

Our mission is to inspire and prepare all students with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

Agenda Items

Call to Order and Roll Call

1. **Pledge of Allegiance**
2. **Additions to Agenda**
3. **Acceptance of Agenda**
4. **Audience Opportunity to Address the School Board**
5. **Superintendent's Report - Susan Hintz**
6. **School Board Reports**
7. **Mission Forward Task Force Update - Mike Looby**
8. **Consent Agenda**
 - A. Approval of the minutes of the organizational meeting of January 12, 2010 3
 - B. Approval of the minutes of the regular meeting of January 12, 2010 6
 - C. Ratified Accounts Payable dated January 19, 2010 12
 - D. Personnel 17
 - E. Acceptance of the National School Lunch Equipment Stimulus in the amount of \$44,142 and authorize an expenditure and budget appropriation in the amount of \$44,142. 19
 - F. Approval: Bid by Lund Martin Construction Company, Inc. for controlled entry upgrades at eight schools (Birch Grove, Cedar Island, Fair Oaks, Palmer Lake, Arbor View, Edinbrook, Maple Grove Senior High, Osseo Senior High) 21
 - G. Surrogate Parent Appointments
One surrogate parent appointment dated January 12, 2010

To accommodate individuals with disabilities, this material will be made available in alternative formats such as large print, Braille or cassette tape upon request. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy- two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district Web site, www.district279.org , under "About Us → School Board."

H.	Student Trip Park Center Marching Band to Chicago, IL, 7/2/10 - 7/5/10	24
9.	Action Items	
A.	Gifts to the District totaling \$44,374.90	25
B.	Adoption of Resolution Accepting Superintendent Hintz's Retirement	27
10.	Leadership Transition	
11.	Informational Items	
A.	Poicy Committee Report First Reading of the Following Policies:	
1.	Policy 705 - Investments (policy and procedure)	28
2.	Policy 924 - School Volunteers (policy only)	36
B.	Announcements	
1.	School Board Work Session, Wednesday, February 3, 2010, 6:00 p.m., Forum Room, Educational Service Center. Open to the Public.	
2.	Negotiation Strategies Meeting, Tuesday, February 9, 2010, 6:00 p.m., Conference Room N10, Educational Service Center. Closed to the Public	
3.	Regular School Board Meeting, Tuesday, February 9 2010, 8:00 p.m., Board Room, Educational Service Center. Open to the Public	
12.	Adjournment	

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Minutes of the Organizational Meeting
 Independent School District 279 School Board
 Maple Grove, Minnesota
 January 12, 2010

CALL TO ORDER	An organizational meeting of the School board was held on Tuesday, January 12, 2010, in the Board Room at the Educational Service Center. Chairperson John Nelson called the meeting to order at 7:05 p.m.
ROLL CALL	The following members were present: Board members Tammie Epley, Laura Cottington, Kim Green, Dean Henke, Lin Myszkowski, John Nelson, and Superintendent Susan Hintz.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by John Nelson .
ELECTION OF OFFICERS	Chairperson Nelson stated that the first order of business would be the election of officers. He called for nominations for the office of Chairperson.
ELECTION OF CHAIRPERSON	<p>Laura Cottington nominated John Nelson as Chairperson.</p> <p>Upon vote being taken John Nelson was unanimously elected Chairperson.</p>
ELECTION OF VICE CHAIRPERSON	<p>John Nelson nominated Dean Henke as Vice Chairperson.</p> <p>Upon vote being taken Dean Henke was unanimously elected Vice Chairperson.</p>
ELECTION OF CLERK	<p>Dean Henke nominated Kim Green as Clerk.</p> <p>Upon vote being taken Kim Green was unanimously elected Clerk.</p>
ELECTION OF TREASURER	<p>Lin Myszkowski nominated Laura Cottington as Treasurer.</p> <p>Upon vote being taken Laura Cottington was unanimously elected Treasurer.</p>

ACCEPTANCE OF AGENDA	<p>Motion by Nelson, seconded by Green, to accept the printed agenda.</p> <p>The motion carried unanimously.</p>
COMPENSATION FOR SCHOOL BOARD MEMBERS	<p>Minnesota Statute §123B.09, Subd. 12 states: "The clerk, treasurer and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive compensation as may be fixed by the board."</p> <p>Compensation for the 2009 calendar year was set at \$750.00 per month (\$9,000.00 per year) for the chairperson, \$675.00 per month (\$8,100.00 per year) for the clerk and \$650.00 per month (\$7,800.00 per year) for other persons on the Board.</p> <p>Chairperson Nelson stated that the Board compensation for the 2010 calendar year will remain the same as in 2009.</p>
ADOPTION OF MSBA STANDARDS FOR BOARD MEMBERS	<p>Motion by Nelson, seconded by Myszkowski, to approve the adoption of the MSBA Standards for Board Members.</p> <p>The motion carried unanimously.</p>
CONSENT AGENDA	<p>Motion by Nelson, seconded by Cottington, to approve items in the Consent Agenda as follows:</p> <p><u>Designation of Official Newspaper</u></p> <p><u>Designation of Official Cash Depositories for District Funds</u></p> <p><u>Designation of Investment Brokers for District Investments</u></p> <p><u>Authorization of Procedures for the Investment of Excess Cash</u></p> <p><u>Authorization of Payments for Goods and Services in Advance of Board Approval</u></p> <p><u>Authorization of Use of Facsimile Signatures and a Surety Bond</u></p> <p><u>Approval: Appointment of Malloy, Montague, Karnowski, Radosevich & Co., P.A., to perform the annual financial audit for the year ending June 30, 2010.</u></p> <p><u>Approval: School District Grant Application Authorizations</u></p> <p><u>Approval: Format of Board Minutes Summary to be Published in Official Newspaper</u></p> <p>The motion carried unanimously.</p>

REVIEW OF 2009
SCHOOL BOARD
REPRESENTATIVES
TO COMMITTEES
AND OTHER
ENTITIES

- a. School Board Policy Committee: Dean Henke, Kim Green, John Nelson
- b. School Board Property Committee: Lin Myszkowski, Tammie Epley, Laura Cottington
- c. Association of Metropolitan School Districts (AMSD): Kim Green, Tammie Epley (alternate)
- d. Community Education Program Advisory Council (CEPAC): Kim Green
- e. Continuing Education Committee: Bob Hein
- f. District 279 Foundation: Laura Cottington
- g. District Planning Advisory Council (DPAC): Lin Myszkowski
- h. District Staff Development Committee: John Nelson
- i. Joint Board of Intermediate District 287: Steve Antolak
- j. Minnesota School Boards Association (MSBA) Legislative Representative: Kim Green
- k. Minnesota State High School League Region 5AA: Representing Maple Grove Senior is Dean Henke, Osseo Senior is John Nelson, and Park Center Senior is Laura Cottington.
- l. Northwest Suburban Integration School District (NWSISD) Joint Powers Board: Lin Myszkowski
- m. Technology and Information Educational Services (TIES) Joint Board: John Nelson
- n. Legislative Liaison: Kim Green
- o. Brooklyn Bridge: Lin Myszkowski

Motion by Green, seconded by Cottington, to approve Board Chairperson appointment to the various committees and other entities.

The motion carried unanimously.

ADJOURNMENT

At 7:20 p.m., motion by Epley, seconded by Green, to adjourn the organizational meeting of the School Board.

The motion carried unanimously.

Kim Green , Clerk

Minutes of the Regular Meeting
Independent School District 279 School Board
January 12, 2010

CALL TO ORDER	A regular meeting of the Independent School District 279 School Board was held on Tuesday, January 12, 2010, in the Board Room at the Educational Service Center. Chairperson Nelson called the meeting to order at 8:00 p.m.
ROLL CALL	The following members were present: Board members Tammie Epley, Lin Myszkowski, Dean Henke, John Nelson, Laura Cottington, Kim Green, and Superintendent Susan Hintz.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited, led by John Nelson.
ACCEPTANCE OF AGENDA	Motion by Nelson, seconded by Henke, to accept the printed agenda. The motion carried unanimously.
AUDIENCE OPPORTUNITY TO ADDRESS THE SCHOOL BOARD	The following individuals addressed the Board during Audience Opportunity to Address the Board: Jay Anderson, President of Education Minnesota – Osseo; and Collette Guyott-Hempel, community member.
SUPT. REPORT	<p>The superintendent stated that <i>our mission is to inspire and prepare all students to achieve their dreams, contribute to community, and engage in a lifetime of learning</i>; these accomplishments are evidence that our students are achieving this mission. With assistance from Cabinet members Superintendent Hintz shared some “points of pride” that showcase some of the achievements that have taken place in our District 279 school community.</p> <p>Leveraging Assets As part of the Reading is Fundamental program and supported by the District 279 Foundation, students at the Osseo Area Learning Center were given the opportunity to select free paperback books for leisure reading at a December 17 event. Attending the event was Timberwolves mascot, Crunch, who reinforced the importance of literacy by demonstrating his own love of books.</p> <p>The District 279 Foundation has secured a \$15,000 grant from the Prudential Foundation for “Prudential Arts Grants – Connecting Youth and Community through the Arts.” The grant will provide students in</p>

SUPT.
REPORT

our system the opportunity to expand their learning and appreciation of the arts through trips to art museums, centers, and institutes, as well as theaters and performing arts centers.

Contributing to Community

Throughout the month of December, Kidstop students at Woodland Elementary collected 250 pairs of athletic socks as a gesture of support for soldiers stationed in Iraq. They also collected and decorated more than 100 pairs of children's socks for the soldiers to give as gifts to children in Iraq. The service project culminated on December 28, when students participated in a Skype session with Chad McNiesh, stationed with the 34th Infantry Division, to learn about life and culture in Iraq.

First, second, and third-graders at Woodland Elementary participated in "Operation: Soldiers Phone Home" last month, where each of the students created a greeting card for a U.S. soldier in Afghanistan or Iraq. Thanks to donations from General Mills employees, each student's greeting card will be sent overseas, accompanied by a calling card so soldiers can phone loved ones here in the States.

Toro Corporation generously provided gifts for 13 Crest View Elementary families this holiday season. Toro reps and employees presented gifts both to the parents and children of each family, as well as a wreath and a box of cookies.

The Maple Grove 9th and 10th grade girls' basketball teams took time during winter break to help those less fortunate by spending several hours at CROSS in Rogers organizing and stocking the food shelf. The Maple Grove girls basketball team also collected donations for CROSS at its home game against Andover on January 5.

Residents at Maranatha Care Center in Brooklyn Center enjoyed a visit from Birch Grove Elementary School for the Arts Show Choirs on December 15. The choirs performed several musical pieces, choreographed performances, and sing-a-longs.

Mission-driven Employees

Marti Micks, Social Studies Teacher at BJH, has been awarded the 2010 Minnesota VFW Teacher of the Year award in the 6-8th grade category. The VFW's Citizenship Education Teachers' Award recognizes the nation's top elementary, junior high and high school teachers who teach citizenship education topics regularly and promote America's history and traditions. Ms. Micks will be recognized at a banquet on January 16.

Two ISD 279 educators, Bill Huston and Jill Simon, received the 2009 TIES Exceptional Teacher Award on December 15. Since 2004, TIES has

<p>SUPT. REPORT</p>	<p>recognized teachers in member districts who model successful practices in using classroom technology and engage students in learning. In total, 65 Minnesota teachers from 33 districts were given the Exceptional Teacher Award.</p> <p>Dawn Nelson, Instructional Media and Technology Coordinator, is presenting a break-out session at the “Internet@Schools East 2010!” conference in Arlington, Virginia in April. Ms. Nelson will share how ISD 279 teachers are using Project Copernicus to leverage students’ personal technology, such as iPods and cell phones, with other equipment and online resources to teach 21st century skills in a variety of creative and engaging formats.</p> <p>Achieving Results Edinbrook Elementary hosted a Family Literacy event at the Brooklyn Park Library January 6 to equip parents with the tools, confidence and know-how to support reading habits at home. More than 400 students and their family members were in attendance at this community event, where each gained insight about literacy, enjoyed student performances and stories read aloud, and played games together.</p> <p>Student confidence, courage and competence Two seniors from each of our high schools have been nominated for the Minnesota State High School League’s AAA award acknowledging males and females who excel in Arts, Academics, and Athletics:</p> <p>Park Center’s Triple A athletes are Christian Thompson and Gina Tonn; Osseo Senior’s Triple A athletes are Becca Girvan and Michael Scheffler; and Maple Grove Senior’s Triple A athletes are Hahn Chang and Anne Michael.</p> <p>In partnership with the American Heart Association, Crest View Elementary’s Jump Team performed double-dutch for students at Breck Lower School to promote physical fitness and heart health. The Crest View Jump Team is made up of 16 girls from grades 4-6 who practice twice a week for the 20 demonstrations they have scheduled this year.</p> <p>Lastly, Mike Looby, Executive Director of Community Engagement, gave an update on the Mission Forward Task Force.</p>
<p>SCHOOL BOARD REPORTS</p>	<p>Chairperson John Nelson began his report by sharing that, prior to the Work Session, Superintendent Hintz submitted a letter stating her intention to retire at the end of this school year. Chairperson Nelson gave a brief summary of the work session held earlier in the evening that focused on planning for leadership succession. Chairperson Nelson</p>

<p>SCHOOL BOARD REPORTS</p>	<p>reviewed the work session discussion on that topic, which began with Mr. Nelson’s affirmation of the Board’s commitment to constancy of purpose and continuity of leadership. He noted that Board discussion included options for leadership succession and the possible implications of a national search, a local search, or the appointment of an internal candidate.</p> <p>Board members agreed to conduct independent research regarding leadership succession planning, returning on January 26 to discuss what they learned and to identify next steps. If more time is needed, the discussion will continue to a subsequent meeting, with the goal of agreeing on a leadership succession process by no later than the conclusion of the regular meeting on February 9.</p> <p>Director Green reported that she and Director Epley attended an event through the Association of Metropolitan School Districts (AMSD). This event gave them the opportunity to meet with a variety of legislators from through the metropolitan area.</p> <p>Director Epley shared that she has recently completed her site visits stating that she has personally visited each site in our district.</p> <p>Chairperson Nelson introduced Steve Antolak, who gave a brief update of the happenings in Intermediate District 287. Mr. Antolak is on the Joint Board for ID 287 and is the representative for our school district.</p>
<p>CONSENT AGENDA</p>	<p>Motion by Nelson, seconded by Epley, to approve items in the Consent Agenda as follows:</p> <p><u>Approval of the minutes of the regular meeting of December 15, 2009</u></p> <p><u>Approval of the minutes of the special meeting of January 4, 2010</u></p> <p><u>Electronic Wire Transfers (including Investments, Debt Service, MN Payroll Withholding, Flex Benefit Plan and Delta Dental) for the month of December 2009.</u></p> <p><u>Ratified Accounts Payable dated January 5, 2010</u></p> <p><u>Payment of bills, including Payroll, made through the office for the month of December 2009</u></p> <p><u>Financial Reports for the Month of December 2009</u></p> <p><u>Personnel</u></p>

<p>CONSENT AGENDA</p>	<p><u>Approval for lease assignment to Unison for cell towers located at Basswood Elementary and the Educational Service Center</u></p> <p><u>Acceptance of the 2009-2010 21st CENTURY Cohort II Grant of \$57,980 and authorize an expenditure and budget appropriation in the amount of \$57,980</u></p> <p><u>Acceptance of the 2009-2010 Carl Perkins Grant in the amount of \$133,500 and authorize an expenditure and budget appropriation in the amount of \$133,500</u></p> <p><u>Acceptance of the 2009-2010 Nonpublic Schools Grant in the amount of \$389,414 and authorize an expenditure and budget appropriation in the amount of \$389,414</u></p> <p><u>Acceptance of the 2009-2010 Special Education Part B ARRA-Preschool Grant in the amount of \$126,547 and authorize an expenditure and budget appropriation in the amount of \$126,547</u></p> <p><u>Acceptance of the 2009-2010 Preschool Supplemental IEIC, Phase 2 Grant of \$9,400 and authorize an expenditure and budget appropriation in the amount of \$9,400</u></p> <p><u>Acceptance of the 2009-2010 Continuous Improvement Monitoring Process (CIMP) Grant of \$29,580 and authorize an expenditure and budget appropriation in the amount of \$29,580</u></p> <p><u>Legislative Platform</u></p> <p>The motion carried unanimously.</p>
<p>TERMS AND CONDITIONS OF EMPLOYMENT, July 1, 2009 – June 30, 2011, AN AGREEMENT BETWEEN THE SCHOOL BOARD OF ISD 279 AND EDUCATION MINNESOTA – OSSEO, LOCAL 1212, AMERICAN FEDERATION OF TEACHERS, NATIONAL EDUCATION ASSOCIATION, AFL-CIO</p>	<p>Motion by Nelson, seconded by Myszkowski, to approve the Terms and Conditions of Employment, July 1, 2009 - June 30, 2011, an agreement between the School Board of Independent School District 279 and Education Minnesota – Osseo, Local 1212, American Federation of Teachers, National Education Association, AFL-CIO.</p> <p>The motion carried on a 5-1 vote with Director Henke voting no.</p>
<p>PURCHASE AGREEMENT FOR ORCHARD LANE ELEMENTARY</p>	<p>Motion by Nelson, seconded by Green, to approve the purchase agreement for Orchard Lane Elementary.</p> <p>The motion carried unanimously.</p>

<p>ADOPTION OF RESOLUTION AUTHORIZING THE ISD 279 SCHOOL BOARD TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE MN DEPT OF EDUCATION TO PARTICIPATE IN THE RACE TO THE TOP PROGRAM</p>	<p>Motion by Nelson, seconded by Myszkowski, to approve the adoption of the resolution authorizing the ISD 279 School Board to enter into a Memorandum of Agreement with the Minnesota Department of Education to participate in the Race to the Top Program.</p> <p>The motion carried on a 5-1 vote with Director Henke voting no.</p>
<p>GIFTS TO THE DISTRICT</p>	<p>Motion by Nelson, seconded by Henke, to approve the Gifts to the District totaling \$62,680.72.</p> <p>The motion carried unanimously.</p>
<p>ANNOUNCEMENTS</p>	<ol style="list-style-type: none"> 1. School Board Work Session, Tuesday, January 26, 2010, 6:00 PM, Forum Room, Educational Service Center. 2. Regular School Board Meeting, Tuesday, January 26, 2010, 8:00 PM, Board Room, Educational Service Center.
<p>ADJOURNMENT</p>	<p>At 9:22 p.m., motion by Cottington, seconded by Henke, to adjourn the meeting.</p> <p>The motion carried unanimously.</p>
	<hr style="width: 20%; margin-left: 0;"/> <p>Kim Green, Clerk</p>

REPORT: CHECKREG 001 Bank 1 Check Register

Osseo ISD #279
 CHECK REGISTER FOR BANK 01 - US BANK - Board
 DATE RANGE: 01/19/10 - 01/19/10

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	594951	\$193.68	01/19/10	A2200	1	ABILITIES	OUTSTANDING
01	594952	\$174.00	01/19/10	18427	1	ACCI INC	OUTSTANDING
01	594953	\$249.00	01/19/10	03674	1	ACCU CUT SYSTEMS	OUTSTANDING
01	594954	\$339.00	01/19/10	A5021	1	ACTION RADIO & COMMUNICATIONS	OUTSTANDING
01	594955	\$430.00	01/19/10	18346	1	AECOM INC	OUTSTANDING
01	594956	\$129.50	01/19/10	15301	1	AIR MANAGEMENT	OUTSTANDING
01	594957	\$5688.00	01/19/10	D6150	1	AIRPORT & TOWN TAXI	OUTSTANDING
01	594958	\$1575.00	01/19/10	12559	1	ALPINE DIVERSIFIED SERVICES, INC.	OUTSTANDING
01	594959	\$7565.00	01/19/10	18264	1	AMSAN	OUTSTANDING
01	594960	\$3678.67	01/19/10	00130	1	ANCHOR PAPER	OUTSTANDING
01	594961	\$189.43	01/19/10	02567	10	APPERSON	OUTSTANDING
01	594962	\$2117.00	01/19/10	08294	1	APPLE COMPUTER INC	OUTSTANDING
01	594963	\$1190.99	01/19/10	00942	1	BAKER & TAYLOR BOOKS	OUTSTANDING
01	594964	\$3221.55	01/19/10	08889	1	UNISSUED	OUTSTANDING
01	594965	\$22.00	01/19/10	08889	1	BARNES & NOBLE, INC	OUTSTANDING
01	594966	\$945.70	01/19/10	04530	1	BARNHART, LAWRENCE W	OUTSTANDING
01	594967	\$9876.06	01/19/10	05641	1	BATTERIES PLUS	OUTSTANDING
01	594968	\$586.28	01/19/10	08500	1	BERGIN FRUIT CO INC	OUTSTANDING
01	594969	\$1417.50	01/19/10	00199	1	BRINKS INCORPORATED	OUTSTANDING
01	594970	\$34167.23	01/19/10	00071	1	BROADWAY RENTAL EQUIP	OUTSTANDING
01	594971	\$260.00	01/19/10	00459	1	C & S BLACKTOPPING	OUTSTANDING
01	594972	\$94.50	01/19/10	12481	1	CDW GOVERNMENT, INC	OUTSTANDING
01	594973	\$7466.03	01/19/10	03579	1	COMMERCIAL DOOR SYSTEMS, INC	OUTSTANDING
01	594974	\$41.21	01/19/10	17489	1	COMPREHENSIVE	OUTSTANDING
01	594975	\$137.69	01/19/10	03282	1	COTTENS' INC	OUTSTANDING
01	594976	\$77.48	01/19/10	09257	11	CRESTMARK BANK	OUTSTANDING
01	594977	\$39.90	01/19/10	16413	1	CRYSTEEL TRUCK EQUIPMENT	OUTSTANDING
01	594978	\$70.29	01/19/10	06823	1	CULTURE FOR KIDS	OUTSTANDING
01	594979	\$11399.10	01/19/10	00121	1	CUTTER SALES, INC	OUTSTANDING
01	594980	\$232.57	01/19/10	00131	1	DALCO	OUTSTANDING
01	594981	\$295.31	01/19/10	05628	1	DEMCO, INC	OUTSTANDING
01	594982	\$67.40	01/19/10	03315	1	DISCOUNT SCHOOL SUPPLY	OUTSTANDING
01	594983	\$401.27	01/19/10	04249	1	DISNEY EDUCATIONAL PRODUCTIONS	OUTSTANDING
01	594984	\$494.47	01/19/10	02963	1	DOUGLAS STEWART CO	OUTSTANDING
01	594985	\$74.94	01/19/10	04859	10	ECOLAB	OUTSTANDING
01	594986	\$1100.00	01/19/10	D6164	1	EDUCATION WEEK	OUTSTANDING
01	594987	\$213.36	01/19/10	00748	1	EHLERS & ASSOCIATES INC	OUTSTANDING
01	594988	\$464.70	01/19/10	13045	10	ELSMORE AQUATIC	OUTSTANDING
01	594989	\$1574.54	01/19/10	15292	1	ELVIN SAFETY SUPPLY INC	OUTSTANDING
01	594990	\$6.59	01/19/10	17002	1	EN POINTE TECHNOLOGIES	OUTSTANDING
01	594991	\$838.44	01/19/10	00619	1	FASTENAL COMPANY	OUTSTANDING
01	594992	\$835454.92	01/19/10	D6455	1	FERRELLIGAS L P	OUTSTANDING
01	594993	\$53.76	01/19/10	06952	1	FIRST STUDENT INC	OUTSTANDING
01	594994	\$336.40	01/19/10	07543	1	FLINN SCIENTIFIC INC	OUTSTANDING
01	594995	\$14.95	01/19/10	07570	1	FOLLETT EDUCATIONAL SERVICES	OUTSTANDING
01	594996	\$6120.14	01/19/10	16750	1	FOLLETT LIBRARY RESOURCES	OUTSTANDING
01	594997	\$2733.15	01/19/10	12568	1	FOLLETT SOFTWARE COMPANY	OUTSTANDING
01	594998	\$1795.00	01/19/10	03684	10	FOOD SERVICE OF AMERICA	OUTSTANDING
01	594999	\$631.04	01/19/10	08858	1	GALE	OUTSTANDING
01	595000	\$4200.00	01/19/10	04827	1	GALE	OUTSTANDING
01	595001	\$798.26	01/19/10	15294	1	GCI SYSTEMS	OUTSTANDING
01	595002		01/19/10		1	GCS SERVICE INC	OUTSTANDING

Ossec ISD #279
 CHECK REGISTER FOR BANK 01 - US BANK - Board
 DATE RANGE: 01/19/10 - 01/19/10

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADRS #	VENDOR NAME	CHECK STATUS
01	595003	\$1475.00	01/19/10	17904	1	GENERAL ASP	OUTSTANDING
01	595004	\$448.43	01/19/10	09911	1	GENERAL PARTS LLC	OUTSTANDING
01	595005	\$2660.97	01/19/10	00187	1	GOODIN CO	OUTSTANDING
01	595006	\$1375.00	01/19/10	09160	1	GOPHER ELECTRIC CONTRACTORS, INC	OUTSTANDING
01	595007	\$573.02	01/19/10	00190	1	GRAINGER, W W INC	OUTSTANDING
01	595008	\$8173.64	01/19/10	08395	1	GRAYBAR ELECTRIC CO	OUTSTANDING
01	595009	\$165.14	01/19/10	00193	1	GROTH MUSIC COMPANY	OUTSTANDING
01	595010	\$109.95	01/19/10	02911	1	HEARTH SONG	OUTSTANDING
01	595011	\$1003.20	01/19/10	16518	1	HEINEMANN-RAINTREE	OUTSTANDING
01	595012	\$6330.96	01/19/10	15176	1	HEWLETT-PACKARD COMPANY	OUTSTANDING
01	595013	\$13580.80	01/19/10	07053	1	HILLYARD INC - MINNEAPOLIS	OUTSTANDING
01	595014	\$24054.75	01/19/10	00211	1	HM RECEIVABLES CO LLC	OUTSTANDING
01	595015	\$671.00	01/19/10	07120	10	HM RECEIVABLES CO LLC	OUTSTANDING
01	595016	\$233.10	01/19/10	00207	1	HOBART CORP	OUTSTANDING
01	595017	\$574.80	01/19/10	16944	1	HORIZON COMMERCIAL POOL SUPPLY	OUTSTANDING
01	595018	\$183.25	01/19/10	06985	1	HOUGHEN BINDERY LTD	OUTSTANDING
01	595019	\$682.85	01/19/10	07254	1	HUMAN RELATIONS	OUTSTANDING
01	595020	\$608.96	01/19/10	05174	1	HYDRANT SPECIALIST INC	OUTSTANDING
01	595021	\$210.00	01/19/10	00215	12	IKON OFFICE SOLUTIONS	OUTSTANDING
01	595022	\$321.13	01/19/10	A1613	1	INDUSTRIAL ARTS SUPPLY	OUTSTANDING
01	595023	\$1984.40	01/19/10	12569	1	INTERMEDIATE DISTRICT 287	OUTSTANDING
01	595024	\$120.67	01/19/10	00791	1	JACOBS PUBLISHING CO, INC	OUTSTANDING
01	595025	\$308.13	01/19/10	00791	1	JAYTECH INC	OUTSTANDING
01	595026	\$479.85	01/19/10	00224	1	JOHNSON, J N SALES INC	OUTSTANDING
01	595027	\$254.76	01/19/10	12352	1	JR S TECH CENTER, INC	OUTSTANDING
01	595028	\$137.26	01/19/10	16643	10	KELE INC	OUTSTANDING
01	595029	\$10894.00	01/19/10	00233	1	KILLMER ELECTRIC CO INC	OUTSTANDING
01	595030	\$611.56	01/19/10	06538	1	LAKESHORE LEARNING MATERIALS	OUTSTANDING
01	595031	\$98.44	01/19/10	05652	1	LAKESHORE LEARNING STORE	OUTSTANDING
01	595032	\$4429.07	01/19/10	12943	1	LANE HARDWARE	OUTSTANDING
01	595033	\$153.75	01/19/10	07074	1	LARSON ENGINEERING, INC	OUTSTANDING
01	595034	\$2601.68	01/19/10	01216	1	LARSON, GREG SPORTS INC	OUTSTANDING
01	595035	\$243.99	01/19/10	15616	1	LARSON, J H CO	OUTSTANDING
01	595036	\$764.55	01/19/10	15927	1	LAWSON PRODUCTS INC	OUTSTANDING
01	595037	\$3867.90	01/19/10	13128	13	LEARNING A-Z	OUTSTANDING
01	595038	\$907.90	01/19/10	07679	1	LEARNING OPPORTUNITIES	OUTSTANDING
01	595039	\$158.25	01/19/10	00605	1	LENER PUBLICATIONS CO	OUTSTANDING
01	595040	\$1354.50	01/19/10	17065	1	LIBRARY VIDEO CO	OUTSTANDING
01	595041	\$125.85	01/19/10	07629	1	LIFESPAN OF MINNESOTA	OUTSTANDING
01	595042	\$300.00	01/19/10	17663	1	LINGUI SYSTEMS, INC.	OUTSTANDING
01	595043	\$498.75	01/19/10	07396	1	LOCKER GUY	OUTSTANDING
01	595044	\$20606.50	01/19/10	17205	1	LYNDE & MCLEOD DEVELOPMENT CO	OUTSTANDING
01	595045	\$8079.11	01/19/10	06994	1	M & L SMITH CO.	OUTSTANDING
01	595046	\$521.05	01/19/10	08509	1	M D S WHOLESALE DISTRIBUTORS	OUTSTANDING
01	595047	\$10577.00	01/19/10	13700	1	MACKIN LIBRARY MEDIA	OUTSTANDING
01	595048	\$111.75	01/19/10	07649	1	MAKE MUSIC!	OUTSTANDING
01	595049	\$1398.00	01/19/10	05867	1	MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO PA	OUTSTANDING
01	595050	\$60.35	01/19/10	15102	1	MAPS OF THE MONTH	OUTSTANDING
01	595051	\$87.09	01/19/10	03202	1	MAYER-JOHNSON LLC	OUTSTANDING
01	595052	\$87.09	01/19/10	07513	1	MCM ELECTRONICS	OUTSTANDING
01	595053	\$66.76	01/19/10	07513	10	MENARDS	OUTSTANDING
01	595054						

REPORT: CHECKREG 001 Bank 1 Check Register
 Osseo ISD #279
 CHECK REGISTER FOR BANK 01 - US BANK - Board
 DATE RANGE: 01/19/10 - 01/19/10

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	595055	\$446.95	01/19/10	02578	1	METRO ATHLETIC SUPPLY	OUTSTANDING
01	595056	\$1218.00	01/19/10	16836	1	METROPOLITAN TRANSPORTATION NETWORK, INC	OUTSTANDING
01	595057	\$13.90	01/19/10	17682	1	MIDWEST BUS COMPANY	OUTSTANDING
01	595058	\$63.72	01/19/10	18072	1	MIDWEST SPORTSWEAR	OUTSTANDING
01	595059	\$2630.00	01/19/10	A3533	1	MINITEX, U OF MN	OUTSTANDING
01	595060	\$270.00	01/19/10	A1567	11	MINNESOTA LITERACY COUNCIL	OUTSTANDING
01	595061	\$146.26	01/19/10	09559	12	MINVALCO INC	OUTSTANDING
01	595062	\$403.00	01/19/10	D7460	12	MN EDUCATION JOB FAIR	OUTSTANDING
01	595063	\$3940.94	01/19/10	00482	10	MN/WI PLAYGROUND	OUTSTANDING
01	595064	\$420.55	01/19/10	18371	10	MONPRICE INC	OUTSTANDING
01	595065	\$66921.40	01/19/10	00373	10	MPLS PUBLIC SCHOOLS	OUTSTANDING
01	595066	\$195.00	01/19/10	06571	1	NARDINI FIRE EQUIPMENT CO	OUTSTANDING
01	595067	\$81.69	01/19/10	00284	1	NASCO	OUTSTANDING
01	595068	\$299.00	01/19/10	03936	12	NCS PEARSON	OUTSTANDING
01	595069	\$150.00	01/19/10	00475	10	NCS PEARSON INC	OUTSTANDING
01	595070	\$276.50	01/19/10	06795	13	NCS PEARSON INC	OUTSTANDING
01	595071	\$248.23	01/19/10	08447	1	NYSTROM PUBLISHING CO	OUTSTANDING
01	595072	\$529.20	01/19/10	04043	1	OFFICE DEPOT	OUTSTANDING
01	595073	\$1218.77	01/19/10	08682	1	ORIENTAL TRADING CO INC	OUTSTANDING
01	595074	\$2443.46	01/19/10	06869	1	PAPCO INC	OUTSTANDING
01	595075	\$286.29	01/19/10	02418	1	PAXTON/PATTERSON LLC	OUTSTANDING
01	595076	\$54.10	01/19/10	18111	1	PAYPAL, INC	OUTSTANDING
01	595077	\$228.57	01/19/10	03685	1	PDP PRODUCTS	OUTSTANDING
01	595078	\$380.23	01/19/10	09272	1	PERMA-BOUND	OUTSTANDING
01	595079	\$1211.49	01/19/10	00322	1	PETERSON, G C MACH CO INC	OUTSTANDING
01	595080	\$322.51	01/19/10	04031	1	PIONEER MIDWEST INC	OUTSTANDING
01	595081	\$321.86	01/19/10	12532	1	PIONEER MIDWEST, INC	OUTSTANDING
01	595082	\$42.12	01/19/10	18411	1	PORTER ATHLETIC	OUTSTANDING
01	595083	\$418.93	01/19/10	17137	1	PPG ARCHITECTURAL FINISHES	OUTSTANDING
01	595084	\$570.57	01/19/10	00331	1	PRESS & NEWSPAPERS	OUTSTANDING
01	595085	\$190.30	01/19/10	07273	1	PRO ED	OUTSTANDING
01	595086	\$1119.00	01/19/10	17437	1	PROVISION MEDIA INC	OUTSTANDING
01	595087	\$517.97	01/19/10	04867	1	PYRAMID SCHOOL PRODUCTS	OUTSTANDING
01	595088	\$143.26	01/19/10	18030	1	QOMO HITE VISION	OUTSTANDING
01	595089	\$346.55	01/19/10	00335	1	R & W WELDING & MACHINE, INC	OUTSTANDING
01	595090	\$6162.24	01/19/10	15440	1	RAINBOW BOOK COMPANY	OUTSTANDING
01	595091	\$49.50	01/19/10	08371	1	READ NATURALLY	OUTSTANDING
01	595092	\$92.15	01/19/10	02381	1	REALLY GOOD STUFF	OUTSTANDING
01	595093	\$233.22	01/19/10	08807	1	RENAISSANCE LEARNING INC	OUTSTANDING
01	595094	\$460.80	01/19/10	16966	1	RESOURCE INC	OUTSTANDING
01	595095	\$300.98	01/19/10	04446	1	RIO GRANDE	OUTSTANDING
01	595096	\$3849.00	01/19/10	04766	1	RISE INC	OUTSTANDING
01	595097	\$432.53	01/19/10	04313	1	RITE HARDWARE & RENTAL	OUTSTANDING
01	595098	\$5.98	01/19/10	08891	1	S & S WORLDWIDE	OUTSTANDING
01	595099	\$78.85	01/19/10	01422	1	SAGE PUBLICATIONS INC	OUTSTANDING
01	595100	\$1632.00	01/19/10	02784	1	SALEM PRESS INC	OUTSTANDING
01	595101	\$246.02	01/19/10	00871	1	SALLOTTE SEWING COMPANY	OUTSTANDING
01	595102	\$29733.52	01/19/10	00350	1	SCAN AIR FILTER SYSTEMS	OUTSTANDING
01	595103	\$5.98	01/19/10	00350	1	UNISSUED	OUTSTANDING
01	595104	\$198.13	01/19/10	01996	11	SCHOLASTIC BOOK FAIRS	OUTSTANDING
01	595105	\$997.26	01/19/10	01996	12	SCHOLASTIC BOOK FAIRS	OUTSTANDING
01	595106	\$185.25	01/19/10	04812	1	SCHOLASTIC INC	OUTSTANDING

REPORT: CHECKREG 001 Bank 1 Check Register
 Osseo ISD #279
 CHECK REGISTER FOR BANK 01 - US BANK - Board
 DATE RANGE: 01/19/10 - 01/19/10

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	595107	\$5992.12	01/19/10	08377	1	SCHOOL SPECIALTY INC	OUTSTANDING
01	595108	\$2303.04	01/19/10	00718	1	SEWALL BROS IND SUPPLY CO	OUTSTANDING
01	595109	\$90.76	01/19/10	09344	1	SHIFLER EQUIPMENT SALES	OUTSTANDING
01	595110	\$2793.54	01/19/10	00364	1	SIMPLEXGRINNELL	OUTSTANDING
01	595111	\$25.80	01/19/10	D0246	1	SNAP ON INDUSTRIAL	OUTSTANDING
01	595112	\$143.41	01/19/10	17744	1	SOEL SYSTEMS	OUTSTANDING
01	595113	\$403.65	01/19/10	18428	1	SPECIAL NEEDS STORE	OUTSTANDING
01	595114	\$201.83	01/19/10	17870	1	SPEECH CORNER	OUTSTANDING
01	595115	\$398.00	01/19/10	16597	1	STAFF DEVELOPMENT FOR EDUCATORS	OUTSTANDING
01	595116	\$63415.24	01/19/10	16318	1	STAGE TECHNOLOGY	OUTSTANDING
01	595117	\$64.83	01/19/10	00345	1	STAPLES ADVANTAGE	OUTSTANDING
01	595118	\$77.95	01/19/10	03719	1	STAR EQUIPMENT INC	OUTSTANDING
01	595119	\$225.95	01/19/10	00565	1	STATE SUPPLY CO, INC	OUTSTANDING
01	595120	\$1835.00	01/19/10	07336	1	STRATEGIC EQUIPMENT & SUPPLY	OUTSTANDING
01	595121	\$4751.00	01/19/10	18130	1	STUDY ISLAND LLC	OUTSTANDING
01	595122	\$1232.47	01/19/10	00313	1	SUN PRESS & NEWSPAPERS	OUTSTANDING
01	595123	\$178.70	01/19/10	07525	1	SUPER DUPER PUBLICATIONS	OUTSTANDING
01	595124	\$3733.40	01/19/10	15368	1	SYSTEM DESIGN ADVANTAGE	OUTSTANDING
01	595125	\$150.81	01/19/10	07752	1	TEACHER'S DISCOVERY	OUTSTANDING
01	595126	\$103.47	01/19/10	07934	1	TEACHERS COLLEGE PRESS	OUTSTANDING
01	595127	\$795.00	01/19/10	18434	1	TECH SMITH	OUTSTANDING
01	595128	\$4734.00	01/19/10	06739	1	TESSEMAN SEED, INC	OUTSTANDING
01	595129	\$90.00	01/19/10	15431	1	THERAPY WORKS INC	OUTSTANDING
01	595130	\$14445.00	01/19/10	07436	1	TIERNEY BROTHERS INC	OUTSTANDING
01	595131	\$200.00	01/19/10	08732	1	TIES	OUTSTANDING
01	595132	\$34899.02	01/19/10	08732	1	TIES	OUTSTANDING
01	595133	\$57.36	01/19/10	00390	1	TOLL GAS & WELDING	OUTSTANDING
01	595134	\$750.00	01/19/10	16612	10	TOP 20 TRAINING	OUTSTANDING
01	595135	\$3810.00	01/19/10	04297	1	TOYOTA LIFT OF MN	OUTSTANDING
01	595136	\$256.85	01/19/10	00392	1	TRANS-MISSISSIPPI BIO SUPPLY	OUTSTANDING
01	595137	\$88.00	01/19/10	00167	1	TRIARCO	OUTSTANDING
01	595138	\$3594.60	01/19/10	09503	1	TRIO SUPPLY CO	OUTSTANDING
01	595139	\$2560.00	01/19/10	04967	1	TROXELL COMMUNICATIONS	OUTSTANDING
01	595140	\$37.25	01/19/10	18266	1	TWIN CITIES FLAG SOURCE	OUTSTANDING
01	595141	\$2951.97	01/19/10	08827	1	TWIN CITY OFFICE SUPPLY CO INC	OUTSTANDING
01	595142	\$3045.58	01/19/10	16380	1	UNISSUED	OUTSTANDING
01	595143	\$3157.20	01/19/10	15341	1	U S WATER SERVICE	OUTSTANDING
01	595144	\$537.00	01/19/10	01403	1	UHL COMPANY	OUTSTANDING
01	595145	\$188.61	01/19/10	A0275	1	UNIQUE SOFTWARE CORP	OUTSTANDING
01	595146	\$2713.95	01/19/10	16430	1	UNITED PARCEL SERVICE	OUTSTANDING
01	595147	\$3985.00	01/19/10	18161	1	UNITED REFRIGERATION	OUTSTANDING
01	595148	\$1124.46	01/19/10	00238	1	UNIVERSAL COMMUNICATIONS TECHNOLOGIES INC	OUTSTANDING
01	595149	\$223.49	01/19/10	15999	1	US FOOD SERVICE	OUTSTANDING
01	595150	\$88.00	01/19/10	04888	1	USI INC	OUTSTANDING
01	595151	\$54770.00	01/19/10	00537	1	VANDERBILT UNIV/FLORA MURRAY/PALS	OUTSTANDING
01	595152	\$145.59	01/19/10	15270	1	VEIT & CO INC	OUTSTANDING
01	595153	\$356.03	01/19/10	09738	1	VIKING ELECTRIC	OUTSTANDING
01	595154	\$547.76	01/19/10	16228	1	VIKING TROPHIES	OUTSTANDING
01	595155	\$252.00	01/19/10	17087	1	VIP SHREDDERS	OUTSTANDING
01	595156	\$296.81	01/19/10	00967	1	VORT CORPORATION	OUTSTANDING
01	595157	\$177.98	01/19/10	18378	1	VWR INTERNATIONAL	OUTSTANDING
01	595158					WASP BARCODE TECHNOLOGIES	OUTSTANDING

REPORT: CHECKREG 001 Bank 1 Check Register Osseo ISD #279
 CHECK REGISTER FOR BANK 01 - US BANK - Board
 DATE RANGE: 01/19/10 - 01/19/10

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	595159	\$304.00	01/19/10	18390	1	WATCH D.O.G.S.	OUTSTANDING
01	595160	\$318.40	01/19/10	00301	1	WERNER ELECTRIC SUPPLY CO	OUTSTANDING
01	595161	\$247.50	01/19/10	09731	1	WESTERN PSYCHOLOGICAL	OUTSTANDING
01	595162	\$366.75	01/19/10	15945	1	WESTERN STATES ENVELOPE COMPANY	OUTSTANDING
01	595163	\$933.34	01/19/10	17047	1	WESTSIDE WHOLESALE TIRE & SUPPLY	OUTSTANDING
01	595164	\$163.98	01/19/10	18419	1	WOODCRAFT	OUTSTANDING
01	595165	\$500.00	01/19/10	03520	1	WORLD RESEARCH COMPANY	OUTSTANDING
01	595166	\$28.30	01/19/10	18403	1	WRITING C.L.A.W.INC	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 213 TOTAL AMOUNT 1452003.33

TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00

TOTAL # OF UNISSUED CHECKS: 3

Licensed Personnel

Resignations

- ADD 1. Bonita Reyes, ESC, Teacher Grade 2, employment date 8/28/90, effective 1/4/10, currently on leave

Returning From Leave

1. Kristine Kosloski, ECSE-WL, Special Education, full-time, effective 1/19/10
ADD 2. Susan Janick, Fair Oaks Elementary, Teacher Grade 1, effective 1/19/10

Leave of Absence

1. Brett Haugen, Osseo Junior High, Special Education Teacher, effective 1/14/10
2. Janet Jones, Brooklyn Junior High, Reading Teacher, effective 2/2/10
ADD 3. Amy Moger, Cedar Island and Fair Oaks Elementary, BIT Teacher, effective 1/4/10

Employment

1. Linda Tangren, Palmer Lake, Special Education, full-time, temporary, effective 1/14/10

Non-Licensed Personnel

Retirements

1. *Clyde Pritchard, Park Center Senior High, Custodian, full-time, employment date 5/8/89, effective 10/30/09
2. *Richard Skogman, Osseo Senior High, Custodian, full-time, employment date 6/11/78, effective 10/1/09
ADD 3. *Gary Hero, ESC, District Painter, full-time, employment date 12/1/86, effective 3/26/10

*with special recognition for long-term service

Returning from Leaves

1. Corinne Craig, ESC, Community Ed Program Manager, full-time, effective 1/18/10

Resignation

- ADD 1. Geoffrey Bosire, Jr., Park Center Senior High, ESP, employment date 12/7/09, effective 1/15/10
ADD 2. Sara Harpestad, Fernbrook Elementary, Kidstop Instructor, part-time, employment date 2/12/08, effective 2/5/10
ADD 3. Gwen Johnson, North View Junior High, ESP, part-time, employment date 9/8/09, effective date 1/15/10
ADD 4. Stacey Nelson, Cedar Island, LPN, employment date 8/14/08, effective 2/5/10

Non-Licensed Personnel (continued)

Change of Status

- ADD 1. Daniel McLaughlin, ESC, Health/Safety Specialist to ESC, Risk Management Specialist, full-time, effective 2/1/10
- ADD 2. Thomas Sandberg, Brooklyn Junior High, Second Shift Custodian to ESC, District Painter, full-time, effective 1/19/10
- ADD 3. Charles Pietari, Crestview and Woodland Elementary, Custodian, part-time to ESC, Second Shift Custodian, full-time, effective 1/14/10

Employment

- 1. Wade Ewing, Zanewood Community School, Title I ESP, part-time, temporary, effective 1/19/10
- 2. James Steuerwald, Education Service Center, Custodian, part-time, effective 1/19/2010
- 3. Brian Gilbert, Education Service Center, Custodian, part-time, effective 1/14/10
- ADD 4. Linda Anderson, North View Junior High, ESP, part-time, effective 1/21/10

Leaves of Absence

- 1. Annette Comstock, Zanewood Community, Title I ESP, part-time, effective 1/19/10

**SPECIAL FUNDED PROJECT
BUDGET SUMMARY AUTHORIZATION**

INSTRUCTIONS: THIS FORM IS COMPLETED BY THE Business Office and submitted to the Project Director as support for requesting Board authorization to apply for special funding and to authorize the expenditure budget.

DATE January 26, 2010
 TITLE OF PROJECT National School Lunch Equipment Stimulus
 PROPER FUND Food Service


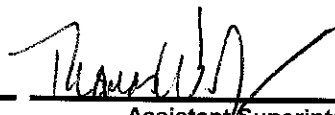
CHECK BOX:
 Original budget
 ADDENDUM BUDGET

EXPENDITURE RECOGNITION

Description of Expense	Gross Budget Amount	Less: in Kind Costs (I.e. Facility Cost)	Less: Funded from Existing Budget	Amount of Additional Expenditure
Professional Salaries				\$0
Non-Licensed Salaries				\$0
Contract Services				\$0
Supplies				\$0
Travel				\$0
Equipment	44,142			\$44,142
Other - Benefits				\$0
Other - Transportation				\$0
Other - Dues & Memberships				\$0
Other - Printing Chargeback				\$0
Other - Postage				\$0
Other - Food				\$0
Indirect Costs				\$0
TOTALS	\$44,142	\$0	\$ -	\$44,142

(Previously Approved Appropriations)

SOURCE OF REVENUE RECOGNITION		
Source	Explanation	Amount
LOCAL STATE		\$ -
FEDERAL OTHER	National School Lunch Equipment Stimulus	\$ 44,142.00
		\$ -
TOTAL (must agree with expenditure amount above)		\$ 44,142.00

Approvals:
 1/9/2010  1/16/10
 Fiscal Officer Date Assistant Superintendent Date

Distribution of Copies:
 Original - Board of Education
 Copy - Assistant Superintendent
 Copy - Fiscal Officer

FINANCIAL ACCOUNTING INSTRUCTION

No.496

To: Tom Pellegrino, Joanne Nelson, Evelyn Hoffman

Date of Issue:
Effective Date:

1/26/2010
7/1/2009

From: Melanie Stein

RE: **FINANCIAL HANDLING OF THE NATIONAL SCHOOL LUNCH EQUIPMENT STIMULUS
FOR 2009-10 SCHOOL YEAR**

Outlined are important areas of fiscal information covering this project for 2009-10

1. The following account codes are to be used for the expenditures incurred under the project.

District 279 No.	Object Title	Budget Amount	
02-005-770-700-530-000	Other equipment	\$	44,142
TOTAL		\$	<u>44,142</u>

The "District 279 No." is used on requisitions and any other internal reports.

2. Comments on procedures to be followed.

- a) The project director, Tom Pellegrino, must approve all transactions relating to this project.
- b) Existing requisitioning and purchasing procedures will be followed. Most items are requested on a standard requisition form. Use a BA 9 Voucher Request form for only those items not practical to procure on a purchase order basis (i.e., consultant fees.) It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the document.
- d) All financial reporting and claims reimbursement will be coordinated through the accountant.

d) Cutoff Dates

Orders against the 2009-10 school year should be issued after July 1, 2009 and after the date of approval on the application form.

The invoices eligible for reimbursement for the 2009-10 fiscal year are those dated June 30, 2010 or before, for which goods have been received. The district must submit its final claim for 2009-10 as of June 30, 2010 or before. Invoices dated June 30, 2010 or earlier may be included in claims. Invoices dated July 1, 2010 or after are **not** eligible for reimbursement. The implication of this is that purchase orders must be canceled if invoicing and delivery cannot be completed by June 30. Purchase orders should contain notations to that effect. **All requisitions must be submitted by April 1, 2010.**

Related Comment to Accounting:

Receipts should be coded into account 02-005-770-496-400-000 and a budget set up for \$ 44,142.

cc: Kim Riesgraf
Rich Melvin
Kelly Benusa

Cindy Brown
Mike Hueller

Business Services Staff
Purchasing Staff



ARMSTRONG TORSETH SKOLD & RYDEEN INC

January 21, 2010

Ms. Susan Hintz, Superintendent
Members of the School Board
Osseo Area Schools, ISD #279
11200 93rd Avenue North
Maple Grove, MN 55369

Re: Controlled Entry Upgrades, Bid Package No. 1: Birch Grove, Cedar Island, Fair Oaks, and Palmer Lake Elementary Schools
ATS&R Project Numbers: 06048.9, .11, .12, & .15

Controlled Entry Upgrades, Bid Package No. 2: Arbor View ECC, Edinbrook Elementary, Maple Grove Senior High and Osseo Senior High Schools
ATS&R Project Numbers: 06048.13, .14, .17, & .19

Dear Ms. Hintz and Members of the School Board:

Bids were received on Tuesday, January 19, 2010 for Controlled Entry Upgrades to the eight schools listed above. Construction documents for the eight schools were grouped into two bid packages.

Bids were received from eight qualified general contractors. Please refer to the attached "Bid Tabulations" for a summary of the bid results. Based on the relatively small variation between most of the bids we feel the bidding was very competitive, and a good reflection of the work proposed.

Bidders were allowed to submit separate bids for each bid package and/or a lump sum "combined" bid for both bid packages. Four bidders submitted bids for both bid packages and a combined bid, one bidder submitted prices for both bid packages only, one bidder submitted a price for bid package No. 1 only, and two bidders submitted only combined bids. No alternates were requested in the bid documents.

After analyzing combinations of bids for each bid package and combined bids, it was determined that both the apparent low bidder and apparent second low bidder were combined bids.

On Wednesday, January 20th, the apparent low bidder at the time of the bid opening, Ebert Construction, submitted a letter asking to withdraw from the bid, noting a math error, and providing documentation of the error. Their bid was almost 20% lower than the next lowest bid. Due to the error, ATS&R recommends that Ebert Construction be allowed to withdraw their bid and have their bid bond returned.

The low combined bid was submitted by Lund Martin Construction, Inc. in the amount of \$519,990. Dave Schultz, a Project Manager at Lund Martin Construction, Inc., indicated they are comfortable with their bid and are willing to enter into a contract with the School District.

Ms. Susan Hintz, Superintendent
Members of the School Board
January 21, 2010
Page 2 of 2

The Architect's preliminary estimate prepared for the Work being bid was \$583,250 for the two combined bid packages. The District is purchasing the ceiling tile, lay-in 2 x 4 light fixtures, flooring and resilient base with adhesives, and is purchasing and installing all door hardware (except hinges). The District is also doing work related to security systems for these schools, including furnishing and installing door contacts, card readers, cameras, and the like. The price for these purchases/installations is not included in the bidder's price and should be added to the base price to assess the total construction cost. The contract documents require the general contractor to break out prices for each school in their schedule of values, submitted after the bid.

ATS&R and the Osseo School District have worked with Lund Martin Construction, Inc. on numerous projects, including the addition and alterations at Zanewood Elementary School and the addition and alterations to the Educational Service Center.

It is ATS&R's opinion that Lund Martin Construction, Inc., is capable of performing the work in compliance with the construction documents, and it is our recommendation that the contract for General Construction for both bid packages be awarded to:

Lund Martin Construction, Inc.
3023 Randolph Street NE
Minneapolis, MN 55418
Telephone: 612-782-2250

Recommended award amount: \$519,990.00

Thank you for your consideration. We are pleased with the outcome of this bid and look forward to a very successful group of projects.

Sincerely,



Nancy LaBissoniere, AIA
Project Architect

nal/kjr

Enclosure

- cc: Ms. Kim Riesgraf, Asst. Supt of Administration, ISD #279
- Mr. Dale Carlstrom, Director of Facilities and Transportation, ISD #279
- Mr. David Maroney, ATS&R
- Mr. Paul Snyder, ATS&R
- Mr. Doug Bonar, ATS&R
- Ms. Debbie Erickson, ATS&R

BID TABULATIONS

Bid Date: January 19, 2010, 2:00 P.M.

Controlled Entry Upgrades

ISD NO. 279

Project Numbers: BP1, 06048.9/.11/.12/.15, BP2, 06048.13/.14/.17/.19

BID SECURITY	Base Bid, BP1, Birch Grove, Cedar Island, Fair Oaks and Palmer Lake	Base Bid, BP2, Maple Grove HS, Osseo HS, Edinbrook, Arbor View ECC	Combined Base Bid for BP1 and BP2	Contractor's Qualification Statement, 2 Copies, Notarized	Addendums 1 and 2
CONTRACTORS					
Ebert Construction	YES	\$219,400.00	\$214,400.00	YES	YES
Lund Martin Construction	YES	\$265,500.00	\$258,500.00	YES	YES
Morcon Construction	YES	\$274,000.00	\$272,000.00	YES	YES
J.S. Cates Construction	YES	\$286,000.00	\$259,000.00	NONE	YES
Specialty Construction Svc.	YES	\$328,000.00	NO BID	YES	YES
Construction Results Corp.	YES	\$331,000.00	\$316,000.00	YES	ADD - 1
CM Construction	YES	NO BID	NO BID	YES	YES
Greystone Construction	YES	NO BID	NO BID	YES	YES

CC: Accounting, Nancy LaBissoniere, Dave Maroney, Jim Lange, Gaylen Melby, File and FO

END OF TABULATION

DIVISION OF LEADERSHIP, TEACHING, AND LEARNING
Osseo Area Schools

TO: Kelli Parpart

FR: Joan Bowman

DATE: January 11, 2010

SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP

The following educational trip has been approved by the Division of Leadership, Teaching, and Learning and will be on the school board agenda for January 26, 2010.

School	PCSH
Sponsoring Organization	PC Marching Band
Adult Advisor	Wade Schroeder
Destination	Chicago, IL
Departure Date	7/2/10
Return Date	7/5/10
Assistant Superintendent approved	1/11/10
Board approved	Will be on the School Board agenda for January 26, 2010

c: Advisor – Wade Schroeder

Gifts to the District (totaling \$44,374.90)

Residential Mortgage Group - \$100 for classroom supplies at Early Childhood Family Education

Early Childhood Special Education (ECSE) PTO - \$205 for printing costs for referral packets at ECSE

Christina Shopek – Memorex Karaoke CD/Cassette Player with cords, two microphones, and 11 karaoke CD's for Basswood Elementary Kidstop Program

Basswood PTO – \$ 1,699.28 for Turkey Bingo costs, student rewards, and two document camera at Basswood Elementary

Wells Fargo Matching Program - \$230.76 for classroom supplies at Crest View Elementary

Edinbrook PTO – two Smart Boards at Edinbrook Elementary

Ameriprise Financial (Tammy Arnston) - \$46.16 for student supplies and field trips at Elm Creek Elementary

Elm Creek PTO - \$1,969.96 for volunteer coordinator at Elm Creek Elementary

Barbara Tischer - \$500 for school needs at Garden City Elementary

Betty Reiman – 803 books for reading, social studies, science, and Responsive Classroom at Garden City Elementary

Food Perspectives, Inc - \$20 for school needs at Garden City Elementary

Good Search - \$17.11 for school needs at Garden City Elementary

Wells Fargo Community Support Campaign - \$50 for student honors breakfast at Palmer Lake Elementary

Herff Jones - \$396.18 for student rewards, supplies and field trip admission at Palmer Lake Elementary

Osseo Lion's Club - \$1,000 for Students Connecting through International Service at Park Brook Elementary

Janene & Joseph Herbert - \$100 for supplies and rewards for 4th grade classroom at Rice Lake Elementary

Weaver Lake PTA - \$1,800 for author visit and portable Smart Board system for media center at Weaver Lake Elementary: A Science, Math, and Technology School

Woodland PTA - \$14,320 for choir, instructional funds, volunteer coordinator, enrichment room, musical, TICT, substitutes, and WordMasters at Woodland Elementary

Wells Fargo Community Support Campaign - \$50 for support staff salaries and supplies at Woodland Elementary

General Mills Box Tops for Education – \$1077.80 for support staff salaries and technology at Woodland Elementary

Wells Fargo Community Support Campaign - \$50 to be used at principal’s discretion at Osseo Junior High

RMG – Refer a Friend - \$100 to be used at principal’s discretion at Osseo Junior High

Ameriprise Financial Employee Giving Campaign - \$46.16 to be used at principal’s discretion at Osseo Junior High

Maple Grove Senior High Cheer Booster Club - \$3,969.23 for additional fall and winter cheer coaches at Maple Grove Senior High

Side Effects, Inc. – new score table for gymnasium at Maple Grove Senior High.

Maple Grove Senior High Dance Team Activity Account - \$3,672 for Invitational judges, music tech, and workers at Maple Grove Senior High

Ernest E Woodrow, Ltd. - \$1,000 for Maple Grove Senior High Baseball Program

RMG on behalf of Michael Paulson and Deborah Rittenbach - \$200 for miscellaneous general items at Osseo Senior High

Ron & Norma Nelson - \$100 for music department at Osseo Senior High

Rosalind Bakien (Multicultural Groups) - \$25.26 for stipend for after school student group supervision at Park Center Senior High

North Metro Stars Boys Hockey Boosters - \$2,875 for goalie coach salary at Park Center Senior High

Park Center Girl’s Basketball - \$2,000 for coach’s salary at Park Center Senior High

North Metro Boys Hockey Association - \$2,300 for assistant coach salary at Park Center Senior High

Priscilla Deke - \$200 in Cub gift certificates for Park Center Senior High students in need

Wastebasket Revue – eight signs for section seating in the Park Center Senior High Auditorium

Maple Grove Firefighter’s Relief Association - \$4,255 for Maple Grove Senior High senior party, Osseo Senior High senior party, and Autism Resource Library at Weaver Lake Elementary: A Science, Math, and Technology School

RESOLUTION ACCEPTING THE RETIREMENT OF
SUPERINTENDENT SUSAN K HINTZ

"It is hereby resolved that the Board of Independent School District No. 279, Osseo Area Schools, accepts the retirement of Superintendent Susan K. Hintz effective after June 30, 2010, and consents to the termination of the employment Contract dated July 22, 2008, under the terms and conditions laid out in that Contract."

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705 INVESTMENTS

I. Objectives

~~Funds of the District will be invested in accordance with this Policy 705 – Investments, M.S., 118A, and written administrative procedures. Investments will be made based on statutory constraints and subject to available designated staffing capabilities. The primary investment criteria in priority sequence are safety, liquidity, and yield.~~

Credit Risk - Funds of the District will be invested in accordance with this Policy 705 – Investments, M.S. 118A, and written administrative procedures. Investments will be made based on statutory constraints and subject to available designated staffing capabilities. The primary investment criteria in priority sequence are safety, liquidity, yield, and trust.

- 1. Custodial Credit Risk - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.**
- 2. Liquidity - The District’s investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.**
- 3. Interest Rate Risk - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.**
- 4. Maintaining the Public’s Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the School Treasurer.**

II. Scope

This Policy 705 - Investments applies to activities of the District, **including GASB 45 investments**, with regard to investing the financial assets of all funds.

Policy Revised: _____

Policy 705 Adopted: 1/19/99 (formerly Policy 3900)

Policy Revised: 4/20/93

Legal References

Policy Adopted: 3/7/89 M.S. 118A

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

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705 INVESTMENTS

I. Delegation of Authority

The ~~Business Manager~~, **Director of Business Services**, or designee, is designated as Investment Officer of the District and is responsible for investment decisions and activities under the direction of the ~~Director~~ **Assistant Superintendent of Administration**. The ~~Business Manager~~ **Director of Business Services**, or designee, will operate the investment program consistent with this Policy 705 - Investments. In order to optimize total return through vigilant portfolio management, resources will be allocated to the cash management program.

A. **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors, or managers of those investments.

B. **Indemnification**

Investment officers and employees of the District acting in accordance with this Investment Procedure and such written operational policies as may be established by the District, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes. 118.01 sub.2

C. **Amendment**

This procedure shall be reviewed from time to time by the Board Treasurer with regards to the procedure's effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance.

Any substantive changes will be reported to the Independent School District 279 School Board.

II. **General Standard Prudent Investment**

The standard of prudence to be applied by the Investment Officer in the context of managing the overall portfolio. **This standard requires the exercise of reasonable care, skill, and caution, and is to be applied to investments not in isolation but in**

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705 INVESTMENTS

the context of the portfolio and as a part of an overall investment strategy, which should incorporate risk and return objectives reasonably suited to the District. ~~will be the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."~~

~~The Investment Officer, acting in accordance with Policy 705 – Investments and exercising due diligence, will not be held personally responsible for a specific security's credit risk or market price changes.~~

III. Monitoring and Adjusting the Portfolio

The Investment Officer will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments.

IV. Internal Controls

The Investment Officer **Business Services Department** will establish a system of internal controls, which will be reviewed annually by the independent auditor. The controls will be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions.

~~V. Short-term versus Long-term Portfolio~~

~~Limitations on instruments, diversification, and maturity scheduling will depend upon whether the funds being invested are considered short-term, i.e. less than six months, or long-term funds, i.e. six months or longer. All funds will normally be considered short-term, except those reserved for building construction projects (i.e., bond sale proceeds) and any unreserved funds used to provide financial related managerial flexibility for a future fiscal year.~~

VI.V. Credit Risk – Short-term Portfolio Diversification

The District will diversify use of investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

- A. Diversification by Instrument with Maximum Percent of Portfolio. For example, a maximum of 100% of the portfolio could be invested in U.S. Treasury

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Obligations; a maximum of 25% of the portfolio could be invested in Repurchase Agreements.

1. U.S. Treasury Obligations (Bills, notes and bonds)--100%

U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations – 75%

Repurchase Agreements (Repos) – 25%

Certificates of Deposit (CDs) Commercial Banks (Government Collateral not to exceed F.D.I.C. insurance level) – 100%

Certificates of Deposit (CDs) Savings and Loan Associates (not to exceed F.S.L.I.C. insurance level) – 75%

Local Government Investment Pool – 75%

~~2. U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations--100%.~~

~~3. Bankers' Acceptances (BAs) --25%~~

~~4. Commercial Paper -- Prime Double Rated (CP) --75%~~

~~5. Repurchase Agreements (Repos) --25%~~

~~6. Certificates of Deposit (CDs) Commercial Banks (Government Collateral above \$100,000 F.D.I.C. insurance level)--100%~~

~~7. Certificates of Deposit (CDs) Savings and Loan Associations (not to exceed \$100,000 F.S.L.I.C. insurance level)--75%~~

~~8. Local Government Investment Pool --75%.~~

~~9. Money Market Funds--75%~~

Concentration Risk – The District does not further restrict the District's investments in securities of a single issuer.

B. Diversification by Financial Institution: **Effort to be made of N** no more than 66% of the total portfolio can be placed with any one depository.

C. Maturity Scheduling: Investment maturities for operating funds will be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (such as payroll and bond payments) as well as ~~considering~~ sizable ~~blocks of~~ anticipated revenue (e.g. property tax and state aid payments).

~~VII.VI.~~ **Credit Risk – Long-Term Portfolio Diversification** (i.e., maturities of at least six months)

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Instruments and diversification for the long-term portfolio will be the same as for the short-term portfolio.

Maturity scheduling will be timed according to anticipated need. For example, investment of building construction funds will be timed to meet contractor payments, usually for a term not to exceed three years.

~~VIII.~~ **VII. Competitive Selection of Investment Instruments**

Before the District invests any surplus funds, a competitive quote/bid process will be conducted. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotes/bids will be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used as a method to determine which maturities would be most advantageous.

Quotes/bids will be requested from financial institutions for various options with regard to term and instrument. The District will accept the quote/bid which provides **safety, liquidity, yield, and trust** the highest rate of return within the maturity required and within the parameters of Policy 705 - Investments. Generally, all quotes/bids will be on the basis of a 360-day base yield.

~~IX.~~ **VIII. Qualified Institutions**

The District will maintain a listing of financial institutions which are approved for investment purposes. Banks and securities brokers-dealers will annually provide their most recent audited Consolidated Report of Condition to the District.

Securities brokers-dealers will be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers or be a Minnesota regional dealer with combined capital and surplus of at least one hundred million dollars (\$100 million), exclusive of subordinated debt.

A. Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must:

- 1. provide wire transfer and certificate of deposit safekeeping services;**
- 2. be a member of FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the District; and**

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3. meet at all times the financial criteria as established in the investment procedures of the District.

IX. Collateralization

- A. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral at 110% or private insurance to protect public deposits in a single financial institution if it were to default.
- B. Eligible collateral instruments are any investment instruments acceptable under 118A.03. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
- C. Safekeeping of Collateral
 1. Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations;
 - a. at a Federal Reserve Bank or its branch office;
 - b. at another custodial facility in a trust of safekeeping department through book-entry at the Federal Reserve;
 - c. by an escrow agent of the pledging institution; or
 - d. by the trust department of the issuing bank.
 2. Safekeeping will be documented by an approved written agreement between the Independent School District 279 School Board and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 3. Substitutions or exchange of securities held in safekeeping for the District can be approved by the Assistant Superintendent of Administration, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

- X. Safekeeping of Securities and Collateralization (Custodial Provisions)
~~All investment securities will be invested in the safest category (category #1) using the custodial credit risk criteria. (Refer to the current Governmental~~

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~~Accounting Standard Board pronouncement for detail covering "custodial credit risk.")~~

~~Deposit type securities (i.e., certificates of deposit) will be collateralized as required by M.S. 118A for any amount exceeding FDIC or FSLIC coverage. Other investments requiring collateral including repurchase agreements are secured by the actual security held in safekeeping by the primary agent.~~

- A. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at the following locations:**
- 1. at a Federal Reserve Bank or its branch office;**
 - 2. at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved, or**
 - 3. in an uninsured account with an eligible broker.**
- B. Safekeeping will be documented by an approved written agreement between the Independent School District 279 School Board and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.**
- C. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.**

XI. Reporting Requirements

The investment officer will generate daily and monthly reports for management purposes. In addition, the **Independent School District 279** School Board will be provided with a monthly report which will include data on investment instruments being held, as well as any narrative necessary for clarification.

Procedure Revised: _____

Procedure 705 Dated: 1/19/99 (formerly Procedure 3900)

Procedure Revised: 4/20/93

Procedure Dated: 3/7/89

Legal references

M.S. 118.A

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School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

SERIES 900 – SCHOOL/COMMUNITY RELATIONS

924 SCHOOL VOLUNTEERS

Appendix A

~~I. Volunteers are individuals who are not paid for their services and who do not assume principal responsibility for instruction, but provide a supporting role in the education process.~~

I. The School Board encourages and promotes the involvement of volunteers to support programs and activities of ISD 279.

Volunteers are individuals who are not paid for their services and who do not assume primary responsibility for instruction, but provide a supporting role in programs and activities.

~~II. Volunteer services include, but are not limited to:~~

- ~~a. Participation on advisory committees~~
- ~~b. Classroom presentations~~
- ~~c. Tutoring for additional practice~~
- ~~d. Mentorships~~
- ~~e. Classroom assistants~~
- ~~f. Room parents~~
- ~~g. Fundraising~~
- ~~h. Other activities that~~
- ~~i. School spirit activities enhance student learning and the school community partnership~~

III. II. Candidates for volunteering in the District will be selected on the basis of their experience, ability, and good character, without regard for race, color, creed, religion, national origin, gender and identity or expression, sexual orientation, age, marital or parental status, or status with regard to public assistance or handicap.

~~IV. Services provided by District staff to support volunteers include, but are not limited to:~~

- ~~a. Organization of volunteer programs~~
- ~~b. Identification of appropriate tasks for volunteers~~
- ~~c. Recruitment, training, evaluation, recognition, and appreciation~~
- ~~d. Creative expansion of volunteer opportunities~~

SERIES 900 – SCHOOL/COMMUNITY RELATIONS

924 SCHOOL VOLUNTEERS

III. Building Volunteer Coordinators and/or designated staff are assigned to support volunteer involvement in district programs and activities. These coordinators and/or designees will work in consultation with principals and/or site leaders. A district wide risk management plan will be maintained for the screening, placement and supervision of volunteers.

~~IV. Volunteers will be selected with appropriate care to ensure quality volunteer services.~~

~~V.~~ **IV.** Volunteer compliance requirements:

- a. Volunteers are required to comply with:
 - i. Applicable state laws, federal laws, and District policies and procedures
 - ii. Building rules
- b. Volunteers are bound by data privacy laws regarding student records and information. This obligation is binding at all times, including at the volunteer's site, at other District sites, and in the community.

Policy Revised: _____
Policy 924 adopted: 3/19/02 (formerly Policy 6322)
Policy Adopted: 6/6/89

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

Legal References:

- M.S. 13.32**
- M.S. 13.43**
- M.S. 121A.17**
- M.S. 121.75**
- M.S. 123B.02**
- M.S. 123B.03**
- M.S. 124D.19**
- M.S. 124D.23**
- M.S. 124D.895**

Cross References:

- Policy 406 Public and Private Personnel Data**
- Policy 413 Harrassment and Violence**
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse**
- Policy 419 Tobacco-Free Environment**

SERIES 900 – SCHOOL/COMMUNITY RELATIONS

924 SCHOOL VOLUNTEERS

~~Policy 420 Communicable Diseases~~

~~Policy 441 Network / Internet Acceptable Use by Staff~~

~~Policy 507 Corporal Punishment~~

~~Policy 651 Community-School Cooperation in Setting Goals, Evaluating Progress and Planning Improvements in the Instructional Program: District Planning Advisory Council~~

~~Policy/Procedure 515 Protection and Privacy of Education Records~~

~~Policy 921 Non Use of Tobacco on School Premises~~

~~Policy 922 Non Use of Chemicals on School Premises~~

~~Policy 926 Conceal and Carry on School Premises~~