school district while committing the district to annual payments of \$64,000, adjusted by inflation annually, for 10 years beginning in 2010-2011. At the end of the ten-year term, the YMCA would renegotiate the provision of services based on current market rates.

School board members discussed what the divers on the swim team would do if there is no diving board. (A diving board is not part of the original plan because of the extra \$500,000 the diving well would incur.) The divers would have to practice and compete in a different location. The Northeast YMCA will add a diving board/well to the plan if they can come up with the additional funding.

Superintendent Mark Wolak stated that this seems to be a workable proposal and benefit to the community. More study is needed to determine the level of parent interest in the tuition swim programs.

C. National Educators' Computing Conference (NECC)

Assistant Superintendent Denise Waalen shared with the school board information from the National Educators' Computing Conference (NECC) that she attended in Washington D.C. along with other employees of the school district. Attendance at this conference was made possible by donations from the community and the Mahtomedi Area Educational Foundation (MAEF). The goal in attending the conference was to be able to find out about research, best practice, 21st century learning skills, what is going on across the country, and how to bring that back to the district. It became apparent at this conference that the Mahtomedi School District is in a much more advanced place when it comes to having and using technology compared to other school districts in the country. Waalen shared with the school board the NECC 2009 Conference Wiki that the employees, who attended the conference, created. The next step is for these employees to share all of the information/knowledge gained from the conference with the rest of the district.

D. Engineering Initiatives Progress Report

Assistant Superintendent Denise Waalen and Mahtomedi High School Principal Kathe Nickleby updated the school board on the Engineering Leadership Program and how it will continue without Nickleby's leadership. (Due to the district having to make spending reductions for the 2009-2010 school year, the special assignment of Kathe Nickleby as Director of the Engineering Leadership Program was discontinued). The program will continue under the guidance of the Executive/General Board chaired by Scot Hovan, science teacher at Mahtomedi High School. Q-comp coaches will work with staff, an engineering specialist has been hired to work with the elementary students and staff, and an engineer, who has worked with Pella and 3M, will work with the Middle School tech and math programs. In 2011, engineering standards will need to be part of the science curriculum. The district will be working to ensure that the staff has been trained and the curriculum is in place by that time. Some upcoming engineering events are the Gateway Summer Camp for grades 6-9, an honorary reception thanking contributors for their support, a road trip for students to Iowa State University, and the fall and spring engineering open houses. Waalen thanked Nickleby for her leadership and hard work in making the Engineering Leadership Program the outstanding program that it is.

E. North St. Paul-Maplewood-Oakdale Multi-District Integration Collaborative Governance Agreement

Assistant Superintendent Denise Waalen gave the school board members background information on the Integration Collaborative Governance Agreement specifically as it relates to Article IV: Governance and Article V: Multi District Collaborative Council. This agreement is based on a strong community component both from Mahtomedi and North St. Paul-Maplewood-Oakdale. The Community Collaborative Council will develop or recommend programs, services, and initiatives that will support the goals of the Integration Plan. These programs, services, and initiatives will then be brought forward to the Multidistrict Collaborative Council. The Multi District Collaborative Council shall serve in an advisory role to the District 622 school board and shall consist of the Superintendent or designee, Business Manager, School Board member, and a representative from the local district's Community Advisory Council. School board members raised concerns about their role in fiscal matters related to the Collaborative. Waalen will work to resolve these issues and the governance agreement will be brought back to a future regular school board meeting.

10. ACTION ITEMS

A. Approval of Proposed Schedule Change for Mahtomedi High School

A schedule change at Mahtomedi High School needs to be implemented as a way to reduce costs. For the past several months, a committee of Mahtomedi High

School teachers and administrators have been reviewing different schedule options. School and district administrators are recommending that the school board adopt a six-period day. School board members thanked the committee members for their hard work in this process. School board members stated that they would prefer not to make this change but that the six-period day is a less expensive option. Schwartz moved, Dalton, seconded approval to change the Mahtomedi High School schedule from a four-period day to a six-period day beginning with the 2010-2011 school year. Carried.

B. Approval of Health and Safety Attachment 99

Phil Belden, Supervisor of Buildings and Grounds and Health and Safety Coordinator, reviewed health and safety attachment 99 with school board members. The Health and Safety Committee, under Belden's leadership, acts on behalf of the school district to ensure health and safety issues are addressed in a timely matter. Acting School Board Chair Kevin Donovan commended Belden on the district's outstanding safety record. Belisle moved, Schwartz seconded, approval of health and safety attachment 99. Carried.

C. Approval of Northeast Metropolitan Intermediate School District No. 916's Health and Safety Program Budget Resolution

Superintendent Mark Wolak recommended approval of the Health and Safety Budget Resolution and to authorize the District 916 levy. Belisle moved, Schwartz seconded, approval of Northeast Metropolitan Intermediate School District No. 916's health and safety program budget. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

None.

B. Integration Districts (EMID & NSP-M-O)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Treasurer Cathy Dalton encouraged school board members to register for the upcoming Minnesota School Boards Association Conference.

D. Northeast Metro 916 Board

The Northeast Metro 916 report was included in the school board packet.

12. SUPERINTENDENT'S REPORT

A. Globe Report Card - 2001 Bond & Levy

Superintendent Mark Wolak noted the *Globe Report Card* that was an insert in the last issue of *The Globe*. The report card highlighted the 2001 bond and operating levy. Dissemination of this information is part of the planning process as the district prepares for a potential future bond election. Another report card will be prepared for the 2004 operating levy.

13. ADJOURNMENT

Schwartz moved, Belisle seconded, adjournment. Meeting adjourned at 9:50 p.m.
Carried.

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

- A. Approval to Pay Bills – Check No. 361838 - 362406
- B. Approval of Wire Transfer Transactions
- C. Approval of Fiscal Agency Agreement Between Mahtomedi Public Schools and the Mahtomedi Area Educational Foundation
- D. Approval of Membership in the Association of Metropolitan School Districts (AMSD) for 2009-2010
- E. Approval of Membership in the Minnesota School Boards Association (MSBA) for 2009-2010
- F. Gifts/Grants Totaling \$28,229
 - 1. Approval of Grant from 3M Foundation to Mahtomedi Engineering Leadership Program - \$25,000
 - 2. Approval of Gift from Bern Hapke to Mahtomedi Middle School - Piano
 - 3. Approval of Gift from Wildwood Lions Club to Mahtomedi Area Community Education Summer Youth Program - \$729
- G. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Leanne Barry - Tier II Reading Teacher - Mahtomedi Middle School (2009-2010)
 - b. Christina Boice-Mallach - Behavior Specialist - Mahtomedi Middle School (2009-2010)
 - c. Carissa Deragisch - Social Studies Teacher - Mahtomedi High School (2009-2010)
 - d. Pam Harein - Special Education Finance Specialist - District Wide (2009-2010)
 - e. Amanda Hudak - Special Education Teacher - Mahtomedi Middle School (2009-2010)
 - f. Ellen Isaacson - Elementary Extended Day Program Supervisor - Community Education (2009-2010)
 - g. Harmony Lewis - Tier II Math Teacher - Mahtomedi Middle School (2009-2010)

- h. Paul Olson - Math Teacher - Mahtomedi High School (2009-2010)
 - i. Joseph Pendleton - School Psychologist - Wildwood Elementary School (2009-2010)
 - j. Erin Whisler - Elementary Extended Day Program Supervisor - Community Education (2009-2010)
 - k. Approval of Resolutions Regarding the Contracts of the Assistant Superintendent, Director of Business Services, Director of Special Services, and Director of Student Activities Regarding an Agreed Upon Salary Freeze
2. Approval of Leaves of Absence
- a. Amy Albrecht - Math Teacher - Mahtomedi Middle School (11/7/09 to 1/29/10)
 - b. Julie Conzemius - Music Teacher - Mahtomedi Middle School (11/3/09 to 4/9/10)
 - c. William Gangl - Industrial Technology Teacher - Mahtomedi Middle School (2009-2010)
3. Approval of Resignations/Retirements/Terminations
- a. Ben LaFrinier - Paraprofessional - O. H. Anderson Elementary School (6/9/09)
 - b. Paula Metling - Paraprofessional - Mahtomedi Middle School (6/5/08)

CATHY DALTON, ACTING CLERK

CALENDAR OF EVENTS

AUGUST		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Thursday, August 13</u> 4:30-6:30 p.m. 7:00 p.m.	AMSD Board of Directors Meeting & Social School Board Meeting	Northland Inn, Minneapolis District Education Center - Community Room
<u>Wednesday, August 26</u> 8:00 a.m.-Noon 6:00 p.m.	School Board Retreat EMID Joint Powers School Board Meeting	TBD Harambee Elementary School, Maplewood
<u>Wednesday, August 26 – Friday, August 28</u>	New Employee Orientation	
<u>Thursday, August 27</u> 5:45 p.m. 7:00 p.m.	School Board Dinner Session School Board Study Session	District Education Center - Board Room District Education Center - Community Room
<u>Monday, August 31</u> 10:00 a.m.	Opening Workshop (lunch to follow)	Chautauqua Center & MHS Commons
<u>Monday, August 31 – Thursday, September 3</u>	Staff Development	

SEPTEMBER		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, September 1</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<u>Tuesday, September 8</u>	First Day of School, Grades 1-12	
<u>Thursday, September 10</u> 7:00 p.m.	First Day of School, Kindergarten School Board Meeting	District Education Center - Community Room
<u>Friday, September 11</u> 7:00-9:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, September 14</u> 7:00 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Wednesday, September 16</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School, Maplewood
<u>Thursday, September 24</u> 7:00 p.m.	School Board Study Session	District Education Center - Community Room

Memorandum

To: Waalen, Denise
CC: Viker, Lynne, Springborg, Heidi
From: Kirsten Bouwens
Date: 8/11/2009
Re: AYP update for OH Anderson

OH Anderson had solid results for our overall proficiency in math and reading for the 2009 MCA's. As a school, **81% of our students met or exceeded standards in the area of math, and 84% met or exceeded standards in reading.**

OH Anderson did not make AYP (Adequate Yearly Progress) for 2009 in the sub-groups of special education and free and reduced lunch. Many of the same students are counted in both groups so addressing one sub-group, such as special education, will also address the free and reduced sub-group. Below is a brief summary of the results, their implications, and the action plan for the 2009-2010 school year.

- It is important to note that OHA missed the AYP mark by only 3 points in math and 5 points in reading, which translates into only a small number of students (approx. 3-5), that if their scores had been in the partial or meets category, OHA would have met the needed scores for making AYP.
- In the free and reduced lunch sub-group, OHA missed the AYP mark by only 2 points in math and 1 point in reading. Again, this translates into a very small number of students (approx. 1-2), that if their scores and been in the partial or meets category, OHA would have made the AYP requirements.
- In addition to reviewing the overall MCA data, we are also looking at the individual special education students, their area of disability, their instructional programming (tier placement for math and literacy) last year, as well as their assessment data from NWEA.
- There are several special education students, who based on their on-going assessment data and their disability, should be considered for the MTAS, the individual alternative assessment, which would be more closely aligned with the individual needs and goals of the student.

- In looking at the all of the data, the AYP status is not a result of systemic issues such as curriculum or instructional strategies and practices, because many of these students are demonstrating appropriate academic growth via NWEA assessments and district curriculum-based measurements.
- The plan to address the AYP status for OH Anderson for 2009-2010 is:
 - Review and refine the criteria and process for determining which special education students should participate in the MTAS versus the grade-level MCA's.
 - Review specific student data to determine if there is a need for modifications in the instructional placement and/or instructional programming.
 - Explore the possibility of offering additional time either within the school day or outside of the school day to reinforce academic skills as well as test-taking strategies (prior to the MCA's).
 - Lynne Viker will work with special education staff on August 20th.
 - As a building, we will be working as a special education team and regular education staff to review all of this information and the action plan at the start of the school year.



SCHOOL BOARD MEETING SCHEDULE - 2010				
Day	Date	Time	Type	Location
Thursday	January 14	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	January 28	7:00 p.m.	Study Session	DEC - Community Room
Thursday	February 11	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	February 25	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	March 11	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	March 25	7:00 p.m.	Study Session	DEC - Community Room
Thursday	April 8	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	April 22	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	May 13	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	May 27	7:00 p.m.	Study Session	DEC - Community Room
Thursday	June 10	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	June 24	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	July 8	7:00 a.m.	Regular Meeting	DEC - Community Room
Thursday	August 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 26	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	September 9	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	September 23	7:00 p.m.	Study Session	DEC - Community Room
Thursday	October 14	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	October 28	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	November 4	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	December 9	7:00 p.m.	Regular Meeting	DEC - Community Room

SCHOOL BOARD COMMITTEE MEETING SCHEDULE - 2010				
Day	Date	Time	Type	Location
Wednesday	January 6	7:30 a.m.	Personnel	DEC - Board Room
Wednesday	March 3	7:30 a.m.	Personnel	DEC - Board Room
Wednesday	June 2	7:30 a.m.	Personnel	DEC - Board Room
Wednesday	August 4	7:30 a.m.	Personnel	DEC - Board Room

Additional meetings will be scheduled as needed.

The District Education Center (DEC) is located at: 1520 Mahtomedi Avenue, Mahtomedi, MN 55115

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Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2008

410 FAMILY AND MEDICAL LEAVE POLICY

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

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 and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Active duty” or “call to active duty” means a federal call to active duty as a member of the reserve components (Army National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve) or a retired member of the regular Armed Forces or reserve component in support of a contingency operation. For purposes of this policy, active duty or call to active duty status does not include members of the regular Armed Forces.
- B. “Contingency operation” means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force or which results in the call or order to, or retention on, active duty of members of the uniformed services under federal law or any other provision of law during a war or during a national emergency declared by the President or Congress.
- C. “Covered military member” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.
- D. “Covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty that may render the

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servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

- E. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- F. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member’s child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of

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deployment;

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

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

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

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5. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
6. 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.
7. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
8. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
9. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
10. The school district may require that a request for leave under Paragraph

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IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status in support of a contingency operation 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.

11. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.
12. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. It shall be the responsibility of the superintendent to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Six-week Leave

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

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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 only be available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.6., IV.A.9., IV.A.11., IV.A.12., and IV.A.13. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

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- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between

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employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: _____

MSBA/MASA Model Policy 417

Orig. 1995

Revised: _____

Rev. 2003

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave 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, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- 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 in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- 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.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical

dependency.]

III. DEFINITIONS

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

IV. 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.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

- 2. Each school shall have age-appropriate and developmentally based activities that:

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- a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
 4. Each school shall disseminate drug and violence prevention information within the school and to the community.
 5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
 6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

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- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an

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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. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (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

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- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 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 preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. **EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free

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awareness and prevention program to inform employees, students and others about:

1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. §§ 701 and 702.]

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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524 - INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide direction for the school district personnel and to set guidelines for acceptable use of the school district computer system, the Internet, including electronic communications, and school district web site.

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Employees are discouraged from using email for lengthy communications containing private educational or personnel data. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies, except that employees may use the school district system for occasional, brief personal needs consistent with other school board policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Users shall not use the Internet, including email, for advertising purposes.

IV. USE OF SYSTEM IS A PRIVILEGE

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

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suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- a. pornographic, obscene or sexually explicit material;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, terroristic, disrespectful, or sexually explicit language;
- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by uploading, creating, or spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users also will not modify information created by others without their permission.

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6. Users will not use the school district system to post, transmit or distribute private information about another person or to post, transmit or distribute personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not re-post a message that was sent to the user privately without permission of the person who sent the message.
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must obtain the written permission prior to the use of another individual's account or to log on to the Internet as a system administrator. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet. Users must assume that all communications and information accessible through the Internet is private property.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system for non-district supported software without the prior approval of the district-wide instructional technology specialist or district-wide technology coordinator. A list of software programs that have been approved for use with the school district system may be obtained from the district instructional technology specialist.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the

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

- C. A user must notify a system administrator or the Technology Coordinator of the school district if a user identifies a security problem on the Internet and the user should not demonstrate the problem to other users.

VI. DISTRICT WEB SITE

- A. All communication and information accessible on the ISD 832 official web site is property of the school district.
- B. The principal of each school building shall approve content on their web page consistent with school district policy, procedures, and guidelines. The content of district-wide pages shall be approved by the Superintendent.
- C. Media directors and the Technology Coordinator shall develop procedures to control input access to the school district's web page.
- D. Individual student or staff web pages developed using school district equipment or access shall be subject to this policy.

VII. FILTER

A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

IX. LIMITED EXPECTATION OF PRIVACY

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

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investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

X. INTERNET USE AGREEMENT

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

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The Mahtomedi Public Schools, their employees and agents, make no warranties of any kind, whether expressed or implied, regarding the service it is providing. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, for delays or changes in service, for interruptions of service, or for mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.

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- b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student or employee Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents and any financial obligation incurred by an employee through the Internet is the sole responsibility of the employee.
 6. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, student or employee disciplinary action may be taken, and/or appropriate legal action may be taken.
 7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
 8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data and Policy 515, Protection and Privacy of Pupil Records.

XIII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

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- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIV. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

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47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733,
21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct.
2297, 56 L.Ed.2d 221 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

ADOPTED – February 6, 1997

REVISED – June 10, 1999; March 8, 2001; October 13, 2005

FIRST READING – August 13, 2009

Employee Technology and Internet Use Form

As a staff member in Mahtomedi Public Schools, you have access to technology such as Smartboards, telephones, computer(s) and the school's computer labs and the Internet. This is an incredible resource tool for you. Unfortunately, there is some information on the Internet that has no educational value and can put you, the district and the network at risk. To ensure quality use of the network we have established an Acceptable Use Policy which is *summarized* below (the entire district Acceptable Use Policy #524 can be found on the district website- http://www.mahtomedi.k12.mn.us/school224/genie188/images/files/b270_file7_9491.pdf , school office and in the district policy manual.).

1. You should always have a specific topic of educational interest for research when using the Internet.
2. Staff members are not allowed to view, listen to, or download any material that is obscene, vulgar, sexually explicit or in any other way violates the district's Harassment or Acceptable Use Policies (policy numbers 413 and 524 respectively). Additionally prohibited, but not limited to, are the following: gambling; online gaming; downloading or streaming of audio or video files for personal use; promotion of private causes; accessing information promoting violence, hate groups, or controlled substances; modification of passwords or assigned user names; sharing of user names, passwords or authorization/override codes; downloading and/or installing software without prior authorization from the building's Media Specialist; modifying software default security settings; transferring district files without prior permission; releasing or spreading malicious software (viruses, etc); unauthorized access to the district's network and it's resources, intentionally bypassing filtering and security measures without permission or authorization.
3. Consequences for misuse/abuse of the district's technology will include combinations of the following:
 - a. Loss of privilege to use district technology
 - b. Suspension from duties in the school district
 - c. Dismissal and legal action taken.

Note: If a staff member inadvertently accesses an inappropriate web site, it is his/her responsibility to report this to the building media specialist and principal within 24 hours. In this event no action will be taken against the employee.

This *Employee Technology and Internet Use Form* must be signed by each staff member and kept on file at the school.

I have received, read and understand the District's Acceptable Use Policy and agree to abide by the policies stated therein. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

Name _____

Staff Signature: _____ Date _____

School/Department: _____

Adopted: _____

MSBA/MASA Model Policy 531

Orig. 2003

Revised: _____

Rev. 2003

531 THE PLEDGE OF ALLEGIANCE

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

FIRST READING – August 13, 2009



Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO 2009-2010 OPEN ENROLLMENT (CLOSING ALL GRADES)

WHEREAS the school board seeks to maintain continuity of programs, curriculum, and services through consistent student enrollment, and

WHEREAS the school board recognizes that sufficient student enrollment ensures high quality course offerings for resident students as well as area students enrolling under the State of Minnesota open enrollment program, and

WHEREAS the State of Minnesota has established an open enrollment program permitting students to attend nonresident districts pursuant to the limitations of Minnesota Statutes §124D.03 Subdivision 2, and

WHEREAS the State of Minnesota has also established criteria for school districts to accept open enrollment applications based upon capacity of a program, class, or school building (Minnesota Statutes § 124D.03 Subdivision 6). The capacity of our schools is documented in facility planning documents on file at the District Office,

BE IT THEREFORE RESOLVED that open enrollment was closed in grades 1, 4, 5, 7, 8, and 9-12 for the 2009-2010 school year on February 12, 2009, due to anticipated enrollment and school building capacity, and

BE IT FURTHER RESOLVED that open enrollment be closed in kindergarten, 2nd, 3rd, and 6th grades for the 2009-2010 school year.

The motion for the adoption of the foregoing resolution was duly seconded by Member ____ and upon vote being taken thereon, the following voted in favor thereof: All, and the following voted against: None, whereupon said resolution was declared duly passed and adopted.

CHECK REGISTER

Jul-09

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
362407	Clear	\$8.35	07/02/09	00009	AAA AWARDS
362408	Clear	\$4,160.70	07/02/09	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC
362409	Clear	\$326.00	07/02/09	04896	AIR COMFORT SOLUTIONS,INC
362410	Clear	\$179.42	07/02/09	03483	AMY ALBRECHT
362411	Clear	\$175.00	07/02/09	04665	AMY LOOMIS
362412		\$300.00	07/02/09	07581	ANDRE ARNETT
362413	Clear	\$409.40	07/02/09	06866	ANGELA VEDDERS
362414	Clear	\$17.60	07/02/09	00788	ANNE ERICKSON
362415	Clear	\$310.00	07/02/09	03890	ANTHONY KELLY
362416	Clear	\$1,803.74	07/02/09	00208	BARNES & NOBLE
362417	Clear	\$300.00	07/02/09	05447	BECKY SIEKMEIER
362418	Clear	\$242.50	07/02/09	07580	BOBBY SHERWOOD
362419	Clear	\$944.00	07/02/09	03057	BRAD BERGIE
362420	Clear	\$1,850.00	07/02/09	07031	CARRIE ARDITO
362421	Clear	\$22,362.00	07/02/09	00527	COMSTOCK & SONS INC
362422	Clear	\$784.67	07/02/09	00599	DALCO
362423	Clear	\$317.50	07/02/09	04562	DAVID DONOHOE
362424	Clear	\$8,586.00	07/02/09	03742	DISTRIBUTED WEBSITE CORPORATION
362425		\$164.74	07/02/09	00679	DONATELLI'S
362426	Clear	\$292.00	07/02/09	03241	ELECTRONIC DESIGN CO
362427	Clear	\$118.53	07/02/09	06380	ELLEN ISAACSON
362428		\$400.57	07/02/09	05987	EMILY OSBORNE
362429	Clear	\$479.04	07/02/09	00803	EXPRESS PERSONNEL SERVICES INC
362430	Clear	\$124.90	07/02/09	00929	GCS SERVICE INC
362431	Clear	\$130.00	07/02/09	03081	GRAY SEEVER
362432	Clear	\$6,850.04	07/02/09	03409	I.S.D # 624 WHITE BEAR LAKE
362433	Clear	\$885.00	07/02/09	03654	JERRY OLSON EXTERIORS
362434	Clear	\$25.03	07/02/09	03988	JOHN H.HANKEN
362435	Clear	\$45.02	07/02/09	01061	JOHN HARDGROVE
362436	Clear	\$22.15	07/02/09	01300	JOSTENS
362437	Clear	\$78.10	07/02/09	01950	KATHE NICKLEBY
362438	Clear	\$6,718.06	07/02/09	06819	LAIDLAW TRANSIT INC
362439	Clear	\$175.00	07/02/09	07583	LAUREN EMOLA
362440	Clear	\$139.70	07/02/09	00759	LAURA ELIASON
362441	Clear	\$52.25	07/02/09	01705	LEROY R METZ JR
362442	Clear	\$855.00	07/02/09	07149	LINDA NORDGREN
362443	Clear	\$1,193.35	07/02/09	02993	MARK WOLAK
362444	Clear	\$175.00	07/02/09	07582	MEGAN SHAY
362445	Clear	\$203.45	07/02/09	01684	MENARDS OAKDALE CASHWAY LUMBER
362446	Clear	\$80.00	07/02/09	06781	MIKE HAGEN
362447	Clear	\$260.00	07/02/09	01744	MINNESOTA CONWAY
362448	Clear	\$132.00	07/02/09	03981	NANCY BREENING
362449	Clear	\$577.22	07/02/09	01929	NETSUPPORT INC
362450	Clear	\$126.25	07/02/09	04141	PAUL YDSTIE
362451	Clear	\$340.10	07/02/09	05251	RAGHEAD SPORTSWEAR INC
362452	Clear	\$275.94	07/02/09	07466	ROBERT MERTHAN
362453	Clear	\$300.00	07/02/09	07579	RYAN REDMOND
362454	Clear	\$44.80	07/02/09	02536	SOCIAL STUDIES SCHOOL SERVICE
362455	Clear	\$212.16	07/02/09	02564	SPEEDWAY SUPERAMERICA LLC
362456	Clear	\$1,571.67	07/02/09	00553	STAPLES/CORPORATE EXPRESS
362457	Clear	\$363.00	07/02/09	02747	TIERNEY BROTHERS INC
362458	Clear	\$10,327.85	07/02/09	02748	TIES
362459	Clear	\$12.15	07/02/09	02863	VIKING ELECTRIC SUPPLY
362460	Clear	\$88.00	07/02/09	02946	WHITE BEAR LOCKSMITH

CHECK REGISTER

Jul-09

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
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362462	Clear	\$147.75	07/02/09	03017	XEROX CORPORATION
362463	Clear	\$1,891.37	07/02/09	07417	ZYFA-ZEPHYR YOUTH FOOTBALL ASSN
362464	Clear	\$10.00	07/02/09	06010	ANN GALBUS
362465	Clear	\$556.50	07/02/09	07567	ANNE SCHWAB
362466	Clear	\$510.00	07/02/09	06792	ANOKA- HENNEPIN SCHOOLS ISD# 11
362467	Clear	\$230.00	07/02/09	00542	CONTINENTAL MATHEMATICS LEAGUE INC
362468	Clear	\$9,762.76	07/02/09	03433	DELL COMPUTER CORP.
362469	Clear	\$3,924.00	07/02/09	05986	EDUCATORS BENEFITS CONSULTANTS,LLC
362470	Clear	\$125.00	07/02/09	03327	ENCHANTED LEARNING
362471	Clear	\$400.88	07/02/09	00848	FLINN SCIENTIFIC INC
362472	Clear	\$182.00	07/02/09	02979	H.W.WILSON CO
362473	Clear	\$1,300.00	07/02/09	07584	IDI, LLC
362474	Clear	\$250.00	07/02/09	03275	JULIE BROWN
362475	Clear	\$3,150.00	07/02/09	07568	LORETTA NORGON
362476		\$30.00	07/02/09	01548	MAEOP
362477	Clear	\$2,356.00	07/02/09	01609	MASA
362478	Clear	\$1,020.00	07/02/09	01609	MASA/MASE
362479	Clear	\$235.00	07/02/09	01614	MASMS
362480	Clear	\$430.00	07/02/09	05927	MATTHEW HUSS
362481	Clear	\$1,676.00	07/02/09	01694	MESPA/NAESP
362482	Clear	\$49,748.72	07/02/09	01971	NORTHEAST METRO 916
362483	Clear	\$66,830.00	07/02/09	03538	PARTSTOCK COMPUTER
362484	Clear	\$140.00	07/02/09	02364	SAM'S CLUB
362485	Clear	\$103.99	07/02/09	02418	SCHOOL LIBRARY JOURNAL
362486	Clear	\$360.00	07/02/09	02537	SOFTERWARE INC
362487	Clear	\$1,305.00	07/02/09	02580	ST ANDREWS ACADEMY
362488	Clear	\$750.00	07/02/09	07585	STEPHEN SCHROEDER-DAVIS
362489	Clear	\$315.00	07/02/09	02747	TIERNEY BROTHERS INC
362490	Clear	\$54,443.00	07/02/09	02748	TIES
362491	Clear	\$1,035.00	07/02/09	02807	U S BANK TRUST N A
362492	Clear	\$400.00	07/02/09	03626	WMEP- WEST METRO EDUCATION PROGRAM DIST 6069
362493	Clear	\$277.56	07/02/09	03009	WORDMASTERS
362494	Clear	\$476.00	07/02/09	03255	WORLD BOOK, INC
362495	Clear	\$46.65	07/02/09	07092	WORLD OF READING , LTD
362496	Clear	\$1,080.00	07/02/09	07563	ZIPPYS SCREEN PRINTING & EMBROIDERY
362497	Clear	\$432.94	07/06/09	00094	AMERICAN FAMILY ASSURANCE
362498	Clear	\$3,743.76	07/06/09	07208	AMERIPRISE FINANCIAL SERVICES
362499	Clear	\$1,957.41	07/06/09	00734	ESI/EFS
362500	Clear	\$7,785.68	07/06/09	00828	FIDELITY INVESTMENTS
362501	Clear	\$2,280.26	07/06/09	07207	ING-ILIAC
362502	Clear	\$510.80	07/06/09	01556	MAHTOMEDI AREA EDUC.FOUNDATION
362503	Clear	\$582.44	07/06/09	01695	METLIFE
362504	Clear	\$272.00	07/06/09	01740	MINN NCPERS GROUP LIFE INS
362505		\$14.90	07/06/09	01888	NATIONAL INSURANCE SERVICES
362506	Clear	\$665.50	07/06/09	02017	OFFICE & PROFESSIONAL
362507	Clear	\$759.84	07/06/09	02048	OPERATING ENGINEERS LOCAL #70
362508	Clear	\$275.31	07/07/09	00175	ASSET RECOVERY CORPORATION
362509	Clear	\$2,080.00	07/07/09	03196	BF LAUZON ENTERPRISES INC
362510	Clear	\$649.57	07/07/09	04130	BIGGER FASTER STRONGER
362511	Clear	\$484.50	07/07/09	04574	BILL WEIGEL SIGNS
362512		\$100.00	07/07/09	07589	BLAINE HIGH SCHOOL
362513	Clear	\$200.10	07/07/09	00338	BRETT SMITH

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362514		\$195.00	07/07/09	06859	BURNSVILLE SR HIGH SCHOOL
362515	Clear	\$3,300.00	07/07/09	07031	CARRIE ARDITO
362516	Clear	\$10,765.46	07/07/09	01572	CITY OF MAHTOMEDI
362517	Clear	\$34.14	07/07/09	02945	CITY OF WHITE BEAR LAKE
362518	Clear	\$85.00	07/07/09	07088	CUSTOM WATER WORKS
362519	Clear	\$869.49	07/07/09	00599	DALCO
362520	Clear	\$15.62	07/07/09	00631	DELTA EDUCATION INC
362521	Clear	\$200.00	07/07/09	03152	DENISE WAALEN
362522	Clear	\$1,174.00	07/07/09	00714	EAGLE SCREEN PRINTING
362523	Clear	\$119.42	07/07/09	06030	EARTHGRAINS BAKING CO.INC
362524	Clear	\$199.00	07/07/09	02404	EDIE SCHMIDT
362525	Clear	\$320.49	07/07/09	06697	FRATTALLONE'S ACE HARDWARE STORES
362526	Clear	\$9,527.93	07/07/09	01002	HOUGHTON/GREAT SOURCE EDUCATION GROUP
362527	Clear	\$49.50	07/07/09	05829	JORDYN STREGE
362528	Clear	\$31.11	07/07/09	01372	KNOWLAN'S SUPER MARKETS
362529	Clear	\$82.30	07/07/09	04235	LETTERTECH, INC
362530	Clear	\$1,000.00	07/07/09	07588	MARKET SALES
362531	Clear	\$11.88	07/07/09	01684	MENARDS OAKDALE CASHWAY LUMBER
362532	Clear	\$2,676.75	07/07/09	01696	METRO ATHLETIC SUPPLY
362533	Clear	\$150.00	07/07/09	01771	MN BOARD OF SCHOOL ADMINISTRAT
362534	Clear	\$1,455.20	07/07/09	01971	NORTHEAST METRO 916
362535	Clear	\$67.44	07/07/09	03699	OAK GLEN COUNTRY CLUB
362536	Clear	\$1,656.25	07/07/09	02043	ON SITE SANITATION INC
362537	Clear	\$399.91	07/07/09	05985	PAMS LUNCHROOM LLC
362538	Clear	\$180.00	07/07/09	05821	PATTI PRATT
362539	Clear	\$63.42	07/07/09	02161	POPP.COM INC
362540	Clear	\$403.00	07/07/09	02252	REGION 4AA
362541	Clear	\$35.00	07/07/09	02364	SAM'S CLUB
362542	Clear	\$4,364.83	07/07/09	02363	SAM'S CLUB DISCOVER
362543	Clear	\$197.00	07/07/09	01720	SARAH LORNTSON
362544	Clear	\$119.80	07/07/09	02406	SCHMITT MUSIC COMPANY
362545		\$30.00	07/07/09	07175	STILLWATER HIGH SCHOOL
362546	Clear	\$1,600.00	07/07/09	02641	STRAUSS SKATES AND BICYCLES
362547	Clear	\$4,831.00	07/07/09	02666	SUPERIOR STRIPING INC
362548	Clear	\$1,200.80	07/07/09	02707	TEAM SPORTING GOODS INC
362549	Clear	\$2,203.00	07/07/09	02825	UNIVERSITY OF MINNESOTA PLTW
362550	Clear	\$2,504.12	07/07/09	06934	US FOODSERVICE INC
362551	Clear	\$30.16	07/07/09	02858	VERIZON WIRELESS
362552	Clear	\$1,283.05	07/07/09	02903	WASTE MANAGEMENT-BLAINE MN
362553	Clear	\$20.95	07/07/09	04788	WATER CARE
362554		\$108.56	07/07/09	02980	WILSON RIBBON CO
362555	Clear	\$5,435.81	07/07/09	03017	XEROX CORPORATION
362556	Clear	\$149.00	07/07/09	03017	XEROX CORPORATION
362557	Clear	\$1,046.73	07/07/09	06104	XPRESS
362558	Clear	\$10.30	07/07/09	00541	CONTINENTAL CLAY COMPANY
362559	Clear	\$115.99	07/07/09	03433	DELL COMPUTER CORP.
362560	Clear	\$1,573.83	07/07/09	00722	EBSCO
362561	Clear	\$407.49	07/07/09	00787	ERICKSON OIL PRODUCTS INC
362562	Clear	\$436.00	07/07/09	07587	FIRST SHRED
362563	Clear	\$100.00	07/07/09	07586	HARRY REINER
362564	Clear	\$99.00	07/07/09	01229	IRA-INTERNATIONAL READING ASSOC
362565	Clear	\$5,920.77	07/07/09	01411	LAFAYETTE LIFE INSURANCE CO
362566	Clear	\$217.00	07/07/09	03486	LRP PUBLICATIONS
362567	Clear	\$46.80	07/07/09	01557	MAHTOMEDI AUTO SERVICE

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362568	Clear	\$1,564.00	07/07/09	01618	MASSP-MN ASSOC.OF SEC.SCH PRINCIPALS
362569	Clear	\$28.50	07/07/09	01684	MENARDS OAKDALE CASHWAY LUMBER
362570	Clear	\$555.00	07/07/09	01739	MINITEX - CPP
362571	Clear	\$1,166.40	07/07/09	01929	NETSUPPORT INC
362572	Clear	\$92.04	07/07/09	06012	PREMIUM WATERS INC
362573	Clear	\$1,772.84	07/07/09	02227	QWEST
362574	Clear	\$1,731.26	07/07/09	02363	SAM'S CLUB DISCOVER
362575	Clear	\$899.95	07/07/09	04111	SUNBURST TECH CORP.
362576	Clear	\$50.00	07/07/09	02680	T A SCHIFSKY & SONS INC
362577	Clear	\$1,138.58	07/07/09	02859	VERNIER SOFTWARE & TECHNOLOGY
362578	Clear	\$251.63	07/07/09	03017	XEROX CORPORATION
362579	Clear	\$125.00	07/10/09	07591	KARA LEFSRUD
362580	Clear	\$6,927.98	07/16/09	07595	GREATGASB GROUP
362581	Clear	\$600.00	07/16/09	04342	WISCONSIN SCTF
362582	Clear	\$500.00	07/16/09	00009	AAA AWARDS
362583	Clear	\$398.41	07/16/09	00031	ACCESS COMMUNICATIONS INC
362584	Clear	\$1,914.50	07/16/09	00066	AIM ELECTRONICS INC
362585	Clear	\$112.00	07/16/09	06986	ANNE WHISLER
362586	Clear	\$3,500.00	07/16/09	00257	BERRYS FLOOR COVERING
362587	Clear	\$187.00	07/16/09	00286	BJORKLUND COMPENSATION CONSULT
362588		\$150.00	07/16/09	04978	BROOKLYN CENTER HIGH SCHOOL
362589	Clear	\$15,809.43	07/16/09	00406	CHASE CARD SERVICE/BANK ONE
362590	Clear	\$205.00	07/16/09	00411	CHRISTINE CARLSON
362591	Clear	\$100.00	07/16/09	04378	CINDY MARTINSON
362592	Clear	\$43.67	07/16/09	00072	DANIEL ALBRECHT
362593	Clear	\$297.58	07/16/09	06030	EARTHGRAINS BAKING CO.INC
362594	Clear	\$138.00	07/16/09	03241	ELECTRONIC DESIGN CO
362595	Clear	\$37,577.60	07/16/09	03203	EMID
362596	Clear	\$589.60	07/16/09	05296	FINN SISU, INC
362597	Clear	\$508.56	07/16/09	01464	G&K SERVICES
362598	Clear	\$65.00	07/16/09	06591	HANOVER INSURANCE GROUP
362599		\$150.00	07/16/09	05114	HIGHLAND PARK HIGH SCHOOL
362600	Clear	\$529.00	07/16/09	01173	HUMAN SERVICES INC
362601	Clear	\$8,914.66	07/16/09	01173	HUMAN SERVICES INC
362602	Clear	\$110.00	07/16/09	06838	JOHN TAYLOR
362603	Clear	\$151.00	07/16/09	01300	JOSTENS / AMIOT SCHOLASTIC RECOGNITION
362604	Clear	\$20.22	07/16/09	01945	KEITH NEWMAN
362605	Clear	\$171.00	07/16/09	06871	KIRSTEN BOUWENS
362606	Clear	\$253.89	07/16/09	01372	KNOWLAN'S SUPER MARKETS
362607	Clear	\$166.10	07/16/09	02862	LYNNE VIKER
362608	Clear	\$2,248.00	07/16/09	06829	M&S TREE REMOVAL
362609	Clear	\$7,309.95	07/16/09	01696	METRO ATHLETIC SUPPLY
362610	Clear	\$1,848.85	07/16/09	04089	MN UI FUND
362611	Clear	\$167.00	07/16/09	05917	MOLLY HOLLIHAN
362612	Clear	\$229.14	07/16/09	01907	NEFF CO
362613	Clear	\$2,917.36	07/16/09	01971	NORTHEAST METRO 916
362614	Clear	\$430.00	07/16/09	04488	ORANGE TREE EMPLOYMENT SCREENING
362615	Clear	\$286.80	07/16/09	00580	PATRICK CROTHERS
362616	Clear	\$3.76	07/16/09	02367	SAM'S CLUB
362617	Clear	\$468.00	07/16/09	06784	SANDY SCHOENECKER
362618	Clear	\$206.80	07/16/09	02413	SCHOLASTIC INC
362619	Clear	\$3,355.00	07/16/09	00834	SECURITY ACCESS SYSTEMS INC
362620	Clear	\$282.24	07/16/09	02536	SOCIAL STUDIES SCHOOL SERVICE
362621		\$200.00	07/16/09	04982	ST FRANCIS HIGH SCHOOL

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362622	Clear	\$299.00	07/16/09	00553	STAPLES/CORPORATE EXPRESS
362623	Clear	\$400.00	07/16/09	03859	TEAMWORKS INTERNATIONAL, INC.
362624	Clear	\$3,350.00	07/16/09	02747	TIERNEY BROTHERS INC
362625	Clear	\$240.00	07/16/09	06828	TOAD TRACKS, INC
362626		\$80.00	07/16/09	07594	WOODBURY HIGH SCHOOL
362627	Clear	\$699.60	07/16/09	00723	XCEL ENERGY
362628	Clear	\$368.66	07/16/09	00047	ADT SECURITY SYSTEMS
362629	Clear	\$2,335.20	07/16/09	04827	ALLIANCE PUBLISHING & MARKETING
362630		\$218.31	07/16/09	07597	BEN LAFRINIER
362631	Clear	\$215.00	07/16/09	05854	BERI DWYER
362632	Clear	\$22,805.00	07/16/09	04691	BLOOMINGTON COMPENSATION INS CO
362633	Clear	\$5,335.21	07/16/09	00406	CHASE CARD SERVICE/BANK ONE
362634	Clear	\$820.00	07/16/09	00490	CLIMB INC
362635	Clear	\$69.00	07/16/09	00541	CONTINENTAL CLAY COMPANY
362636	Clear	\$450.00	07/16/09	03228	CRAIG ZIMANSKE
362637	Clear	\$2,339.33	07/16/09	00599	DALCO
362638		\$216.00	07/16/09	06057	DAN WARDEN
362639	Clear	\$100.00	07/16/09	07598	DARREN & JESSICA CARLSON
362640	Clear	\$270.00	07/16/09	07596	DAVE HAGEN
362641	Clear	\$365.82	07/16/09	03512	ELECTRIC MOTOR REPAIR
362642	Clear	\$250.00	07/16/09	05900	EVAN O'MALLEY
362643	Clear	\$130.00	07/16/09	03081	GRAY SEEVER
362644	Clear	\$27.96	07/16/09	07599	GREATER AMERICAN RIBS INC
362645	Clear	\$120.00	07/16/09	06783	HARRY WHITAKER
362646	Clear	\$374,666.84	07/16/09	01096	HEALTHPARTNERS
362647	Clear	\$178.15	07/16/09	01116	HERITAGE PRINTING
362648	Clear	\$23.91	07/16/09	05151	JAN LONNQUIST
362649	Clear	\$499.20	07/16/09	01916	JANINE NELSON
362650	Clear	\$448.10	07/16/09	01276	JHF -JOHN HENRY FOSTER
362651	Clear	\$100.00	07/16/09	07591	KARA LEFSRUD
362652	Clear	\$119.99	07/16/09	01950	KATHE NICKLEBY
362653	Clear	\$190.00	07/16/09	06056	KELSEY ENGBRECHT
362654	Clear	\$3,910.81	07/16/09	03182	MADISON NATIONAL LIFE
362655	Clear	\$120.80	07/16/09	01557	MAHTOMEDI AUTO SERVICE
362656		\$300.00	07/16/09	03937	MARK TIETZ
362657	Clear	\$952.04	07/16/09	03229	MATTHEW SOBIESKI
362658	Clear	\$36.12	07/16/09	01684	MENARDS OAKDALE CASHWAY LUMBER
362659	Clear	\$595.00	07/16/09	01689	MERRY BOBB MUSIC, INC
362660	Clear	\$90.00	07/16/09	07592	MICHAEL MAAS
362661	Clear	\$60.00	07/16/09	06794	MN CRIME ALERT NETWORK
362662	Clear	\$2,200.00	07/16/09	07593	MN STATE UNIVERSITY-MANKATO
362663	Clear	\$27,566.48	07/16/09	01971	NORTHEAST METRO 916
362664	Clear	\$26,754.00	07/16/09	03188	NWEA
362665	Clear	\$217.52	07/16/09	02227	QWEST
362666	Clear	\$471.00	07/16/09	03369	SCHOOLFINANCES.COM
362667	Clear	\$265.24	07/16/09	00553	STAPLES/CORPORATE EXPRESS
362668	Clear	\$175.00	07/16/09	06805	TAYLOR BURNS
362669	Clear	\$60.72	07/16/09	02873	VOSS LIGHTING
362670	Clear	\$1,211.25	07/16/09	06769	WESTWOOD PROFESSIONAL SERVICES
362671	Clear	\$1,963.82	07/16/09	00981	GOPHER STAGE LIGHTING
362672	Clear	\$335.00	07/16/09	07601	HALEY PHILLIPS
362673	Clear	\$350.00	07/16/09	07603	KRISTEN RUSSELL
362674	Clear	\$275.00	07/16/09	07600	MCKENNA SEIDI
362675	Clear	\$365.00	07/16/09	04726	SARAH HEDRICK

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362676	Clear	\$335.00	07/16/09	07602	TANIA JOHNSON
362677	Clear	\$180.00	07/30/09	02133	ALISA PHELPS
362678	Clear	\$240.00	07/30/09	06804	CHRISTINE BRIERE
362679	Clear	\$189.25	07/30/09	01313	DEBORAH KACZOREK
362680	Clear	\$292.00	07/30/09	03241	ELECTRONIC DESIGN CO
362681		\$280.00	07/30/09	03969	ENERGYWISE CONSULTING,LLC
362682		\$15,150.42	07/30/09	03222	I.S.D # 625 -ST PAUL PUBLIC SCHOOLS
362683	Clear	\$219.69	07/30/09	01240	J W PEPPER & SONS,INC.
362684		\$210.00	07/30/09	04753	JESSICA GRANEC
362685		\$76.12	07/30/09	01061	JOHN HARDGROVE
362686	Clear	\$6,220.50	07/30/09	01300	JOSTENS / AMIOT SCHOLASTIC RECOGNITION
362687	Clear	\$180.00	07/30/09	00544	JULIE CONZEMIUS
362688	Clear	\$2,400.00	07/30/09	01344	KDV-KERN DEWENTER VIERE LTD
362689		\$220.00	07/30/09	00202	LORI J BAKER
362690		\$255.96	07/30/09	00942	MARY GEORGE
362691	Clear	\$900.00	07/30/09	01862	MUSIC CONNECTION INC
362692	Clear	\$187.00	07/30/09	06172	NICOLE FLESNER
362693	Clear	\$12,985.05	07/30/09	01971	NORTHEAST METRO 916
362694	Clear	\$4,890.60	07/30/09	01971	NORTHEAST METRO 916
362695	Clear	\$109.00	07/30/09	03538	PARTSTOCK COMPUTER
362696	Clear	\$855.20	07/30/09	03136	RATWIK ROSZAK & MALONEY P A
362697	Clear	\$285.10	07/30/09	02160	ROBERT PONTIOUS
362698	Clear	\$6,436.68	07/30/09	02451	SEDEY & ASSOCIATES INC
362699		\$180.00	07/30/09	00824	STACY FESSER
362700	Clear	\$50.54	07/30/09	00553	STAPLES/CORPORATE EXPRESS
362701	Clear	\$509.00	07/30/09	02615	STEICHEN'S/GENE'S SPORTING GOODS
362702	Clear	\$180.00	07/30/09	01327	SUSAN KATZKE
362703	Clear	\$184.59	07/30/09	03227	TAMARA ORDAHL
362704	Clear	\$1,278.22	07/30/09	02748	TIES
362705		\$37.40	07/30/09	05393	TONYA KOSTUCH
362706		\$198.00	07/30/09	05949	WENDY GRANDLIENARD
362707	Clear	\$2,302.65	07/30/09	00723	XCEL ENERGY
362708	Clear	\$1,019.92	07/30/09	03017	XEROX CORPORATION
362709	Clear	\$5.82	07/30/09	03017	XEROX CORPORATION
362710	Clear	\$810.38	07/30/09	03017	XEROX CORPORATION
362711	Clear	\$24.45	07/30/09	00001	100% EDUCATIONAL VIDEOS/ SCHOOL MEDIA INC
362712	Clear	\$286.20	07/30/09	00016	ABBOTT PAINT & CARPET CO
362713	Clear	\$689.99	07/30/09	00018	ABC SCHOOL SUPPLY INC
362714	Clear	\$715.50	07/30/09	04896	AIR COMFORT SOLUTIONS,INC
362715	Clear	\$85.70	07/30/09	00084	AMAZON ENVIRONMENTAL INC
362716		\$78.97	07/30/09	00116	AMERICA'S CHILD - MAHTOMEDI
362717		\$8,718.00	07/30/09	03930	AMSD
362718		\$295.09	07/30/09	06066	ANN CAPEDER
362719	Clear	\$30.00	07/30/09	07605	BECKY LALLIER
362720	Clear	\$200.00	07/30/09	05854	BERI DWYER
362721		\$884.08	07/30/09	02530	BETHANY SNEDEN
362722	Clear	\$625.00	07/30/09	03196	BF LAUZON ENTERPRISES INC
362723		\$1,158.72	07/30/09	03057	BRAD BERGIE
362724		\$1,668.76	07/30/09	00414	CAROLINA BIOLOGICAL SUPPLY CO
362725	Clear	\$930.00	07/30/09	06648	CENTRAL WOOD PRODUCTS
362726	Clear	\$210.00	07/30/09	03115	CHARLES LINDERKAMP
362727	Clear	\$96.37	07/30/09	05926	CHRISTOPHER MOORE
362728	Clear	\$5,700.00	07/30/09	00485	CLASSIC SUBURBAN CONFERENCE

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Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
362729	Clear	\$727.80	07/30/09	00494	CMERDC
362730	Clear	\$1,939.70	07/30/09	06754	COMMANDING EDGE INC
362731	Clear	\$952.00	07/30/09	07604	COMMERCIAL KITCHEN SERVICES
362732		\$185.00	07/30/09	04353	COUNCIL FOR EXCEPTIONAL CHILDREN
362733	Clear	\$1,162.07	07/30/09	00599	DALCO
362734		\$138.00	07/30/09	06057	DAN WARDEN
362735		\$351.73	07/30/09	00667	DISCOUNT SCHOOL SUPPLY
362736	Clear	\$152.40	07/30/09	00725	ECKROTH MUSIC COMPANY
362737	Clear	\$253.64	07/30/09	03465	ECON-ABRASIVES
362738		\$7,000.00	07/30/09	06820	ENERGY EFFICIENCY PROGRAMS, INC
362739	Clear	\$538.27	07/30/09	00938	GENERAL PARTS INC
362740	Clear	\$178.94	07/30/09	01010	GL SPORTS INC
362741	Clear	\$281.76	07/30/09	06146	GOPHER
362742	Clear	\$39.60	07/30/09	00987	GRAINGER
362743		\$5,065.00	07/30/09	06591	HANOVER INSURANCE GROUP
362744		\$75.00	07/30/09	06783	HARRY WHITAKER
362745	Clear	\$45.90	07/30/09	01916	JANINE NELSON
362746		\$179.87	07/30/09	01258	JEN MANUFACTURING INC
362747	Clear	\$1,500.00	07/30/09	02167	JULIE POTVIN KIRCHNER
362748		\$75.00	07/30/09	07591	KARA LEFSRUD
362749	Clear	\$2,072.51	07/30/09	01950	KATHE NICKLEBY
362750	Clear	\$145.00	07/30/09	06056	KELSEY ENGBRECHT
362751		\$48.00	07/30/09	03195	LASERPLUS, LLC
362752		\$33.27	07/30/09	00759	LAURA ELIASON
362753	Clear	\$927.00	07/30/09	05495	LIFELINE AMPLIFICATION SYSTEMS
362754		\$81.00	07/30/09	01624	LISA MATHIES
362755	Clear	\$138.00	07/30/09	07606	LOFFLER COMPANY INC
362756		\$2,100.00	07/30/09	07568	LORETTA NORGON
362757	Clear	\$196.00	07/30/09	05925	MARK HAMRE
362758		\$159.00	07/30/09	01609	MASA
362759	Clear	\$4,016.31	07/30/09	05037	MASTERGRAPHICS
362760	Clear	\$150.00	07/30/09	06867	MINNESOTA NATIVE LANDSCAPES
362761		\$12.00	07/30/09	06794	MN CRIME ALERT NETWORK
362762	Clear	\$85.00	07/30/09	07463	MN SPORTS PREVIEW
362763	Clear	\$6,865.00	07/30/09	01799	MSBA-MN SCHOOL BOARDS ASSOC
362764	Clear	\$62.00	07/30/09	06395	NCS PEARSON INC
362765	Clear	\$288.86	07/30/09	01907	NEFF CO
362766	Clear	\$275.00	07/30/09	06172	NICOLE FLESNER
362767	Clear	\$168.42	07/30/09	01977	NORTHERN TOOL & EQUIPMENT CO/HSBC BUSINESS
362768	Clear	\$135.00	07/30/09	02043	ON SITE SANITATION INC
362769	Clear	\$60.00	07/30/09	04488	ORANGE TREE EMPLOYMENT SCREENING
362770	Clear	\$69.85	07/30/09	01363	PAM KLINKHAMMER
362771	Clear	\$2,569.00	07/30/09	03538	PARTSTOCK COMPUTER
362772	Clear	\$350.00	07/30/09	02134	PHI DELTA KAPPA
362773	Clear	\$297.15	07/30/09	02180	PRESS PUBLICATIONS
362774		\$319.30	07/30/09	06029	RAINBOW BOOK CO
362775	Clear	\$60.00	07/30/09	03286	REBECCA SHAY
362776	Clear	\$165.44	07/30/09	00371	REGINA BURESH
362777	Clear	\$10,672.32	07/30/09	06512	RESCO
362778	Clear	\$203.65	07/30/09	02160	ROBERT PONTIOUS
362779	Clear	\$219.73	07/30/09	03991	SARA DUSEK
362780		\$830.78	07/30/09	03226	SCHOLASTIC MAGAZINES
362781	Clear	\$1,500.00	07/30/09	03053	SHARON ZWEBER

CHECK REGISTER

Jul-09

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
362782	Clear	\$700.00	07/30/09	03123	SHEILA MERZER M A
362783	Clear	\$444.40	07/30/09	02473	SHERWIN-WILLIAMS CO
362784		\$95.00	07/30/09	04082	SNOM
362785	Clear	\$1,456.12	07/30/09	00553	STAPLES/CORPORATE EXPRESS
362786	Clear	\$47.60	07/30/09	04000	SUE KUCHAR
362787		\$59.95	07/30/09	02664	SUPER DUPER PUBLICATIONS
362788	Clear	\$81.22	07/30/09	02754	T-MOBILE
362789		\$85.00	07/30/09	05252	TARTAN GIRLS SWIM
362790		\$75.00	07/30/09	06805	TAYLOR BURNS
362791	Clear	\$10,156.73	07/30/09	02748	TIES
362792	Clear	\$359.14	07/30/09	02800	TWIN CITY FILTER SERVICE INC
362793	Clear	\$31.63	07/30/09	02858	VERIZON WIRELESS
362794	Clear	\$75.85	07/30/09	02858	VERIZON WIRELESS
362795		\$399.38	07/30/09	07560	VMS, INC
362796	Clear	\$2,219.56	07/30/09	02873	VOSS LIGHTING
362797		\$6,925.00	07/30/09	02916	WELSH COMPANIES LLC
362798	Clear	\$264.50	07/30/09	02946	WHITE BEAR LOCKSMITH
362799		\$420.00	07/30/09	07569	WOODWRITE INC
362800		\$384.00	07/30/09	03255	WORLD BOOK, INC
362801		\$14.62	07/30/09	00723	XCEL ENERGY
	CK AMT	\$1,153,850.32			

MAHTOMEDI CONSTRUCTION PAYMENTS - JUNE 30, 2009 - JULY 31, 2009

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
362670	7/16/09	Westwood Professional Services	Invoice #0906068 Wetland Monitoring from May 24, 2009 to June 27, 2009	\$1,211.25
362760	7/30/09	Minnesota Native Landscapes	Invoice #4898 Herbicide Application on July 10, 2009	\$150.00
	TOTAL			\$1,361.25

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF JUNE 2009**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
7/1/09	State of Minnesota	MN Trust	\$38,761.00	direct state payment
7/2/09	Washington County	MN Trust	\$11,235.14	direct payment
7/6/09	MN Trust	MSDLAF	\$300,000.00	cover checks
7/8/09	MN Trust	MSDLAF	\$500,000.00	cover checks
7/13/09	MN Trust	MSDLAF	\$400,000.00	cover checks
7/14/09	State of Minnesota	MN Trust	\$71,761.25	direct state payment
7/14/09	State of Minnesota	MN Trust	\$60,578.86	direct state payment
7/15/09	US Bank	Peoples Bank of Commerce-EBC Flex	\$791.04	flex benefits
7/15/09	MSDLAF	US Bank	\$128,098.38	cover checks
7/15/09	US Bank	IRS	\$44,591.77	federal & fica taxes
7/15/09	US Bank	MN Dept of Revenue	\$7,072.40	state payroll taxes
7/15/09	US Bank	Wis. Dept. of Revenue	\$736.54	state payroll taxes
7/15/09	US Bank	Public Emp. Retirement Assoc.	\$10,922.15	pera retirement
7/15/09	US Bank	Mn Teachers Retirement	\$8,297.10	teachers retirement
7/17/09	State of Minnesota	MN Trust	\$7,250.00	direct state payment
7/21/09	State of Minnesota	MN Trust	\$2,762.68	direct state payment
7/24/09	MN Trust	MSDLAF	\$500,000.00	cover checks
7/29/09	MN Trust	US Bank	\$27,842.50	Cert. of Participation 1997A
7/29/09	MN Trust	US Bank	\$11,813.75	GO Bond 2004A payment
7/29/09	MN Trust	US Bank	\$270,538.13	GO Bond 2002 payment
7/29/09	MN Trust	US Bank	\$43,275.00	GO Bond 2003B payment
7/30/09	State of Minnesota	MN Trust	\$3,331.64	direct state payment
7/30/09	State of Minnesota	MN Trust	\$13,928.37	direct state payment
7/31/09	US Bank	Peoples Bank of Commerce-EBC Flex	\$791.04	flex benefits
7/31/09	MSDLAF	US Bank	\$108,744.52	cover checks
7/31/09	US Bank	IRS	\$39,550.35	federal & fica taxes
7/31/09	US Bank	MN Dept of Revenue	\$6,235.40	state payroll taxes
7/31/09	US Bank	Wis. Dept. of Revenue	\$759.69	state payroll taxes
7/31/09	US Bank	Public Emp. Retirement Assoc.	\$11,210.74	pera retirement
7/31/09	US Bank	Mn Teachers Retirement	\$6,401.44	TRA payment
7/31/09	US Bank	SOMI Funding	\$6,927.98	TSA payment